



# SOUTH CHARLESTON HIGH SCHOOL

... the PRIDE of the Dunbar & South Charleston Communities

#1 Eagle Way — South Charleston, WV 25309 304/766-0352

Dear Band Parents and Students,

Greetings from the South Charleston High School Black Eagle Marching Band. I write to you today to pass along some useful information about the band and rehearsals for the summer.

Band camp this year will begin **Monday, July 24** and end **Friday, August 4**. Camp will be held at South Charleston High School. The times are as follows:

**July 24 – August 3 – 8:00am to 4:00pm**

**August 4 – 8:00am to 8:00pm**

There will be a performance so the students may show off what they have learned at camp on Friday, August 4 at 7:30 pm. This performance will be held at the practice field at South Charleston High School, and parents are cordially invited to attend this performance. **ATTENDANCE TO BAND CAMP IS MANDATORY FOR ALL STUDENTS.** If you do not attend band camp, you will not march with us in the fall.

The band camp fee for this year will be **\$100**. This fee helps cover various expenses throughout the school year. If you chose to purchase your own band pants (more information provided in this packet), your camp fee will only be \$85. This money is due at registration the first day of band camp. Please do not send money now. You may also set up your account into four payments of \$25 if you cannot pay all at once. Other options are available as well. Please let me know in advance if you would need to do so.

Enclosed is a list of items you will need to acquire for performances with the band this year. If it is more convenient for you, a representative from Kerr's Music World will be at the school during the first week of band camp to take orders for shoes and gloves and will deliver them to the school the following week.

I also want to invite you to attend our Band Booster meetings held in the band room at South Charleston High School. These meeting usually occur on the second Tuesday of each month during the school year. The first meeting for this school year is tentatively scheduled for **Tuesday July 18 at 7:00 PM**. We will be discussing details of band events through the season, any immediate needs of the band, fundraising, and any other band related details. ***This meeting is HIGHLY encouraged for new students and families, so you can know what to expect and learn how to get involved.***

Last, the SCHS Band has a website that is regularly updated with information regarding the band. This website also includes pictures of the band and band students. Because of this, we will need your permission to use any pictures that may include you or your child on the website. Included with this letter is a photograph release form that is to be filled out and returned the first day of band camp. This form gives us permission to post your picture or a picture with you in it on the band website. No names are used with pictures on the website for security reasons. More

information is provided on this form if you have any questions. Again, please return this form, along with the enclosed emergency contact form, at registration on the first day of band camp.

If you have any questions or concerns before we meet in July, please feel free to contact me at the information below. If you have decided to not participate with the Black Eagle Band this fall, *please, please, please*, email me at the information below as soon as possible. I look forward to seeing each of you on **July 24** and hope you have a restful, relaxing, and safe summer break!

Joshua Richardson, Director of Bands  
Email – [jdrichardson@mail.kana.k12.wv.us](mailto:jdrichardson@mail.kana.k12.wv.us)  
Band Email – [schsbandwv@gmail.com](mailto:schsbandwv@gmail.com)  
Band Website – [www.blackeagleband.com](http://www.blackeagleband.com)  
SCHS Band, 1 Eagle Way, South Charleston, WV 25309  
Music Office – 304-766-0352 x111

## Important Dates to Remember

Drumline and Color Guard Rehearsals - TBA  
Band Booster Meeting: Tuesday, July 18 at 7:00 PM in the Band Room  
Band Camp: July 24 – August 4 at South Charleston High School

Visit us on the web: [www.blackeagleband.com](http://www.blackeagleband.com)

# REQUIRED ITEMS

## SOUTH CHARLESTON BLACK EAGLE BAND

Below is a list of required items that you will need for the Black Eagle Marching Band. These items are available at Kerr's Music World, located at 911 Bigley Avenue, Charleston, WV. (Though Gorby's Music is closer, they tend to not have these items in stock, as they deal more with Pianos and Guitars than they do with band equipment.) Color guard should have received a separate list of items that you will need to purchase.

A representative from Kerr's Music World will be at our band camp during the first week to take orders for band shoes and gloves, if that is more convenient for you. You do not have to pay for them that day, but rather pay the band boosters for them when the shoes come in. You will not be given your items until they you have paid for them. Orders placed in this fashion will also have a \$2 convenience fee to your total.

### WINDS AND PERCUSSION:

- Black Band Bibbers (pants) – See additional flyer on band pants included in this packet
- Black Band Shoes
  - Must be the **Style Plus “Plus One”** shoe from Kerr's Music World (\$39.95)
  - Black tennis shoes, dress shoes, or any other type of shoe that is not a band shoe will not be permitted to be worn with the uniform for any performance
- Black Band Gloves (winds only)
  - Must be the Long Wristed Sure Grip glove from Kerr's Music World (\$4.05)
  - **PERCUSSIONIST – Do not purchase this item!**
- Black Crew Socks
  - Available at your favorite clothing retailer
  - Ankle socks and “no show” socks are not permitted
- Flip Folder
  - I suggest getting extra pages, as we tend to have more music that can fit in the standard amount of pages
  - **To be used only during Band Camp and in the stands – SHOW MUSIC MUST BE MEMORIZED!**
- Lyre
  - Brass instruments may want to get the lyre/flip folder combo that clamps to the bell of your instrument (except Tuba). Much more convenient.

### EVERYONE:

#### What to bring to band camp

- Lunch
- Instrument, music, lyre, flip-folder
  - Oil, grease, reeds, etc. – we do not provide these
- Watch or other timekeeping device
- Sunblock
- Deodorant
- Bug spray
- Hat and/or sunglasses (if you want them)
- Tennis Shoes AND Socks
  - No flip-flops, sandals, clogs, crocs, or any other shoe in which you cannot march effectively.  
**Students may not march in socks or barefoot!!!**
- Comfortable clothing (must obey SCHS and KCS dress codes)
  - Maybe a change of clothes in case it rains

## **BAND BIBBERS (PANTS)**

Members of the SCHS Band will need to purchase their own band bibbers (pants) starting in Fall of 2016. These can be purchased from DeMoulin Bros. and Co. and cost \$46.95 plus about \$12 shipping. The advantages to purchasing your own pants are:

1. They are yours to keep forever.
2. They have a pocket inside to keep your phone/money in during performances.
3. They have adjustable snap hems so that you do not need to sew or pin a hem in every year. This hem allows for 8 inches of adjustability, so it is possible that one pair of pants could last you your entire time at SCHS.
4. Discounted uniform dry cleaning fees. This discount will almost pay for your pants over the course of 4 years of high school.

The South Charleston High School Band has a limited supply of band pants that may be borrowed if needed. These are older, and do not have adjustable hems or pockets. Using these will also incur an extra dry cleaning fee added to your band camp fees.

The band bibbers must be the DeMoulin Vivace Bibbers in Black. They can be ordered at the web address below.

<http://www.demoulin.com/marching-band/marching-in-stock-uniforms/in-stock-coats-bibbers/vivace-bibbers-black#horizontalTab1>

For your convenience, I have also linked these to the band website. You may visit [www.blackagleband.com/band-pants](http://www.blackagleband.com/band-pants) to get this same information, and to get to the correct page to order your pants.

Here is the sizing chart for the pants:

<b>Size</b>	22	24	26	28	30	32	34	36	38	40	42	44	46	48	52	56	60
<b>Waist (natural)</b>	22	24	26	28	30	32	34	36	38	40	42	44	46	48	52	56	60
<b>Seat (Hips)</b>	31	33	35	37	39	41	43	45	47	49	51	53	55	57	61	65	69
<b>Inseam (Unhemmed)</b>	36	36	36	36	36	36	36.5	36.5	36.5	36.5	36.5	36.5	37	37	37	37	37
<b>(Old Size)</b>	4XS	3XS	2XS	XS	S	M	L	XL	2XL		3XL		4XL		5XL	6XL	

You will need to measure yourself (hips and waist). Take the largest measurement and order that size. In other words, if your waist is 40 and hips are 51, you will need to order size 42, since the larger of the two measurements falls into that size. **PLEASE MEASURE CAREFULLY!** There were some issues with some pants not fitting last year.

If you are uncomfortable measuring yourself, or unable to do so, we can measure you the first week of camp so that you can order your pants. Just let us know.

**SOUTH CHARLESTON HIGH SCHOOL BLACK EAGLE BAND  
BAND MEMBER AND PARENT INFORMATION  
2017-2018**

Return this form with all other Required Forms at Registration for Band Camp  
Please include **ALL** information – Incomplete forms may be returned  
Some information is used for WVSSAC Eligibility and is necessary to participate

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_  
                                     First                                    Middle Initial                                    Last

Mailing Address: \_\_\_\_\_  
   Number and Street or P.O. Box  City                                    Zip

Student Email Address: \_\_\_\_\_

Instrument(s): \_\_\_\_\_

Will you need to use a school owned instrument?                 Yes                 No  
   (Leave blank if percussion)

T-Shirt Size: \_\_\_\_\_

Do you take, or have you taken, private lessons?                 Yes                 No

If so, with whom? \_\_\_\_\_

Cumulative GPA Last Report Card: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City and State of Birth: \_\_\_\_\_

School Attended in 2016-2017 School Year: \_\_\_\_\_

**PARENT / LEGAL GUARDIAN INFORMATION**

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Email(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Alternate Phone Number(s): \_\_\_\_\_

**SOUTH CHARLESTON HIGH SCHOOL BLACK EAGLE BAND  
BAND CAMP PAYMENT AGREEMENT**

This form must be completed by ALL students to be permitted to participate.  
Turn in this form at Registration at Band Camp.

Because of the expenses incurred during band camp and by travel to band festivals and other band events, a non-refundable camp fee of **\$100** (\$85 if purchasing your own band pants) will be charged to each band member, even if you do not attend band camp.

**At least 1/4 of this fee (\$25) is due at the beginning of band camp (at registration).**

This fee does not include required items (as listed on the Required Items List and on pages 4 and 5 of the band handbook). *Band Camp Fees and Required Equipment may be put on a payment plan through the band boosters.* Please let Mr. Richardson know as soon as possible if you need to do this.

No student shall be denied participation in any band activity due to financial hardship. If fee problems arise, please contact Mr. Richardson as soon as possible.

Please initial:

\_\_\_\_\_ Payment in full of \$100 (Due at Registration on the first day of Camp)

\_\_\_\_\_ Payment Plan  
To be paid in four equal  
parts – at camp and in  
August, September,  
and October

Office Use: \_\_\_\_\_ \$25 at Camp  
\_\_\_\_\_ \$25 August 24  
\_\_\_\_\_ \$25 September 25  
\_\_\_\_\_ \$25 October 24  
\_\_\_\_\_ \$15 discount (pants)

\_\_\_\_\_ Financial Hardship \*\*\*Please contact Mr. Richardson for further details\*\*\*

I commit to the payment of my child's band camp payment as listed above. I agree to follow through with commitments made on this form to assure the payment of band camp and other activities as needed. I also agree that should payment issues arise, that I will contact Mr. Richardson BEFORE the due date of a payment.

\_\_\_\_\_  
Parent / Legal Guardian Name

\_\_\_\_\_  
Parent / Legal Guardian Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SOUTH CHARLESTON HIGH SCHOOL BLACK EAGLE BAND  
MEDICAL CARE AND AUTHORIZATION FORM**

Please print clearly in blue or black ink

Student Name: \_\_\_\_\_ Instrument: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent(s) or Guardian(s): \_\_\_\_\_

Work/Cell Phone Number(s): \_\_\_\_\_

Does student have health insurance? Yes No Name of Policy Holder: \_\_\_\_\_

Name and Address of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Insurance Company Phone: \_\_\_\_\_

**ATTACH COPY OF INSURANCE CARD (front and back) TO THIS DOCUMENT**

**HEALTH HISTORY (check all that apply)**

Diabetes: \_\_\_\_\_ Asthma: \_\_\_\_\_ Seizures: \_\_\_\_\_ Cardiac Conditions: \_\_\_\_\_

Fainting Spells: \_\_\_\_\_ Orthopedic Conditions: \_\_\_\_\_ Other: \_\_\_\_\_

Please Explain: \_\_\_\_\_  
\_\_\_\_\_

**ALLERGIES (please list)**

Foods: \_\_\_\_\_ Medications: \_\_\_\_\_

Environmental: \_\_\_\_\_ Latex: \_\_\_\_\_

Other: \_\_\_\_\_

Do any allergies require emergency treatment? Please specify allergy and treatment:  
\_\_\_\_\_

**MEDICATIONS:** please list your child is currently taking (please document dosage, frequency, reason for taking) (include inhalers):

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Do the Band Staff and/or Emergency Personnel have permission to provide first aid to your child? \_\_\_\_\_

Date of last Tetanus shot: \_\_\_\_\_

List any health factor(s) restricting physical activity in the band? Explain \_\_\_\_\_

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**EMERGENCY CONTACT PERSON:**

In the event that the parent / guardian cannot be reached, please list a person that we can contact if needed.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

**Parental Authorization:** This health information is correct to the best of my knowledge and the student herein described has permission to engage in all band activities, unless otherwise noted above by me. I give permission to the physician or hospital selected by the band staff or medical personnel to hospitalize, medically evaluate and treat, order medication, or any other medical procedure necessary for my child named above.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SOUTH CHARLESTON HIGH SCHOOL BLACK EAGLE BAND  
TRAVEL CONSENT FORM**

During the 2017-2018 school year, it will be necessary for the Black Eagle Band to travel to away football games, band festivals, parades, and ratings. County school buses will be our main source of transportation to these events; however, carpooling and/or charter buses may also be used (as indicated below).

I hereby give my consent for my child to travel and attend all necessary practices and performances for the duration of the 2017-2018 school year as set by Mr. Joshua Richardson, Director of Bands, South Charleston High School, South Charleston, WV.

**TENTATIVE TRAVEL LIST**

This is a list of possible travel this school year. Just because it is listed below does not mean we will actually go to the event. This is just to serve as a guide for you to know where we may be going this year. **I have included all local competitions – we will only go to 2 or 3 in addition to the Daily Mail Festival.** Playoff football games are not listed, but are a possibility. Please refer to the Tentative Performance Calendar for more information and a copy of the list below.

9/9/17 – COMPETITION – Huntington Festival  
9/15/17 – FOOTBALL – AWAY at Riverside  
9/16/17 – COMPETITION – Spring Valley HS  
9/16/17 – PARADE – Dunbar Fall Festival  
9/22/17 – FOOTBALL – AWAY at Spring Valley  
9/23/17 – COMPETITION – Cabell Midland HS  
9/26/17 – COMPETITION – Daily Mail Festival, Laidley Field, Charleston (carpool)  
9/30/17 – COMPETITION – Poca HS  
10/6/17 – FOOTBALL – AWAY at Ripley HS  
10/7/17 – COMPETITION – Winfield or Ripley HS  
10/20/17 – FOOTBALL – AWAY at Huntington HS  
10/27/17 – FOOTBALL – AWAY at Capital HS (Laidley Field – carpool)  
11/11/17 – PARADE – Charleston Veterans Day (carpool)  
December 2017 – South Charleston and Dunbar Christmas Parades (carpool)  
March 2018 – WVSSAC RATINGS (Capital HS)  
May 2018 – Graduation at Charleston Civic Center (carpool)

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Parent / Legal Guardian Signature

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Student Name

SOUTH CHARLESTON HIGH SCHOOL BLACK EAGLE BAND  
TENTATIVE SCHEDULE 2017 – 2018  
**(Full Ensemble in bold)**  
*(Travel Performances in bold italics)*

Below is a list of performances and other events for the SCHS Band for 2017-2018. Realize that this list is tentative and incomplete, but it will give you an idea of what to expect for the school year. In the event that I was unsure of a date for a performance, I have listed that with *(best guess)* beside of the performance. Performance/event dates can and may change.

A detailed monthly calendar will be distributed at the end of the prior month throughout the school year (ex. October's calendar will be distributed at the end of September). These monthly calendars will outline all of the after school rehearsals and performances for the entire month. This information may also be found on the band webpage each month ([www.blackeagleband.com](http://www.blackeagleband.com)). There is also a way to sync it with your iPhone/iPad calendar – instructions can be found at [www.blackeagleband.com/calendar](http://www.blackeagleband.com/calendar).

**2017**

**JUNE**

TBA – Drumline Rehearsal  
TBA – Color Guard Rehearsals

**JULY**

TBA – Percussion Rehearsals  
TBA – Color Guard Rehearsals  
**24 – Band Camp Begins (MANDATORY for all members – See letter for full details)**

**AUGUST**

**8 – Evening Rehearsal (6-8:30pm)**  
**10 – Evening Rehearsal (6-8:30pm)**  
14 – First Day of School  
**15 – Evening Rehearsal (6-8pm)**  
**17 – Evening Rehearsal (6-8pm)**  
**24 – FOOTBALL – HOME vs George Washington HS (THURSDAY NIGHT)**

**SEPTEMBER**

**1 – FOOTBALL – HOME vs Cabell Midland HS**  
**8 – FOOTBALL – HOME vs Johnson Central HS, Kentucky**  
**9 – COMPETITION at Huntington HS**  
**15 – FOOTBALL – AWAY at Riverside HS**  
**16 – PARADE – Dunbar Fall Festival**  
**16 – COMPETITION – Spring Valley HS**  
**22 – FOOTBALL – AWAY at Spring Valley**  
**23 – COMPETITION at Cabell Midland HS**  
**26 – COMPETITION – Daily Mail Festival (Laidley Field)**  
**30 – COMPETITION at Poca HS**

## **OCTOBER**

**6 – FOOTBALL – AWAY at Ripley HS**

**7 – COMPETITION at Winfield or Ripley HS**

**12 – PARADE – Homecoming Parade (South Charleston)**

**13 – FOOTBALL – HOME vs St. Albans HS (HOMECOMING)**

**20 – FOOTBALL – AWAY at Huntington HS**

**27 – FOOTBALL – AWAY at Capital HS (Laidley Field)**

## **NOVEMBER**

(Possible Playoff Football Games on Fridays or Saturdays this month)

**3 – FOOTBALL – HOME vs Woodrow Wilson HS (SENIOR NIGHT)**

**11 – PARADE – Charleston Veterans Day Parade**

## **DECEMBER**

(Possible Championship Football Game on December 2)

**1 – PARADE – Dunbar Christmas Parade (BEST GUESS)**

**8 – All State Auditions (Christ Church United Methodist)**

**10 – PARADE – South Charleston Christmas Parade (BEST GUESS)**

**Week of 12/11 – CONCERT – Tentative date for Music Department Concert**

## **2018**

## **JANUARY**

Governor's School for the Arts is usually this month

Solo and Ensemble is usually this month

## **FEBRUARY**

**13 – All County Auditions (BEST GUESS)**

## **MARCH**

**8-10 – All State Conference**

**28 - RATINGS**

**29-30 – Spring Break**

## **APRIL**

**2-6 – Spring Break**

**20 – All County Band Concert**

## **MAY**

**4 – CONCERT – Tentative date for Spring Concert**

**19 – GRADUATION (BEST GUESS)**

**23 – Last Day of School (pending make-up days)**

# PHOTOGRAPH RELEASE FORM SOUTH CHARLESTON HIGH SCHOOL BLACK EAGLE BAND WEBSITE

SCHS Band  
1 Eagle Way  
South Charleston, WV 25309

Dear Parent or Guardian:

During the course of the school year, the South Charleston High School Black Eagle Band will be uploading photographs of the band and band members on the band's website:

[www.blackeagleband.com](http://www.blackeagleband.com)

If a photograph is used, we would follow the guidelines below:

- A. For safety purposes, the full name of your child will not be used with a photograph. If a name would be necessary, it would be displayed as first initial and last name (i.e.: J. Richardson).
- B. Only photographs deemed acceptable by the school guidelines concerning dress code, conduct, and content will be used.

The photographs would span the activities of the school year, including but not limited to band camp, rehearsals, parades, competitions, football games, travel, concert, parties, and awards.

We want to make this year and the years to come an exciting time for your child and we want to share it with you and your friends and family.

**Please return this form to Mr. Richardson, Director of Bands, at the first day of band camp so that we may begin updating the website as soon as band camp begins to showcase our talented musicians.**

Please check the appropriate selection and sign this form. If you select that you agree to this form, you agree that you give your permission for your child's photograph to be used on the South Charleston High School Black Eagle Band website.

\_\_\_\_\_ I DO NOT give permission for my child's photograph to appear on the website.

\_\_\_\_\_ I DO give permission for my child's photograph to be used on the band website. I have also read and agree to the aforementioned guidelines. I also understand that I may at any time request in writing that my child's photograph be removed from the website.

\_\_\_\_\_  
Parent / Guardian (print)

\_\_\_\_\_  
Student (print)

\_\_\_\_\_  
Parent / Guardian (signature) (date)

\_\_\_\_\_  
Student (signature) (date)

# Mr. Richardson's Guide to: Practicing

## 1. **Practice EVERY DAY!**

Practicing is a lot like bathing – if you don't do it every day, you start to stink.

## 2. **Practice WITH PURPOSE!**

Aimlessly playing through your music won't help you any. Make it a point to have a very specific goal each time you pick up your instrument.

## 3. **Practice what YOU DON'T KNOW!**

Don't focus all of your practice time on the stuff you can already play. Focus on a specific section with which you are having difficulties. Toward the end of your practice session, you can go over the stuff you know to keep it fresh.

## 4. **You are NEVER TOO GOOD TO PRACTICE!**

Even Wynton Marsalis, Kenny G, Miles Davis, Itzhak Pearlman, and any other professional musicians who have perfected their instrument practice every day. There is always something you can do to get better at what you do. Don't **ever** assume that since you can play all of your music, you can quit practicing.

## 5. **Don't wait until rehearsal to learn your music!**

There is a difference between practice and rehearsal. Practice happens at home – the time to learn your notes. Rehearsal is when we all put it together to make music. We don't have time in rehearsal for you to learn what you should have done at home.

## 6. **But Mr. Richardson, I don't know what I should do when I practice...**

Okay, here are my suggestions:

- a. Get a metronome – either a stand-alone, metronome-tuner combo, or a metronome app on your phone or online at [www.metronomeonline.com](http://www.metronomeonline.com)
- b. Divide and conquer – split your music up into sections (rehearsal mark to the next is a good start) – practice one section at a time – then start to group sections together – eventually working up to being able to play the entire song
- c. Start at a tempo that you can play without having to stop – start slow at first – work your way up to performance tempo; When you can play it perfectly 3 times in a row, bump the tempo up 3-5 clicks.
- d. If you mess up – stop and go back. It doesn't do you any good to keep practicing mistakes. Do not accept mediocrity from yourself – you wouldn't accept that from any professional. Rhythm first, notes second, articulations and dynamics third.
- e. Practice until you can play the passage 3-5 time CORRECTLY without mistakes. If you practice until you can play it once and then move on, you have trained yourself to play it wrong more than you have right. **Practicing only begins when you can play something correctly.**
- f. Imagine how you want it to sound – if you can't "hear" how it goes in your head, you will have a difficult time recreating what it should sound like on your instrument. Singing helps a lot. Play your parts on a piano/keyboard – just remember to transpose your parts.
- g. Find a recording, if you can, of the piece on which you are working. Most of the music we play in band can be found on [www.jwpepper.com](http://www.jwpepper.com) or [listeninglab.stantons.com](http://listeninglab.stantons.com) – find it, listen to it, practice with it. YouTube is also a good place to look. Some of our music can also be found on SmartMusic. Practice with a friend if possible (one in the same section or part preferably).
- h. When all else fails, ask questions – If you just can't get it, ask for help. **If you want to schedule a private lesson to get extra help – just ask.**
- i. Don't just practice your music. Practice scales, long tones, flexibility, articulations, range, dynamics, etc. Make music no matter what you are practicing.

Visit: <http://blackeagleband.com/Practice%20Aids/how-to-practice-five-habits-to-help-you-make-more-progress.pdf> for a great practice resource.

## South Charleston High School Black Eagle Band Rehearsal Procedures

In order to make our rehearsal time more efficient, it is extremely important that you as the members of our organization follow a few procedures as you enter the band room and throughout the rehearsal.

Upon entering the room, it is important that you:

- Unpack your instrument (leaving the case by the instrument shelf – not under your chair), retrieve your music from the folder rack, and sit in your designated seat within your section. Percussion will need to set up directly behind the back row of winds – do not attempt to rehearse from the corner of the room.
- Note the rehearsal order on the white board – please put your music in the rehearsal order before rehearsal begins so that we do not waste time waiting for you to find your music.
- You may warm up on your own, before the director approaches the podium. When the director is at the podium, you must not play or talk unless otherwise asked to do so. If you do not do this, you may miss important information regarding the day's rehearsal.

During the rehearsal, it is important that:

- If you have a question, please raise your hand instead of talking out of turn.
- When the director stops conducting – you stop playing. Listen – what the director says may apply to you.
- If the director is working with a section of the band other than yours, quietly look over the same section of music they are working on to gain a better understanding of how your part fits in with theirs.
- When we are switching to a new piece of music, quietly get your music ready – the director may have important information regarding the new piece of music that you will need to know.

At the end of each rehearsal:

- Wait until the director dismisses you before you begin packing your instrument or music.
- Return all music stands back to the stand rack and all music folders to the music rack or take them with you.
- Return all instruments to their proper storage place (winds on shelves – percussion in the corner) or take them home with you to practice.

By following these procedures, you will help all rehearsals go as smoothly and efficiently as possible. Section leaders should be role models for this – and are responsible for making sure that their section follows these procedures.

Rehearsal begins 2 minutes after the tardy bell rings. Be in your seat ready to play before that bell rings. Remember, to be early is to be on time, to be on time is to be late, and to be late is unacceptable.