

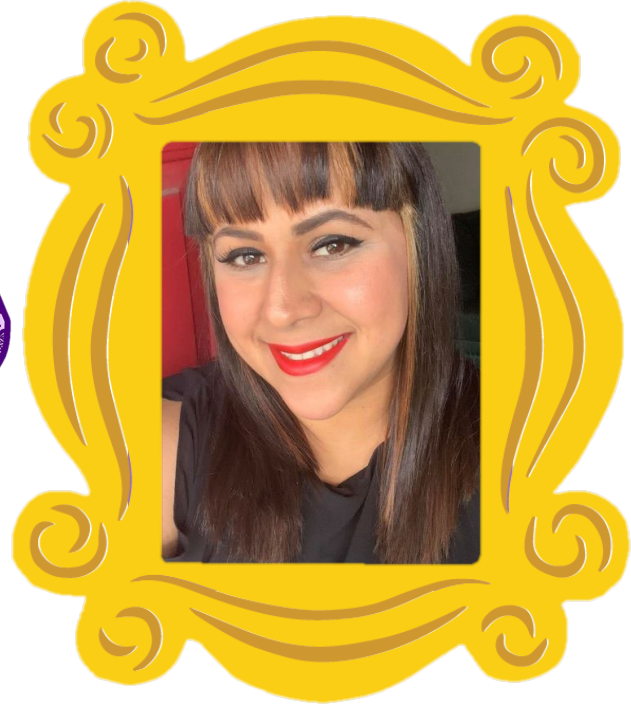
SEWINGA Fest

Budget & Logistics

Presenters



Calvin Smart



Liza Koontz

Presenters



Calvin Smart

- Colorguard Marching Career Began in 1989
- Started teaching 1992
- Part of SFWGA 1993



Presenters

- ✍ Colorguard Marching Career Began in 1996
- ✍ Started teaching 1999
- ✍ Part of SFWGA 1997



Liza Koontz

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Budget

Important Points of Budget Management
in the Colorguard Activity

Budget 101: Know your numbers!

- ❖ Create a budget based that outlines income and expenses
- ❖ Break down budget into categories like staff salaries, equipment, and uniforms.
- ❖ Negotiate with EVERYONE! Band director, companies, and parents
- ❖ Cut the FAT! Review what you can or cannot do to have a successful programs.
- ❖ Forecast Expenses: Look into the crystal ball!
 - ✓ If you have a previous budget, take a look at it and add an increase.



Budget 101: Know your numbers!

- ❖ Create a cushion. There are always additional and unexpected expenses with this activity, make sure to have the space to grow.
- ❖ What costs are not included?

? *Accessories*

? *Makeup*

? *Trips*

? *Flag bags*

? *Shoes*

? *Undergarments*

? *Gloves*

? *Tape*

? *Weapons*



Budget 101: Questions for Band Director

- ❖ Do they create the budget or do you?
- ❖ Who is paying for the equipment?
- ❖ Who is paying the staff?
- ❖ What is the band booster, fundraisers, and/or school covering?
- ❖ Do you have any fundraiser restrictions?



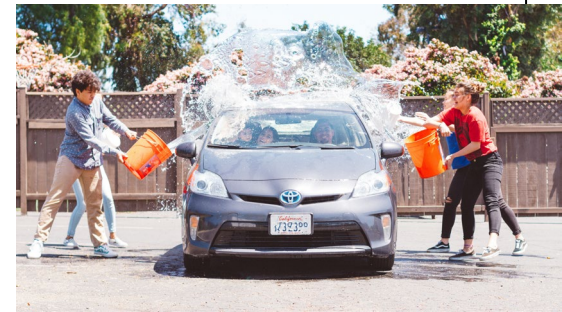
Budget 101: Fairshare

- ❖ Fair share programs work by telling parents or members (If applicable) the actual cost per student/member of operating a specific program.
- ❖ Then installing the amount of the financial responsibility aka the "fair share" of the operating costs.
- ❖ Fairshare's may include items that may be purchased as a unit such as props that students do not individually keep, but as well as uniforms that student do keep.



Budget 101: Fundraisers

- ❖ Fundraisers are essential in every program.
- ❖ Not everyone can afford Fees!
- ❖ Not everything will be covered by general fees.
- ❖ Make sure you know your programs restrictions for fundraising.
- ❖ Make sure to be clear that fundraising requirements are NOT part of Fees!



Budget 101: Floors & Props

- ❖ Who pays for this?
- ❖ How will it be transported?
- ❖ Are you paying a designer or are you designing with the company?
- ❖ Place your orders on time. Estimate 12 weeks out!



Budget 101: Instructional Fees



- ❖ How much should you and your staff get paid?
- ❖ If you are flying someone in:
 - ✓ Flights, Hotels, and Rates (NEGOTIABLE)
- ❖ Contracts: BEST FRIEND!!!
 - ✓ Let's everyone know they're role.
 - ✓ Describes expectations from both parties
 - ✓ Protects both Parties!!!



Budget 101: Uniforms

- ❖ What number are you working with?
- ❖ Will you wear the same costumes for both season?
- ❖ Do you have a separate game/pep uniform from competition?
- ❖ Are you getting warm-ups?
 - ✓ If so, are they part of the general fees?
- ❖ Place your orders on time. Estimate 12 weeks out!

Creative
Uniforms
& Systems
CCD-316-AJ/AZ/AS



Budget 101: Example of Budgets

2006-2007 WINTERGUARD BUDGET PROPOSAL BUDGET 1 (SFWGA)

Line Items	Calculations		Estimated Budget
Staff / Labor / Instruction			
	25 @ \$30, 6 @ \$30, 15 @ \$25, 10 @ \$15, 16 @ \$10 X 3	Dec	\$1,935.00
	40 @ \$30, 9 @ \$30, 20 @ \$25, 20 @ \$15, 5 @ \$10 X 3	Jan	\$2,420.00
	25 @ \$30, 7.5 @ \$30, 15 @ \$25, 15 @ \$15, 7 @ \$10 X 3	Feb	\$1,785.00
	35 @ \$30, 9 @ \$30, 20 @ \$25, 15 @ \$15, 7 @ \$10 X 3	Mar	\$2,255.00
	10.5 @ \$30, 28 @ \$.10 X 2, 7 @ \$10	Apr	\$945.00
	10.5 @ \$30, 24 @ \$15	May	\$675.00
		SUB-TOTAL	\$10,015.00
Expenses			
Show Design			\$1,200.00
Outside Choreography			\$300.00
Costume	14 @ \$80.00		\$1,120.00
Flags	14 @ \$80.00		\$1,120.00
Props			\$300.00
Rental Site	80 hrs. @ \$15.00		\$1,200.00
Misc.			\$250.00
SFWGA			\$400.00
		SUB-TOTAL	\$5,890.00
		<u>TOTAL</u>	\$15,905.00

Student Fees

\$1,136.07

*Student Fees are based on current membership of 14. If the student count goes up or down the fees will reflect as so.

2006-2007 WINTERGUARD BUDGET PROPOSAL

BUDGET 3 (With Miami, Tampa, and World Championship)

Line Items	Calculations		Estimated Budget
Staff / Labor / Instruction			
	25 @ \$30, 6 @ \$30, 15 @ \$25, 10 @ \$15, 16 @ \$10 X 3	Dec	\$1,935.00
	40 @ \$30, 9 @ \$30, 20 @ \$25, 20 @ \$15, 5 @ \$10 X 3	Jan	\$2,420.00
	25 @ \$30, 7.5 @ \$30, 15 @ \$25, 15 @ \$15, 7 @ \$10 X 3	Feb	\$1,785.00
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		SUB-TOTAL	\$10,015.00
Expenses			
Show Design			\$1,200.00
Outside Choreography			\$300.00
Costume	14 @ \$80.00		\$1,120.00
Flags	14 @ \$80.00		\$1,120.00
Props			\$300.00
Rental Site	80 hrs. @ \$15.00		\$1,200.00
Misc.			\$250.00
SFWGA			\$400.00
		SUB-TOTAL	\$5,890.00
WGI	Membership		\$90.00
	Insurance		\$450.00
	Miami Regional		\$200.00
	Tampa Power Regional		\$350.00
Charter / School Buses	2 Days \$2100.00 (split)	(Tampa)	\$1,050.00
Trucks / Tolls / Gas			\$75.00
Hotel Bus Driver			\$120.00
Hotel Student / Staff	2 Nights, 4 students, 2 staff	6 @ \$60 X 2	\$720.00
		SUB-TOTAL	\$3,055.00
WGI Ohio	*WGI Entry*		\$500.00
Hotel Student / Staff	4 Nights, 4 Students, 2 Staff	6 @ \$70 X 4	\$1,680.00
Air Transportation		17 @ \$250	\$4,250.00
Ground Transportation	2 Vans \$75 per day X 4		\$600.00
Trucks / Tolls / Gas	4 Days @ \$100		\$400.00
		SUB-TOTAL	\$7,430.00
		TOTAL	\$26,390.00

Student Fees

\$1,885.00

*Student Fees are based on current membership of 14. If the student count goes up or down the fees will reflect as so.

Budget 101: Example of Itemization

Fair Share Allocation & Itemization

Item	Allocation	Cost per student
Contest Entries	\$2,000.00	\$50.00
Costumes & Accessories	\$12,000.00	\$300.00
Designer	\$6,000.00	\$150.00
Flights for Designer	\$2,000.00	\$50.00
Floor	\$5,000.00	\$125.00
Food at Trips	\$2,500.00	\$62.50
Hotels	\$12,000.00	\$300.00
Insurance	\$700.00	\$17.50
Props	\$6,000.00	\$150.00
Rehearsal Facilities	\$20,000.00	\$500.00
Show equipment	\$8,000.00	\$200.00
Staff	\$10,000.00	\$250.00
Transportation	\$15,000.00	\$375.00
U-Hauls	\$5,000.00	\$125.00
Totals	\$106,200.00	\$2,655.00

Fair Share distributions do not include Fundraising requirements for general funds.

Fundraising requirement is \$100.00 or 5 item sales.

Logistics

The Ins and Outs of Colorguard Management



Logistics: Introduction

- The definition of logistics is the careful organization of a complicated activity so that it happens in a successful and effective way.

Effective logistic management is crucial to the success of any business as it can help reduce cost increase efficiency and improve customer satisfaction.



LOGISTICS

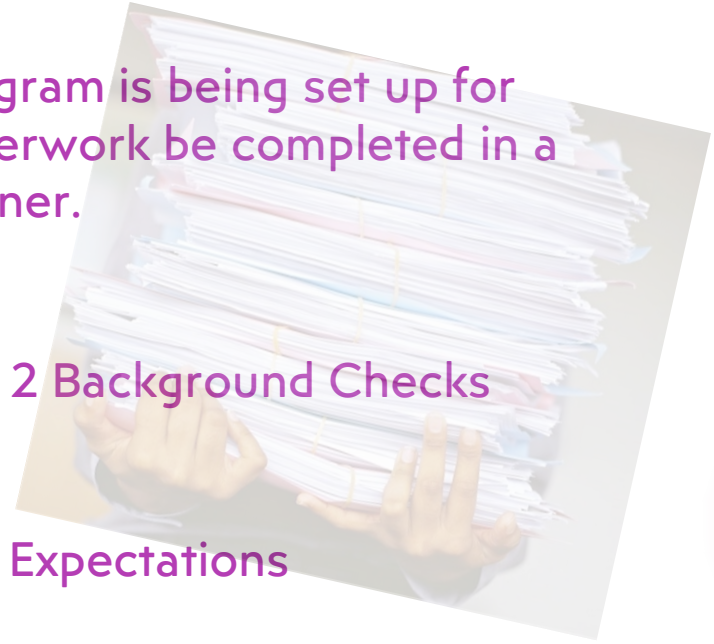


Logistics: Paperwork

In order to ensure that the program is being set up for success, it is imperative that paperwork be completed in a timely manner.

Paperwork may include:

- Employee fingerprints and Level 2 Background Checks
- Field Trip Form Request
- Handbook: Rules, Regulations, & Expectations
- Member/Parent Contract



LOGISTICS



Logistics: Paperwork

- Bus Request Forms
- Physical and Medical Releases
- Safesport Certifications
- SFWGA Paperwork
- WGI Paperwork



LOGISTICS



Logistics: Social Media Management

- Make sure social media page is ON POINTE!
 - Great recruitment tool by promoting team activity.
 - Builds relations for future sponsors.
 - Allows members to advertise upcoming events.
- Do not communicate with current members through website!



LOGISTICS



Logistics: Social Media Management

TikTok

- Follow your school or county regulations.
- The Florida Board of Education approved new rules banning TikTok on all personal devices using school internet and on devices owned or provided by schools.
- The governor approved the HB 379 policy. The policy prohibits students from using TikTok on district-owned devices and blocks anyone from using the app as a means of promoting school activities.



Logistics: Calendars

➤ Things to place on calendars:

- From Auditions through Post-Season Activities
- Camp dates
- Practice dates
- Show dates

December

2022

Winter Time!



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Rehearsal 11pm-8pm
4 Rehearsal 11pm-7pm	5	6	7	8	9 Rehearsal 6:30PM - 11:30PM	10 Rehearsal 11pm-8pm
11 Rehearsal 11pm-7pm	12	13	14	15	16 Rehearsal 6:30PM - 11:30PM	17 World Design Camp 9AM-6PM Open Rehearsal 11pm-8pm
18	19	20	21	22	23	24

LOGISTICS



Logistics: Calendars

- Calendars also help with:
 - Secure Practice facilities
 - Transportation Arrangement:
 - Buses
 - Self
 - Parents
 - Allows parents to know:
 - What is going on?
 - When to schedule vacations and/or family events!

December

2022

Winter Time!



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Rehearsal 11pm-8pm
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18	19	20	21	22	23	24

LOGISTICS

Logistics: Show day Itinerary



- The itinerary is a great tool to let members and/or parents know when and where things are happening.
- Things to place on itinerary:
 - Arrivals Dismissal
 - Check-in
 - Equipment and Uniform Inspection
 - Food Breaks
 - Loading and Unloading Truck
 - Performance Times
 - Rotation Time
 - Warmup Times

LOGISTICS

Logistics: Show day Itinerary Example

Superstar High School Colorguard **Itinerary for the Coral Glades High School Competition 01/27/07**

10:00 AM	Rehearsal Begins
1:00 PM	Rehearsal Ends
1:00 PM – 1:45 PM	Eat, Change, & Inspections
2:00PM	Load - We are loading at 2:00 PM SHARP!!!
2:30 PM	Departure from school
3:30 PM	ETA to Coral Glades
3:45 PM	Unload Equipment Truck
4:00 PM	Check-in
4:30 PM	Start Stretch
5:30 PM	Change into uniform & Touch-Up Makeup
5:45 PM	Final Run
6:00 PM	Walk to Rotation
6:11 PM	Start Rotation
6:41 PM	PERFORM!!! :)
6:50 PM- 7:10 PM	Pack ALL equipment and floor and Load Equipment Truck
7:50 PM	Meet behind the gym to pull Medea's floor (the last guard you see is Stoneman Douglas)
8:10PM	Colorguard goes back to gym & Officers go to set-up for retreat.
8:30 PM	Retreat Begins
9:30 PM	Retreat Ends
9:45 PM	Load Bus
10:00 PM	Depart Coral Glades High
10:45 PM	Go back to unload at school
11:00 PM	Go Home

LOGISTICS



Logistics: Show Day Extras

- Make sure you communicate with staff what the break down is for the outside warm-up, example below:
 - 15-minute stretch
 - 5-minute water and collect all show equipment
 - 2 song student self-warmup
 - 10-minute All Flag
 - 5-minute water
 - 20-minute sections
 - 15-minute Change uniforms & Touch-up
 - 10-minute Full Run
 - Get stuff together and lineup to walk to Rotation
- Coordinate floor crew meet time. Arrange prior to show day.
- Trolley Shoes (Slides and Sneakers - *Prevents injury*)
- Don't forget Championships GOODIES!



LOGISTICS

Safety

Basic protection for member, program, and YOU!

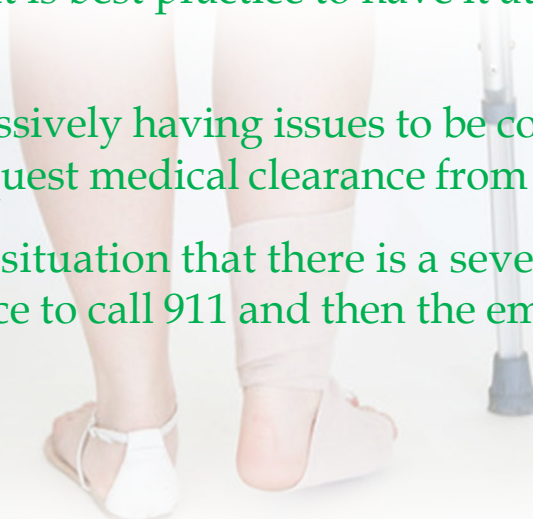
Safety Basics

- ⚠️ Communication: GroupMe – BandApp
- ⚠️ No rides in your vehicle
- ⚠️ Water Breaks
 - 💧 20-5 intense 30-5 reg
 - 💧 15:2 when running chunks
 - 💧 Gush & Go: No running
- ⚠️ Camp Day: 1 Lunch Break- 2 Snack Breaks in days over 8 hours!



Safety Basics: Injury

- ⚠ Injuries are very common in this activity.
- ⚠ Most injuries are mild; however, it is important to understand that as instructors we are liable if we are negligent.
- ⚠ While there are situations where we want to push members to go back on the floor; it is best practice to have it at the student's discretion.
- ⚠ If a student is excessively having issues to be consistently on the floor, you may request medical clearance from student.
- ⚠ If a student is in a situation that there is a severe injury, it is always best practice to call 911 and then the emergency contact.



Safety Basics: Injury

⚠ Documentation! - RULE OF THUMB

If it was NOT documented, it did NOT HAPPEN!

⚠ Not having documentation can create a liability for YOU!

⚠ Make sure to have an injury report that says when, where, what happen, date/time, witness, how was it treated, were they transported, if no treatment occurred, and/or if there was a sitting period.

⚠ Communicate with band director or director of organization, so they know what happened.



Burn Out

Coping with seasonal stress and burn out prevention

BurnOut

Defined as is a state of emotional, mental, and physical exhaustion caused by excessive and prolonged stress.

It occurs when a person feels overwhelmed and unable to meet constant demands.

As the stress continues, they begin to lose interest or motivation.

Burnout reduces their productivity and finishes their energy, leaving them feeling increasingly helpless, hopeless, cynical (pessimistic), and resentful (angry).

Eventually, they may feel like they have nothing more to give.



BurnOut: Prevention

- 🥰 1 weekend off a month
- 🥰 Fight the Mid-season Blues, by planning a fun team bonding exercise such as untangling the knot and colorguard radio.
- 🥰 On Camp Days, during lunch the first 30 minutes they are not allowed to spin, it's time to relax.
- 🥰 Celebrate birthdays, accomplishments, and holidays.



Post-Season Activities

Tips to end the year with your team and use those tools to
enhance recruitment and retention!

Post-Season Activities



- ✂ Banquet
- ✂ Fun activity as a team in school
- ✂ Encourage the team to have their own event.
- ✂ Get ready for the new year, say goodbye to seniors and welcome freshmen.
- ✂ Recruitment
- ✂ Making fun pep rally routines to recruit newbies.
- ✂ Equipment Turn-In



Remember at the end of the day
colorguard is about fun, but it is
important to understand the
business side of it!



Thank you for participating in our
Budget and Logistics Session



We hope this has been of some help!

Presented by:



Calvin Smart & Liza Koontz

SEWGA Fest

Budget & Logistics