

Director / Assistant Director...From Both Views
Presented by Betsy Heathcock & Meredith Watassek

Director	Assistant Director
Create Yearly calendar and initial handout for parent meetings	Review/revise and copy all handouts
<ul style="list-style-type: none"> • Plan spring trip • Meet with travel agent • Complete district paperwork 	<ul style="list-style-type: none"> • Review plans • Make copies of all paperwork • Create notebook/file for paperwork
<ul style="list-style-type: none"> • Outline agenda and run parent meeting • Prepare master clothing order 	<ul style="list-style-type: none"> • LISTEN and LEARN...pay attention to what is being said and how the parents respond/react • Tally clothing orders
Delegate committee chairpersons (booster clubs)	Oversee correspondence with and between committee (booster clubs)
Schedule summer camp clinicians	Make follow-up phone calls
Create summer team letter to include rehearsal and camp schedules	Copy and mail summer correspondence
Introduce camp clinicians and oversee schedule	Organize summer camp paperwork
Work with the band directors on music selections and show design for football half-time	Assist with half-time choreography
<u>Daily Check-List</u> <ul style="list-style-type: none"> • delegate responsibilities to assistant, officers, and managers 	<u>Daily Check-List</u> <ul style="list-style-type: none"> • Attendance • Merit/Demerit; Clothing Check • Collect payments/paperwork • Make sure managers have work assignments for the day • Check grade eligibility every three weeks
<u>Officers</u> <ul style="list-style-type: none"> • Arrange officer camp details • Attend officer camp • Choose officer contest music, costumes, and choreographers • Oversee officer meetings(weekly monthly) 	<u>Officers</u> <ul style="list-style-type: none"> • Oversee all Social Officer activities • Attend (and oversee) officer camp • Oversee officer cleaning sessions • Attend officer meetings • Make sure all officer paperwork has been turned in and copied when necessary
<u>Football Games/Performances</u> <ul style="list-style-type: none"> • Arrange for transportation • Behavior expectations • Chaperone guidelines • Create pre-performance ritual (warm-up, circle, proper team 	<u>Football Games/Performances</u> <ul style="list-style-type: none"> • Copy schedules and guidelines • Copy medical release forms (2 sets recommended) and arrange alphabetically in file/notebook • Oversee chaperones for each

etiquette prior to and during other performances)	<p>game... make sure they are not “questioning” the director to death... play keep away</p> <ul style="list-style-type: none"> • Type half-time announcement • Make sure all specifics are in place... music, costumes on and pinned, props and backdrops in correct location, etc.
<p><u>Social Activities</u></p> <ul style="list-style-type: none"> • Determine activities and dates • Meet with Social Officers to plan events <p>(in some cases, the assistant can take over this duty)</p>	<p><u>Social Activities</u></p> <ul style="list-style-type: none"> • Contact chairperson with information • Copy flyers/maps • Attend Social Officer meetings
<p><u>Choreography</u></p> <ul style="list-style-type: none"> • Select music • Design/select costumes • Set dates to choreograph dances • Determine number of performers • Determine who will perform in each routine 	<p><u>Choreography</u></p> <ul style="list-style-type: none"> • Create back-up copies of music • Determine sizes for costume ordering • Attend choreography sessions to help as needed and to make routine notes • Video tape auditions
<p><u>Convention</u></p> <ul style="list-style-type: none"> • Complete registration • Have gift and card for All State participant 	<p><u>Convention</u></p> <ul style="list-style-type: none"> • Complete registration • Create All State registration forms • Copy all forms • Send all form to district office
<p><u>Contest</u></p> <ul style="list-style-type: none"> • Determine contests to attend • Fill out registration forms • Put in a check request • Create Itinerary 	<p><u>Contest</u></p> <ul style="list-style-type: none"> • Copy registration forms • Follow up on payments received • Contest checklist of costumes • Proofread and copy itinerary • Checklist for managers (Extra costumes, props, empty boxes for trophies, etc • Parent KEEP-AWAY... create a distraction whenever necessary!!!
Address discipline issues	Screen phone calls, especially at try out time.