Education Support

American Dance

How to be an Organized Drill Team Director

By Barbara Lown, former Berkner HS Bandoleras Director

Get Yourself Organized

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

Organize Your Practice

- Call roll--Start on Time!
- Take care of necessary business
  - Collect or turn in money
  - Record absences, tardies, demerits, etc.
  - Clear any necessary obligations /announcements
- Structured Warm-up period
- Teach routine
- Review routine by squads
- Polish and Critique routine as a group
- Wrap-up
  - Announcements
  - Reminders & Questions

- Dismiss
    - End on a positive note (word or thought of the day)
    - Dismiss on time

<u>Organizing Others</u>

- Managers
    - Secretarial responsibilities
    - Props
    - Duty List
    - Bulletin Board
    - Housekeeping
    - Calendar
- Officers
    - Daily duties/Calendar
    - Choreography
    - Critiquing
    - Leadership Qualities
- Team Members
    - Daily expectations
    - Calendar