

<p align="center"><i>M-E High School Band</i> <b>PERCUSSION SECTION</b> <i>Responsibilities Chart</i></p>	<p align="center"><b>Person Responsible</b></p>	<p align="center">Person who covers during absence</p>
<p><b>"FOREMAN":</b> This person, <i>usually</i> but not always a Section Leader, is responsible for overseeing all other people's jobs daily. In addition, this person must take Inventory each week to be sure ALL EQUIPMENT is accounted for. The Foreman is responsible for reporting damage, maintenance issues, missing equipment, and any other concerns.</p>		
<p><b>PERCUSSION CABINET MANAGER:</b> All drawers and compartments are systematically organized. There are no 'heaps' of equipment. There is "<i>a place for everything, and everything is in its place.</i>" The Percussion Cabinet is LOCKED at the end of the class period.</p>		
<p><b>SNARE DRUMS &amp; Drum Sets:</b> Snares are locked in the bottom of Percussion Cabinet. Both Drum Sets are complete ~ any moved pieces have been returned. The Pearl Set has its throw-cover on it.</p>		
<p><b>TYMPANI:</b> Tension is released (pedals are all heel-down). Covers are replaced neatly. There is nothing left on the heads. This person also re-tunes the heads &amp; re-sets the gauges weekly (training is included). This person trains others on Tympani care &amp; moving.</p>		
<p><b>KEYBOARD INSTRUMENTS:</b> Covers are on. Appropriate mallets are in the attached bags; extra &amp; unmatched Mallets are returned to the proper spots. There is nothing left on top of the instruments.</p>		
<p><b>AUXILIARIES (Small Percussion Instruments):</b> All such equipment (WB, CB, Tamb., etc.) is put away in its proper spot in the cabinet. Nothing is left in plain sight, especially on weekends and just before long vacations.</p>		
<p><b>STICKS &amp; MALLETS:</b> All sticks &amp; mallets are in their proper drawers, and the drawers are clean &amp; organized. On Fridays &amp; before long vacations, all Mallet bags are removed from instruments and are LOCKED away.</p>		
<p><b>FOLDERS:</b> All <u>Concert</u> music is replaced in the folders (in an orderly way) and folders are put back in the folder cabinet.</p>		
<p><b>MARCHING INSTRUMENTS and their Carriers/Stands:</b> All such equipment is put in the appropriate spot. Head tensions, hardware, music holders, etc., have all been checked and are in good shape. Also ~ <b>THE FLOOR</b> There are no papers, music, nor pieces of equipment on the floor; anything on the floor has been put in its proper place.</p>		
<p><b>GENERAL HOUSEKEEPING:</b> Music stands and chairs are organized neatly (including the days when they should be <i>stacked</i>).</p>		

**Note to Band Directors: I adjust this chart each year so it has the right number of tasks (one for every student).**