

**Florida Bandmasters Association**

**POSITION PAPER**

**ETIQUETTE GUIDELINES**

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Our organization is vast, touching many students and adults throughout the state of Florida. It is our responsibility, as professionals and educators, to act accordingly and to expect the same professional standards from the students and adults with whom we work. It is for this reason that these Guidelines have been devised. It is understood, however, that the majority of our membership already follows these standards with much care and attention. This outline is primarily designed as a guide of professional behaviors for new members (as well as veteran teachers) and to encourage consistency among the entire membership.

**I. GENERAL BEHAVIOR**

**A. Directors, Auxiliary Instructors, Staff Members**

1. The FBA handbook contains the operating procedures of the organization, and should be read and reviewed on a frequent basis (at least yearly).
2. All persons connected with the Band/Auxiliary program should be familiar with all FBA policies and procedures. In addition, they should review all policies of the school district in which they work.
3. District Chairpersons are available to answer any questions on the Handbook and the policies contained therein. Directors can also call other colleagues for assistance.
4. Directors must instruct staff, students, and parents as to their responsibilities and expected behavior at each FBA music performance assessment (MPA) or non-MPA event (concerts, football games, parades, etc.).
5. Disrespect or other inappropriate behaviors will not be permitted from directors, staff, students, or parents. Any demonstration of such *will result in action being taken* by the FBA District Chairman and/or the FBA Executive Board. Further consequences may be administered by school or district-based administration.
6. Band directors must handle all involvement with the FBA Office (at the District or State level) for all MPA's and for all FBA events.

**B. Band Parents and Other Adults Accompanying the Bands and Auxiliary Groups**

1. Parents are instructed to follow all FBA Guidelines, as given to them by the band director/instructor.
2. These include the following:
  - a. Any audio & video taping policies and procedures
  - b. Audience behavior at all FBA events
  - c. Hat policy (none worn) at all indoor events
  - d. Babies must either remain silent or be removed from all indoor FBA events
  - e. No student, parent, accompanist, auxiliary sponsor or instructor is to contact the FBA Executive Officer for any reason. *Communication must only be made through the Director/Designee.*

**C. Students**

1. Students should know all policies for all events in which they are participating.
2. Comments about other groups should always be kept positive.
3. *Students are never to question an adjudicator or MPA officer about a rating.*
4. *Students should never display any type of improper behavior around an adjudication area.*
5. Disrespect or unacceptable behavior will never be tolerated.
6. Hats and caps are not to be worn at any indoor FBA event. Auxiliary groups may use hats during a performance, if the hats are part of a costume or used as a prop.
7. Students should dress appropriately for an event. A performance is a **professional** event.

**II. GUIDELINES FOR FBA MPA'S AND OTHER SCHOOL EVENTS**

**A. All-State Auditions** (held early each fall)

1. Directors have the responsibility to inform all students, parents, private teachers as to the correct audition material.
2. Directors have the responsibility of ensuring that the correct scales and selections are prepared **before** the time of the audition. Use mock auditions to measure student preparedness.

3. Students must take their own music to the audition.
4. Students must observe the schedule sent to their director.
5. Warm up must only be done in the designated areas.
6. Loudness, horseplay or running around are considered unacceptable behaviors.
7. Students should receive instruction as to proper procedure and behavior at the audition site.

**B. Football Games**

1. Directors
  - a. Directors should know the guidelines as set forth in the FMSA /FHSAA Football Games/Marching Band Courtesy booklet.
  - b. Directors should contact the visiting school band director prior to the game. All logistics should be coordinated at this time.
  - c. Make every attempt to contact the band director upon arrival (**NOTE:** this is sometimes impossible, because of stadium set up or time constraints).
2. Students
  - a. Ensure that all policies are known and understood.
  - b. Officers/drum majors should be prepared to greet the other school's band officers (as instructed by director and agreed upon by both directors).
  - c. Politeness is expected at all times.
  - d. Drum majors must know all game policies (e.g. when to play and when not to play).
  - e. Drum majors must understand that bands will take turns playing in the stands.
  - f. Courtesy is expected during the other school's performance at halftime.
3. Adults/Parents accompanying the band
  - a. Ensure that all policies are followed, as set forth by the director.
  - b. Please realize that we are role models for the young adults in the stands.

**C. Marching Band MPA (in fall each year)**

1. The director is responsible for knowing all policies and rules regarding this MPA.
2. The director must relay and properly interpret all policies to students, staff and parents.
3. Warm up is only to be done in the designated area **at the assigned time.**
4. Students are to be seated, with their director, prior to the start of the MPA.
5. Rudeness or other improper behaviors will not be tolerated.
6. Once a show begins, the yelling and/or screaming of comments should not occur.
7. Distracting noise (noisemakers, etc.) is not acceptable during any part of a marching band's performance.
8. Applause, cheering and standing ovations are acceptable at the conclusion of a performance. Applause may also be given after an extended solo or ensemble element.
9. Special instructions to parents, boosters, and friends:
  - a. Please adhere to all policies set forth by the director.
  - b. Be sure to sit in the proper and designated seating area.
  - c. Proper audience behavior should be demonstrated, so as not to distract from the performance.
  - d. There is absolutely no flash photography.
  - e. Video taping
    - 1) Be sure of the location and correct procedure within the designated video taping area.
    - 2) Do not enter or get close to an adjudication area at any time.
    - 3) Do not converse with the adjudicators. Communication with adjudicators should be done through the MPA officer in between performances.

**D. FMEA - All-State Participation (January each year)**

1. Directors
  - a. Be sure that selected All-State students obtain the proper music.
  - b. Prepare the music with the students prior to the conference.
2. Students
  - a. *Membership in any All-State organization is a great honor and must be treated as such.*
  - b. Any unacceptable behavior will not be tolerated.

- c. Complete knowledge of the policies for All-State events is required and is the students' responsibility. This includes rehearsal procedures, hotel policies, attendance at events, and behavior guidelines. *Infractions can result in the student being sent home.*
- d. Proper preparation and appropriate rehearsal behavior is expected.
  - 1) Have all equipment in top working order.
  - 2) Have all accessories and extras as needed.
  - 3) Music is to be marked. Have pencils at hand.
  - 4) Have your own labeled music stand.
  - 5) No talking or other disruption is allowed during rehearsal.
  - 6) Follow the rehearsal schedule by *always* being early.
  - 7) Follow all instructions given by the band coordinator or clinician.
- 3. Audience behavior at All-State performances
  - a. No hats are to be worn at any indoor event.
  - b. Children are to be kept quiet.
  - c. Be sure all video taping procedures and policies are known.
  - d. Audience behavior at these performances must be exemplary at all times.

**E. Solo/Ensemble/Jazz/Auxiliary Events (February)**

- 1. Solo/Ensemble participation
  - a. Know all policies regarding this event.
  - b. The music must be prepared; be sure the required movement(s) are prepared (if applicable). **Be sure that time limits are considered during preparation.**
  - c. Prepare for and be knowledgeable of all time limits. An **original copy** must be provided to the adjudicator, with the measures correctly numbered.
  - e. Follow the schedule. Know the adjudicator's name and address him/her by name.
  - f. Dress must be, at least, "business casual". It may be dressier. Uniforms are acceptable.
  - g. When entering the adjudicator's room (arrive five minutes before the posted time)
    - 1) Be quiet and orderly.
    - 2) Food, drink, or gum should not be brought into the room by the performer or any listeners.
    - 3) Warm up (as instructed by your director) and carefully tune your instrument. Auxiliary groups should set up all props at this time. **(NOTE: if the adjudicator or the accompanist is not in the room, patiently wait for his/her arrival)**
    - 4) Begin playing when so directed by the adjudicator. After concluding the piece, wait for the adjudicator to finish writing and speaking, then pick up the original music. *Remember to thank the adjudicator.*
    - 5) *Never ask about a rating.*
    - 6) If comments are made, listen politely.

**F. Jazz Band MPA**

- 1. Performers
  - a. Follow all guidelines for this MPA.
  - b. Follow performance behavior outline.
- 2. Audience Behavior
  - a. Sit quietly. Respect the host facility by not placing feet on chairs.
  - b. No food, drink or gum should be present at any performance, either on stage or in the audience.
  - c. When a group is announced, applause is acceptable. Do not scream, yell or whistle. Remember, this is a **professional** concert event, not a pep rally.
  - d. In jazz performances, it is proper to applaud for a soloist at the conclusion of the solo. However, please only applaud.
  - e. At the conclusion of the performance, both applause and a standing ovation are acceptable.
  - f. Remember that hats are not appropriate for an indoor event.

**G. Auxiliary/Twirling Events**

- 1. Performers

- a. The band director must explain all the current guidelines, as rules can change yearly.
  - b. Polite behavior is expected.
  - c. Remember that only the band director can deal with any problem at the MPA site.
  - d. Be sure the music recording chosen is cued and that you have a back up.
  - e. Stay on schedule and warm up in the designated areas only.
  - f. If the adjudicator wishes to give comments after the performance, listen quietly and politely to the instruction.
- 2. Instructors/Sponsors, Parents or other adults accompanying the individual or group
    - a. Ensure that all supporters understand current guidelines and procedures.
    - b. Understand that the band director is the only person who can contact the FBA Office or the FBA officers for any reason. In addition, only band directors may speak to adjudicators.
    - c. Know all videotaping procedures, as they apply to solo/ensemble events.
    - d. Flash photography is not allowed, as it may distract performers.
    - e. Posted ratings are *final*. If there is any problem, please see the band director.
  - 3. Audience Behavior at Auxiliary Events
    - a. When the group is announced, it is proper to applaud, cheer, etc. Be sure the group is able to hear the music at all times.
    - b. During the performance, it is also proper to applaud for difficult moves, but, again, be sure the music is always audible.
    - c. Applause, cheering, etc., are acceptable at the conclusion of solos and ensembles.

**H. Concert Events**

- 1. Performers
  - a. Observe all policies as set by the director.
  - b. No talking on stage. Sit properly.
- 2. Parents
  - a. Know all the policies as set forth by the director.
  - b. Know the video and audio taping procedures.
  - c. Help students in the audience to maintain the proper behavior for this type of event.
  - d. No hats are to be worn at any indoor event.
  - e. Young children must be kept seated and quiet.
  - f. If there is a problem with noise from a young child or infant, please take the child to the lobby area immediately.
  - g. Once a band is seated on the stage for its performance, please remain seated until the *conclusion* of the performance, unless an unruly child requires attention (see letter f).
- 3. Audience and Student Audience
  - a. Know the basics of theatre etiquette, as set forth by the director.
  - b. Sit properly with feet on floor. Do not talk.
  - c. No gum, food or drink is allowed at any concert event.
  - d. Comments must be kept positive, and only after a group performs.
  - e. The only correct responses to a concert performance are applause and possibly, a standing ovation. Yelling, screaming, etc. are never acceptable.
  - f. Applaud only at the conclusion of a selection. *It is improper concert etiquette to applaud at the end of a movement or a solo.*
  - g. Talking during any performance is unacceptable.
  - h. Once a band is seated and ready to start the performance, audience members should remain seated until the conclusion of the performance.

**I. Sight-reading/Clinic Room**

- 1. Director
  - a. Ensure that students come into room quietly and in an orderly fashion.
  - b. Put concert folders on the floor immediately beneath student chairs.
  - c. Arrange seating according to preference. Be sure every musician can see the director.
  - d. Be sure that parents have been instructed as to sight-reading room guidelines (see below).
  - e. Wait for instructions from the adjudicator.
- 2. Student Participants
  - a. Enter room quietly and in single file.

- b. Quietly arrange seating according to the director's instructions and be seated.
- c. Place concert folders on the floor underneath the seats.
- d. Be sure that the proper music packet and proper part is received. If there is error, notify the band director, adjudicator or sight-reading room helpers.
- e. No talking. Listen to directions from the adjudicator and from the director.
- f. No hats, sunglasses, food, drink or gum.

3. Parents and Observers

- a. It is customary in the FBA, that only the participants and the band staff accompany the band to the sight-reading/clinic room, however, it is up to each band director whether or not guests will be allowed to accompany the band.
- b. If guests, parents, etc., are permitted to accompany the band to the sight-reading/clinic room, the following guidelines must be observed:
  - 1) Sit quietly away from the participants. Do not communicate with students.
  - 2) No hats, food, drinks or gum (they are distracting).
  - 3) Due to the nature of the assessment or clinic, no babies or small children should attend this event.
  - 4) No taping of any type, either video or audio, is permitted anytime during the sight-reading.
  - 5) No photographs may be taken at this event.
  - 6) No communication with the adjudicator is permitted.
  - 7) Please remain as quiet as possible. Distractions should be minimized.
  - 8) If there is a student conductor after the sight-reading/clinic is completed, please remain seated. Video is allowed during student conductor.
  - 9) Proper applause is acceptable at the conclusion of the student conductor selection. There is to be no screaming, yelling, cheering, or whistling. Proper decorum should be observed.

4. Directors of Other Bands in the FBA MPA

- a. No director should accompany any other band to the sight-reading room unless he/she is one of the directors working with that band. Exceptions may be handled by the MPA officer.
- b. Under no circumstances should a director discuss the sight-reading music with another director whose band has not yet performed in sight-reading at District or State MPA's.

**III. CONCLUSION:**

As Band Directors, we have the ultimate responsibility for our groups and everyone connected with them. It is our job to inform all parents, instructors, and students of all FBA policies for all FBA events.

***WE ARE THE EXAMPLE, WE CAN MAKE A DIFFERENCE AND WE MUST DO SO!***