

WDBBA : Youth Band Camps

Checklist for Organisation and Administration

(These are suggestions only – the organising band will make decisions to meet their own circumstances.)

1. Fix the Dates / Camp and Concert

- Friday 7 pm to Sunday noon; concert to follow in afternoon. (Suggest arrive at 5pm)
- February usually most suitable month.
- Get WDBBA to agree on the suggested dates.
- Check with key junior groups, to ensure no clashes with band activities.
- Get WDBBA to tie in, say, a BITP concert or similar event, so Youth Band can perform early on Sunday afternoon with other Wellington District bands.

2. Find Suitable Venue / Establish Costs for Camp / Consider Grant Application

- Check has large enough area for practice room.
- Check that has 6 – 7 smaller “break-out” areas for section practices. (Under cover if possible.)
- Check can provide suitable meals and a separate dining space, i.e. not using the practice room.
- Consider the possible need to provide a packed lunch for Sunday.
- Check if photocopy facilities are available at weekend.
- Obtain prices for accommodation / meals etc.
- Calculate interim budget based on, say, 30 youth players and 10 adults; a total of 40 people.
- If costs appear comparable to past camps, make a “pencil” (i.e. temporary) booking, in name of the WDBBA, with your band’s name as main contact for the camp.
- Find out minimum deposit needed to confirm booking (e.g. 10% ?).
- Present all details to the WDBBA to get their overall approval and agreement to accept responsibility for the final booking / contract.
- Consider applying for grant (in name of WDBBA) towards such costs as accommodation / MD / Tutors – discuss with WDBBA.

3. Confirm Venue for Camp (after WDBBA Approval)

- Get final quotation and contract for the booking.
- Get WDBBA President to sign the venues’ booking contract.
- Pay the deposit (10% ??) from own band funds if possible – if not ask WDBBA for funds.
- Get WDBBA to write to Venue Management to confirm arrangements, with a copy to your band.

4. Appoint Musical Director for Camp

- Ask WDBBA Secretary to supply you with a short list of possible MDs to approach. (Advise WDBBA of anyone your band knows for the list.)
- Contact each possible Director, in turn, until you establish who can do this job for your band.
- Negotiate fee (through WDBBA) if any, plus likely costs (accommodation to be at the camp.)
- Build Director’s overall costs into camp budget.
- Confirm arrangements, in writing, to Director with a copy to WDBBA Secretary.

5. Arrange Music for Camp

- Ask Director to provide suggested music programme for concert.
- Liaise with other bands / WDBBA Secretary to get further suggestions if needed.
- Establish how music chosen is to be obtained and sufficient parts copied ahead of the camp.

6. Invite Band Youth Enrolments (Amend Existing Forms and Letters ?)
 - Send out forms after Term 4 starts (October)
 - Parental Permission / Medical Form
 - Parental Invitation / General Info. Form
 - Require forms to be returned to bands early in December.
 - Covering letter to bands goes with forms for parents etc, plus the Band Enrolment Form.
 - Set date for return of forms by bands (late January)
 - Telephone bands (mid-December) to get the number of probable enrolments for the camp.
 - Advise WDBBA Secretary if numbers are poor.
7. Finalise Numbers for Camp
 - Follow-up non-returns (late Jan / early Feb)
 - Establish no's of youth / adults enrolled. (Note: 1 adult per 5 youth needed.)
 - Check requirements of Venue Management re split into age brackets etc, if needed.
 - Negotiate with Venue Management re any variation in numbers booked as necessary.
 - Finalise venue costs.
8. Arrange Music Stands / Set of Percussion (if necessary)
 - Ask bands if they can bring 30 stands / percussion gear to camp.
9. Arrange Accommodation for Camp
 - Meet requirements of Venue Management (forms?)
 - Ask bands for any special rooming needs of their people.
 - Allocate people to rooms – give lists to Venue Management.
 - MD to have “single” room if practicable.
 - Provide copies of lists to adults on arrival at camp.
 - Keys (if provided) to be controlled by adults to meet Venue Management rules (if any).
10. Prepare Events Schedule (Amend Existing Form ?)
 - Liaise with MD and Venue Management.
 - Set out each day's activities showing times etc.
 - Include rehearsals, sectionals, meal times etc.
 - Show packing up / tidy up arrangements etc.
 - Give copies to Venue Management, Chef / Kitchen staff and adults.
 - Put up copies in the practice room. (Have some Blu-Tack available.)
11. Make-up of Youth Band / Instrumentation
 - Discuss various player skill levels with bands (early Feb).
 - Prepare a provisional list of solo, 1st, 2nd etc positions for each instrument for MD.
 - Give up-dated copies to adults on arrival.
 - Check music situation – any more copies needed to meet excess no's, e.g. more 2nd cornets, etc than allowed for ?
12. Running the Camp
 - Include address on Fire / Safety / Rules etc by Venue Management at first event (Friday).
 - Liaise with Venue Management / Chef / MD / Adults / Youth.
 - Arrange assistance as needed to clear up after meals / teas etc. (All adult helpers.)

- Arrange sectionals with MD and tutors.
 - Consider a “patrol” after lights out so people stay in own accommodation.
 - Delegate to adult helpers various events etc to supervise.
 - Get regular feedback from MD / adults on youth activities as camp progresses.
13. Free Time Activity – Saturday Evening
- If schedule allows organise activities for youth.
 - Suitable DVD’s / Games etc.
 - Get ideas from participating bands.
 - Cater for age groups if practicable (cards for older group ?)
 - No “physical” activities (to avoid bruises / bumps / split lips etc.)
14. Cleaning and Packing Up
- Get adults to oversee / assist youth to meet Venue’s requirements re tidying rooms, bedding, cleaning bathrooms and toilets etc, after final Sunday am practice.
 - Ensure each group checks all of their gear is secured.
 - Final check to see no instruments / music / stands etc overlooked.
15. Arrange Final Account from Venue
- Collect from Venue Management ASAP / via email ?
 - Sort out any anomalies / unexpected charges.
 - Get amended account if needed.
16. Prepare Statement for Bands / Issue Invoices
- Statement includes Venue costs, plus MD’s travel and fees and budgeted extra items, e.g. Friday night meal for MD.
 - Show credit for any grant received from WDBBA towards the overall cost of the camp.
 - Send a “Breakdown of Costs” statement to participating bands.
 - Also send each band an invoice for the amount they are to pay to you, the Organising Band.
17. Pay the Venue Management for Costs Due
- The Organising Band, if possible, pays this. (See WDBBA if not practicable.)
 - The participating bands pay their share of costs to the Organising Band.
 - The WDBBA pays any agreed grant to the Organising Band.
18. Report to WDBBA and Bands Involved
- Seek feedback from bands – send out a form ?
 - Prepare a final report on the running of the camp.
 - Include statistics and no’s / ages / results achieved at the concert etc.
 - Include feedback collected, including from Venue.
 - Comment on any problems noted / ideas to improve the next camp etc.

ADD YOUR OWN IDEAS. HAVE FUN !!!

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