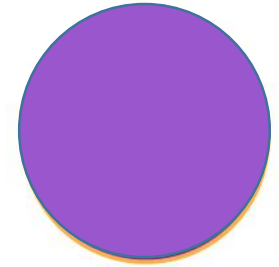


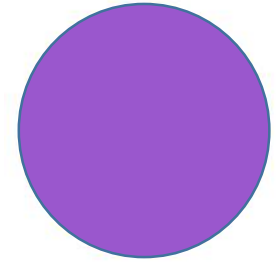
Uniforms

March 2015 Training



Contents

- Overview
- Budgeting and ordering
- Scheduling uniform fitting
- Uniform fitting
- Marching season support
- Collecting and processing uniforms



Overview

Timeline

High level schedule



Uniforms Timeline

Prepare budget

(Feb/Mar)

Include:

- Additional uniform items (if required);
- Consumables (shoes, gloves, garment bags, berets)
- Jacket cleaning
- Admin items

Order long lead items (if any)

(Apr/May)

Order:

- Jackets
- Pants
- Gauntlets
- Shakos/plumes

Schedule uniform fitting

(May/Jun/Jul)

Work with band director to develop a detailed schedule. Goal: even out the days and shifts as much as possible. (See previous schedules.) Set up volunteer signup and start gathering names.

Order remaining items for fitting

(Jun/Jul)

Order:

- Shoes
- Gloves
- Berets
- Garment bags (TBR)
- Wooden hangers
- Safety pins

Prepare for fitting

(Early Aug)

- Print labels & cards
- Gather materials
- Review procedures
- Manage volunteer sign-ups

Fit students with uniforms

(Aug)

Coordinate with band directors regarding facility use. Set up tables and uniform items in advance. Fit students. Put choir room back the way it was.

Hem and press pants

(Aug/Sep)

- Find sewing volunteers.
- Press snap-hem pants (very carefully).
- Blind hem sewn-hem pants and press.
- Use black safety pins to secure deep hems.

Support during marching season

(Sep/Nov)

- Make-up fittings and re-fittings, as necessary
- Gauntlet list for RAs
- Perform uniform inspections.
- Handle miscellaneous issues.

Collect uniforms

(Jan)

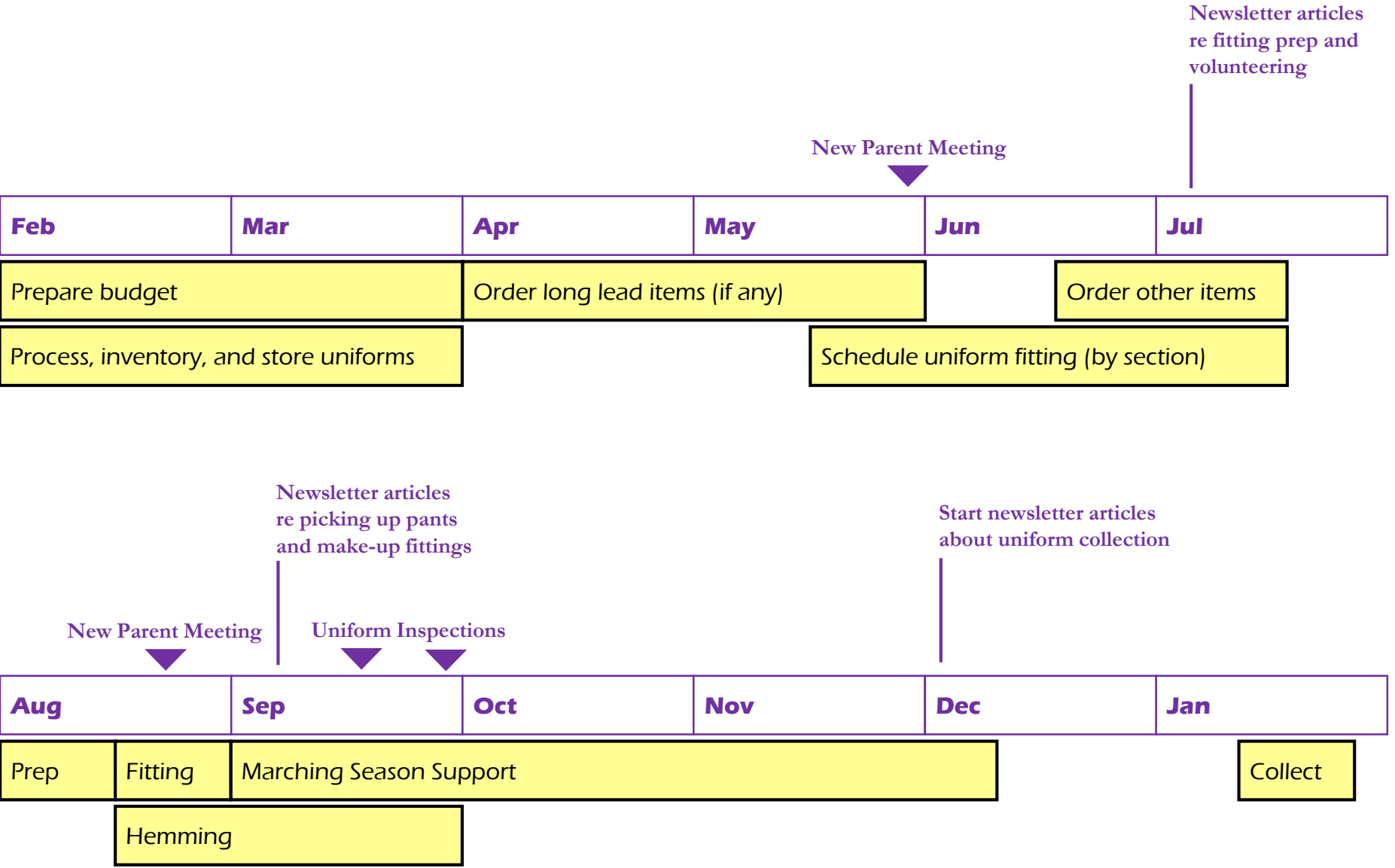
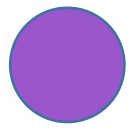
- Prepare materials.
- Collect uniforms.
- Deliver jackets to cleaners.
- Un-hem and wash seniors' bib pants.

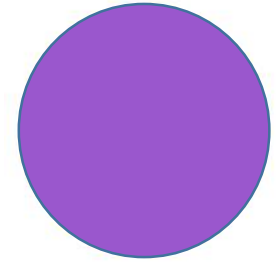
Process and store uniforms

(Jan-Mar)

- Return seniors' items to inventory.
- Process uniforms.
- Inventory uniform items.
- Store uniform items – ready for next year.

Uniforms High Level Schedule

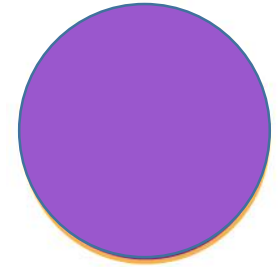




Budgeting and Ordering

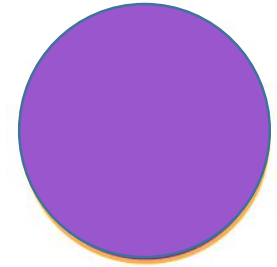
Budgeting process, overview, and example.

Order scheduling, vendors and contact info, and item info.



Budgeting Process

- **Check inventory before ordering.**
- **Get expected band size from band director.**
- **Evaluate inventory vs. size of freshman class.**
- **Determine what needs to be ordered.**
- **Use previous budgets as template.**
- **Send uniforms budget to treasurer.**



Budget Overview*

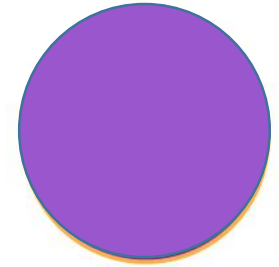
- **Maintain uniforms** (account 7130).
 - Dry cleaning
 - Labels
 - Admin (hangers, pins, etc.)
- **Order marching shoes** (account 7605).
- **Order marching band uniforms** (account 7110).
 - Gloves
 - Berets
 - Garment bags
 - Jackets, pants, gauntlets, shakos, plumes, as req'd

*New account numbers (2015)

Example Budget - 2014

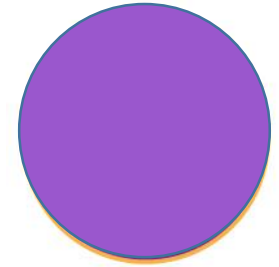


		factor	2013 actuals	2014 Budget	
7603 Marching Band Uniform Maint.					\$3,045.60
Dry cleaning 360 jackets	1.15 times the qty cleaned in 2013	1.15	\$1,584.00	\$1,821.60	
Labels	2 times the qty in 2013	2	\$100.00	\$200.00	
Admin (hangers, pins, split rings etc.)	estimate			\$350.00	See note
commercial garment racks	\$70 each + tax + shipping			\$174.00	container store \$49/ea + \$20 shipping
snap tape	estimate (Do half this year, half next year)			\$500.00	20 yd female, 5 yd male; cost?
7605 Marching Band Shoes					\$6,663.32
Order 150 shoes	50% more than 2013	1.5	\$4,442.21	\$6,663.32	
7606 Storage					
7608 Marching Band Uniform					\$13,183.40
Order 100 garment bags	0.35 times the qty purchased in 2013	0.35	\$3,280.00	\$1,148.00	
Order 30 jackets	2 times the qty purchased in 2013	2	\$2,400.00	\$4,800.00	
Order 45 pants	3 times the qty purchased in 2013	3	\$1,079.10	\$3,237.30	
Order 30 gauntlets	3 times the qty purchased in 2013	3	\$359.70	\$1,079.10	
Order 30 shakos	3 times the qty purchased in 2013	3	\$440.00	\$1,320.00	
Order 30 plumes	3 times the qty purchased in 2013	3	\$152.50	\$457.50	
Order 300 gloves	50% more than 2013	1.5	\$761.00	\$1,141.50	
5/12/2014 ADD plume case! \$200					\$22,892.32



Order Scheduling

- **Long lead items – order by mid-May:**
 - Jackets
 - Pants
 - Shakos & Plumes
 - Gauntlets
- **Other items – order over the summer, in time for uniform fitting:** *(Do not ship to school.)*
 - Shoes
 - Gloves
 - Berets
 - Garment bags
 - Wooden hangers, safety pins, etc.

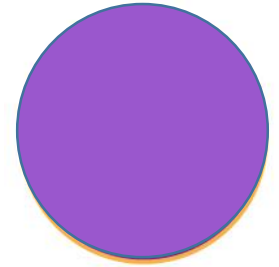


Vendors

- **ATAFA Sporting Goods** (ATAFA.com)
- **Container Store** (local)
- **Drillcomp** (drillcomp.com)
- **FJ Miller*** (fjminc.com)
- **Home Depot** (homedepot.com)
- **Manhattan Wardrobe Supply**
(www.wardrobesupplies.com)
- **Office Depot** (local)
- **Virginia Aardvark** (vaaardvark.com)

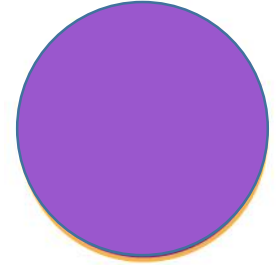
*Contact information: removed

ATAFA Sporting Goods



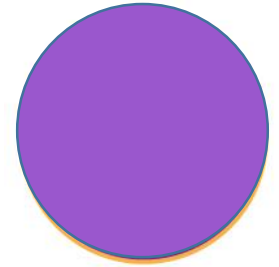
- **Black wristbands**
 - Black, knitted “sweat bands”
 - Used by cymbal players (and ?)
 - Staff purchases them for students
 - We stock extra for uniform inspections and for Head RA.

Container Store



- **Rolling garment racks**
 - Folding commercial garment rack, chrome

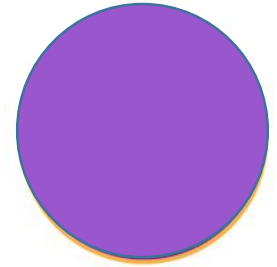
Drillcomp



- **Garment bags**

- Directors Showcase 44 inch black aerator mesh back marching band and uniform garment bag with shoe pouch
- Order online through website (drillcomp.com).

FJ Miller



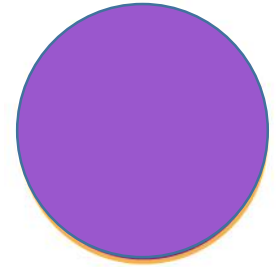
- **Uniform items**

- Bib pants (black bib pants, male)
- Jackets (custom AV jacket; they have the design)
- Shoes (black, DrillMasters)
- Gloves (“extra long wristed, sure grip cotton gloves, black)
- Gauntlets (all black gauntlets, no buttons)
- Shakos/plumes (they have the design; all gold)
- Berets (wool berets, black)

- **Other items**

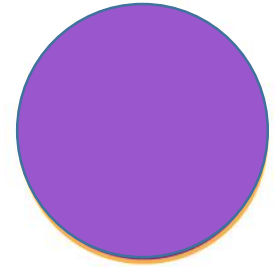
- Plume cases (63 piece – 18” length tubes)

Home Depot



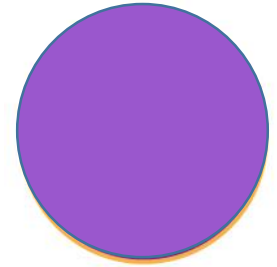
- **Plume cart dolly**
 - 150 lb. capacity folding hand truck
 - Order online

Manhattan Wardrobe Supply



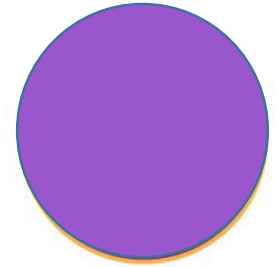
- **Manhattan Wardrobe Supply**
 - Black safety pins
 - #3 – 2 inch
 - #1 – 1 inch
 - Plain, yellow, round garment rack dividers
 - Plain, white garment rack dividers
 - AKA: Simple Division Tab Top Garment Organizers
 - Flat wooden suit hanger with bar and notches – natural – 17”
 - Hanger sizer small 1/2 inch BLANK
 - Also available from Virginia Aardvark in smaller quantities.

Office Depot

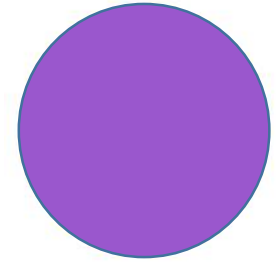


- **4x6 inch colored index cards**
 - Had trouble finding them in 2014.
- **Various labels**
 - Garment bag tags
 - Oval Shako box labels
 - Shako box tags
 - Shako name tags (inside shakos, *on blue tape*)
- **Split ring tags**
- **Miscellaneous office supplies (tape, etc.)**

Virginia Aardvark



- **Colored hanger tags**
 - “Hanger size markers – mini”
 - Used to color-code jackets and pants.
 - Long – green
 - Short – yellow
 - Orange – women’s
 - Pink – problem (e.g., hem cut short)
 - Also available from Manhattan Wardrobe Supply.



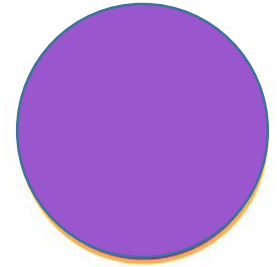
Scheduling Uniform Fitting

Process

Working schedule example

Published schedule example

Prepare Uniform Fitting Schedule



- Find out from band director when he will have a reasonable draft roster for next year.
- Get student information from *Charms*.
 - Number of section leaders by section.
 - Number of students in each section.
- Put together draft schedule.
 - Day 1 – Brass/percussion/drum majors.
 - Day 2 – Woodwinds.
 - Roughly 25 students per hour is a good guideline.
 - Consider reversing the order every other year, so the section that goes last one year goes first the next year.



Example Working Schedule

25/hour	Thursday, August 14	Friday, August 15					
12:00 PM	12:00 pm Drum Majors (3) & Brass/Percussion Section Leaders (16)	12:00 pm Woodwind Section Leaders (16)		TBD Make-ups Thursday August 22			
1:00 PM	12:30 PM Tubas (11) and Baritones (12)	12:30 Bb Clarinets (47)		12 - 2 pm?			
2:00 PM	1:30 PM Mellophones (14)			(after walk thru reg earlier in week)			
3:00 PM	2:00 Trombones (25)	2:15 Flutes / Piccolo (40)		Decided not to do percussion in July			
4:00 PM	3:00 Trumpets (30)			Too hard to get volunteers two times			
5:00 PM	4:15 Percussion - Battery (28)	3:45 Alto Saxes (33)		Plus I'd have to gear up a month early			
6:00 PM	5:15 Percussion - Front Ensemble (20)			USING DATA FROM 5/21 CHARMS RPT WITH ONLY 12 COLOR GUARD			
				# Students Group			
				DM/Brass & Percussion Section Leaders			
				Woodwind section leaders			
				# Students Group			
				11 Tuba	0.44	0.5	1
				12 Baritone	0.48	0.5	1
				14 Mellophone	0.56	0.5	1
				25 Trombone	1	1	1
				30 Trumpet	1.2	1	1
				3 Percussion	0.12	0	1
				28 Perc-Battery	1.12	1	
				20 Perc-Front En	0.8	1	
				8 Bari Sax	0.32	0.5	2
				9 Bass Clarinet	0.36	0.5	2
				12 tenor sax	0.48	0.5	2
				33 Alto Sax	1.32	1.5	2
				40 Flute/Piccolo	1.6	1.5	2
				47 Bb Clarinet	1.88	2	2
						12	

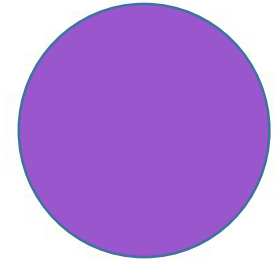
In 2014: Was not able to have the section leaders come until (?) 1 because of a lunch conflict.

* because band camp ends at 5



Example Published Schedule

Section	Thursday, Aug. 14	Friday Aug. 15
Drum Majors	12:00 noon	
Section Leaders – Brass & Percussion	12:00 noon	
Section Leaders - Woodwinds		12:00 noon
Alto Saxes		3:45 pm
Bari Saxes		4:45 pm
Baritones	12:30 pm	
Bass Clarinets		4:45 pm
Clarinets		12:30 pm
Flutes/Piccolo		2:15 pm
Mellophones	1:30 pm	
Percussion (battery)	4:15 pm	
Percussion (front ensemble)	5:15 pm	
Tenor Saxes		4:45 pm
Trombones	2:00 pm	
Trumpets	3:00 pm	
Tubas	12:30 pm	



Uniform Fitting

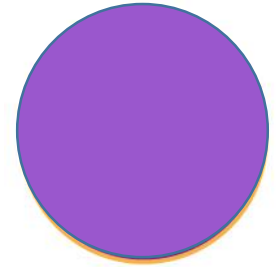
Goals and philosophy

Fitting flow

Hem pinning

Prep and set up

Make-up fittings

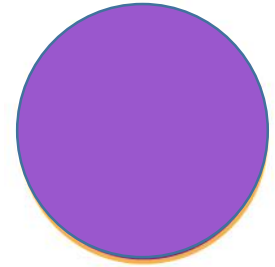


Goals

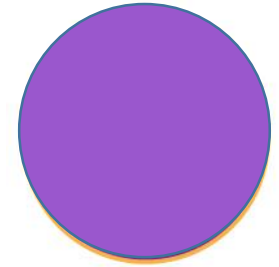
- Every student should be **within 1 size** of a well-fitted uniform.
- Every year a student's uniform should fit better until it fits correctly.
 - Freshmen usually end up with the worst fit – see #1.
 - Every year we get them closer to as good a fit as possible.
 - Sometimes a challenge because students are still growing.

Philosophy

(subject to change!)

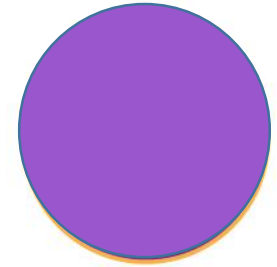


- **Older students get “priority.”**
 - Not by getting fitted first (which is how it used to be).
 - Rather by keeping their old uniforms by default.
 - If it fits, *and they don't grow*, they're good – sometimes for 4 years.
 - Reduces the hemming load – only hem when we need to.
 - Supports goal #2 (*every year the fit is better and better*).
- **Section leaders and drum majors get priority.**
 - Fitted first *on the day their section is getting fitted*.
 - Tried fitting the section leaders all on the same day, but they don't want to be here if they're not scheduled.
- **Try not to have the same sections always go first.**
 - Reverse the order every other year.
 - Tend to have fewer size choices by end of 2nd day.



General Preparation

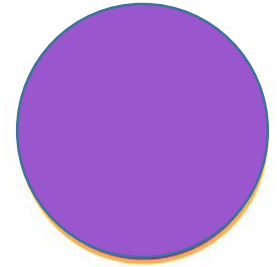
- Make sure fitting schedule is finalized.
- Update website / newsletter with uniform fitting instructions and schedule.
- Get volunteers!
- Update uniform contract (usu. minor changes).
- Update list of students, as necessary.
 - Look for students who are inactive (drop) or change sections.
- Make sure shoes, gloves, and garment bags have been ordered (send to a residence).



Prepare for Fitting

- **Use updated student list to create Excel file.**
 - Use this file (and MS Word) to create various labels and working “tags” (4x6 index cards).
- **Print working tags for new students.**
 - Tags are color-coded by graduation year.
 - Returning students should have a tag in the file box.
 - Print blank tags on white card stock in case of missing tags.
- **Print shako and garment bag labels.**
- **Print check-in and check-out rosters and fitting schedule.**
- **Gather materials and reports.**
- **Update uniform contract.**

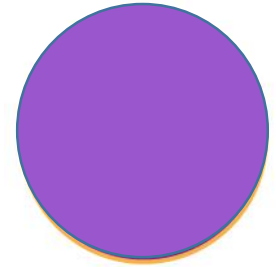
Set Up



- **Clear the Choir Room.**
 - Take pictures so you can put the room back the way it was.
 - Move instrument racks and risers. *Get students to help!!!*
 - Set up tables and chairs at each fitting station.
 - You may need to work around pallets of books.
- **Pull garment bags and shakos from students who have dropped.**
 - Save colored collection tags from garment bags.
 - Take name tags off of shako box (and inside of shako).
 - Put items back into inventory ASAP.

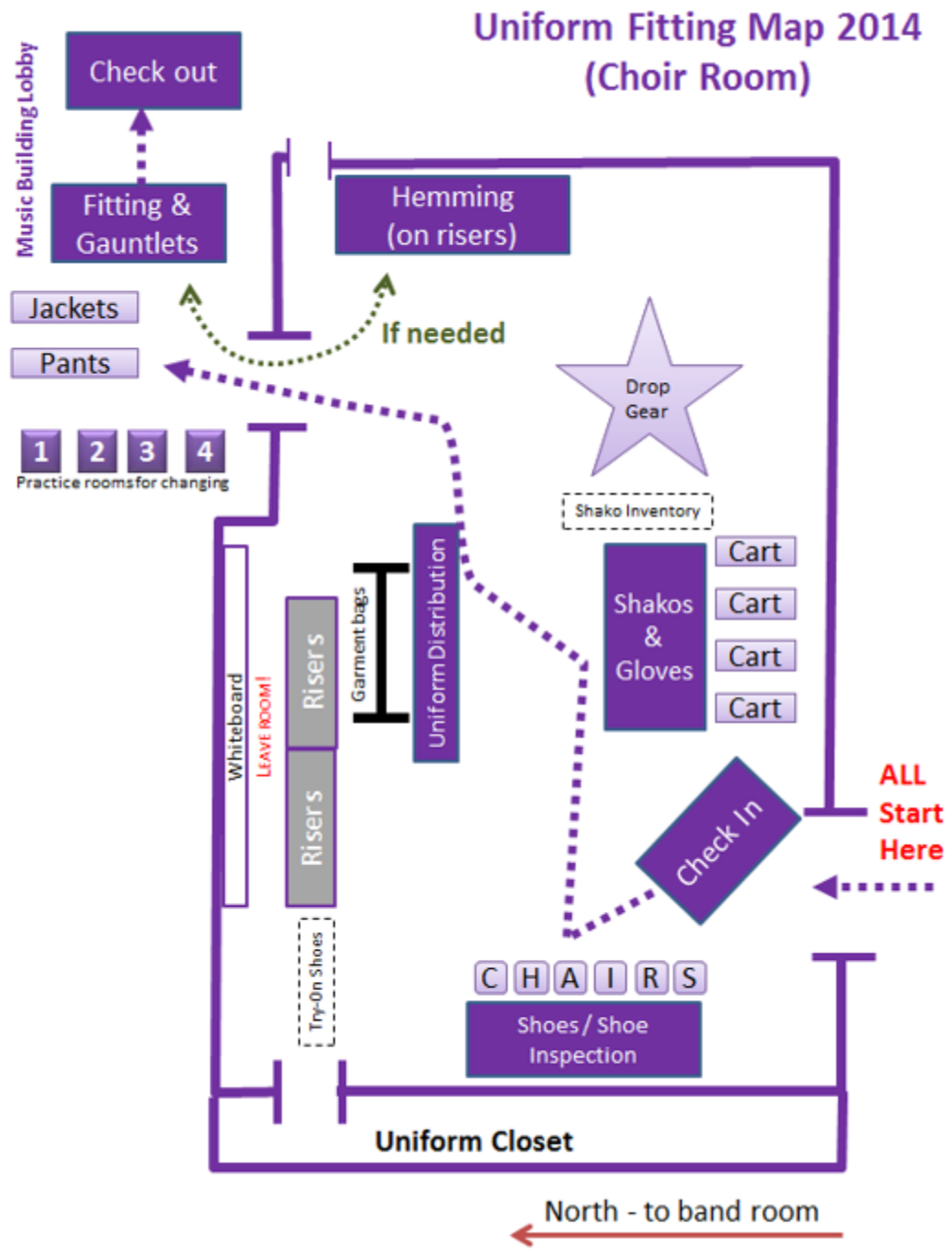
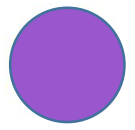
Set Up

(concluded)

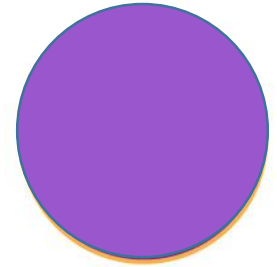


- **Prepare shoes, shakos/berets, gloves, jackets, and pants.**
 - Put inventory near each station.
 - Put garment bags for drum majors and 1st day section leaders on garment rack(s).
- **Verify and place station kits.**
 - See list of contents in instructions.
 - Tape signs and instructions to the walls at the jacket and pants station.
 - Cover the inside of the practice room windows with newspaper.

Map

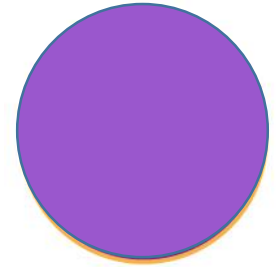


Uniform Fitting Flow



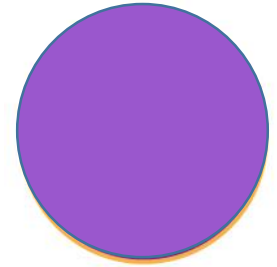
1. All students – **Check In.**
2. All students – **Shoe Check.**
3. All students – **Shakos and Gloves.**
4. Returning students – **Uniform Distribution.**
5. All students – **Fitting and Gauntlets.**
6. As needed – **Hem Pinning.**
7. All students – **Check Out.**

Station Instruction Packets



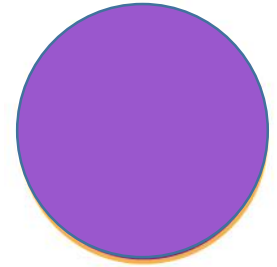
- Check In
- Shoes
- Shakos and Gloves
- Uniform Distribution
- Fitting and Gauntlets
- Hemming (actually, “Hem Pinning”)
- Check out

Hemming – Pin Hems on Fitting Days



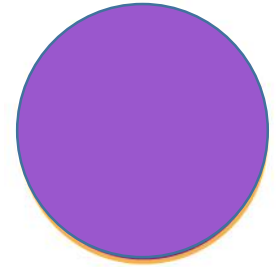
- “Hem pinning” includes pressing of all newly assigned snap-hem pants.
 - When pants were sent home with students, frequently they were never pressed; un-pressed hems do not look as nice.
- Use straight pins to pin sewn-hem pants.
- Use small silver pins to attach name to pants.
- Use black safety pins to secure all snap hem pants (2 per pant leg).
- Pinning requires at least 2 volunteers; even better if 3rd volunteer can press snap hem pants.

Hemming – Sewing and Pressing

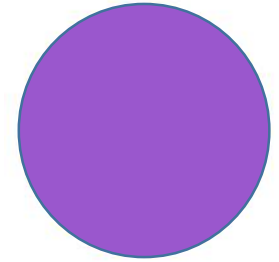


- It works well to schedule “hemming” nights during Tuesday night practices
- Hemming
 - Best to find volunteers who can blind-hem (3 is good)
 - It’s easy to learn to blind hem, if your machine can do it
 - If you must hand-hem, *do not tack the hems*; make sure the hand-sewn hem is very secure. Consider using safety pins on all hems just in case.
- Pressing
 - Use lots of steam and be careful of heat. (Pants will get shiny and – in extreme cases – can actually melt.)
 - **DO NOT PRESS OVER THE SNAPS.** Focus on the crease and the hem itself.
- Best if one person oversees the hemming and pressing to provide quality control
 - Only send pants home with people who have been fully trained.

Make-Up Fittings and Re-fittings



- Separate, abbreviated make-up fitting instructions.
- Separate make-up fitting kit.
- Usually 1 or 2 make-up fittings scheduled during or right after band camp.
- Make-up fitting kit is handy for periodic re-fittings, too.
- Re-fittings typically occur as result of uniform inspections.



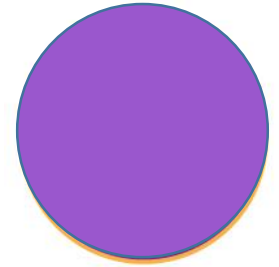
Marching Season Support

Prepare gauntlet list for RAs

Uniform inspections (typically pictures and first football game)

Handle miscellaneous items

Gauntlet List for RAs



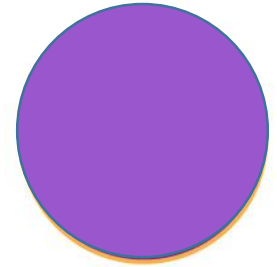
- Use Charms data.
- For each size of gauntlets, list students who were “assigned” that gauntlet size.
- Put copy of list in each gauntlet tub (in plastic sleeves).
- Give copy to Head RA?

Example Gauntlet List

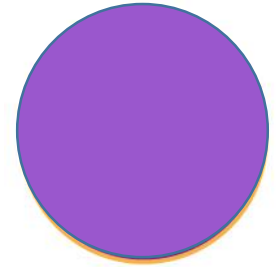


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Uniform Inspections

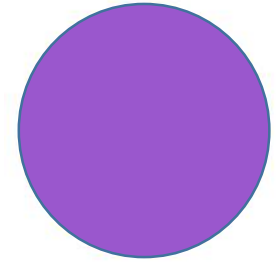


- Typically at picture day and the first football game.
- **Uniform closet volunteers.**
 - One experienced person, others can be newbies.
 - Typical actions:
 - Change jacket or pants sizes.
 - Temporary hem fixes or shoe “rentals”.
 - Replace missing buttons.
 - Other???
- **Roving inspectors**
 - Need to be more experienced to spot uniform issues.
 - Need several volunteers to cover so many students.
 - Mostly pants hems and some jacket issues.



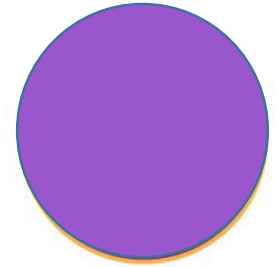
Miscellaneous

- **Be prepared for miscellaneous things to come up during marching season.**
- **Keep in touch with the Head RA.**

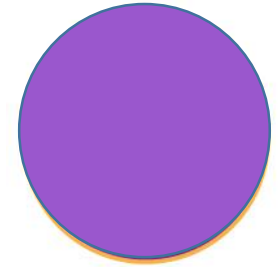


Collecting and Processing Uniforms

Prepare to Collect Uniforms

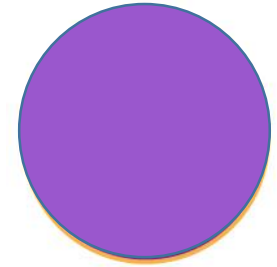


- Alert VIP Cleaners
- Gather materials
- Prepare collection tags
- Print collection Reports



Collect Uniforms

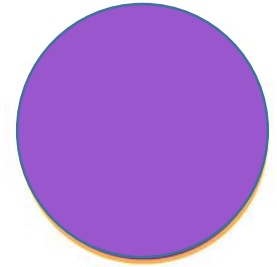
- **Set up**
- **Checking-in uniforms**
 - Students get tags, unsnap jacket sleeves, and empty jacket pocket
 - Check uniform numbers against collection tag and update, as necessary
 - Remove jackets and stack
- **Finishing up**
 - At end of period, take garment back to uniform closet and bag jackets
 - At end of first day, take jackets to cleaners
 - At end of second day, also put equipment away, leave one rack for late-comers, and give band director the remaining tags



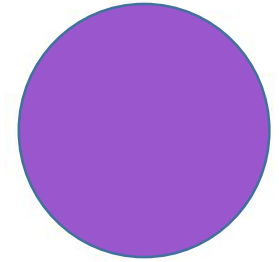
Process Uniforms

- **Prepare**
 - Print reports
 - Gather materials
- **Process**
 - Process
 - Newly collected uniforms
 - Graduating seniors garment bags
 - File garment bags from returning students
 - File cleaned jackets
 - File washed pants from graduating seniors
 - Pull shakos from graduating seniors
- **Inventory and Store**
 - Inventory all uniform items
 - Store uniforms

Inventory and Storage

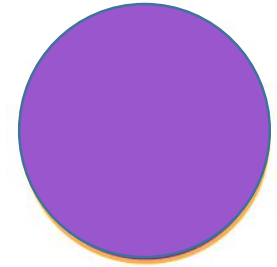


- **Count all uniform items and fill out the inventory forms in the procedure**
 - This information is used to determine what to budget and order for next year
- **Make sure the uniform closet is organized and as ready for uniform fitting as possible**
- **Cover the jackets with plastic shower curtain liners (or equivalent)**
 - Protect them from dust and possible damage from shako carts
- **Rest until next season!**



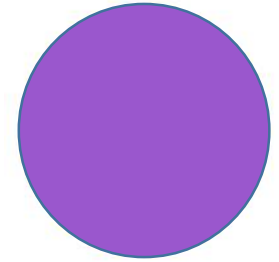
Charms Data Management System

How to use for Uniform Fitting



Work with Uniforms

- Enter new uniform items when purchased
- Assign uniform items to students after uniform fitting
- Exchange or return uniform items
 - Change if a uniform item is assigned to a student
- Look up assignment or size information
- Keep track of changes to an item
 - For example, pants whose side seams have been taken in
- Reports
 - Uniform Assignment Grid – who has been assigned what
 - Reports of unassigned items

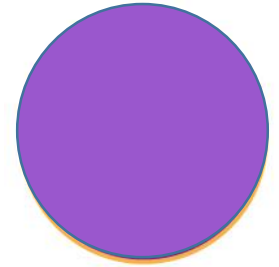


Volunteer Management (Signup Genius)

Volunteer signups

Signup Genius

(or equivalent)



- **Uniform Fitting**
- **Uniform Inspection**
- **Uniform Collection**
- **Uniform Processing (Inventory & Storage)**

Uniform Fitting



(List of positions and time slots removed)

Uniform Inspections



(List of positions and time slots removed)

Uniform Collection

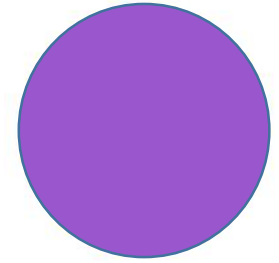


(List of positions and time slots removed)

Uniform Processing (Inv. & Storage)



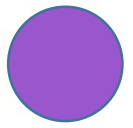
(List of positions and time slots removed)



Website

(Section removed.)

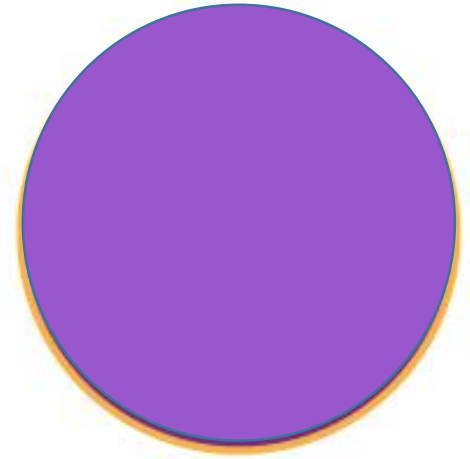
Uniforms – FAQ (Samples)



AVHS Marching Band

Frequently Asked (Uniform) Questions...

- 1. What does the uniform look like?** All students wear the black bib pants under a jacket, along with black marching shoes and black dress socks. Depending on their section, students will also wear some or all of the following: black gauntlets, black gloves, and a Shako (or beret for tuba players). See “Uniform Info” on the Uniform webpage for more information.
- 2. What do students wear under their uniforms?** Students will receive a black marching band shirt, which they will wear along with thin bike/gym shorts or leggings under their uniforms. (*Students must wear the same shorts or leggings they wore at the uniform fitting.*) Students will also wear black dress socks (not athletic socks) along with their marching shoes. Students may not wear jeans or bulky clothes under their uniforms.
- 3. Does the uniform stay at school?** Yes and no. Parts of the uniform stay at school, specifically the gloves, gauntlets, and Shakos. (Before each competition, RA’s will help students with these items.)
STUDENTS KEEP AT HOME AND ARE RESPONSIBLE FOR the (1) black



Done!