



BIG BEND COMMUNITY ORCHESTRA

Procedures Manual

Abstract

This document contains annual operational procedures for standing committees within the Big Bend Community Orchestra.

Adopted by Board of Directors on August 19, 2025

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Educational Outreach

The duties of this committee shall be to develop an annual out-reach plan that includes activities that engage local and surrounding schools in musical experiences in an effort to foster an appreciation of orchestral music among students and the school community.

Committee Procedures

<i>Tasks</i>	<i>When</i>	<i>Comment</i>
Develop annual out-reach plan and coordinate BBCO Outreach activities.	Before or early in the season	
Collaborate with the BBCO Board of Directors in finding grants for funds for educational outreach.	During budget development	
Work with Public Relations committee in out-reach activities.	As needed	
Develop or revise contact lists: youth orchestras (Tallahassee Youth Orchestra, Javacya Arts Conservatory, Home School Orchestra); instrumental music teachers in public, charter, and private schools; private music teachers & studios; previous Young Artist Competition participants who are still eligible.	September	Help may be obtained from a committee member or other volunteer to update the databases found in the Educational Outreach folder in the BBCO's Google Drive
Coordinate the Young Artist Competition (YAC).	Sept. until after YAC concert follow-up is complete	Follow the tasks listed below
Set dates for YAC audition day and the YAC concert by verifying the availability of the conductor and the facilities at TSC. The audition day is usually on a Sat. morning in November or December and the YAC Concert is usually in February.	The YAC concert date and the competition date must be set before the YAC announcement can be sent out.	Allow enough time between the audition date and the YAC concert date to obtain the orchestral accompaniments for the winner's pieces and for sufficient rehearsal time
Reserve the rehearsal room (C&H 165) and the two other rooms on that wing. (C&H 161 & 160). Room reservations can be made through the TSC Communications & Humanities Dean's Office: Henry Thomas <THOMASH@TSC.fl.edu>	As soon as the dates are set before or early in the season.	C&H 165 is used for the competition; C&H 161 next door is used for a warm-up space; and C&H 160 nearest the double glass doors at the other end of the hall is as a greeting/reception area, pre-warmups, and refreshments.
Decide on an application deadline date (about 3 weeks before the competition).	As soon as the competition date is set	.

<i>Tasks</i>	<i>When</i>	<i>Comment</i>
Update the announcement, competition rules sheet, and application with the current dates.	As soon as the dates are set (as early in the fall as possible)	Dates include application deadline date, competition date, and concert date
Determine if a BBCO pianist will be available for the competition day to provide accompaniment for any student who does not bring their own.	Include information about accompanists in the announcement.	No charge for audition day. Student should ask about fee for additional time.
Ask someone on the committee or board to proof the rules and application.	As soon as they are ready	
Arrange for on-line registration and payments with the BBCO Treasurer and either the BBCO webmaster or a trusted web application for this process/purpose.	As soon as all the information is correct and the information requested on the on-line form matches the information requested on the printed form.	Forms on the BBCO website from the previous year can be updated (www.BBCOrch.org)
Send the proofed rules, application and payment options to the BBCO webmaster for posting under the “Young Artist Competition” tab.	As soon as they are ready	
Coordinate publicity of the YAC with the Public Relations Chair. Develop posters to be emailed and posted in pertinent locations and request that the YAC announcement be posted to the BBCO Public Facebook page and the COCA (Council on Arts and Culture) Education guide.	As early as possible (at least 6 weeks before the competition date) until deadline for applications.	Find photos of past competitors and YAC Concerts that can be used effectively on posters and in other publicity.
Submit Young Artist Competition announcement for November program to the Concert Printed Program Designer.	Three (3) weeks before the concert date.	
Email the competition announcement with a PDF copy of the rules/application/payment forms, and/or links to potential competitors.	As early as possible (at least 6 weeks before the competition date)	Use the databases updated earlier in BBCO’s Google Drive Educational Outreach Folder.
Fill out a spread sheet which includes all fields included on the application form as the applications come in. As soon as the application deadline passes, be sure all information is obtained for applicants who entered on-line (from the webmaster, if entry was through the BBCO website), on other web applications utilized, and those who entered via the mail-in option.	A spread sheet should be designed as soon as the announcement is sent out.	An Excel Database from previous years is available in the Education Outreach folder on the BBCO’s Google Drive.

<i>Tasks</i>	<i>When</i>	<i>Comment</i>
Secure three reputable adjudicators for the competition (including the BBCO Conductor if possible).	Soon as possible after the competition date is set	Judges should not have a student participating in the competition.
Update the Adjudication Sheet with the current year and make any agreed upon changes. Make enough copies to cover all contestants for each judge, plus some extras in the event that an adjudicator wishes to redo a form. Have pencils on hand for the adjudicators.	Prior to competition date, fill out the contestants' info and arrange in order for each judge or ask the judges to do this as they go.	Decision should be made on what to do about awards in the event there is only one or two contestants in an age group.
Decide on a competition performance order, doing one's best to make scheduling accommodations for contestants and accompanists. Group together contestants in each age category.	Prior to schedule notification, ask the contestants about any time constraints they might have.	Schedule those with conflicts as close to the others in the same grouping as possible. Scheduling requests are not required to be honored if it proves impossible.
Send each contestant and his/her corresponding accompanist and teacher, his/her performance time, including all pertinent information, such as competition location, and reminding contestants to be sure to review the competition rules.	About 2 weeks before the competition	DO NOT send the whole list to all contestants. Each contestant should only be sent his/her own personal performance time.
Send an email letter to the adjudicators with the schedule, confidential list of works to be performed, the Adjudication Sheet, and all pertinent details for the day of the competition: specific location, arrival time, ending time, etc.	About 2 weeks before the competition	
Make printed copies of the schedule for each judge and all of the Educational Outreach Committee helpers for day of competition	Prior to the competition date.	
Design nice "participation certificates" to give to participants on the day of the competition.	Make copies prior to competition day	Help may be obtained from a committee member or other orchestra member.
Secure Educational Outreach Committee members to help at the competition and to bring food and drinks for the adjudicators and for the welcome room. Also secure a committee member or volunteer to take photos of the contestants with their instruments.	Prior to competition send reminders about schedule, food/drinks, and arrival time (30 minutes before the first audition -unlock rooms-&bathrooms, post signs-& set up rooms).	Someone is needed in the hallway, reception room, warm-up room & audition room

<i>Tasks</i>	<i>When</i>	<i>Comment</i>
Be on hand to help compile the results as contestants perform. Assure that the adjudicators' handwriting can be read, before you release them at the end of the day. Ask questions regarding any comments that are illegible. Double-check the results with the adjudicators, checking math two or three times.	Immediately after the competition is over	
Send an email to all contestants and BBCO conductors announcing the winners. List only the winners. (If the adjudicators decide to give an "honorable mention" to anyone...this would be an exception, list that person). Remind contestants of the date by which the comment sheets will be emailed.	After results have been tabulated, and double-checked	If there is a community youth orchestra on the day following the competition, consider waiting until after the concert is over to send the results, so as not to detract or distract from that concert.
Send an email to the BBCO Personnel Chair to forward to the conductors and membership announcing the winners and the repertoire the winners will play on the YAC Concert.	After the winners have been notified	
Notify the BBCO Music Chair (Librarian) of the winners' selections so that parts and scores can be obtained and disseminated at least 4 weeks before the concert.	After congratulatory email is sent to winners, contestants, & conductors	Piano accompaniment can be used for the 7–10-year-old category.
Obtain photos of winners from the photographer. Send each winner's photo to the student/parents. Ask if they would like to utilize this photo for the program, or submit another photo for consideration. Also notify them that a short biography is needed. Proof these for questions/adjustments / additions / inappropriate material. Send to Concert Printed Program Coordinator.	The deadline for this information for the program is due at least 3 weeks before the concert date.	In conjunction with the Concert Printed Program Coordinator, set an early deadline for receipt of any alternate photos, letting parents/students know that if another acceptable photo is not received by that date, the photo taken the day of the competition will be used.
Compile a typed sheet of adjudicators' comments for each contestant and email them - one per contestant. Do not indicate which judge made the comments.	Email by the deadline previously set	This is a time-consuming job and may be dropped if so, agreed by the judges and the board.

<i>Tasks</i>	<i>When</i>	<i>Comment</i>
Continue to communicate with the winners regarding rehearsal dates. Ask the conductors whether OR NOT teachers will be allowed to attend the rehearsals on a specific night. If so, notify the teacher of this opportunity, and subsequently inform the conductor if the teacher has accepted the invitation to attend the rehearsal. Note that teachers should wait to be acknowledged by the conductor before offering any feedback, and that feedback should only be addressed to the contestant. Work with the conductors to compile appropriate and cordial verbiage before communicating this to the teachers.	Prior to each rehearsal confirm the time each winner's piece will be rehearsed with the orchestra.	The youngest performers will probably need to be scheduled as early in the rehearsal as possible.
Coordinate with the Public Relations Chair to be sure that photos will be taken at the YAC Concert, for the contestants and for future PR for the Orchestra and for the YAC.	Prior to the YAC Concert	
Supply the Treasurer/Finance Chair with the winners' names and prize money amounts and request checks to be cut, to be handed out at the YAC Concert. Obtain and fill out Winners' Certificates to be handed out at the concert. Request the production committee to secure flowers for the winners, to be given to them at the YAC Concert.	Prior to the YAC Concert	
Remind all YAC competitors that they will be recognized at the concert if they are in attendance.	One week prior to the concert	
Communicated clearly all details surrounding the concert day procedures and expectations to the winners, including arrival times, where to go, appropriate attire, etc.	Arrive early to show winners where they should be	Inform winners that they will receive a recording of their performance via email
Move any out of date or unwanted BBCO Google Drive files The BBCO ARCHIVES Folder.	On-going throughout the year	

Events/Fundraising

The duties of this committee shall be to coordinate fund raising and social activities for the orchestra. The duties will include but not be limited to the solicitation of new and repeat donors, preparing grant and other fundraising proposals (utilizing a sub-contractor as necessary and approved by the board), soliciting ads for the program booklet, and coordinating “swap ads” with other arts organizations. The committee will maintain communications with current and past contributors and collaborate with the Public Relations Committee as necessary in carrying out these duties. New fund-raising policy will take effect for next year’s event.

Only authorized individuals will be allowed to solicit and/or receive donations on behalf of the BBCO. For record-keeping purposes, business donors will be asked to sign A BBCO Donation Form describing their donation to the BBCO.

Committee Procedures

<i>Tasks</i>	<i>When</i>	<i>Comments</i>
<u>Solicitation Of New and Repeat Donors.</u> Contact new and existing donors for upcoming fundraising events including monetary donations, auctions items, and food. It will often require phone, e-mail and/or in-person contacts. It is encouraged to inform the donors that their contribution will be advertised during the events in the form of signage and/or inclusion in the concert program. Inform donors that their donations are tax-deductible.	Two months leading up to the reception and/or silent auction fundraising events	It is good to build a relationship with local businesses to attempt to get repeat donors each year. <i>ALWAYS</i> bring Non-Profit Tax ID letters when soliciting.
<u>Solicitation of ads for the printed Concert Programs and Coordinating “Swap Ads” with other Arts Organizations</u> (If being used). Work closely with concert program developer for inclusion of ads, event announcement, and Website Shop listing in the printed program.	Throughout the year and 3 weeks before concerts for printed program submissions	Ads are often renewed yearly.
<u>Preparing Grant and Other Fundraising Proposals.</u> http://coca.tallahasseearts.org/services/grant-programs	Throughout the year and prior to grant submission deadlines.	The board will utilize a sub-contractor as necessary and approved by the board.
<u>TSC Tabling Event:</u> Collaborate with Public Relations Committee to participate in the TSC Tabling even to promote the BBCO, advertise upcoming events and solicit donations through fundraising efforts such as selling promotional items, bake sales, selling raffle tickets (when applicable), etc. Below is the link to the TSC Student Union tabling application. https://docs.google.com/forms/d/1H0PexQu2JO-1XyfOEadGHDVuE2SO6e10u2fejjL7ckg/viewform?usp=send_form	Throughout the year and especially when approaching concert dates.	It is wise to have at least 2 people to assist with tabling. Outside organizations may only table on alternating Tuesdays and Wednesdays 2 times a month

<i>Tasks</i>	<i>When</i>	<i>Comments</i>
<u>Communication with TSC Auxiliary Services.</u> Coordinate day-of event details such as opening the kitchen, provide the necessary number of tables as well as ensure an on-duty officer will be present during the concert and reception and/or fundraiser, if required. Contact Dustin Frost, Auxiliary Services Manager at TSC: frostd@TSC.fl.edu , (PH) 850-201-8484, (Cell) 970-420-7054	At least 2-4 weeks prior to the Concert	It is wise to verify with the board as well as with TSC's Auxiliary Services multiple times to ensure accuracy.
<u>Developing a "theme" for the Fundraising Event.</u> Provide décor for the event, as well as reception serving materials such as plates, cups, dishes, napkins, etc. To facilitate the ease of preparing for the event, purchases may be out-of-pocket with reimbursement by the board after the event.	Two months leading up to the event	There is a line-item budget for fundraising. Be sure that expenditures do not exceed budgeted amount.
<u>Design Silent Auction Bid sheets and Event Donor/Sponsor Signage.</u> It is the Fundraising and Events Coordinator's responsibility to design the Silent Auction Bid Sheets and to create signage for business that provided food donations (using logos provided by donors/sponsors when applicable on bid sheets and food donation signs.)	Several weeks prior to event, if not sooner	Microsoft Publisher Software is an excellent tool. Flyers can be printed using a PC or professional printer (can be expensive).
Coordinate with the Website designer for listing donated items for the Shop.	When items are available	
<u>Coordinate the pick-up of auction items and food donations.</u> Prior to the event, request orchestra members to sign-up and bring food and auction items. Auction items will be needed prior to the creation of the item bid sheets.	At least one week leading up to the event	Committee members are expected to assist in the acquisition of auction and food items.
<u>Set-Up And Breakdown for Fundraising Event(s).</u> Set up food item and auction item tables, appropriately decorate, put out serving materials, and complete the set up/break down of the facility.	Day of the event	This includes disposing of used materials and cleaning up all areas and leaving them as found.
<u>Serve As the Announcer for the entire event.</u> Get the attention of the patrons at the event and give thanks to contributors for their donations, and patrons for their attendance. For a silent auction event, inform the bidders when the auction is five minutes from closing. At the end of the auction, determine and announce the winners and collect the money.	As needed	It is wise to have a prepared statement(s) when making announcements, however, it can be adlibbed.
Report BBCO events and audience attendance to TSC.	When asked	Current contact: Barbara Cohenour 850 201-9889 cohenoub@TSC.fl.edu
Move any out of date or unwanted BBCO Google Drive files to The BBCO ARCHIVES Folder.	On-going throughout the year	

Big Bend Community Orchestra

A 501(c)3 Organization

BUSINESS DONATION FORM

Donation Date: _____

Donor: _____

Address: _____

Email: _____

<i>Item Description</i>	<i>Quantity</i>	<i>\$ Value</i>

Donor Signature: _____

BBCO Solicitor Signature: _____

Finance

The duties of this committee shall be to assist as needed in the preparation of the Annual Projected Budget for approval by The Board at its initial meeting for the ensuing concert season and plan and coordinate fundraising for the orchestra. The Treasurer shall serve as chairman of the Finance Committee. All purchase requests shall be timely submitted to the Treasurer for review and approval prior to being made or obligated to on behalf of the Big Bend Community Orchestra.

(In order to maintain the security of BBCO financial information, minute details regarding treasurer responsibilities are not included in these procedures.)

Committee Procedures

Tasks	When	Comments
Prepare tentative budget for the upcoming season for Board approval.	Prior to the beginning of the orchestra season at the first meeting of the Board	Fiscal year begins July 1.
Cross-train another committee member in the financial operations of the orchestra to build operational capacity.	Ongoing	Important for continuity if Treasurer changes.
Pay Liability Insurance (may be on auto-pay: http://ezpay.usli.com)	Due July 2	\$505
Collect 7.5% tax on any tangible property sold (during fundraisers). Six percent (6%) goes to sales tax and 1.5% is discretionary surtax for Leon County. File even if no taxes owed: https://ritx-fl-sales.bswa.net/	Remit quarterly: April-June: Due July 20 July-Sept.: Due Oct. 20 Oct.-Dec.: Due Jan. 20 Jan.-March: Due Apr. 20	
Pay Post Office Box Rental Fee Renewal (may be on auto-pay): https://www.usps.com/	August	\$182
Oversee the BBCO Pay Pal Account: www.paypal.com	Ongoing	
Provide information to all orchestra members and prospective orchestra members of their financial obligations as members.	At the first rehearsal session of the season and on-going as needed.	Share with them the many ways in which their financial obligations may be met.
Encourage tax-deductible donations from members and the community.	Beginning of the concert season and throughout the year.	The Events/Fundraising Committee helps with this.
Collect, deposit and account for all BBCO funds – Capital City Bank: www.ccbg.com	On-going on a monthly basis	Monthly reconciling minimizes mistakes.
Keep documents in Google Drive up to date.	On-going	

Prepare interim budget reports: www.waveapps.com	Each Board meeting, and upon request.	
Coordinate with Events/Fundraising Chair about Ads for Concert Printed Programs.	Submit to Program Designer at least 3 weeks prior to concert	When ads are used
Submit Donor List for the Website and Concert Printed Programs.	On-going for Website & 3 weeks in advance of concert date for printed program	
File line-item Annual Federal IRS “ePostCard” report: https://sa.www4.irs.gov/epostcard/securer/home/	Due November 30	No fees involved in filing.
Send tax statements to Donors.	By January 31	Ask Dan D. to share semi-automated Google Drive procedure.
Pay Registered Agent fee: http://www.licagent.com/	Due in March yearly.	\$49
File Florida Annual Report: https://services.sunbiz.org/Filings/AnnualReport/FilingStart	Due May 1 each year.	
Submit performance licensing report to BMI	Annually at the end of each season.	Approximately \$300 per year
If the BBCO signs up for ASCAP license, performance programs must be submitted	Annually at the end of each season.	Approximately \$448 per year
File Florida Solicitation Registration: https://csapp.800helpfla.com/csrep/	Due June 9	
Set up an Endowment.	In the future when possible	
Move any out of date or unwanted BBCO Google Drive files to The BBCO ARCHIVES Folder.	On-going throughout the year	

History

The duties of this committee shall be to maintain and store the BBCO scrapbook, recordings, and other memorabilia, maintain the repertoire database of music the orchestra has performed, and maintain the alumni database.

Committee Procedures

<i>Tasks</i>	<i>When</i>	<i>Comments</i>
Serve as an advisor on BBCO history.	When needed	Consult BBCO Folder in Google Drive
Maintain the Membership & Attendance databases.	Throughout the year	Database in BBCO Folder in Google Drive - Membership & Personnel/Attendance & Personnel
Maintain the Repertoire Database of music the orchestra has performed.	At the end of each concert or season	Database in BBCO Folder in Google Drive - Music Library
Maintain the Alumni Database.	At the end of each season	Database in BBCO Folder in Google Drive – The BBCO Achieves/Personnel/Alumni
Maintain & store the BBCO scrapbook, recordings, and other memorabilia.	Continually	Store at History Chair's home or place agreed upon by the Board
Maintain the Archive folder in The BBCO ARCHIVES Google Drive Folder deleting files no longer useful and moving others into their correct folders in the archives folder.	On-going throughout the year	

Membership/Personnel

The duties of this committee shall include the preparation of a list of nominees for elected offices, the development and maintenance of a list of member expectations for the BBCO, assisting The Board as needed or requested in the resolution of membership and personnel issues, and working closely with the conductor/musical director in the acquisition of player personnel. The Vice-Chairman shall serve as chairman of the Membership-Personnel committee.

Committee Procedures

<i>Tasks</i>	<i>When</i>	<i>Comments</i>
Using the email list of BBCO players from the previous season, determine (via email or phone) which players will be returning for the new season. Emails sent using a distribution list should be sent blind copy (bcc) whenever possible.	Before each season begins	
Update the membership lists on BBCO's Google Drive site - https://drive.google.com/drive/folders/0BwHWG80ZemeZT3FQN2IQWlJZU0k Lists include: -Current Members; No responses; Winds, Percussion Harp, & Piano; Subs; Potential Winds, Perc. Harp, Piano; Potential Strings; Summer Reading Orchestra; and Previous Members (who will not be returning).	Before each season begins	Assign to volunteer committee member
Contact potential new members who have expressed interest in joining.	Before each season begins	
Recruit new string players and needed wind and percussion players through the BBCO Facebook Page, the COCA website, the Tallahassee Democrat Chronicle, Tallahassee Youth Orchestra graduates, TSC students, FAMU students, FSU students, and qualified home school and high school students who want orchestra experience.	Before each season begins	
Arrange for auditions for wind sections needing positions filled.	Before each season begins	
Send out a welcome email to the completed member list with information about the first rehearsal, concert dates for the upcoming season, and repertoire if available.	Before each season begins	
Add rehearsal and concert dates to the columns in the Google Drive lists for attendance record.	Before rehearsals for each concert begins	Assign to volunteer
Supply section leaders with a listing of expected players and their email addresses.	Before rehearsals for each concert begins.	
Take the roll at each rehearsal and post it to the Google Drive list.	Before rehearsals for each concert begins	Assign to volunteer
Committee needs a Section Representative to help the Personnel Chair with attendance issues, substitutes, and reporting issues such as illness, family deaths, congrats, etc. from each of the following sections: Violins I; Violins II; Violas; Cellos & Basses; Woodwinds; Horns & Trumpets; Trombones, Tuba, & Percussion.	Ongoing throughout the season.	Need volunteers at the first rehearsal.

Oversee membership responsibilities: personnel recruitment, seating placements, transportation, dress, requests for Community Service letters, etc.	At the first rehearsal and ongoing throughout the season	College students sometimes ask for letters detailing their time contribution for Community Service credit.
Prepare personnel list for programs and obtain conductor and soloist bios for the printed program.	At least 2 weeks before the concert	
Make personnel announcements at rehearsals, on the website, email, and via social media.	As needed.	
Form Nominating committee for offices that will become vacant at the end of the season.	On or before the last board meeting	
Make sure the historian has printed out rehearsal attendance records for each concert and the yearly members list with concerts played for the scrapbook.	After each concert and at the end of the season.	
Arrange for personnel coordination for any Summer Reading Orchestra sessions.	On or before the last board meeting and/or concert	
Move any out of date or unwanted BBCO Google Drive files to The BBCO ARCHIVES Folder.	On-going throughout the year	

Music Library

The duties of this committee shall be to serve as a liaison between the membership, conductor/music director, and finance committee in the logistics of repertoire selection in keeping with budget constraints, and ensure the availability of parts at rehearsals and performances as required or requested. The committee shall keep current the music library database.

Committee Procedures

<i>Tasks</i>	<i>When</i>	<i>Comments</i>
Canvass for membership music requests and convey that to the conductor	On-going throughout the year	
Consult with the director for the selections to be performed at each concert.	At least a month before rehearsals for each concert	
Locate the parts and scores and assure that copies are available for rehearsals. Ensure that the conductor has scores as soon as possible.	Immediately after music selections have been made.	
Return all borrowed or rented music and scores	Immediately upon completion of the concert	Concert program to be submitted for rented music.
Prepare program order & program notes if used and submit to person preparing the program for printing.	At least 3 weeks before the concert.	
List all music acquired by BBCO in the music library database.	On-going as music is acquired.	
Help facilitate getting bowings marked for string sections.	Before music is distributed.	String section leaders should help get this done
Find recordings of repertoire	When new repertoire is announced	A committee volunteer could handle this task
Make a list of possible soloists from the orchestra or the community and the music they wish to play.	At the beginning of each season	Ask for solo volunteers from the orchestra and suggestions for community soloists.
Address copy right issues	On-going	
Move any out of date or unwanted BBCO Google Drive files to The BBCO ARCHIVES Folder	On-going throughout the year	

Production

The duties of this committee shall be to prepare the rehearsal room for each rehearsal and restore the room to its pre-rehearsal condition after each rehearsal. The committee will also have that same responsibility for each concert of the orchestra. Included in these responsibilities will be the acquisition of all necessary equipment and ushers as needed for concerts.

Committee Procedures

<i>Tasks</i>	<i>When</i>	<i>Comments</i>
Confirm rehearsal venue, rehearsal dates and performance venue (s)	At least one month prior to the beginning of rehearsals for the season, but preferably in April.	The selection of performance venues is responsibility of the BBCO chairman and Board. (TSC: Dustin Frost – frontd@TSC.fl.edu 201-8484
Secure anticipated instrumentation list for the orchestra from the Personnel Committee	One week prior to the first rehearsal	The committee will need to know orchestra instrumentation in order to set up the rehearsal room.
If needed, secure keys to unlock the rehearsal facility or contact appropriate venue person to arrange for entry to bathrooms, rehearsal room, office, and equipment rooms.	At least 30 minutes prior to the beginning of each rehearsal	For TSC, contact should be made with security if necessary for access to the rooms. 850-201-6100
Secure a list of production committee members, make contact with each member and secure volunteers to handle various committee tasks for the season	One week prior the first rehearsal (If possible	Many members may not have signed up for committees at this point. However, rely on members from last season to help until with setup until a new committee has been determined.
After each rehearsal ensure that all equipment has been returned to its storage place. This includes chairs, stands, percussion equipment, piano, etc. Ensure that all equipment rooms and office are will be locked and lights turned off.	Immediately after each rehearsals ends.	Each member of the orchestra should assist with restoring the rehearsal room to its original condition.
With the help of the Board Chair & Chair-Elect, gather information for the Concert Printed Program Designer.	Start as soon as possible after the rehearsals for the upcoming concert begin.	The duties of each committee for information gathering are listed “Concert Printed Program Production” under Production Committee in the BBCO Files. Committee members should assist with folding, stapling, and distribution of programs.

<i>Tasks</i>	<i>When</i>	<i>Comments</i>
Coordinate with the performance venue for all equipment, services, and supplies needed for the concert.	At least two weeks prior to the concert.	Equipment needed from the performance venue depends on whether the venue is a college or university or some other venue that does not have music stands, percussion equipment, etc. If the venue is a college/university, secure permission to use chairs, stands, all percussion equipment, piano (if needed), conductor podium, acoustical shell, etc. Secure security services (if required) audio services, lighting specialists, and ushers. If a soloist is a part of the concert, flowers should be secured presented at the soloist immediately following conclusion of the solo.
Coordinate the setup and breakdown and return of all equipment used for the concert.	Before the beginning and immediately following each concert.	If the venue is Turner Auditorium, the production committee is responsible for returning all equipment to the band room. If the venue is Lee Hall Auditorium, secure the services of the FAMU music department for breakdown and return of the equipment as needed.
Move any out of date or unwanted files as well as BBCO Google Drive files to The BBCO ARCHIVES Folder	On-going throughout the year	

Public Relations

The duties of this committee shall be to develop and implement an annual public relations plan for the BBCO including the production of periodic newsletters and notifying various media of the activities of the orchestra.

Committee Procedures

Tasks	When	Comments
Develop and implement an annual public relations plan.	At the beginning of the season	
Update “About BBCO” for website, printed concert programs, brochure, etc.	Beginning of season	
Design & print BBCO Brochure.	Beginning of season	
Post concert dates on COCA and other community calendars.	As soon as concert dates are set	
Produce “newsletters” on BBCO Website and social media in conjunction with DanDarc Designs.	Periodically	Post on Facebook Group & Public Page. Create an Event Page
Notify various media of the activities of the orchestra.	Before media deadlines before each concert	
Create and/or oversee articles written for the Tallahassee Democrat Chronicle and local magazines	Before media deadlines before each concert	
Seek publicity opportunities from TSC & other venues used and for all opportunities where BBCO members perform.	Before venue deadline for each concert	Check on use of Turner Aud. Electronic Sign
Enhance public relations by collaborating with public causes.	When available	Example: Orchestra Feed America – collect food at concerts
Encourage concert attendance from Retirement Homes.	Each concert	Email flyers, phone, or visit homes
Encourage concert attendance from school music programs and private instrumental music studios, youth orchestras, etc.	Each concert	Email flyers
Survey audiences about their BBCO concert experience.	Periodically	
Seek new ideas for publicity.	On-going	
Oversee Sunshine Communications (illness, deaths, etc.) of orchestra members.	On-going	Send condolences etc. via email, cards, etc.
Move any out-of-date or unwanted files to The BBCO Achieves folder.	On-going throughout the season.	