

Colorguard Staff and Season Coordination Worksheet

Regular Staff Meeting Day and Time: _____

Deadlines: 1st Rehearsal date: _____ 1st Competition date: _____ # of weeks _____

Item: ADMIN/FINANCIAL	Completion Goal Date	Responsible Staff Member	Notes
Create Budget / Present to Staff			
Maintain checkbook			
Pay bills			
Set Guard dues, if any			
Collect dues and issue receipts			
Acquire rehearsal space			
Pay Registration Fees (circuit/WGI)			
Coordinate Fundraising/Sponsors			
Public Relations			
Item: MEMBERSHIP	Completion Goal Date	Responsible Staff Member	Notes
Recruiting Events			
Audition coordination			
Create & issue rehearsal schedule			
Create & issue guard handbook			
Create & issue member roster			
Member retention (social chair)			
Closure (banquet, awards)			
Item: UNIFORMS	Completion Goal Date	Responsible Staff Member	
Measure performers (EARLY)			
Design costuming, pick shoes			
Obtain samples for fitting			
Order costuming for whole guard			
Order shoes			
Item: INSTRUCTION	Completion Goal Date	Responsible Staff Member	Notes
Drill complete			
Flag book complete			
Weapons book complete			
Movement section/s complete			
Critique			
Item: TRAVEL	Completion Goal Date	Responsible Staff Member	
Schedule Shows			
Research/arrange for equip. truck			
Research housing cost, if needed			
Research/arrange transportation			
Issue day of contest schedules/maps			
Coordinate food			
Item: SHOW MATERIALS	Completion Goal Date	Responsible Staff Member	
Create soundtrack / issue copies to all			
Design props/floor design			
Design flags, get them sewn or order			
Order needed flags, rifles, sabres			
Order materials for props			
Order floor			colorguardfloors.com
Prop construction			
Inventory & Issue equipment			
Coordinate equipment return			

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Goal Planner 2003-2004: PRESEASON		
Week	Show sections and materials due by this date	Notes
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

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Goal Planner 2003-2004: COMPETITION SEASON		
Week	Weekly Objectives and Goals	Notes
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		