

WestwoodWinds Logistics Committee Descriptions

Amplifiers/Keyboard

1. Transport amplifier and keyboard from/to band room or van to designated locations before and after each concert.
2. This assignment requires arriving before and remaining after each concert.

Chairs/Music Stands

1. Transport chairs and music stands from band room to designated locations before and after each concert.
2. Set up chairs and stands before and after each concert
3. Chairs will be provided by Fox Hill Village and Westwood Day concerts
4. Fold and load music stands on stand carts before and after each concert
5. Return stands to Band Room or van after each concert.
6. This assignment requires arriving before and remaining after each concert and some rehearsals.

Library

1. Copy, parts as needed during rehearsals
2. Distribute music during rehearsals
3. Distribute and collect wind clips/clothes pins before and after each outdoor concert.
4. Collate music into individual folders before the first rehearsal
5. Sort and collate music into the original folders after the last concert.
6. This assignment requires meeting on a day other than rehearsal or concert. Dates and times will be set to accommodate the schedules of Library Committee members.

PA System/Extension Cords

1. Transport PA system from/to band room or van or designated locations before and after each concert.
2. Set up speaker stands, mount speaker on each stand, set up mixer, set up mic stands according to chart before each concert except Westwood Day. (a PA system will be provided by the organizers at the Westwood Day concert)
3. Snake and connect extension cords to PA speakers, PA mixer, keyboard, Keyboard amp and bass amps before each concert according to chart.
4. After each concert, disassemble all components fold, place in PA storage box and return to the Band Room or van.
5. This assignment requires arriving before the and remaining after each concert.

Percussion

1. Transport percussion instruments from band room to concert site or designated location before and after each concert.
2. Assist percussionists in setting up.
3. This assignment requires arriving before and remaining after each concert.

Posters

1. Distribute posters to stores, public buildings, etc.
2. Poster Committee members will be divided into teams to cover High Street, Islington, University Ave and other places.
3. List of buildings will be provided for each team.
7. This assignment requires one afternoon approximately 2 hours. Dates and times will be set to accommodate the schedules of Poster Committee members.

Van

1. Load the van before and after each away concert.
2. Van will be driven to concert location.
3. Unload the van at the high school the same evening of any away concerts.
4. This assignment requires remaining after each concert and following the van back to the high school after away concerts.

