

## **I. GET YOURSELF ORGANIZED**

- A. Yearly Calendar
  - 1. Check your school calendar
  - 2. Check your community calendar
  - 3. Avoid holidays and special occasions
  - 4. Avoid planning activities too close together
- B. Monthly Calendar Distribute to Team
- C. Alphabetized Filing System
  - 1. Section dividers for large categories
  - 2. Two year files
  - 3. Yearly files
- D. Managers
  - 1. job descriptions
  - 2. outline of daily/weekly duties

## **II. ORGANIZE YOUR PRACTICE**

- A. Call roll--Start on Time!
- B. Take care of necessary business
  - 1. Collect or turn in money
  - 2. Record absences, tardies, demerits, etc.
  - 3. Clear any necessary obligations /announcements
- C. Structured Warm-up period
- D. Teach routine
- E. Review routine by squads
- F. Polish and Critique routine as a group
- G. Wrap-up
  - 1. Announcements
  - 2. Reminders & Questions
- H. Dismiss
  - 1. End on a positive note (word or thought of the day)
  - 2. Dismiss on time

## **III ORGANIZING OTHERS**

- A. Managers
  - 1. Secretarial responsibilities
  - 2. Props
  - 3. Duty List
  - 4. Bulletin Board
  - 5. Housekeeping
  - 6. Calendar
- B. Officers
  - 1. Daily duties/Calendar
  - 2. Choreography
  - 3. Critiquing
  - 4. Leadership Qualities
- C. Team Members
  - 1. Daily expectations
  - 2. Calendar