

**Kansas State
University
Marching Band**



**Student Staff
Handbook
2016-2017**

Congratulations and Welcome!!!

You have been chosen to serve on the 2016 KSUMB Student Staff! You have proven yourself capable to represent, embody, and uphold the responsibilities and expectations of the KSUMB Student Staff. The experience you are about to receive by far surpasses ANY existing student staff position in the entire country. This behind-the-scenes perspective of the KSUMB will reveal what really fuels The Pride of Wildcat Land to move forward at a Sudler level. You need understand that the Student Staff is not a position privilege or entitlement. YOU must earn your title every day so that you can serve the KSUMB in any capacity expected of you. Failing to do so will result in removal from the KSUMB Student Staff.

Fact, you work harder, longer, and more then you did as a marching/playing member of the KSUMB. Fact, you will be expected to perform tasks that will force you out of your comfort zone. Fact, you will be expected to assume a level of leadership and “adulthood” that you might not feel 100% prepared for. Fact, completing a season as a KSUMB Student Staff member will transform you into the success you need to be for whatever you need to do...but only if YOU choose to buy-in 100%. Bottom-line, you will only get out what you put in. Being a leader means sacrificing everything you want for the needs of others. Are you ready to really find out what you are made of?!?!?

We want you to rise to this challenge, take life head-on, and see your job through to completion with everything that makes you, YOU! Your energy, your passion, your enthusiasm, and your will to do everything you can to make the KSUMB BETTER. This is the reason why you want to be on the Student Staff right? SO JUST DO IT!!!

Again, we welcome you to our team and cannot wait to see how you will LIBTYFI during the 2016 Sudler Encore Season!!!

Go Cats!!! Go Band!!!

Dr. Frank Tracz
Prof. Don Linn

Student Staff Personnel

Sara Gift
Eli Gilespie
Lucas Gorentz
Owen Moore
Xan Perkins
Trevyn Sell
Matt Shea

Band Camp Responsibilities

Student Staff responsibilities during band camp can be summarized in a few key points:

1. Be eager to help and be proactive in your responsibilities.
2. Make an effort to get to know the new (and old) members and learn their names.
3. Come to every rehearsal well-hydrated and well-rested!

Specific responsibilities will be similar to the section on Rehearsal Responsibilities below. Be prepared to adapt these for the rigors of band camp.

Rehearsal Responsibilities (T/TU/F 3:30-5:20)

Before Rehearsal

Memorial field will be setup by 3:15 for outdoor rehearsal days – to facilitate, each member of student staff will have responsibilities to fulfill before that time. A pre-rehearsal meeting of student staff and GAs will take place, on selected days, at 2:45 in the band office. Following the meeting, staff will attend to the following responsibilities.

- **Xan** – Wireless receiver black box from Mr. Linn’s office and electronic setup at the rehearsal field. After completed, help with all other tasks.
- **Eli** – Water spigots and hoses, then help with all other tasks
- **Trevyn** – Water spigots and hoses, then help with all other tasks
- **Lucas** – Poles and yard markers, then help with all other tasks
- **Sara** – Attendance book from band office to field and organize pink/yellow sheets for attendance. In the dead time, help with other tasks.
- **Owen** – Podiums out and help with other tasks.
- **Matt** – Podiums out and help with other tasks.

Members should also check that setup duties given to committee members of TBS/KKY are completed.

During Rehearsal

All staff members should have a radio, pole, charts, music scores, and easy access to ropes/tapes during rehearsals. During fundamentals, staff should:

1. Use the appropriate rope(s) to set the initial fundamental block. One should be set up at the front of the block and at the back to help set the entire block efficiently upon stop/dress.
2. Circulate through the ensemble with poles to check for spacing.
3. Watch for fundamentals and make comments when directors aren’t giving direction.

During music warm-ups/rehearsal, those who are assigned to attendance sheets will collect and return them to Sara. Attendance sheets will be prepared beforehand that have section rosters with excused absences listed. These sheets will be located in the attendance binder for section leaders to retrieve before rehearsal. Sara will then compile the lists and contact any unexcused absences via phone.

- Woodwind and Percussion attendance collection- Eli
- Brass and Auxiliary attendance collection- Trevyn

After attendance has been completed, staff should meet by the podium to go over drill concerns and other comments regarding rehearsal that have been addressed by Dr. Tracz and Mr. Linn. Every staff member should be very familiar with the drill to be addressed in each rehearsal-understand where mistakes might/do occur and think of ways to address and fix these.

As rehearsals shift to drill, staff should be in their assigned section, listed below, with pole/tape and radio to begin helping with drill instruction. Staff should try their best to address concerns as fast as possible but always be aware of Dr. Tracz/Mr. Linn's rehearsal directions as not to be counterproductive. SS comments should be very short and concise so not to overwhelm an individual and/or make them miss instruction by GAs or Linn/Tracz over the speakers.

When music or drill is to be passed out during a rehearsal, staff will have the papers organized into separate piles to expedite the process. We will then spread out over the field to pass the papers out to members.

After Rehearsal

At the conclusion of rehearsal, the staff should always be present at the podium meeting to hear announcements and new tasks from Dr. Tracz. If materials are to be passed out, two members of staff will be at the front of the ensemble to do this. We will then assign any new tasks given to staff to whomever it is relevant. Teardown responsibilities are as follows:

- **Xan** – Wireless receiver black box back in Mr. Linn's office and electronic teardown and help with other tasks.
- **Eli** - Water spigots back in storage and Podiums down, help with all other tasks
- **Trevyn** - Water spigots back in storage and Podiums down, help with all other tasks
- **Lucas** - Polls/Yard markers in storage and Podiums down, help with all other tasks
- **Sara** - Attendance back to band office and assist others with their tasks
- **Owen** - Teardown tent (if applicable) and Podiums down, help with all other tasks
- **Matt** – Teardown tent (if applicable) and Podiums down, help with other tasks

Staff should stay after members to make sure field is cleaned up and all is put away. Items that are found after rehearsal should be returned to the band office for a "Lost and Found" pile. There will be a staff meeting every Thursday after rehearsal on game weeks.

After FRIDAY (before Gameday) Rehearsal

- Student Staff members and GAs are responsible to stay and help load the truck with instruments and other Gameday items such as;

- Apples
- Candy
- Coolers (for water during Game)
- Poles
- Plumes (Xan/GAs are in charge of loading on truck)
- Percussion stands
- Drumline Instruments/Tubas
- Other misc. Rehearsal equipment: TBA

Sectionals

Most instrument sectionals are held on Wednesday evenings during the marching season. Staff should have at least one representative check in on all sectionals to answer questions or give new announcements. It will not be necessary for one person to attend all sectionals or to stay the entire duration, however sectional attendance may be assigned by directors for specific weeks. Student Staff's responsibilities during sectionals include, but are not limited to: collecting attendance, delivering announcements, etc. While homework can be done during downtime, the band's needs should be the priority.

Room	Section	Time
104	Tenor Sax	8:00pm
105	Clarinets	8:00pm
135	Alto Sax	8:00pm
201	Piccs	8:00pm
Mem Field	Percussion	8:00pm
WWII Mem	Trombones	8:30pm
AFC	Trumpets	9:00pm
104	Baritones	9:00pm
105	Mellos	9:00pm
201	Tubas	9:00pm

Gameday Responsibilities

Uniform

Student Staff is a small part of a large organization and we must represent the group by looking professional and cohesive. Dr. Tracz will make the call on Khaki or Black before Gameday. Shoes and socks should be professional and comfortable, while coordinating with the pants (brown socks/shoes with khaki, black shoes/socks with black). Polos should be tucked in and accessories (sunglasses, jewelry, etc.) should be kept conservative and minimal. Hats and

jackets will also be provided to wear at the games. The Staff bag is convenient for stowing essentials to the indoor facility, but the group should keep their in-stadium items down to one bag, if at all. All parts of the Uniform are ONLY for KSUMB events. Parts of the uniform may be worn freely OUTSIDE OF THE KSUMB SEASON.

Pregame

Parking Staff:

Parking duty will be done on a rotating basis and will require two members. The members should arrive in the lot (making sure to receive the key before hand) 30 minutes prior to the earliest sectional call time.

- a. Cars should be approx. 1 – 2 ft. apart from front to back and 3 ft. apart between doors.
- b. Do NOT stand directly in front of vehicles when directing them into their spots.
- c. Do NOT put yourself, a KSUMB member, or a vehicle into risky situations.

After parking is done, the two staff members will proceed to Bramlage tunnel/Indoor Facility to make sure the security guard has arrived and all water bottles are iced down in coolers. Always double check to see that orange coolers and barrier foam protectors have been taken from the pods to the stands.

Non-parking Staff:

Non-parking staff will attend the pregame staff meeting at Bluestem Bistro and immediately report to the field to begin setting up the field for rehearsal. Non-parking staff will relay morning meeting information to parking staff before the start of rehearsal duties. Responsibilities for rehearsal set-up will be the same as regular rehearsal days. At this time, make sure all KSUMB members are dressed properly without any excess accessory items (sunglasses that aren't black/brown, scarves, hats, sweatshirts, etc.).

At the conclusion of rehearsal, responsibilities will be as follows:

- Those assigned to parking should return to Bramlage tunnel with a GA to prepare lunch.
- Xan will attend the center of the field meeting with pen and paper for new requests/schedule from the directors.
- All other members should begin tear down. Podiums will be placed up against the bleachers near their Pre-Game positions.
- Make sure Staff water bottles are placed in the stands.

If requested, a member of staff may attend pep bands. Otherwise, members should monitor the indoor facility and pick up trash as meals are finished. At this time, plume boxes should be ready for departure and Staff members should be helping KSUMB members make last minute adjustments to their uniforms while moving to the front of the block. SS will EAT LAST, AFTER EVERYONE HAS BEEN SERVED.

Departing Bramlage/Indoor:

During the pregame parade, student staff who are assigned to plume boxes will escort the plume boxes at the end of the marching route and set up for distribution. Xan will follow behind the band and will quickly help finish plume distribution and wait for drumline to begin the descent to Gate X. Student Staff traditionally falls in behind Drumline. As the band is queuing to enter the stadium, staff will enter the gates and set up behind the band to block off the pre-pre-game rally. Once the band begins to queue for the pre-game countdown, staff will set up the six pre-game podiums as needed.

After pregame is completed, the three podiums NOT needed for half time should be brought back to the band seating. The three podiums needed for half time should be leaned against the railings of the stadium. The staff should then return to the band seating and position themselves around the band in assigned areas.

Game

During the game, staff responsibilities will consist of:

- Conducting on the sides of the band when turned.
- Filling water bottles***
- Monitoring general behavior and crowd around the band

As the band leaves their seats for half-time performance, members of staff should position themselves for their assigned podium set up. SS not assigned to a podium during the show will open plumes boxes for collection after half time.

At the conclusion of the performance staff members will collect plumes and help members get back into the stands quickly. Those who are assigned to podiums will return them to the band section. When the plumes boxes have been filled, and we get the “go-ahead” from Tracz, the staff should begin to distribute apples throughout the stands. After apple distribution, staff will resume their spots and responsibilities in the stands for the duration of the game.

Post Game

At the conclusion of the game (another Wildcat Victory!) staff will attend the post game full band meeting and, at the conclusion of the meeting, will began tear down and loading of the

truck. After the truck has been loaded and the band section is cleaned, the staff will return to the indoor facility to ensure everyone/everything made it out. Trash barrels should be placed back into their original positions and excess trash should be taken out to the dumpster at this time. The staff will then return to McCain to unload the truck. The Student Staff and Managers will then take the Memorial Stadium items back to the storage area for the next rehearsal.

Parades

In preparation for parades, staff should gather all materials and be at the parade start prior to call time. Depending on the amount of podiums needed, SS and Band managers will escort the needed podiums and set them up for the drum majors once the band arrives at the performance space. After the band has departed, the staff will depart for the parade destination and be prepared to receive plumes, instruments, etc. Exception-Purple Power Play in the Park-staff should stay with the band during this parade. Good rule of thumb-**go wherever the truck goes**. It may be necessary for some members of staff to **“encourage” people to move out of way for the band**. Staff should also direct traffic when needed. *Specific assignments TBA.*

2016-2017 Season Schedule

Bolded – HOME games

AUGUST

Aug. 15-21 - Band Camp

SEPTEMBER

Sept. 2 – Wamego vs. Rock Creek (TBA) – Rock Creek High School

Sept. 11 – K-State Day at the State Fair – All Day – State Fair grounds, Hutchinson, KS

Sept. 15-16 - Purple Power Play on Poyntz (City Park) – 6pm

Sept. 17 – FAU (Band Director Day) 1:30pm Kickoff (BSFS)

Sept. 24 – Band Day (Missouri State) 6:10 pm Kickoff (BSFS)

OCTOBER

Oct. 8 – Texas Tech TBA (BSFS)

Oct. 15 – Central States Marching Festival w/ the BOSTON BRASS (All Day)
BSFS

Oct. 22 – Homecoming: Texas TBA (BSFS)

NOVEMBER

Nov. 5 – Oklahoma State (Ft. Riley Day) TBA (BSFS)

Nov. 21-25 – Fall Break

Nov. 26 – KU (Senior Day) TBA (BSFS)

Nov. 27 – KSUMB Concert: 3pm Ahearn Field House

DECEMBER

Dec. 2 - Christmas Parade Afternoon – Poyntz Ave.

Dec. 11 – KSUMB Banquet – 6:30pm KSU Alumni Center

Dec/Jan - Bowl Game TBA

Jan 20-22 – KSU Concert Band Clinic - McCain Auditorium

2016 PREGAME STAFF ASSIGNMENTS

HOME (West Side)

Owen M X Natalie	Travis G/Zach K X Talia	Matt S X Abby
		Military - Xan P
Jay K/Sara G X	Alex W/Dan H X Ryan M/Eddie S/Eli G	Wes L/Trevyn S X

AWAY (East Side, students)

RUN ON - Percussion Tuba Entrance

ALL AWAY SIDE STAFF clear path

- Move cheerleaders and any football personnel
- Podiums and Yard-Line markers off the lines
- Any football equipment must be moved past the 30 yd line (ask football staff first)

ALL HOME SIDE STAFF get podiums ready

AFTER RUN ON -

Alex W, Dan H, Wes L, Ryan M, Eli G, Trevyn S return all equipment to original locations

Jay K, Alex W/Dan H, Wes L prepare for National Anthem and Alma Mater

Jay K, Sara G, Wes L, Trevyn S - Prepare for WILDCATS and K formations. Be in a spot near the GOAL LINE (Don't stand in front of a flag!).

MILITARY - COLOR GUARD - Xan P

Meet color guard prior to Run-On in the North end zone. Stage the color guard on the goal-line following the fight song. Give the GO command at the first note of the ceremony of allegiance for military color guard to begin marching to position. Guard should be 4 steps off the sideline and should stop at the 25 yd line and face HOME (west) stands.

WABASH - "K" TUNNEL

Xan P/Matt S - Move podium toward team entrance (North) for Fight Song

Wes L/Trevyn S - Move podium North for Talia and Percussion

Sara G, Ryan M, Eli G, Trevyn S - Move podiums in position for band in the stands

Owen M, Travis G, Zach K, Matt S - Collapse podiums on Home Side and do crowd control as the tunnel forms. Head back to away side once tunnel is done.

Eddie S, Bryant K, Travis G, Ryan M - Be on stand-by on the Away side and be ready to receive the band after pre-game. Make sure God Box is ready to go for Dr. Tracz, security in the stands (water bottles, percussion stands, etc.) clear stands of fans/parents, and monitor the alternates in the stands

2016 Field Rehearsal Charting Duties

Drumline:
Jack D/Lucas G

Ahearn/North			Alumni/South
Eli G	Owen M/Jay K	Matt S	
Treyyn S	Dan H/Lucas G	Sara G	
Wes L	Xan P/Alex W	Eddie S	

Front/West

Music Sectional Duties

Piccolos and Clarinets:

GA: Jay Koupal

SS: Sara Gift/Owen Moore

Alto/Tenor Sax and Mello

GA: Wes Lewis

SS: Treyn Sell/Matt Shea

Trumpet

GA: Dan Haddad

SS: Eli Gillespie

Trombone, Baritone, and Tuba

GA: Alex Wimmer/Eddie Shaw

SS: Xan Perkins

Percussion

GA: Jack Donovan

SS: Lucas Gorentz

Color Guard

Sydney Topliff

Classy Cats

Christina Quigley

Twirlers

Shannon Meis

Student Staff Assignments 2016-2017

	Xan Perkins	Trevyn Sell	Sara Gift	Eli Gillespie	Matt Shea	Owen Moore	Lucas Gorentz	Managers
Band Camp	Jacket/Pants	Jacket/Pants	Jackets/Pants	Secondaries	Instruments	Instruments/Hats	Instruments	Field Set-Up
Indoor Rehearsals	Set-Up/Clean 201/McCain	Set-Up/Clean 201/McCain Aux-Attendance	Set-Up/Clean 201/McCain Woodwind-Attendance	Set-Up/Clean 201/McCain Woodwind-Attendance	Set-Up/Clean 201/McCain Brass-Attendance	Set-Up/Clean 201/McCain Brass-Attendance	Perc Setup-Tear Down/Perc-Attendance	Set-Up/Clean 201/McCain
Outdoor Rehearsals	God Box, Table, Tent	Water Spigots, Hoses, Brass-Aux. Attendance Collection	Attendance Book	Water Spigots, Hoses, Woodwind Perc. Attendance Collection	Podiums	Podiums	Poles, Yard Markers, Percussion	Field Set-Up
Small Sectionals	Low Brass	Alto, Tenor, Mello	Picc/Clar	Trumpet	Alto, Tenor, Mello	Picc/Clar	Percussion	*****
Large Sectionals	Low Brass	Alto, Tenor, Mello	Picc/Clar	Trumpet	Alto, Tenor, Mello	Picc/Clar	Percussion	*****
Game Day Equipment	Lunch, Apples, God Box, Poles, Podiums	Lunch, Apples, God Box, Poles, Podiums	Lunch, Apples, God Box, Poles, Podiums	Lunch, Apples, God Box, Poles, Podiums	Lunch, Apples, God Box, Poles, Podiums	Lunch, Apples, God Box, Poles, Podiums	Percussion	Lunch, Apples, God box, Wagons, Poles, Podiums
Game Day Duties	Parking as Assigned	Parking as Assigned	Parking as Assigned	Parking as Assigned	Parking as Assigned	Parking as Assigned	Percussion	Truck, Water, Podiums, Equipment, God Box, Plumes
Stadium Seating	Staff Row	Staff Row	Staff Row	Staff Row	Staff Row	Staff Row	Percussion	Staff Row
Special Event	Tuba/Eu Day	Band Day	MB Concert DVD/CD Sales	Band Director Day	Ft. Riley Day	Alumni Day	CSWF	*****
Field Assignment	God Box, Front/Middle	Middle Left	Middle Right	Back Left	Back Right	Back Middle	Middle-Percussion	Podiums, God Box