

# DALLAS BRASS

## *BAND DIRECTOR*

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### GETTING STARTED

- Introduce the Dallas Brass to the students.\*
- Hold a parent or Booster Meeting - Get your parents INVOLVED!\*
- Ensure that the Dallas Brass contract and deposit are sent in on time.

\* Further explanation of these items is on the following pages.

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### **Introduce the Dallas Brass to the students.**

- Show them the Dallas Brass Video Demo. (enclosed)
- Play the Dallas Brass music.
  - ♪ 3 minute Audio Demo (available on our website [www.dallasbrass.com](http://www.dallasbrass.com))
  - ♪ Sampler CD (enclosed)
- Direct students to the Dallas Brass Band Kids website:  
[www.dallasbrass.com/students/Home.html](http://www.dallasbrass.com/students/Home.html)
- Talk up the event - "opportunity of a life time"  
"will be performing in a professional concert"  
"lifelong memory"

### **Hold a parent or Booster Meeting - Get parents INVOLVED!**

- Show them the Dallas Brass Video Demo. (enclosed)
- Play the Dallas Brass Sampler CD. (enclosed)
- Select an Event Coordinator.
- Direct parents to the Dallas Brass parent webpage:  
[www.dallasbrass.com/parents.html](http://www.dallasbrass.com/parents.html)

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### **2 MONTHS BEFORE THE CONCERT . . .**

Familiarize yourself with the performance music.

- Download the student music found at [www.dallasbrass.com/pr.html](http://www.dallasbrass.com/pr.html).
  - ♫ High School students will play *American Tableau*.
  - ♫ Middle School students will play *Star Wars* or *Mario Brothers*.
- Arrangements are written for FULL BAND.
- Determine which students will perform based on instrumentation and size of your band. The more the merrier! How many will fit on your stage (80 - 120)?

Sketch out a schedule.

- Dallas Brass needs **90** min. to set up before anything can start.
- Rehearsals: Middle School - **45** min; High School - **75** min; Clinic: **75** min.
- Everything should ideally be completed no later than 2 hours prior to concert.
- All events should take place at the performance venue, if possible.
- Due to travel constraints, the day should begin no sooner than 12:00 noon. If this becomes a difficulty, there may be some options. Please ask us.

Keep the students PUMPED!

- Continue to play the Dallas Brass Sampler CD occasionally during class.
- Continue to talk about the exciting events that lay ahead for the students.
  - **Clinic** - Dallas Brass will perform several pieces and also discuss a variety of topics including practicing, breathing, listening, playing by ear, small ensembles, and more.\*

\* More comprehensive details of clinic topics can be found at [www.dallasbrass.com/education.html](http://www.dallasbrass.com/education.html).

**Please note** - there is not enough time to cover all topics listed in these notes during the clinic. These notes are made available so that further instruction can be given in the classroom, if desired.

- **A Performance with world-class musicians!**

*We want the students to be totally excited about this event, not only for their own experience, but they will also generate most of the audience with friends and family.*

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### **1 MONTH BEFORE THE CONCERT . . .**

- **Begin rehearsing music.**

- Review the Notes found on the first page of the music score.
- Lyres are not required, just a suggestion in order to fit as many students on stage as possible.
- You may make as many copies as needed.
- Consider copying practice CDs for your students.

- **Take care of administrative details.**

*Ideally these tasks would be handled by the Event coordinator, but as a staff member, you may need to be involved.*

- Determine who will attend to the Tech Rider details - see Venue Set-Up envelope.
- Finalize the itinerary for the day with the Dallas Brass Production Manager.
- Secure any student busing that is necessary.
- Are special arrangements needed for student meals due to the itinerary?
- Does your district require Photo Release authorizations of student photos?
- Send another letter home to parents with the final itinerary, include a permission slip if necessary.
- Invite Principals, Superintendents and School Board members.
- We would be happy to send a personalized email invitation to your Administrators. If this is OK, please send names, titles and email addresses to [mindee@dallasbrass.com](mailto:mindee@dallasbrass.com).

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### **1 WEEK BEFORE THE CONCERT . . .**

- Prepare your students for a professional rehearsal.
  - Students need to have all notes and rhythms learned before the rehearsals with Michael Levine, Dallas Brass Director.
  - Students will also need to exhibit professional conduct: respectful behavior, focus, paying attention, no talking or playing out of turn, etc. All the things that you are training them to do already!
- Keep the kids pumped!
- Encourage the kids to get their parents there. *They won't want to miss it!*

### **Some Notes about the Concert**

1. Students should be seated *front and center* in the audience at the beginning of the concert without instruments.
2. At intermission, all students will get their instruments and warm up.
3. The Middle School students will perform at the beginning of the 2<sup>nd</sup> half.
4. Dallas Brass will play a piece as the Middle School students leave the stage and return to their seats with their instruments (except large instruments), as the High School students are entering the stage from the back or wings.
5. The High School students will perform.
6. Dallas Brass will play another piece as the High School students leave the stage and return to their seats with their instruments (except large instruments).
7. Dallas Brass will play several more pieces to finish out the concert.

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### **1 DAY BEFORE THE CONCERT . . .**

- Confirm venue set up.
- If the event takes place outside of the school, create a packing list of instruments that need to go to the venue.
- Prepare a statement to read at the concert.  
*Thank your administration and any others you would like to recognize.*
- Have the final payment check prepared. The balance due is noted in the contract. Please make payable to Dallas Brass.

### **DAY OF THE CONCERT . . .**

- Give your final payment to the Dallas Brass Director, Michael Levine.

*Have fun! This is what you've been working towards. Play an active role in the clinics and rehearsals. If any problems arise, we can solve them together. Remember that at the end of the day, this is all about the kids!*

### **DAY AFTER THE CONCERT . . .**

- Have students complete the Dallas Brass Student Survey.
- Assist in completing the Event Coordinator Survey.
- Please share any testimonials you receive or printed coverage of the event.