

TCU BAND HANDBOOK 2009 UPDATE
THE TEXAS CHRISTIAN UNIVERSITY BANDS

"The Pride of TCU"

HORNED FROG MARCHING BAND
WIND SYMPHONY
CHAMBER WINDS
SYMPHONIC BAND
UNIVERSITY CONCERT BAND
JAZZ ENSEMBLE MWF
JAZZ ENSEMBLE TR
JAZZ COMBOS
BASKETBALL BANDS

BAND STAFF

Bobby R. Francis.....Director of Bands
Brian Youngblood..... Associate Director of Bands/Director of Marching Band
Jeremy Strickland.....Assistant Director of Bands/Director of Basketball Band
Curtis Wilson.....Director of Jazz Studies
James A. Jacobsen.....Director of Bands Emeritus
Toni Parker.....Administrative Assistant to the Director
Brian West.....Professor of Percussion
Jeff Hodge.....Drumline Instructor
Curtis Green.....Colorguard Director
Sam Bogart.....The Voice of the Horned Frog Marching Band

THE TEXAS CHRISTIAN UNIVERSITY BANDS

"The Pride of TCU"

Welcome to the Texas Christian University Bands and the Horned Frog Marching Band. The TCU Bands are a vital part of campus life at Texas Christian University. Members of the bands come from all academic disciplines within the University and, in fact, a major portion of the membership in the various bands at TCU comes from outside the School of Music. This diverse mixture of people and interests provides a truly unique environment found in few campus organizations.

The TCU Bands have a long and distinguished tradition of excellence and accomplishment spanning nearly a century. Membership in the bands carries with it a significant responsibility to uphold and continue that tradition. It involves dedication, achievement, and hard work. There is always a place in the TCU Bands for anyone who exhibits these important qualities.

Punctuality, preparation, positive attitude, and attendance at every rehearsal and performance are expected. Please pay close attention to schedules and make arrangements now to attend all the activities and performances that are scheduled. Changes in the schedule are quite rare. It is your responsibility to make the necessary arrangements far enough in advance to avoid conflicts. *

For those of you willing to make a commitment, the TCU Bands can be a source of pride and enjoyment long after your college years have past. The music, games, trips, and memories you make with your fellow band members will be with you a lifetime. We encourage you to get involved and develop close relationships with all your band colleagues. The band staff is experienced and ready to help you. We think you will find them competent, efficient, and willing to give you any assistance you may need. If pride, excellence, hard work, friendship, and team work interest you, the TCU Bands are for you. Welcome, and enjoy.

*This includes adjusting work schedules and communicating with your professors regarding the very limited times that you will miss classes due to Marching Band activities. Also, if you teach private lessons, or serve as a colorguard instructor, drumline instructor, or marching "tech" at an area public school, it is your responsibility to make sure that your supervisor understands that your university obligations have priority. Early and frequent communication will prevent conflicts and avoid damaging your reputation in the profession.

Important Point: If you choose to work in the public schools as a lesson teacher, etc., it is important to be communicative, professional, and responsible. You are establishing and building your professional reputation, but you also are representing TCU. We want all public schools to look at TCU as the education leader in the state. We want our reputation to cause music administrators and principals to look at TCU first when hiring music educators.

THE TEXAS CHRISTIAN UNIVERSITY BANDS

The Texas Christian University Bands offers a full program of concert, marching, pep, and jazz ensembles each year. These ensembles are open to all students at TCU regardless of academic major. In fact, a large portion of the students in the TCU Bands are not music majors. All bands meet and rehearse in Ed Landreth Hall, the Walsh Center and/or Parking Lot 2 on the TCU campus. All scholarship recipients are required to audition for assignment to a concert ensemble (and jazz ensembles, where applicable) each semester.

THE HORNED FROG MARCHING BAND - Known as "The Pride of TCU," the Horned Frog Marching Band performs for all home football games and makes several appearances away from the TCU campus each year. The marching band is one of the most visible and prestigious organizations on campus. Because of TCU's membership in the Mountain West Conference, the Horned Frog Marching band regularly performs for large crowds in an exciting football atmosphere many weekends in the fall. The band rehearses each Monday and Friday from 4:00 - 6:00 p.m., on Wednesdays from 4:30 - 6:30 p.m., and 4 hours before each home game. One half-hour of academic credit is available. The TCU Horned Frog Marching Band, while intended to provide great entertainment for the football crowds, is also designed to serve as a "lab" for future music educators. The band's goal is to perform a "state-of-the-art" show, which utilizes complex music and high-velocity drill, which is on the cutting edge of the marching band medium. All members are required to enroll for one half-hour credit. In addition to the class benefits, the TCU Marching Band offers up to a \$250.00 stipend to any member not already on music scholarship.

THE WIND SYMPHONY - This ensemble is open by audition only. It is the most select wind and percussion ensemble in the University Bands. The Wind Symphony frequently performs for professional conferences and conventions at the state and national levels including recent performances for the Music Educators National Convention, Texas Music Educators Association, and College Band Directors National Association. The Wind Symphony also makes several regional concert tour appearances each year along with its regular performances in Ed Landreth Auditorium on the TCU campus. It has received praise from numerous composers including David Maslanka, Alfred Reed, Fisher Tull, David Holsinger, Samuel Adler, Dana Wilson, Edward Diemente, Lawrence Weiner, Curtis Wilson, James Barnes, Frank Ticheli, John Mackey and many others for the interpretation of their works. In the Fall, the Wind Symphony rehearses Tuesday and Thursday from 11:00am to 12:20. In the Spring, a Monday rehearsals are added from 4:00-6:00pm. The Wind Symphony participates in Commencement activities, and all members are required to enroll for one half-hour credit.

THE CHAMBER WINDS - The Chamber Winds is an ensemble drawn from the membership of the Wind Symphony to perform wind chamber music. Instrumentation is determined by the requirements of the music selected. Each concert of the Wind Symphony normally includes a performance by the Chamber Winds. The Chamber Winds rehearses within the normal rehearsal schedule of the Wind Symphony with occasional extra rehearsals.

THE SYMPHONIC BAND - This ensemble is open by audition also. As with all ensembles in the TCU Bands, it is open to all students regardless of academic major. The Symphonic Band usually presents one concert in the fall and two concerts in the spring semester in Ed Landreth Auditorium and participates in Commencement activities. The band rehearses Tuesday & Thursday 11:00am - noon in the fall. The band rehearses Tuesday & Thursday 11:00am – noon and Monday afternoons 4:00pm-5:00pm in the spring. All members are required to enroll for one half-hour of academic credit.

THE UNIVERSITY CONCERT BAND - Consists of music majors, TCU students from other areas of study, and community players. The University Concert Band provides an opportunity to participate in "music making" with minimal time commitment. The ensemble meets only in the spring, every Wednesday from 7:00 - 9:00 p.m., and performs one concert.

THE JAZZ ENSEMBLES - Consisting of at least two big bands and several student combos, the TCU Jazz Ensembles have appeared in concert with several internationally-known jazz artists such as Jon Faddis, Don Menza, Urbie Green, Ed Shaughnessy, Mike Vax, Clark Terry, Marvin Stamm, Pat Williams, and many others. The ensembles have appeared at conventions of the International Association of Jazz Educators, College Band Directors National Association, and the Texas Music Education Association. The ensembles have also made numerous appearances in Europe and the former Soviet Union. The annual TCU Jazz Festival, one of the most prestigious in the Southwest, has hosted over 10,000 high school students since its inception in 1978. One half-hour of academic credit is available.

THE HORNED FROG BASKETBALL BANDS - These bands are open by audition to students who have been members of the Horned Frog Marching Band during the current year. The bands perform for all men's and women's home basketball games and at selected games away from the TCU campus. The Horned Frog Basketball Bands rehearse only a few times during the basketball season. No academic credit is available. The basketball band travels annually for Tournaments. Each member receives a monetary stipend from the Band & Athletics budgets.

THE WIND SYMPHONY/CHAMBER WINDS

Bobby R. Francis, Conductor

THE HORNED FROG MARCHING BAND/SYMPHONIC BAND

Brian Youngblood, Director

THE JAZZ ENSEMBLES

Curt Wilson, Director

THE UNIVERSITY CONCERT BAND/HORNED FROG BASKETBALL BANDS

Jeremy Strickland, Director

ADMINISTRATION

Dr. Victor Boschini
Chancellor

Dr. Nowell Donovan
Provost and Vice-Chancellor for Academic Affairs

Dr. Scott Sullivan
Dean, College of Fine Arts
and Communication

Dr. Richard Gipson
Director, School of Music

MUSIC EDUCATION FACULTY

Dr. Sheri Neill
Bobby R. Francis
Brian Youngblood
James T. McNair
Dr. German Gutierrez
Gary Whitman

CONDUCTING FACULTY

Bobby R. Francis
Dr. German Gutierrez

TCU BAND COUNCIL

The TCU Band Constitution provides for a Band Council consisting of the band president, vice-president, the president of Kappa Kappa Psi, the president of Tau Beta Sigma, a Webmaster, a freshman representative elected by the freshman members of the band, a past president and drum majors. Other appointments that serve the needs of the band are added as needed by the Band Staff.

This council is the student forum for band members and serves in an advisory capacity to the directors. The council meets once a month. Other band members may request to attend a council meeting by submitting a written request to the Director of Bands.

Suggestions, complaints, questions, and announcements should and are welcome to be submitted to a member of the band council to be included on the agenda for the next meeting. Band members are encouraged to take advantage of the council so they may have a role in formulating band policy and procedures.

TAU BETA SIGMA - KAPPA KAPPA PSI

Tau Beta Sigma and Kappa Kappa Psi are the National Honorary College Band sorority and fraternity, respectively. Both work together to actively support and serve the TCU Bands. They are an indispensable part of the band program, providing services crucial to the success of the bands. The chapters were founded in 1957 by Professor James A. Jacobsen. We urge all new and returning members of the TCU Bands to seriously consider membership in one of these organizations. For more information contact the respective chapter presidents: Rachael Heim, Tau Beta Sigma; or Darrin Hicks, Kappa Kappa Psi.

A SHORT HISTORY OF THE TCU BAND

An organized band, which began regular rehearsals and played for school functions at TCU, came into existence in 1904 under the direction of J. E. King. In 1925, when the band had 27 members, the first uniforms were purchased. Reflecting TCU colors, they were solid purple with a substantial amount of white braid extending across the front of the uniform.

The first band scholarships, ten in number, were granted in 1928, when Claude Sammis was band director. The same year saw the purchase of new band uniforms; reversing the previous colors, they were solid white with purple trim.

From 1928, the progress of the band was steady and definite. In 1935, Don Gillis became director and was instrumental in forming the first concert band, which played a yearly series of concerts that featured both original compositions and transcriptions.

An important year for the band was 1936, when members traveled 10,000 miles in a concert series that included San Francisco, New Orleans, Waco, Austin, Houston, and many other cities. The band featured special arrangements of swing numbers by arrangers from within the band, and the music was memorized so it could be performed at a moment's notice.

Pearl Harbor and World War II brought with it difficulties for the TCU Band just as it did for all college and university bands in America. Director N. J. Whitehurst, who came to the University in 1942, lost 32 of his 45 members to the service during one semester.

The band had three directors from 1943 - 1950; John Woldt, Leon Breeden, and Lawrence Intravaia. In 1950, another Gillis took over the band; Lewis, a younger brother of Don. He stepped into a familiar position since he had served as the band's mascot when his older brother, Don, was the director. The band once again traveled to various sections of the country, highlighted by a trip to California in 1951.

Lew Gillis resigned as director in the spring of 1955, and James A. Jacobsen was named to replace him. "Prof" Jacobsen came to TCU from Midwestern University in Wichita Falls, where he had also served as Director of Bands.

Jacobsen's first years proved eventful for band members at TCU. The marching band appeared on national television three times in his first two years as director. In 1957, Kappa Kappa Psi and Tau Beta Sigma chapters were founded at TCU. Seventeen men and women became charter members.

During Jacobsen's 27 years at TCU, the band gained a national reputation. Professor Jacobsen introduced the moving diamond drill that soon became known as the "step-two" drill.

"Prof" Jacobsen retired in 1981, and TCU alumnus Curtis Wilson replace him as Interim Director of Bands for the 1981 - 1982 academic year. Under Wilson's leadership, the marching band began the move to a corps-style format.

In the summer of 1982, Robert Blanton became TCU's tenth Director of Bands. A new colorguard was added to the marching band and the band made several regional appearances. The year ended with the purchase of new uniforms and an invitation for the Wind Ensemble to perform for the Texas Music Educators Association conference held in Fort Worth in 1984. Under the leadership of Professor Blanton, the bands made a number of regional appearances, including another appearance for the Texas Music Educators Association in 1989, and for the College Band Directors National Association in 1992.

Gregory G. Clemons was appointed Director of Bands in the spring of 1993. The Wind Symphony received invitations to play at the Texas Music Educator's Convention, Music Educator's National Conference and Carnegie Hall. In 1997, new band facilities were constructed as a part of the Walsh Center for Performing Arts and a monumental expenditure for new band instruments was received through the generosity of an anonymous donor to the university.

During the spring of 1998, Alfredo Velez was appointed Associate Director of Bands and Director of the Marching Band, and assumed the position of Interim Director of Bands in 1999. Under his direction, the marching band performed for a national television audience at the Norwest Sun Bowl and the Mobile Bowl.

Under the leadership of Curtis Wilson since 1977, the TCU Jazz Ensembles have continued their tradition of excellence. Boasting concert tours throughout Europe and the former Soviet Union, the groups have received numerous performance invitations including those from the Montreux Jazz Festival, International Association of Jazz Educators, and the Texas Music Educators Association.

In March of 2000, Bobby R. Francis became the Director of Bands at TCU. Prior to his appointment, Mr. Francis was the Director of Bands at Texas A & M University - Commerce (formerly East Texas State University). Since coming to TCU, the Wind Symphony has received numerous accolades, and has been elevated to a level of national recognition. The ensemble has performed in Bass Hall and other famous venues, and has been invited to its first CBDNA Convention in Ann Arbor, Michigan in 2007.

THE HORNED FROG MARCHING BAND

I. GRADING

Marching Band is a performance class. Therefore, attendance at all rehearsals and performances is mandatory. Any absence creates a serious problem and compromises the efforts of everyone in the group. Make every effort to be on time and to be prepared for each scheduled activity. Every band member is required to register for marching band as a class.

At the beginning of the Fall Semester, every student will be provided with a Marching Band Syllabus. This will outline the grading and attendance requirement, as well as provide any specifics not included in the Band Handbook.

I. Attendance

- A) All absences are unexcused unless approved by the Director of the Marching Band.
- B) Every unexcused absence could result in your grade being lowered by a letter grade.
- C) Two tardies count as one absence.

Absences may be excused only by the Director of the Marching Band. Acceptable reasons for an absence are either death in the family or serious illness. You may be required to verify these reasons. NOTE: Any unexcused absence from a performance could result in a grade of "F" in the course and scholarship students could lose their awards. **Attendance includes Bowl Games and post-season performances.**

REGULAR REHEARSALS: are all required. If any class conflicts exist, it is the responsibility of the band member to communicate the conflict with the Director of the Marching Band and have advisors complete paperwork regarding the conflict. (Class Conflict Memo) available from the band office and at the TCU Band Website. Rehearsals are scheduled Monday and Friday from 4:00 - 6:00 p.m. and Wednesday from 4:30 - 6:30 p.m., and a run through on game day.

PERFORMANCES: Attendance at all performances is required. The penalty for anyone with an unexcused absence from a performance is a grade of "F" in the course for the semester. **Attendance includes Bowl Games and post-season performances.**

Excused absences must be cleared by phone or e-mail with the Director of the Marching Band. The absence should be reported as soon as possible, otherwise the absence might be unexcused. Serious illness (Doctor's excuse required-to be given to the Director of the Marching Band) or death in the family are the only valid excuses.

ANY member may lose his/her position at any time due to absence, failure to contribute to the success of the band, or problems with marching/musical execution observed during rehearsals and/or performances.

Because the shows are started in Band Camp, the only spots that are guaranteed are those that attend Band Camp. **New members should try to schedule their Orientation and Frog Camp at a time OTHER THAN the week of band camp.**

II. PREPARATION OF MUSIC

Students are responsible for the preparation of the music assigned. Show music and short stand tunes are to be memorized as the rehearsal schedule dictates or allows.

III. MARCHING PERFORMANCE

Each student is expected to demonstrate a mastery of the skills necessary for marching. This proficiency and subsequent improvement during the course of the season will be monitored by the staff and your section leader.

IV. FOLIO AND DRILL FOLDER

Each student is responsible for having required music at every practice field rehearsal, and for maintaining and putting away their drill book for rehearsal. Each member is also required to have necessary music at non-marching rehearsals. Failure to have required materials can result in a lower grade in the course or a stipend infraction. Section leaders put away the drill folder containers at the end of rehearsals, BUT, it is EACH member's responsibility to put drill folders IN the container to be put away.

V. PEP BAND HAT AND SHIRT (MUSIC FOLIO)

Each student is responsible for having and/or wearing the TCU Band T-Shirt and baseball cap at all pep rallies, games and pep related performances. Each member is also required to have a complete music folio at all pep rallies, games and pep related performances. **Pep rallies are really the only instance where a member might need a folio AWAY from a football game or stadium rehearsal.** Failure to have and or wear the above mentioned items will result in the member being issued a new hat, shirt or folio, (as needed) at a cost of \$10.00 each to be charged to the student's account. Returning members should note that shirts and hats from past years are allowed, assuming they look acceptable. Please use discretion when wearing anything but new band paraphernalia.

We are always working to project a uniform image. Each member's contribution is very important to the "look" of the band. It is equally important that we are always prepared to play music for extended periods of time with little or no warning. Hence, the need for folios at all pep rally and football game performances.

VI. SOCKS AND GLOVES

In addition to the Pep Band Cap and Band T-Shirt needed for the FULL UNIFORM. Members will also need BLACK socks and WHITE gloves. Failure to have and or wear BLACK socks and WHITE gloves, as with the pep band items above, will result in the member being issued socks and/or gloves at a cost of \$10.00 per pair to be charged to the student's account.

VII. STIPEND INFRACTIONS

In determining subtraction of band stipend amounts, three main areas are considered:

- 1) Performance** - including: performance, maintaining locations (in stands / blocks) , Instrument IN hands in stands, attentiveness at functions
- 2) Uniform** - including: wearing it correctly, having it cleaned as needed, not left out.
- 3) Participation** - including having music, instrument, and pencil at all rehearsal(If asked for); correct marking of music, care and maintenance of instruments (includes proper storage in case or truck) School Instruments are to be transported IN CASES every day and should not be left out.

STIPEND INFRACTION LISTINGS

Stipend Infractions will be listed for a \$20 subtraction at attendance postings. Director or GA can decide to give a warning.

VIII. ATTITUDE AND OVERALL PERFORMANCE

Each student's attitude and overall performance (both in music and drill) during rehearsal and performance will be evaluated. Performance in band is an interdependent activity. Each individual's contribution is essential to the success of the entire band. In a class of this size and type, cooperation, individual responsibility, and mutual respect are essential for success.

Members of the Horned Frog Marching Band are encouraged to participate in the other ensembles in the TCU Bands program. The Wind Symphony, Chamber Winds, Symphonic Band, The TCU Community Concert Band, and Jazz Ensembles offer excellent opportunities in other areas of instrumental performance. Participation in the "concert ensembles" is essential to your further development as a musician.

If you are having difficulties that need special attention, please come by the band office or make an appointment to discuss these problems with a member of the band faculty. We'll be glad to help in any manner possible. Suggestions are always welcome. Obviously, it may not be possible to implement every suggestion, but always feel free to visit with us about things you think might benefit the group. Your representatives on the Band Council may also be able to offer you the assistance you need

IX. PROCEDURES, INSTRUCTIONS AND ADDITIONAL INFORMATION

MARCHING UNIFORMS CARE

Cleaning is to be done by a reputable cleaners at the member's discretion. No less than every 2nd performance.

Uniform Care

Care is taken to be sure that you are issued proper equipment and uniforms that fit as well as possible. If you have a problem with your uniform, check with Band GA's. Take care of any problems well ahead of the performance.

The uniform is to be treated with respect at all times. After a performance it is easy to dismiss proper treatment of the uniform because you're exhausted. Please do your best to take an extra few moments with the care you give your uniform.

1. **HANG IT UP:** Never allow your uniform to lay on the ground. It should be neatly hung on its hangar with shako in its box. Failure to keep your uniform off of the ground could result in a Stipend Subtraction.
2. **KEEP IT COVERED:** At all times, unless dressing or undressing, you should keep your uniform covered, either with a uniform bag, a bag provided from home or, at the very least, some type of garbage bag or cleaner's bag.
3. **TAKE IT WITH YOU:** You are responsible for keeping your uniform in a safe, neat area at home/dorm.
4. **AIR IT OUT:** Following any function at which the uniform is used (when you don't send it for cleaning) you must take it home and hang it up in a dry, well-ventilated area to avoid mold, mildew or rot. **FAILURE TO DO THIS COULD RUIN THE UNIFORM.** Once the uniform is dry and smells acceptable, replace it in a clean bag.
5. **MAINTENANCE:** You must keep your hat clean, your jacket spotless, your pants pressed, shoes clean, and gloves in good repair for the duration of the year.
6. **BEFORE THE NEXT FUNCTION:** Take out your uniform and make sure it is complete. Check for loose buttons, snaps or hooks and make sure the zippers work. If you have any uniform problems, contact a band GA **WELL BEFORE** the next event!
7. **USE:** The TCU BAND Uniform is to be used exclusively for TCU BAND functions. At no other time are you to wear the uniform or make any other use of it.

UNIFORM - INSTRUMENT - BAND FEES

All members of the Horned Frog Marching Band and Colorguard pay annual band dues of \$40.00 to offset the cost of your pep band uniform (band T-shirt, baseball cap), folio and other social activities.

A \$30.00 deposit will be required before a uniform is issued. This will be refunded in full if uniform is returned on time and undamaged.

There will be a \$60.00 per year (\$30.00 per semester), non-refundable fee for use of school owned instruments. If you will be using the instrument for the entire year, you need to pay for the entire year. These fees are payable during the first day of Band Camp and are charged to your TCU account at the beginning of the academic year.

You will also be required to purchase a pair of black gloves from Kappa Kappa Psi. Black shoes will be ordered for members.

*All members are responsible for any loss or damage of uniforms or TCU equipment.

SCHOOL INSTRUMENT AND LOCKER CHECKOUT

Students who plan to use a school-owned instrument (piccolo, mellophone, baritone, or sousaphone) may check them out from Mr. Strickland. Those needing to check out an instrument will be required to pay the above mentioned fee and complete and sign an instrument loan contract. Instruments, cases, and lockers are to be cleaned before returning them at the end of the semester. Any and all repairs should be paid for by the student borrowing the instrument. If you are to use a school-owned instrument, you must check out an instrument locker. Combination locks will be provided for you and you will be responsible for the condition of that locker and its lock. For security reasons, all lockers must remain closed and locked at all times. Combinations will be secured at all times.

All materials must be removed from lockers before leaving campus at the end of each semester. Any items left for an extended period of time will be regarded as unwanted and disposed of. Charges for damaged and/or stolen instruments and/or accessories, damaged or stolen locks, damaged lockers, etc. must be paid before grades can be posted.

DAILY REHEARSAL PROCEDURE

The following schedule is standard operating procedure for rehearsals of the TCU Horned Frog Marching Band.

- 1) Rehearsals begin with minute by minute count down on speaker. Attendance will be taken and grades could be impacted for lack of participation in warmup block. Sectional time usually follows, and is set aside to help you with your music and reinforce your memorization of band music. Your half-time and pre-game music, plus the school songs and shorts are included in your memory requirements.
- 2) Failure to have your instrument, music or drill book for class can impact your grade and be recorded as a deduction in participation or a stipend infraction.

START Full band rehearsal begins in block band.

END Full band rehearsal ends with announcements.

REGULAR WEEKLY PRACTICE SCHEDULE

MON/FRI 4:00-6:00 Rehearsal - Full Band

WED 4:30-6:30 Rehearsal - Full Band

MARCHING REHEARSAL ATTIRE: You will be most comfortable if you wear good athletic shoes with socks, loose fitting shorts, a t-shirt, a hat or cap, and sun glasses. No bare feet, no boots, and no sandals! Wear light colors that will reflect the heat of the sun - avoid any dark colors. **BRING AND PLAN TO USE SUN SCREEN!!**

WATER DISPENSER: You might want your own water jug. Please mark this item with your name. Water will be provided at all rehearsals, but it is a good idea to have your own quart-sized container.

LYRES: Every band member (except flute & percussion) should have a lyre for their instrument at every rehearsal and in the stands or at pep rally performances. Although we will be memorizing all music for performances, always have your lyre and the music handy. You will need to have a lyre even if you have a school-owned instrument that didn't include one in the case. Buy one!

INSTRUMENT, LYRE, ALL REHEARSAL MUSIC, FLIP FOLDER, ALL DRILL CHARTS AS ISSUED, AND A PENCIL are basic material for every rehearsal and performance. Don't be without them.

TRAVEL PROCEDURES

All members are required by University policy to travel on the buses or planes provided for the trips. You are expected to be on time for any rehearsals, meetings, and/or performances and have all necessary equipment and uniforms with you. **EVERYONE IS RESPONSIBLE FOR THEIR OWN INSTRUMENTS, INCLUDING SOUSAPHONES, PERCUSSION, PIT EQUIPMENT, FLAGS, POLES, ETC.** Once the bus lists for each trip are finalized, you may not ride or change to a different bus. Smoking and the consumption of alcoholic beverages are never permitted on the buses or at performance venues. All members of the University Band are required to complete a Travel Waiver Form and Insurance Waiver Form.

The TCU Bands adhere to the same policies on conduct as the institution it represents. Consequently, students will be held responsible for their personal conduct in attendance at any university-sponsored function or activity. A student who is on a university-chartered bus, on university grounds, or participating in a university function is subject to all rules and regulations of the University. Each student at TCU may obtain a copy of the Code of Student Conduct (found in the back of the University Calendar/Student Handbook) from the information desk in the Student Center on campus.

This handbook is intended as a guide to help the band operate efficiently without misunderstandings regarding procedures. The band staff always maintains the right to update the procedures stated in this handbook as deemed appropriate. Guidelines must also comply with university policies.