

## SRV Marching Ensemble – Game Day Checklist

### PRE-GAME:

Time	Activity/Task	Check off
<b>2:50pm</b>	<b>ME Call Time</b> (ME meet in IMR for practice)	
<b>3:00pm</b>	<ul style="list-style-type: none"> <li>• <u>Items to stage by the entrance to band room door:</u> <ul style="list-style-type: none"> <li>○ Water bottles</li> <li>○ 2 totes with bleacher covers and ropes (uniform room)</li> <li>○ Wagon (uniform room)</li> <li>○ Portable conductor’s stand for bleachers (uniform room)</li> <li>○ Tall Color Guard Flags (CG Leadership-Wajiha Syed)</li> <li>○ Med Bag</li> <li>○ CG jackets (uniform room)</li> <li>○ Bass Drums (check with percussion)</li> <li>○ Drum stands (check with percussion)</li> <li>○ ME Banner (behind uniform room door)</li> </ul> </li> <li>• <u>Uniforms:</u> <ul style="list-style-type: none"> <li>○ Place spat/glove totes on table</li> <li>○ Pull out MB uniform rack &amp; place in hall way near bathroom</li> <li>○ Pull out CG rack and place along wall next to comp boxes</li> </ul> </li> </ul>	
<b>3:30pm</b>	Check in Drivers for Pre-Game Dinner (NO lanyards): <i>see weekly SUG</i> (remind drivers that pick up from Host house @ 5:15pm)	
<b>3:45-5:15pm</b>	<b>Pre-Game Dinner</b> ( <i>see SUG for host, address</i> )	
<b>5:30pm</b>	ME Return to Instrumental Music Room – Change into uniforms	
<b>6:00pm</b>	<b>ME Call Time</b>	
<b>6:00-6:20</b>	Check in Parent Chaperones & hand out Lanyards ( <i>see weekly SUG</i> ). Load the truck with the items staged at entrance to the band room.	
<b>6:25pm</b>	<b>Drive truck to Del Amigo Driveway</b> In band room – ME Uniform inspection	
<b>6:30-6:45</b>	Parent volunteers (Chaperones and Field Crew) meet the truck at field; unload and setup bleacher area for ME: <ul style="list-style-type: none"> <li>• Rope off band seating area (3 fence sections) – clear anyone sitting in area; do not allow students to transverse this area</li> <li>• Put bleacher covers on all but the bottom two rows; covers should extend full length away from stairway. Wipe down with baby wipes.</li> <li>• Distribute water bottle holders by section (put to the left of covers)</li> <li>• Secure ME Banner on top fence</li> <li>• Preset ropes at all junctions to block off traffic flow when band enters/exits field</li> <li>• Set up conductor’s stand</li> </ul>	
<b>6:30pm</b>	<b>SHOWTIME - ME march to field for pre-game show</b>	

<b>6:40pm-7:00pm (kick-off)</b>	<ul style="list-style-type: none"> <li>• Locate drum major stand (DMS), unlock and bring closer to play area along the fence, leave in down position. (field crew)</li> <li>• <b>@14 minutes prior:</b> Field Crew ready DMS for when ME enters field (~12 min)</li> <li>• <b>@12.5 minutes prior:</b> Field Crew quickly move DMS to mid-field with front legs on sideline</li> <li>• <b>@11 minutes prior:</b> Chaperones ready at ropes for ME exit from field to stands</li> <li>• <b>@10 minutes prior:</b> following Star-Spangled Banner, Chaperones block off route between field and seating area</li> <li>• <b>@10 minutes prior:</b> Field Crew return DMS to position along fence (down) in preparation for half-time show</li> </ul>	
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**DURING GAME:**

Time	Activity/Task	Check off
<b>First Half</b>	<ul style="list-style-type: none"> <li>• <b>@7 min remaining in first half:</b> Chaperones ready ropes for ME return to field for halftime show</li> <li>• <b>@6 min remaining in first half:</b> ME marches from seats to field</li> </ul>	
<b>Half-time (~8:00pm)</b>	<ul style="list-style-type: none"> <li>• After cheer and dance routines, Field Crew quickly move drum major stand (DMS) to midfield position</li> <li>• While ME is doing half-time show, Chaperones ready ropes for ME return to stands</li> <li>• After last song, Chaperones block off route from field to stands with ropes and Field Crew quickly move the DMS back to original location (put chain/lock back on).</li> </ul>	
<b>Throughout the game</b>	Prevent people from entering/crossing the ME area of the stands!	

**POST-GAME:**

Time	Activity/Task	Check off
<b>End of Game (~9:30pm)</b>	<ul style="list-style-type: none"> <li>• Once most of the crowd has left the stands, ME will return to the field and march back to IMR.</li> <li>• Chaperones block off the route between stands and field</li> </ul>	

<p><b>After ME leaves the stands</b></p>	<p>Remaining Chaperones and Field Crew will retrieve:</p> <ul style="list-style-type: none"> <li>• Retrieve and pack ropes, bleacher covers, water bottles and flag</li> <li>• Field crew will disassemble conductor's stand when safe</li> <li>• Haul all items to the truck for return to band room</li> <li>• Walk back to ME room to meet truck</li> <li>• Unpack truck and haul items into the band room</li> </ul>	
<p><b>Back in IMR</b></p>	<ul style="list-style-type: none"> <li>• Ensure totes, wagon, conductor's stand, Med bag, Banner &amp; water bottle holders are returned to uniform room</li> <li>• Collect lanyards from all Parent Volunteers; place behind door of uniform room</li> <li>• ME members take home Water bottles, Spats &amp; Gloves to be cleaned and returned on Monday afternoon</li> <li>• Percussion to put away drums &amp; drum stands</li> <li>• CG put away flags and shields</li> </ul>	