

# THE HIGH SCHOOL MARCHING BAND DIRECTOR'S SEASON PLANNING CHECKLIST

RESOURCE PRESENTED BY

**ROB TRAUGH**

DESIGN, INSTRUCTIONAL, AND PROGRAM RESOURCES  
FOR THE BAND DIRECTOR

## December - January: Initial planning

- Assess your past season and develop design, instructional, and organizational goals.
- Establish and meet with your design team
  - Establish your team
    - *Who is writing the wind book?*
    - *Who is writing the percussion book?*
    - *Who is planning the choreography and visual identity?*
    - *Who is writing the drill?*
    - *Are you using a sound designer?*
    - *Will you be using program consultants?*
  - Meet with your team to discuss
    - *Bring music to the table*
    - *Bring visual ideas to the table*
    - *Conceptual ideas*
    - *Goals you wish to achieve through planning your design*
- Draft a preliminary budget you wish to have for Marching Season
- Gather expectations for band size and ability for the coming year
- Finalize your schedule for the fall

## February: Focusing your design and "first steps"

- Meet with your booster organization and go over your budget to develop ways to raise funding for the marching season.
- Revise expectations for band size and ability for the coming year
- Meet with your design team and develop a storyboard or timeline for how the show will be paced.
- Send your pacing timeline/storyboard, notes on your overall design, and visual ideas to the Wind Arranger.
- Begin permission to arrange process for your musical selections
- Contract an instructional staff

## March: Logistics and maintenance

- Send finished musical arrangement(s) to your team for feedback
  - *Assess and change if necessary*
- Send your wind arrangements to the percussion writer
- Finalize the budget & begin a booster fund raising plan
- Update your instructional staff on the design process

## April: Logistics and maintenance

- Send your final wind arrangement(s) to the percussion writer
- Send finished musical arrangement(s) to your team for feedback
  - *Assess and change if necessary*
- Begin count sheets for your drill designer
- Update your instructional staff on the design process
- Recruit parents to help the vision come to life: props, funds, etc
- Develop travel plans for your performances

## May: Organization

- Send finished musical arrangement(s) to your team for feedback
  - *Assess and change if necessary*
- Finish count sheets for your drill writer
- Update your instructional staff on the design process
- Get the organization excited! Schedule a show reveal!
- Schedule clinicians for your season
- Establishing/Refining your summer training program with instructional leads, training the trainers, and gaining commitments from instructional staff and technicians.

## June: Finalizing

- Finalize music arrangements
- Finalize instrumentation for your drill writer
- Finalize count sheets and send to drill writer with arrangements
- Finalize clinicians for your season
- Finalize travel plans
- Enjoy teaching

## Other: For other tasks not mentioned above

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# ROB TRAUGH

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[www.robtraugh.com](http://www.robtraugh.com)