

Grosse Pointe Public School System

2011 North Band – O –Rama

By Patrick Curran

The event chairman's job is involved and at times, time consuming. All the hard work done weeks in advance will pay off the night of the concert.

The first thing the event chairman needs to understand is how the concert works. The concert has no intermissions therefore there is no need to have three or four volunteers at the tables once the concert starts. The cash boxes must always have a volunteer or you next to them. One volunteer and the event chairman to cover the candy, water and Jazz Band CD sales should be fine. The same goes for Merchandise. The Merchandise Chairman will find her/his volunteers. This year we added a cookie dough table to the (3) sales tables. It was at the beginning of the tables nearest the door with free cookies and carmel corn to attract people once they enter the school. This is not a required item at the event but should be discussed at the booster meetings prior. You need someone there to take cookie orders. A donation jar was placed there and we collected some money. The cookie dough sale for the Boosters was going on at this time and we wanted to give people a chance to taste some of items and place an order if they wanted to. Only a few orders were taken. We needed a sign "free snacks" or something I didn't think of it before hand. Remove one table if this won't happen next year. Three tables for sales work well.

The concert will begin at 7:30pm and conclude near 8:45pm. You will need to have three volunteers before the concert and two after the concert as a minimum. Students arrive at 7:00pm. Many elementary students start arriving before this time so be ready to capture all the sales you can. Also have adults collecting donations at the doors, 2 at the main door and 2 at the back door minimum. They should remain at the doors until the concert begins. When they are done they need to give you the donation jars. I transferred the donation money into a trash bag and put it in a box and walked out to my car. That way I didn't worry about it, only the cash boxes. The volunteers that will sell before the concert must be at school by 6:15pm no later. The people collecting donations should show up then too. Mr. Cleveland takes care of the programs so make sure you have the programs at both doors.

Chairman Responsibilities

- Sign up volunteers for sales.
- Sign up (4) adults for collecting donations.
- Obtain the programs earlier in the day of concert from Mr. Cleveland (GPN Band Director) and have them at the doors with the donations people.
- Set up and put away the sales tables.
- Count all money collected and turn over to the Booster Treasurer the following day.
- Monitor the donation jars and programs at the doors. Check frequently both doors. The money collected will be counted by you and given to Mr. Cleveland. Arrange a time for this with Mr. Cleveland in advance. The main doors and the back doors to the gym near the art rooms must be covered for donations. This is a huge money maker. Add donation jars to sales tables afterwards.
- Get three cash boxes from Mrs. Davison, Finance dept. at GPN. Provide start up cash in each box, \$60 for Merchandise, \$30 for Jazz Band CD sales and \$100 for Water and Candy. Make sure you have plenty of \$1 dollar bills. You are responsible for the cash and the cash boxes. Obtain the start up money from the Booster Treasurer. Set this up weeks in advance. Be kind, the Treasure needs to go to the bank to make the withdrawal.
- Purchase the bottled water and candy in advance.
- Get from Mr. Cleveland a week before the concert the box of CD's and ask him how much he wants to sell them for. Take an inventory of what is in the box days before the concert. You will need to add this to your report what you sold. Only bring to the tables five CD's of each.
- Get the Band-O-Rama / Strings Extravaganza Supply box along with the donation jars from Mr. Cleveland.
- Concert Tear Down (more on this later).
- Provide dinner at 4:30 the day of the concert for the student volunteers that set up the gym. Get a head count from Mr. Cleveland. Mr. Cleveland pays you for this not the boosters. (more later)
- Signs for room assignments (elementary grades) will be placed by the GPN students. (more on this later)

Sales Table Set-up

Set up three or four tables on the cafeteria side of the hallway (east side) between the gym and the cafeteria, between the two sets of double doors going into the cafeteria. The elementary students will be in the cafeteria and will be led out through one of the sets of double doors nearest the gym, so don't block the doors. Provide four plastic table clothes (102" ea.) purchased at Party Adventure \$1 each. I also purchased 100 name tags there. No need to do this in 2012. Look for the Band-O-Rama supply box in the music room lockers for the extra name tags. Have duct tape, scotch tape etc just in case. Set up your tables after school with the table clothes and add signs to the tables: "for Band-O-Rama concert". Make signs up indicating how much the items cost. Put those out at 6:15.

Supplies

- Purchase two cases of bottled water. Kroger brand is great at \$3.47 a case sold at \$1 each we made \$0.83 per bottle. Remaining water could be given to the Band, discuss with Mr. Cleveland.
- Purchase Hershey's candy bars from Kroger (Symphony). The bars are 4.25oz and should be sold for \$2 each. Get the solid milk chocolate bars only. The milk chocolate crunch bars may not sell well. Be careful about nut allergies. Do this several weeks before the concert. I made the mistake this year of waiting till the week before to get them and they were out. If this happens to you no worries, contact Bob Slater at Motor City Tobacco and Candy on Little Mack near Stephens 586-772-1400. Buy (1) box of the regular Hershey's milk chocolate bars 1.5oz and sell them for \$1 each. Any remaining bars can be sold to Mr. Cleveland and paid with donation money. Talk to him first. Kroger will not sell the candy to you or the school any cheaper than 4 bars for \$5. Motor City Candy can get the same size bars but you need to set this up two months before the concert. Check their cost per bar to see if it's a better deal they won't charge sales tax. Also check Costco but don't forget about the sales tax.

Chill the water a day or two before the event. I put the cases in the garage, nothing froze and the water was nice and cold for the concert. If you use ice make sure you bring towels to dry them off before putting them on the table. Place one case of water on the table. Place a box of candy on the table put some bars on the table so people can see them as they walk by to draw them to the table.

Place several of the CD's on the table with the CD cash box. A simple sign indicating what the CD's are will help. Once they hear the Jazz band play you will sell some after the concert.

Tear Down

This was a problem. I could not get volunteers to assign a specific school's chairs and music stands to save my life. We had to rely on attending parents and instructions at the end of the concert. I recommend that for the 2011 Band-O-Rama and for that matter the Strings concert the next day to have one person responsible for the tear down not the Event Chairman. Make sure this person knows where all of the chair and music stand racks are per school so they can be located quickly after the concert. The janitors had moved them after the sound check that day and were not found fast enough after the concert. So make sure you know where they are.

Dinner

I purchased (2) four foot party subs from Bommarito's 586-772-6731. They need one day notice. One sub feeds 15-20 people. Check their web site for more details. One Italian and one turkey sub. For the number of volunteers that showed up, we had too much food. Next year order one Italian sub and one 24 slice pizza (party tray) again confirm with Mr. Cleveland. That will be enough food for sure. Also buy (6) two liter bottles of soda's at least two coke, one 7-up, two mountain dew and one dr. pepper. Plates and napkins are needed and two boxes of cookies (Kroger buy one get one free). Check the supply box to see if you need more plates and napkins. You will need a knife to slice the subs. Bommarito's sells (3) large Pizza's for \$12 as another option but discuss the menu with Mr. Cleveland.

Sales

Merchandise brought in \$130, bottled water and candy brought in \$101, Jazz band CD's \$30 and donations \$945.

You will need to count the money and sort by denomination and give to the Booster Treasure for depositing. This is time consuming you only want to do it once so rubber band the money by denomination and mark how much money is in each bundle.

Miscellaneous information:

Obtain from the Booster Club President or the Membership/Volunteer coordinator the volunteer lists used for Pops and Pastries concert. Your first volunteers will be found there. Also get copies of past Band-O-Rama reports like this one to gain a better understanding of what was done in the past. At the concert you will also collect DVD order forms with payment. You will turn these into Mr. Cleveland as well.

Suggestions for future Band-O-Rama concerts:

Assign a Tear-Down person who will be responsible for getting (10) volunteers and assign each volunteer a school. Each school will have racks for the chairs and music stands. The racks should be labeled by the tear-down person (8.5"x 11" paper with school name). At the end of the concert all of the chairs and music racks will be loaded and placed in the hallway or other location selected by Mr. Cleveland.

The room assignments for the visiting schools were confusing to the parents and students. I suggest a map of the school be made and color coded indicating where the visiting students go and located at the main doors.