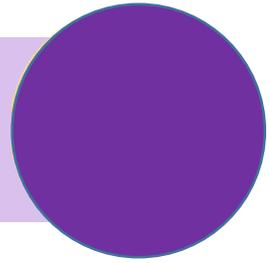


Uniforms Shakos, Berets, and Gloves Checklist



Summary

Check returning students' shakos and gloves

Fit new students with shakos

Exchange shako sizes for returning students

Give Berets to tuba players

Measure new students' head circumference

Fit new students with gloves

Give replacement gloves to returning students

♫ **NOTE: Shakos by design are not very comfortable; so stick strictly to the shako size, as per the measurement. Students will place their gloves in the shako box before returning the box to the cart.**

♫ *Shakos that are very uncomfortable, but of the correct size, can be modified to be more comfortable.*

Preparation

What you should have:

- These instructions and a sign (in a clear plastic stand) to place on the table.
- Measuring tapes (to measure new students' head sizes for shako fitting).
- Pens, black Sharpie pens, and clear shipping tape.
- Shako carts with shakos for returning students AND unassigned shakos.
- Pre-printed labels with students' names, etc. for shako boxes.
- Berets (for tuba players).
- Hand sanitizer (for students to use before trying on gloves).
- Sample gloves (for students to try on).
- Boxes of gloves to be distributed.
- Glove Order List (if additional gloves need to be ordered; write names and sizes).

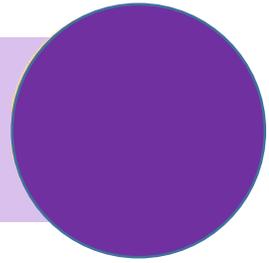
What students should have:

- Working tag

Next step:

- Returning students get their garment bags and go to fitting.
- New students go to fitting.

Uniforms Shakos, Berets, and Gloves Checklist



Shako/glove procedure for returning students

Check returning students' shakos and gloves

- Tell all returning students waiting in line to retrieve their shakos and gloves from the shako carts and put them on.
- Check each returning student's shako to make sure it still fits. (See section on Proper Fit of Shakos.) Most will still fit.
- Check each returning student's gloves to make sure they are still in good condition (no holes or splits).
- Discard any gloves that have been cut.

IF SHAKOS AND GLOVES ARE GOOD, INSTRUCT THE STUDENT TO

- Put the shako and gloves back on the shako cart.
- Proceed to the next station.

OTHERWISE, INSTRUCT THE STUDENT TO

- Remain in line for new shako and/or gloves.

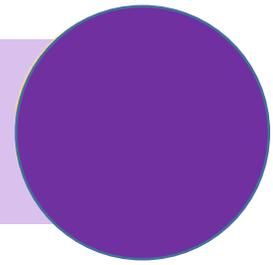
Exchange shako sizes – returning students

- Give a student a different size shako to try on. There is no need to re-measure the student's head size.
- Record the change on the student's working tag.
- Change box and inside shako labels.
 - Use a sharpie to mark through the student's name on the old shako box.
 - Remove the student's gloves and name label from inside the old shako.
 - Write the student's name and graduation year on a blank 2"x4" box label and affix it to the student's new shako box.
 - Make sure the student's name is put inside the shako.
- Instruct the student to put the gloves in the new shako box and to put the box back on the cart.

Replacement gloves for returning students

- Give students a replacement pair of gloves from inventory, as needed.

Uniforms Shakos, Berets, and Gloves Checklist



Shako procedure for new students

CHECK STUDENTS' SECTION:

<i>Section</i>	<i>Shako</i>	<i>Gloves</i>
Percussion – Front Ensemble (AKA Pit)		
Percussion – Battery	X	
Drum Majors	X	
Tubas / Sousaphones	Beret	X
All other sections	X	X

Measure new students for shakos

Shakos by design are not very comfortable; so ***stick strictly to the shako size***, as per the measurement. Students will place their gloves in the shako box before returning the box to the cart. *Shakos that are very uncomfortable, but of the correct size, can be modified to be more comfortable. (See Uniform Coordinator.)*

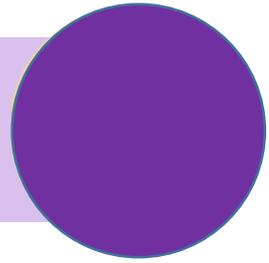
- Measure each new student's head circumference in inches.
 - Start with the tape in the middle of the forehead and wrap it around the student's head above the ears (snugly, but not tight).
 - Record the circumference in the notes section of the working tag and include today's date.**
 - Use the size chart in Table 1 to choose the proper size shako from the shako cart.

Table 1 Size Chart for Shakos

Hat Size	Hat Size	Actual Head size in Inches
XXS	6-3/8 to 6-1/2	20" through 20-1/2"
XS	6-5/8 to 6-3/4	20-5/8" through 21-3/8"
S	6-7/8 to 7	21-1/2" through 22-1/8"
M	7-1/8 to 7-1/4	22-1/4 through 22-7/8"
L	7-3/8 to 7-1/2	23" through 23-5/8"
XL	7-5/8 to 7-3/4	23-3/4" through 24-3/8"
XXL	7-7/8 to 8	24-1/2" through 25-1/8"

Sizing – The hat sizes follow national standard men's hat sizes.

Uniforms Shakos, Berets, and Gloves Checklist



Record shako information on working tags and boxes

WORKING TAGS

- Record the shako size *and the head circumference* on the working tag.

SHAKO BOX LABELS (2" X 4")

Labels should only be placed over existing labels or over clear shipping tape, never on bare cardboard. (Boxes get damaged when labels are removed after students graduate.) If a box has no clear shipping tape, cover the label area with shipping tape before affixing the label. **Do not put clear shipping tape over the labels.**

- Find student's name from pre-printed list of Shako labels.
- If there is an old label, put new label directly on top of old label.

"INSIDE SHAKO" LABELS (ADDRESS LABEL SIZE)

If preprinted labels are not being used, write the student's name on blue painter's tape and put it inside the shako.

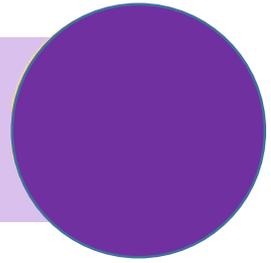
- Find the student's name on the sheet of "inside shako" labels.
- Place the label *on a piece of blue tape* INSIDE the shako. (The removable address labels do not come off easily, so either use blue tape alone or a label on top of blue tape.)

Gloves procedure for new students

Find glove size that fits.

- First, have students use the hand sanitizer.
- Next, have students try on the sample gloves until they find a size that fits. Student will select the proper size gloves.

Uniforms Shakos, Berets, and Gloves Checklist



Distribute new gloves and record size on working tag.

IF STUDENT'S SIZE IS AVAILABLE IN INVENTORY:

- Give student a pair of gloves from inventory.
- Instruct student to put the gloves in their shako box and put the box on the cart.

IF STUDENT'S SIZE IS NOT AVAILABLE:

- Write student's name and glove size on the Gloves Order Form.

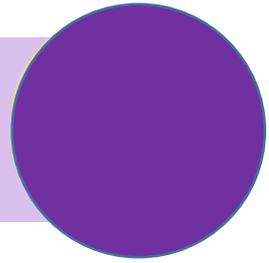
Berets

Give Berets to tuba players

Returning students should have their beret from last year. Some may have been turned in and cleaned. If returning students need a beret, give them a beret.

- Give new students in the tuba section a beret.
- Write "Beret" in the Shako/Beret Size section of the student's working tag.

Uniforms Shakos, Berets, and Gloves Checklist



Appendix A – Proper fit of shakos

- ♪ There should be approximately 2 fingers distance between the underneath of the brim and the bridge of the nose.
- ♪ The shako is to sit level and not ride back on the head.
- ♪ *If shako falls too low on the face, the string inside may be tightened.* Extra strings or shoe laces are available for shakos without strings.