

## Marching Band Uniform Coordinator

The Marching Band Uniform Coordinator is the person who is in charge for fitting, organizing, mending, and cleaning both football uniforms and competition uniforms.

**Prepare for fitting:** Before band camp starts, print out appointment sign up sheets, volunteer sign up sheets, fitting schedule sheets, and labels for uniforms. Make a record document and the name cards for each uniform to put on each garment bag. If a student is returning from last year, write all uniform numbers from prior year on the back of name card.

In beginning of August, have students sign up at the summer rehearsals. If students do not make an appointment, they must make an appointment at registration on the first day of band camp.

Ask 10-15 students to unload all competition hats from band truck and stack in Color Guard Room in order either by numbers or alphabetical order.

Contact volunteers, and remind them their schedule before the camp starts. At least 3 volunteers are needed for each day.

**Fitting:** By the day before the fitting day, clean and organize Color Guard Room. Tape blue tape on 2 hangers for each student, and write name on them with permanent maker. If the students are returning students, pull out uniforms and hats from last year.

Fit student starting with hats, then football uniform, finally competition uniform. Pin for both pants, and make a note if any mending is needed. Competition pants must be hemmed by volunteer parents, so put aside with other uniforms that need to be mended. If students are freshmen, find right size of uniforms and hats.

Students who need to order shoes may order at the fitting appointment. Find right size of shoes, and make sure payment is made before order. On the last day of band camp order shoes, and ask for delivery to school by pick-up day, which is the first rehearsal day when school starts. If students are borrowing shoes from school, do paper work with them.

After fitting all the students, record information on record documents, information cards, and hangers, then put labels on uniforms, braids. When complete, bag them in garment bags and put name card on bag.

**Bagging:** Set the uniforms up in the bags after fitting. For football uniforms add a pair of gauntlets to bag. Both football and competition uniforms have braids, but different colors and on different shoulders: white braid for football and gold braid for competition.

**Braids:** **White braid** for football uniform goes on **right** shoulder and **gold braid** for competition uniform goes on **left** shoulder.

**Gauntlets:** One pair (2 gauntlets), except drum majors and percussion.

**Fitting Drum Line:** Some of the drum line wear harnesses under the uniform, so when they come to be fitted, they must wear the harness and find right size for both uniforms.

**Fitting Hats:** Tuba players wear only competition hats. Basically, percussion do not wear both football and competition hats. But some of students go on parade, and they are required to wear hats. We should fit competition hats for percussion unless students are sure they NOT going to parade.

**Fitting Color Guard:** Fit them for parade uniform, hang and bag costume in garment bag, then put name card on bag. It can be done very quickly, takes only one afternoon during band camp. Usually, Kyle orders custom-made field uniforms for Color Guard. When receive uniforms, hem if needed, and bag in a garment bag and put name card on it.

**Mending:** Organize “mending team” during band camp in night-time shift like 6-9pm. Hem competition pants, and mend any uniforms as need it. When ironing the pants, set temperature on medium-high, spray mist, and then **must use a wet cloth to avoid burning material**. After hemming and ironing, hang competition pants on a special hanger, hang in front of jacket, then cover with a garment bag which has student’s name on it.

**Organizing Uniforms:** All uniforms and hats have numbers and are sorted by sizes. Keep record of all information of both uniforms and hats which students are using during band season. Other uniforms and hats must be kept clean in Color Guard Room.

## **FOOTBALL UNIFORMS**

**Distribute Football Uniforms:** Students take football uniforms and hats home at the first band rehearsal after school starts. Get football uniforms ready for pick up. Hang uniforms in alphabetical order on garment racks and stack hatboxes by alphabetical order in Color Guard Room. Students who ordered shoes may pick up shoes on this day. Students who borrow shoes from school may pick up shoes, too. Make sure their parents sign the paper.

**At Football Games:** Before students take seat at the football games, put carpet on bleacher seats to avoid uniforms getting dirty. Check if students wear uniforms appropriately, and fix any emergency problems. When students perform at half time, put plumes on hats.

## **COMPETITION UNIFORMS**

**Loading competition uniforms and hats in the truck:** When band truck is ready to load, wipe and sweep uniform area and hats shelves. Ask 10-15 students and adult volunteers to help load hats and uniforms to the truck. After all fitting, mending, and bagging is finished, put uniforms in alphabetical order by their last name on the truck. Store hats on the shelves by numbers. Load extra hats from each size, extra shoes, sewing kits, and office supplies. At the same time, load field uniforms and parade uniforms for Color Guard.

**Making recording sheet:** Before the band goes to the first competition, print # of jackets, pants, and hats with student’s name and tape on the door of the truck.

**White gloves and plumes:** Check and load enough gloves in the drawers on the truck. After each competition, wash, sort and load them back to the truck. Check plumes and set aside if those are really rounded. When handling plumes, must wear white gloves, so put extra white gloves in plume's box.

**At the competition and after the competition:** At the competition, Uniform Coordinator is responsible for anything related to uniforms such as adjusting, fixing, renting out blue shirts/black socks/white shirts. Monitor each station of white gloves, shoeshine and plumes. Find a person in charge for each section.

Give hand wipes out before students change into their uniforms. After students get hat, put plumes on the hats. Teach students how to hang uniform correctly when they return uniforms after the competition. Make sure all uniforms (except drum majors and color guard captains) are returned to the truck. After award ceremony, collect drum majors' and color guard captains' uniforms.

The next day after the competition, check all uniforms, especially drum majors', and hang correctly and brush off dirt from uniforms as need. Take uniforms to dry-cleaners if needed.

## **CLEANING UNIFORMS**

**Collect football uniforms and hats:** After football season is finished, collect football uniforms. Make an announcement in newsletter, contact band director to announce in class, and post flyers in Band Room, Color Guard Room, all doors, and locker room. Parents are supposed to rip out the hem of football pants before returning them to school. Call and remind students who did not return uniforms to school. Keep collected football uniforms under a sheet cover until sending them to the dry-cleaner in June or beginning of July.

**Rip out the hem of competition uniforms:** Take uniforms out from garment bags, and take off braids. Rip the hem out of pants with volunteers. Count uniforms and put them in bags to be ready for dry-cleaner to pick them up.

For Color Guard parade uniforms, rip out the hem from "senior students" and keep them until next season. Tell the dry-cleaner to not iron the unitards.

**Prepare to send uniforms to the dry-cleaner:** Decide which day to send uniforms to the dry-cleaner. It takes 4-6 weeks to clean both uniforms. First send football uniforms, and the dry-cleaner delivers clean uniforms back to school, and then he picks up competition uniforms. Put jackets and pants in bags separately, count them, and keep record.

**Reorganize dry-cleaned uniforms:** When received uniforms from the dry-cleaner, write numbers on hangers, and put back in garment racks in order. It will take about 2 hours with 4-5 volunteers for each uniform. Sort by # and hang jacket on the garment rack first, then hang pants behind the jacket with same #. When finished, check and mark on the record sheet if any jackets or pants is missing. (Some of jacket and pants will be damaged, and can't use anymore.)