



KCI
MUSIC
COUNCIL

2015 – 2016
HANDBOOK

KCI Music Council Handbook
Fifth Edition

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Cover:

The KCI Music Logo was student designed. It is excellent.

PREFACE

The KCI Music Handbook was first written by members of the 2006-2007 Music Council. Its purposes are to help new members take on their Music Council portfolios in such a way as to continue the work done in the past, and to develop and refine the function of the council. As such, new material, amendments, edits, corrections, and any other changes which contribute to the effectiveness of the council are welcome and encouraged.

Mr. Surian, editor
The KCI Music Department

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INTRODUCTION

Welcome to the 2015–2016 KCI Music Council. You are a part of an exciting and dynamic group of people who are passionate about music at KCI. As part of this council you will participate in the planning and organization of the 2015–2016 season. Along with this, you will have the opportunity to participate in many leadership activities that will help you develop a variety of skills that are an integral part of working in collaborative situations. Congratulations on your successful application and may you have a personally and musically rewarding year!

KCI MUSIC COUNCIL 2015–2016

Staff Sponsors: Mr. Surian, Ms. Spaulding

POSITION	STUDENT	POSITION SUPERVISOR*
Secretary	Natalka Z	Ms. Spaulding
Librarian	Ethan S	Mr. Surian
Publicist	Gabrielle E	Ms. Spaulding
OSSIA Logistics (Sr.)	Jeremy M	Mr. Surian
OSSIA Logistics (Jr.)	Anuj C	Mr. Surian
Fundraising	Jandeh F	Ms. Spaulding
Band Rep	Simon M	Mr. Surian
Women's Choir Rep	Sarah C	Ms. Spaulding
Male Choir Rep	Lukas E	Mr. Surian
Inventory Coordinators	Brooklyn S	Mr. Surian

*In order to improve efficiency, please report to your position supervisor if you have any questions or concerns. If the matter is urgent, or time-sensitive, and your supervisor is not available, please feel free to talk to any one of the music teachers.

PREPARING FOR A MUSIC COUNCIL MEETING

The success of any council is dependent on the preparation and dedication of its members. To foster a high level of energy and efficiency be sure you come to each meeting informed, with any required duties and responsibilities completed, and with a positive attitude that will contribute to the success of the council. To help you complete your responsibilities in a timely manner, the use of an academic planner is required. In addition, bring this handbook, all music council agendas and minutes, and any other council paper work to each meeting. For those students who are returning council members, your council materials from the previous year(s) are a very useful resource and should also be brought to each council meeting. Be sure that you are giving the chairperson your full attention as required. Communicate any absences or late arrivals to the staff sponsors in a timely fashion. Always follow up on any missed meetings and ensure that any action items that are your responsibility are completed before the next meeting.

CAFEPRESS.COM/KCIMUSIC

Welcome to the marketplace for all things KCI Music! CafePress.com is an online store that allows you to purchase all of your KCI Music spirit/home/fun wares - all in one place. To purchase your KCI Music items follow these instructions.

1. Go to www.cafepress.com/kcimusic. Be sure to change the currency icon to CAD to have prices listed in Canadian currency.
2. Click on the underlined text beneath the item you would like to buy.
3. Adjust the size and colour (where available) and when you are happy, click on the green "Add to Cart" button.
4. If you would like to buy more, click on the "Keep Shopping" button and repeat steps 2-3. When you are done, click on the "Proceed to Checkout" button.
5. Complete the information required to complete your order.

JOB DESCRIPTIONS

The following job descriptions are an overview of each position within the council. The job descriptions give you a framework and some guidelines as to how your position was handled in the past, while still giving you the flexibility to add your own creativity and style to the task. Please update your job description with any pertinent information that will help successive council members. Keep a record of these edits and be prepared to submit them at the end of the academic year. The Handbook is an open document that will be updated on an annual basis.

CHAIRPERSON

The chairperson acts as the official head of the Music Council. They report directly to their position supervisor and construct the format and agenda for each weekly meeting. The following outlines some of the duties of the chairperson.

Weekly

- meet with the Head of the Music Department early in the week to discuss the Music Council agenda and any other relevant issues
- type a clear agenda for each council meeting

- chair the weekly Music Council meetings
- make sure the group representatives effectively deliver the announcements
- make a note on the agenda for the students who have informed you they will be late or absent
- review the task organizers to ensure that all projects are running on schedule, incorporate council discussion/decision items in the agenda as necessary

When the Occasion Arises

- offer to help council members should they need any
- aid them if they have any questions, or else direct the student to someone who can clarify things for them
- play an active role in the preparation for OSSIA and other events
- inform students when they are going to be presenting at the meeting and tell them what it is you expect
- coordinate with the secretary to develop an effective weekly meeting agenda format

Extras (not strictly part of the job description)

- pick up any slack (if no one volunteers for an assignment)
- be emotionally available to any student on council (if they are struggling)
- try to help keep the room tidy
- prepare icebreakers and encourage camaraderie
- type detailed announcements for ensemble representatives

SECRETARY

In general, council secretary is a great position for anyone who enjoys being involved and has good organizational skills. Council minutes need to be typed up after each meeting to help council members recall what happened the previous week. It is important to pay attention at meetings, but do not be afraid to ask a teacher or the Chairperson if you have any questions.

Coordinate with the chairperson to develop an effective weekly meeting agenda format. The weekly minutes should reflect the format of the agenda. Be sure to write down the correct information. Submit typed minutes to a music teacher for photocopying. The minutes will be placed in your mail slot. As soon as they are in your mail slot, distribute them to the mail slots of the other council members. Teachers will have taken a copy of the minutes for themselves.

Use a basic font in a size that can be easily read. Unless you have a lot of information, it is a good idea to keep the minutes to a single page. Do not forget to include important dates, such as performances, rehearsals, deadlines and other specific reminders.

In each set of minutes, include a detailed section of action items, specific reminders to specific individuals, to ensure these tasks are completed by the next meeting, or by the appropriate deadline.

LIBRARIAN

The librarians plays a vital role in managing the very expensive and huge libraries of print music. Maintaining this inventory with detail and commitment ensures that the department can continue to provide quality programming for years to come. Your task is a large one and requires a great deal of forethought, organization, and hard work. At the beginning of the year you will distribute a large amount of music to

many different students. Your goal is to retrieve every piece of music that you distributed from every student that you distributed it to. Consult/work with librarians from previous years to gain an insight into this complex task. Some specific points are provided for your assistance. As soon as the last performance of the year has occurred, music collection begins. All music must be collected from students at least two weeks before the end of classes. Any missing music must be tracked down and retrieved from students while they are still in classes. Notices of any outstanding music must be sent out during the last two weeks of classes. All music must be sorted and filed before you leave for the summer.

All choral and instrumental music is given to students through their Choir Binder or Instrumental Folder. All binders and folders are numbered and are assigned to students by number. At the end of the performing season, students must submit all their music and their binder/folder. They must return the binder/folder that was assigned to them in September, or the replacement fee must be paid. All binders/folders will be assigned from the Master Lists. A copy of the Master Lists is kept by the librarians and a copy is kept in the Music Office. The Master Lists are the only record that you have of which binder/folder is assigned to which student. Safeguard it. Update it as new students join, or as students leave the group.

Choral Librarian

- responsible for stamping, hole punching, counting and eventually archiving any new music that is purchased (ASAP, first week of school usually)
- responsible for the assembly of every single choir binder (ASAP, first week of school usually)
- hand out folders at the second practice (clarify with conductor) in “textbook format”, meaning that each person is assigned a folder for that year
- each folder has a number and you must record who has each number
- file choral music throughout the year as necessary from any of the choral ensembles or vocal classes
- collect folders at the end of the year

If a student fails to hand in their folder, consequences will follow. In the past it has been \$20 per folder and \$2 per piece of music. Replacement fees are determined at the start of the year by the Director.

Instrumental Librarian

- organizes, files and arranges all Concert Band, Jazz Band, and Instrumental Classes music throughout the year
- all instrumental music, when it is completely organized, goes into the shelving unit in Room 116
The shelving unit is currently undergoing reorganization, speak with Mr. Surian before shelving any band scores.
- when arranging individual pieces, use score order and if score order is not stated, arrange the piece from the highest to the lowest instruments (ie. flutes to auxiliary percussion)
- when a class is finished for a semester, or a student leaves an ensemble, the Instrumental Librarian makes sure all the music is returned
- after the May OSSIA concert, the Instrumental Librarian finishes organizing all music and makes sure all the folders and repertoire from the ensembles are returned
- it helps to make lists of repertoire, folder numbers, and students

The following gives an overview of the responsibilities of librarians throughout the course of the year.

September

- stamp all newly purchased music
- all choir music is hole-punched
- the Master List is to be completed accurately and updated as required
- from the Master List, generate two more lists using spreadsheet software: 1. Numeric List – Folder Number/Name; 2. Alpha List – Name/Folder Number
- a single copy of each newly purchased choral piece is filed in the Choral Music binders in the Music Office
- for both Choral and Instrumental Librarians, network with group reps to keep a register of exactly which pieces are distributed to the students in each of the performing ensembles
- each student should receive a copy of every piece distributed
- in general, students are not required to share music however, there may be exceptions to this of which you should keep track of

October

- keep in communication with the group reps to ensure your lists reflect the attendance of the group reps
- if students leave an ensemble, be sure to collect their folder and music from them
- update the Master List regularly
- as students come and go, it will be a great challenge to keep track of all their music
- if possible, avoid reassigning a folder to another student, which complicates the tracking process
- communicate any music needs with directors
- keep an eye out for binders and folders that are left after rehearsals, festivals, concerts, etc.
- remind students regularly that they must return the music binder/folder that was assigned to them, warn them that it is very easy for their binders to get switched and that they should keep track of their number and report any problems to you as soon as they have them

January – February

- the semester change usually sees an increase in group list changes
- be prepared for music returns and new members in groups
- file music that has accumulated throughout the first semester

May – June

- devise a system to efficiently collect all music from each ensemble as soon as they have had their last performance
- consult with the Master List and record all the binders/folders that have been returned
- generate a list of any missing pieces of music within a binder/folder that has been returned
- compose Music Overdue notices and distribute them to students through homerooms, MSIP, or in person
- as music is returned, begin sorting and filing
- choral music is put in envelopes that state the title, composer, and voicing along the top of the envelope and then filed in the filing cabinets in Room 116
- instrumental music is put in score order and then a KCI Music Library Band Inventory Form is completed for each score

- return all sorted scores to Mr. Surian (currently the Band Library is undergoing an inventory update – music will be shelved when that process is completed)
- submit all your Master Lists and recording keeping to the music teachers

PUBLICITY

Publicity is in a sense the “voice” and “look” of KCI Music within the school. Your responsibilities include the creation of audio announcements that are broadcast to the school through Swift Radio. Announcements will include specific informational items, however, you are not limited to such announcements. Audio creativity is the key to drawing the listener in to your broadcasts, helping them distinguish the KCI Music announcements from all the other school announcements. As such, you have the creative liberty to make special announcements that will create general interest in the department as well as inform the school population of upcoming events. In addition to the Radio Room announcements, you also have the TV screens in the Front Foyer and Cafeteria, the outdoor sign, and the bulletin boards in the music corridor at your disposal, upon securing permission through the proper channels.

Beginning of the Year

- announce the general music meeting for a week before it happens
- announce each group rehearsal for two to three weeks, until students remember on their own
- put a slide of a slide show on the TV screens advertising the music department’s offerings and encouraging students to talk to a music teacher if interested

OSSIA

- advertise OSSIA ticket sales at least three days before they start (depending on when they start), and right up until OSSIA
- have a slide/slideshow on the TV screens starting the day ticket sales start
- talk to the main office secretaries two weeks prior to OSSIA week about getting the front sign for OSSIA week; follow up with the front office; put OSSIA on the sign one week before OSSIA
- have announcements reminding performers to check their warm-up times and green rooms
- organize an OSSIA poster crew and brain storm optimal placement of posters
- talk with group reps and directors about the possibility of playing in the front foyer at lunch the week before OSSIA (be sure to make the necessary front foyer booking with a music teacher)
- have an announcement the day after OSSIA thanking everyone involved for a great performance

End of Year

- remind students to return folders, as soon as OSSIA (or last performance of the year) is over

Throughout the Year

- look at “Announcements to Groups” section in Agenda and decide which ones should go on the PA
- put in any extra announcements requested by the music teachers
- continually brain storm ideas to promote awareness of KCI Music events

Helpful Hints

- talk to a music teacher to stay up-to-date on the process of submitting announcements to Swift Radio
- make sure announcements are played every day they need to be

- announcement planning forms are a great way to stay organized and know what announcements need to be played when
- creative announcements (such as those with music) are very effective.
- being on Swift Radio is a good way to ensure announcements are always played

OSSIA LOGISTICS

OSSIA Logistics has to help organize and plan the two OSSIA concerts in December and May. You also present any updates to the council. You work with another logistics members, a music teacher, and hopefully a tech crew member.

The major job is to organize the concert order, which should be done a month in advance. You need to find a balance between different genres of ensembles and repertoire, instrumental and vocal groups, and classes. Also be aware of placement and sizes of groups on or off stage. For example, it might not be a good idea to have two large groups on stage consecutively, like Concert Band and an instrumental class, because to would be problematic with all the students and setting up for the next act. However, having two consecutive groups on risers would be easier since there would not be set up. You also have to think if you want to include MC's and an intermission. With a co-operative group for input, this should really only take an hour to create.

Creating a time line of the night should be made with the concert order. It is a great help to create sheets detailing a group's time line for the night. Detailing who will be where and when, from warm-ups, to performances, to clean up, makes an easy guide for students and should be given out or posted. These sheets, along with seating plans and the concert order should be kept backstage during the concert at all times.

Groups need to be placed and chaperoned in green rooms during the concert. It is up to you whether students will be placed specifically with their groups, or by genre. Being placed by genre of instrumental, vocal, and strings, has worked better in the past. Investigate what rooms can be used, and are convenient for group space and sound. Placing the instrumental group in the music rooms work well for sound and for easy access to instruments. The vocal groups could be placed in any other large classroom. It is not a good idea to place large groups in the hallway directly behind the stage because of the possibility of sound disrupting the concert. Make a list and contact possible chaperones two or three weeks in advance. Two chaperones should be in each green room. They should be re-confirmed for their availability for the night and should be fully aware of all their group times.

Tech times for lights, microphones, and curtains should be arranged with the tech crew and on tech sheets once the concert order is completed. Any extras, like recordings or screen use, should also be arranged at the earliest possible time, not the day of. It is always a good idea to do a tech and set-up run-through the day of the concert.

FUNDRAISING

Fundraising is a job that lasts all year, but only really gets busy twice a year, while the fundraising campaigns are going on. This is a time line and a description to go with each item. Make sure you allow enough time for each item on the list, it gets very tight each year. Each year, it improves greatly! Let's keep up the improvement and work hard to create the best fundraising experiences!

1. Call Companies

This may be done as early as possible, because they need the notice, the information from us and the time to send the forms to us. You will need to discuss with them what the time line for selling their products at the school will be, as well as delivery date. You will need to ask for the order forms to be sent to KCI as soon as possible, or on a specific date.

2. Communicate to Music Council

At this stage, you will need to tell the rest of the Music Council about the time line, and the information the companies have given you. The Music Council will decide the time line for selling, and make sure it fits in with everything else going on. You will also discuss products and profit.

3. Organize order forms and stamp them

The order forms have to be checked, to make sure it is what we want, and show them to the staff supervisor. Then you will need to stamp each one (or write on them) the date they need to be returned to KCI. Make sure to also indicate all the money needs to be collected in advance.

4. Write the cover letter

The cover letter is the part of the fundraising package that parents read. It is our way of communicating our fundraising campaigns outside KCI, and to the parents. It should outline the rationale for the fundraiser. Make sure you allow enough time for it to be written, edited and rewritten. To write the cover letter, make sure you get all information about the delivery date, time line for selling that has been created and information about the products. Do not forget to include the date, the signatures at the bottom, and that the cover letter needs to be printed on letterhead paper. Once the first draft has been written and edited by yourself, bring either a hard copy or on a disc to be edited by the chairperson of the music council, and the position supervisor. This is the point when much is changed, so if not much time is left before the start of the campaign, bring a disk and the cover letter can be corrected and printed in the Music Office. Once a good copy has been printed on letterhead paper, you need to get the signatures written on it.

5. Get the cover letter photocopied

The cover letter will be photocopied at KCI, by position supervisor to match the number of forms we received.

6. Staple the forms and cover letter together

This part requires some time after school, and if done in an efficient way, can be done quickly. Put the cover letter in front of the forms, and staple them together in a neat and organized package for students to take to sell!

7. Gather forms on the due date

The due date of the forms, the last day of the campaign is one of the two busiest days fundraising has to deal with. You must gather all the forms that have been submitted, and forms that are being delivered at the end of the day. Do not accept any late forms, which should be indicated in the cover letter. That just creates even more of a hassle for yourself.

8. Forms and money will be submitted to the position supervisor
On the due date after all the forms have been collected, you must bring the forms and the money to the position supervisor. Together you will count the money and see if it matches the total on the order form.
9. Add up the order forms to create the master form
This is the part that can take quite a long period of time. Along with a teacher, take all the order forms, count all the items ordered, make sure the order form is correct and make the master order form. The master order form is the one that is delivered to the company. On each student order form, you must go through, and create a large tally of each item. The more items that were being sold, the longer it takes. Once all the order forms have been accounted for, count the tally and the order forms to see if there are any mistakes. If there are, you will need to go through and find out where. You must also check money totals on the forms, but if there are any mistakes, you already know where they are. Sometimes, this process involves calling down to the treasurer to ask about money totals. Once all the numbers are correct, write them in the master order form. Then make a photocopy of it, and give it to the position supervisor to send to the companies.
10. Delivery Date
This day is very chaotic, but each year, we make it more and more organized. Each year there is also always something missing, or we have too much. Let's hope we can have a perfect year! Fundraising will be dismissed from classes to go through the items, and using the order forms, put them in piles per student. If other members of the Music Council have a spare, or would be able to come after school, you are welcome to get help. The help is also very much appreciated, but make sure there aren't too many people, it would become too crowded. The help of one or two people is very useful. Each year, this process changes depending on the items being sold. If they need to be refrigerated, they will most likely be in the little cold room below the pig pen. Make sure to dress warmly. Have the items in some sort of organized fashion, grouped together, because it would take an extremely long time if not. Signs will either need to be created, or have been created, per student. With each pile of products, place the student sign with it. That creates a more efficient and easy way for not only you, but the student coming to pick it up as well. The position supervisor will be around helping students get their orders because when everyone comes to get them, it is very difficult. Have volunteers waiting at the door. When the students arrive, show them to their pile and go through the order with them to ensure there are no mistakes. Each year, there is always an order wrong, but students and parents are sympathetic.
11. Teacher's orders
Once all the student orders have been put together, you will need to either bag or box each teacher order. Each teacher should also have a sign on their items. This way, the student does not have to deal with the teacher orders on their form. Since we are already at KCI, take the teacher orders and deliver them. We discovered this year, that it is much easier on a staff meeting day, because they can come and pick them up after.
12. Follow Up
If you just went through the first fundraising campaign of the year, you will be very relieved to get through it! But just wait, there is another one coming very fast. Remember to decide when you should

be calling companies! At the next Music Council meeting after the delivery date, there will be a debrief about the pros and cons of the fundraising campaign. Also the position supervisor is happy to give ideas and tips. Make sure to take notes, to create an even better fundraising campaign! After the second campaign, you will get a final analysis of a year well done and lots of hard work. Knowing it is over is great! Congratulations!

PERFORMING ENSEMBLE REPS

This job description will address the responsibilities of the Strings Rep, Women's Choir Rep, Male Choir Rep, and Band Rep. Not all the information may be pertinent to your specific ensemble.

In general, a representative of an ensemble is one of the only sources of communication a member of a group has to hear information about the Music Department. Weekly, the rep takes attendance of all members. Get to know the names of all of the members of your ensemble as quickly as possible. Reach out to new members and make them feel welcome and a part of the ensemble. Taking the time to get to know everybody's first and last name is of invaluable assistance. Not only will it help everyone feel connected, from an administrative standpoint it is helpful for attendance, yearbook pictures, field trip success, etc. Attendance is best taken at the beginning of the rehearsal or right before the rehearsal starts. At the end of each rehearsal give the Director a seating plan, highlighted with the names of members absent that week. Be sure to keep a copy for your own records. After a consistent performance seating/standing plan is established, your attendance responsibilities will not take very long. Always update any changes to the attendance plans as soon as they happen. The Director will provide you with any photocopies of attendance plans as they are required. Managing your ensemble's attendance is such an important part of building team. When attendance begins to slip for any student in your ensemble, always communicate this to the director. As much as you can, and in consultation with the director, act as a positive peer role model by discretely determining the reason for accumulated absences. Do this with the intention of helping students develop better attendance and by modelling the need for dedication to the ensemble. Your outreach goes a long way in helping the ensemble to grow.

You also relay the weekly announcements to the group at each rehearsal. This can happen at any time, but the middle of the rehearsal seems to be the best since all members are still present. The announcements are the ones discussed at each Music Council meeting and reminders that you know of yourself.

Other tasks that may be done as needed include distributing notices or reminder forms. These forms are normally about overdue forms or money a member must hand in to be a part of the ensemble (eg. Borrowing Privileges Form, Student Card, Music Contract and Fee). You must also collect folders of members who must leave the ensemble.

The following gives an overview of your monthly duties.

September

- make sign-up sheets for the first couple weeks of rehearsals
All members, including members from last year, must sign up.
- create alphabetical lists of all members
The above lists are used for attendance for any off-campus activities.

- begin an instrumental/voice part list of all members which will be used for OSSIA programs in the format
- create attendance/seating plans
- create a contact (telephone/email/cell phone) sheet for all members, include Facebook names, cell numbers if students are willing to share them
This form should also include the home form and MSIP information (Teacher/Period/Room Number) for both semesters for each member. This is very helpful to have when important notices need to be delivered to students.
- announce all forms/money that must be handed in by all members (Borrowing Privileges Form, KCI Student Card, Music Contract and Fee)

October

- find out if all members have submitted all of the forms/money necessary, including the KCI Student Card, by looking in the Music Contract Binder and create a tracking sheet to organize this information
- start handing out notices to students that summarize any outstanding forms/money, if necessary

November

- announce fundraising opportunities for the final trip
- start announcing OSSIA and the Feeder School Concert and begin announcing concert dress

November/December

- give the Director alphabetical lists before the Feeder School Concert and OSSIA

February

- announce the second fundraising opportunity for the final trip
- collect mandatory forms/money for new members, review the Music Contract Binder to ensure that all required information is accurate and up-to-date
- announce all necessary festival information and procedures

March

- submit updated participant lists for festival use

April

- begin announcing the final trip, OSSIA, and remind members about concert dress for both
- announce the music banquet and remind students that the year-end, especially on a trip year, can be very busy – plan ahead to ensure every member is aware of the banquet

After May OSSIA

- announce that all members MUST hand back band folders, with all music in tact

May/June

- contact members who still have not returned their folder, and make sure all music is handed back

- A tracking sheet could be helpful. There is a substantial fee for those who lose their whole folder. A minimal fee is charged for a single piece of missing music. Replacement fees are determined at the start of the year by the Director.

If you are going to be absent from any rehearsal, it is your responsibility to ensure another student takes care of your announcements/duties. Allow your personal style to be a part of your Performing Ensemble Rep responsibilities. Be sure you address your ensembles in a friendly and professional manner. Speak with detail, but be direct and to the point. Always be sure you are informed and able to answer any questions that may arise.

GRAPHIC DESIGNER

You are responsible for the “look” of KCI Music. Your primary responsibilities are to create the posters and the ticket designs for the two OSSIA concerts and for the Music Banquet. The posters are a major source of advertising for the KCI Music Department, and the OSSIA posters are plaqued and mounted on the wall in the Music Corridor. The design of the OSSIA poster also forms the front page of the OSSIA programme. Consult with your position supervisor to determine the format of your design, including the size of the design, such that the photocopying of the posters is successful.

OSSIA SET DESIGNER

The OSSIA Set Designer has the task of creating a captivating setting that will act as the backdrop to the two OSSIA concerts. Your ingenuity, creativity, engineering, and mechanical skills will be stretched as you transform the concert space into a visual representation of the particular theme around which the concert will revolve.

PHOTO/VIDEOGRAPHER

Your task is to capture the “look” and “feel” of KCI Music. A photo/video journal should chronicle all the various components of the KCI Music Department. Your work can be displayed through the music rooms and music corridor, at school assemblies, and at the final video retrospective at the Music Banquet. Be sure to represent all members of the department and showcase all the wonderful events that take place. Be creative as you try to record on film the energy and passion that is KCI Music. It would also be helpful to assign at least one council member to each event to take photos and videos in an effort to prepare a slide show for either OSSIA, the Music Banquet, or related year-end celebrations.

MUSIC ROOM ENGINEER

The Music Room Engineer is responsible for maintaining the facilities and equipment of the KCI Music Department. As the department grows, this becomes an increasingly large portfolio. This is not a job that needs to be done alone, but rather develop connections with students who can help you get the job done. As the coordinator of this position, be sure to network regularly with students who are your volunteers, in order to ensure an ordered and organized environment. The following is an outline of some of the tasks that can be completed by the Music Room Engineer. The list is not exhaustive and as you find different needs, feel free to include them in your portfolio.

Instrument Inventory Update

- in September, collect all yellow Summer Instrument repair invoices and catalogue them in the Instrument Repair Binder

- update the spreadsheet in the binder to reflect the cost per instrument repair
- number and add any new instruments to the inventory list
- complete thorough inventory checks in September, January, and June

Mouthpiece Sterilization Centre

- determine the concentration ratio required for the sterilization bins
- change the bins as per the sterilization instructions
- regular maintenance and tidying of the sterilization centre

Room Management

- furniture set-up (as per teacher/director instructions) for rehearsals and classes
- coordinate any stray materials into a lost and found area
- general tidying as required
- wash whiteboards monthly

Room Decor

- there are a variety of posters available to you
- develop creative/themed poster displays
- change poster displays on a monthly basis

Supervision

- arrange for student volunteers to be present in the music rooms 15 minutes before and after school
- students will monitor instrument return and help with classroom set-up
- speak with teachers regarding specific class and ensemble rehearsal set-up needs

As you embark on your Music Council journey, use the experience of those that preceded you and then let your imagination, creativity, and energy soar! Create new dimensions to your portfolio, take risks, implement new ideas, and see your vision through to successful completion.

TASK ORGANIZERS

The following task organizers give some detailed time lines associated with events that occur annually in the KCI Music Department.

OSSIA

Two months before OSSIA

- OSSIA subtitle is brainstormed, voted on, and confirmed (this may happen earlier if a Music Council retreat takes place)
- graphic design, publicity, and set design begin brainstorming themes that reflect the subtitle to create the look, sound, and feel of the OSSIA concert

Six weeks before OSSIA

- graphic design, publicity, and set design begin implementation of plans
- group reps are instructed that they must organize their group lists according to instrumentation/voicing and in First Name Last Name format
- logistics coordinator confirms with music teachers that all necessary facilities have been booked, custodial and tech request forms have been completed, parking lots have been arranged to be ticket-free, and piano in Aud is tuned
- logistics, with the input of the council and teachers, establishes a program order

Five weeks before OSSIA

- graphic design, publicity, and set design present their plans for discussion/clarification
- logistics coordinator, after final concert order is established, begins work on the stage plan, including warm-up times/locations, and green room locations
- all MCs are written by council members assigned to the task and recording of MCs begins
- all group reps begin the rehearsal countdown in their ensembles, encouraging all members to memorize music, to reserve the date of OSSIA in their planners, and shares with the ensemble the subtitle and themes that will be the foundation of the OSSIA concert

One month before OSSIA

- ticket sale procedures are discussed and organized
- all teams (logistics, graphic design, publicity, set design) present their final designs to the council, not for discussion but rather as an information update
- all group lists, ensemble repertoire (including soloists, accompanists) is forwarded to the program designer
- record any MCs (welcome, pre-show cell phone reminder, inter-act MCs, etc)

Three weeks before OSSIA

- program order is published within the music department rooms and corridor
- first draft of the programme is presented to council for discussion and editing

- group reps remind ensembles of concert dress, ticket sale procedures, and program order
- staff supervisors are discussed, council members are responsible to ask staff to act as a supervisor
- posters and tickets are printed
- publicity delivers a letter to local dignitaries (KCI Administration, Superintendents, etc.) informing them of the concert and includes complimentary tickets with the letter
- if marketing materials are completed, all council members are encouraged to change Facebook profile pictures, and any other social media images to reflect the OSSIA poster design
- group reps will also encourage ensemble members to do the same
- ensure that ticket sales is organized and that there are council members or other volunteers to staff the ticket sales

Two weeks before OSSIA

- staff supervisor positions are confirmed
- logistics posts detailed stage plan in the music rooms and forwards a copy of the stage plan to the tech crew staff sponsor and a copy to the tech crew student lead hand
- logistics reminds position supervisor to post an OSSIA advertisement on the staff email conference
- logistics books a meeting with the set designer and tech crew lead hand
- ticket sales begin and continue to the day of the concert
- publicity begins the final drive, using daily announcements, TV monitors, and the outdoor sign
- poster blitz occurs
- set design begins implementation in the concert space
- group reps review detailed stage plan with the instructions specific to their ensembles
- arrange for a tech crew member to attend a music council meeting to ensure all tech details on the stage plan are accurate

One week before OSSIA

- logistics meets with set designer and tech crew to review the stage plan (audio/visual needs, lighting, curtain, microphones, etc.)
- logistics reminds position supervisor to submit the stage crew and music council list to attendance for dismissal from required classes the day of OSSIA
- programme designer begins daily consults with music teachers to ensure accuracy of programme
- group reps announce all pertinent OSSIA information
- any live performances to market OSSIA are organized and executed

Two days before OSSIA

- programme is photocopied, folded, stapled by volunteers

Day before OSSIA

- all teams present updates at a council meeting, last minute tasks are delegated

Day of OSSIA

- logistics and stage crew are excused from classes for final tech rehearsal
- pre-OSSIA focus exercise opens the council meeting

- OSSIA Day-of Task Organizer is completed: full tech run through, set design completion, programme folding, reserved seating prep, concert order/stage plan taping, green room prep, refreshments set-up, clean-up etc.

Day after OSSIA

- remaining clean-up, organization is completed

Next council meeting after OSSIA

- OSSIA evaluation takes place
- thank you cards are written and delivered with a gift

FUNDRAISING

September

- decide on possibilities for which companies are going to be used and what products are going to be sold
- discuss the options with the music council
- make a final decision
- decide on possibilities when fundraising items will be sold, ordered and delivered
- discuss this on council
- when a decision has been reached, create a time line in consultation with the company that clearly establishes date due of order form and delivery of product

October

- contact the companies, confirm that they can do what you have proposed, order the order forms
- receive the order forms through the mail (have them sent to the school: "attn. Music Department")
- write a cover letter describing the fundraising for the year, how it works, who parents can contact, who the cheques are made out to (always KCI Music), and why the music department is fundraising
- staple and stamp all the form and cover letters with the appropriate dates and information

November

- get the forms to the students
- publicize through group announcements, PA announcements, and possibly posters
- collect all the forms
- have position supervisor make three photocopies (sufficiently dark to pick up on penciled orders) of each order form: original is returned to customer to aid in delivery, one copy is used by fundraising coordinator to sort the product and record any errors and record monies earned the forwarded to treasurer, the third copy remains untouched in the music office
- process orders with position supervisor
- double check that everything is correct
- have the position supervisor submit the completed order to the company

December

- clearly publicize the process of picking up orders to staff and students
- delivery
- bring into the school, with a music class or volunteers

- sort the order using the forms
- organize the staff orders so that they can pick up their orders on their way home
- ask parents to sign a form which states that they have double checked their order and picked it up
- store any food that was not picked up, then contact the people to whom it belongs asap
- sort out any mistakes

January

- review what semester 2 fundraiser was decided upon in September
- make any necessary adjustments
- repeat steps from October

February

- repeat steps from November

March

- repeat steps from December

OSSIA POSTERS

Note: All OSSIA marketing materials are now designed and produced by KCI Arts.

- two months before OSSIA, remind chairperson to start discussing ideas for the OSSIA subtitle
- six weeks before OSSIA, begin work on your poster
- five weeks before OSSIA, present your design to the council for discussion
- one month before OSSIA, present your final copy to the council
- three weeks before OSSIA, bring your final copy to the music teachers for approval/comments and photocopying
- two weeks before OSSIA, have photocopied posters ready for the poster blitz
- once the May OSSIA poster is completed, get both the December and May posters plaqued
- cost out this project at several different locations to determine the most cost-efficient path
- arrange for payment details with position supervisor

OSSIA 8(Ate) - Specific Time Line by Melanie J.

- Subtitle decided: April 4
- poster brainstorming: April 5-11
- started designing: April 12
- final review and submission to music teacher: April 30
- poster blitz: May 2
- OSSIA: May 17
- *Brought posters to Blacks for plaquing: May 16 (I waited a bit too long and cut it close)
- picked up plaques: May 30
- gave plaqued posters to music teachers: May 31
- Banquet: June 1

*I took my posters to Black's Photography at Fairview Mall. (These plaques need to be finished before the Music Banquet.) When I took them to Blacks, I was told it can take anywhere from 10-14 days to be

finished. (Mine were ready in 12 days.) The cost came to \$43.30. It is a good idea to bring an old plaque in with you so they can take the exact measurements and can see what you are looking for.

ONE KCI QUARTER NOTE CAMPAIGN™

The Quarter Note Campaign™ is KCI Music's Fundraising Drive to support the KCI Breakfast Program.

January (upon return to classes)

- talk to Breakfast Program coordinator and administration for permission, overview, time lines, and cheque presentation/performance date
- make quarter notes and posters
- talk to ensemble directors to determine a suitable program for the performance
- choose performance date (prior to festivals) and announce it to groups
- organize quarter note sales

End of January

- put up posters that explain the campaign
- start PA announcements to explain the campaign
- announce to groups the campaign and performance date - music must be memorized
- decide on location/obtain permission for quarter note displays

Beginning of Semester 2

- continue PA announcements with a mix of standard informative and creative
- continue announcements to groups
- begin selling quarter notes in Front Foyer
- keep detailed records of who the donors are and the donation amount
- post quarter notes daily

Week of performance

- add up total funds raised
- have main office write a cheque to the breakfast program for the amount
- create a life-size cheque to be used at the presentation
- write a short speech to be given and the cheque presentation
- invite local KCI dignitaries to attend (ie. KCI Administration, staff sponsors)

Day of Performance

- warm-up in Music Room
- perform at Breakfast Program
- make speech and present cheque
- do not eat breakfast, if invited to do so, politely decline (we would eat as much as we had just donated)
- announce total raised on PA announcement and thank the school for its participation

MUSIC BANQUET

September

- confirm date, time, and location

Beginning of April

- present menu options and costs to council for discussion

Middle of April

- discuss, determine and book entertainment

Four weeks before Banquet

- start creating the program/order of the evening
- set up awards procedure
- order additional Winit seals as required
- begin ensemble announcements

Three weeks before the Banquet

- begin planning decorations

Two weeks before the Banquet

- begin advertising campaign: posters, PA announcements, ensemble announcements
- ticket sales begin

Day of Banquet

- set up the hall
- after the Banquet, remove items from the hall and tidy the Music Rooms

NOTE: Music Council positions and Tasks undertaken by the Music Council are subject to change without notice.
