

SUPPORT SERVICES

Transportation

Submit requests for school bus service in a timely manner, **at least two weeks prior** to the needed service date. Keep in mind the difficulty of receiving bus service during normal route times. Try to work around these if possible. To request bus service contact the Fine Arts Secretary (326-1341) to submit a transportation request. The music funding code is 723. For transportation to be paid by your campus, have the campus secretary submit a transportation request. Please secure approval in advance for any service which is unique or out-of-the ordinary.

(Note: Please do not have buses/trucks park next to ticket windows or gates at stadium!)

Charters

Charter service for select out-of-town games will be arranged by the music office. Directors should confirm these arrangements with the charter company **early** in the week of the scheduled service.

Charter service, lodging, and meal money for play-off games should be arranged through the music office on Monday following the previous game.

Other charter service should be requested through the music office by submitting the proper request form.

Equipment Truck

Please arrange for out-of-town equipment truck service by contacting the Fine Arts Secretary (326-1341). This should be done in a timely manner. Please be judicious in your use of equipment trucks.

Supply and Delivery

Please arrange for supply and delivery services by contacting the Fine Arts Secretary (326-1341). This should be done in a timely manner. Provide details as to equipment to be moved.

Equipment pick-up for an evening football game may not occur prior to 4:30 pm. Special arrangements will be made for 5:00 p.m. games.

When possible have student crews available to assist with loading and unloading.

Small instruments plus cellos and basses should be carried on the bus. Please do not place them on the truck.

On occasion it may be necessary to transport equipment the day prior to an event and return it the day following an event.

Reminder: Supply and delivery personnel are not expected to tear down or set up equipment. They will load and deliver items. You will need to arrange for anything more than this.