



Tips for Truck Loading And Equipment Logistics

Thank you for your help. Your job is very important, and we hope this helps give you some insight into your job.

- **Things to know**

- Where will the truck be loaded?
 - **Stadium/Pod** - If there is a pod at the field, most loading will take place at that location.
 - **Band Room** - The other possible location would be behind the band room.
- What will be in the truck?
 - **Props**
 - If props are to be in the truck, their size and shape will need to be factored in to the eventual loading procedures. Should size not allow them to be placed in the truck alternative transportation may need to be found.
 - **Front Ensemble Equipment**
 - This will constitute the majority of what is in the truck.
- At football games, an appropriate unloading location will be determined upon arrival.
- At contests, there may be separate front ensemble and pit unloading area that is not next to the busses.
 - Upon arrival find out where this location is.
 - The band staff will make sure the truck driver and involved students know where to go.
- Who will help load and unload?
 - Front Ensemble members
 - Middle School Equipment Team members.
- What is your job?
 - Find out from the band staff any loading details that are important to keep instruments safe.
 - Most instruments do not react well to stress and fatigue.
 - Give guidance and direction to students.
 - Should you feel a problem exists, please notify the band staff.
 - Make sure adequate "tie downs" are present.
 - When arriving at a contest or performance location, certain repairs may need to be made.
 - **When concerning the minor repairs of keyboard frames or other non musical matters, a simple tool box with nuts, bolts, and tools will be needed.**
 - If repairs need to be made on the musical portion of an instrument, consult the band staff for instructions. This would include keyboard bars, chime tubes, timpani heads, or any pedal malfunctions. After some time, you will learn how to deal with these matters as well.
 - **Between prelim and finals performances, check equipment for any minor repairs.**

Assume we always need help transporting equipment to and from the field!

