

Marching Band Uniform Turn-In Night Preparations and Procedures

Marching Band Uniform Turn-In Night is typically scheduled on a weeknight, 6:00-8:00 PM, in early November soon after Marching Band Concert & Awards Night

Uniform Turn-In Night will be posted on the Announcement page and included on the Calendar found on the Home page of this website near the end of the Marching Band Season.

*ALL Marching Band Members need to make sure they turn in uniforms on this date.
A specific time will not be assigned so please be patient if there is a line.*

All Marching Band Uniform items and accessories that belong to Lakota East High School will be returned so that the Uniform Coordinator and volunteers may inventory the items before Winter Break

For any questions or conflicts regarding Marching Band Uniform Turn-In Night, please send a message to the Lakota East Upbeat Club Uniform Chairperson at leuc@lakotaeastbands.org.

Preparations for Uniform Turn-In Night

The uniform items below will need to be prepared at least three days prior to Turn-In Night

- Wash the Marching Band Parka – at least two days is needed for it to air dry
 - Remove name tag, empty pockets, unzip, and turn-inside out before washing
 - Machine wash the parka by itself only using *warm or cold* water and detergent; do not use detergents with chlorine nor fabric softeners
 - Use the spin cycle twice to remove excess water
 - Hang inside out to **AIR DRY** allowing two (2) days to completely dry; turn parka right side out on the 2nd day and reattach name tag
 - Be certain the parka, inside and outside, and pockets are **completely** dry before returning
 - **Please have parka front zipped up and hood unzipped**

- Bring the Gauntlets in a clean, gallon-sized, plastic bag; please keep the bag unsealed so air can circulate; no cleaning necessary

- Clean the Marching Band Hat
 - *The hat must be **completely** dry before returning it to its proper place in the hat box*
 - Use Lysol Disinfectant Wipes OR use a spray cleaner and a paper towel by spraying the cleaner onto the paper towel (**never spray the cleaner directly on the hat!**)
 - Wipe the outside and inside of the hat being careful not to get paper towel pieces in the Velcro strips when cleaning; carefully remove anything that sticks to the Velcro
 - Wipe and shine the mirrored brim and triangle
 - Undo the chin strap and clean it well.
 - The outside black parts of the hat may be shined when it becomes dull using a product such as Armor All Original Protectant (used for car's vinyl surfaces)
 - Use a dry paper towel or allow the hat to completely air dry before returning the hat to its proper place in the hat box.

- Clean the Marching Band Hat Box
 - *The hat box must be **completely** dry before returning it to its proper place in the equipment bag*
 - Use spray cleaner and paper towels to clean the inside and outside of the hat box
 - Hat boxes must be cleaned and dried thoroughly before Uniform Turn-In Night
 - Leave your name on the hat box as you will be issued the same hat box next season

Procedures for Marching Band Uniform Turn-In Night

The Turn-In Process will move much more quickly if you have prepared the items as indicated above. Follow the steps outlined below for Turn-In Night. All items will be inspected at turn-in.

Keep at Home

Clean all items listed below before storing them so they will be in good condition for next year. Store them at your home in a place you can easily find them next season!

- Berets (Sousaphones)
- Marching Band Equipment Bag
- Gloves: Keep or throw away. You will receive two new pairs next season.
- Marching Band Shoes: Make sure your name is written legibly inside the shoes with a black Sharpie
- *Marching Band Shorts
- *Current Season's Show Shirt

*Please Note: Veteran Marchers will wear this season's Show Shirt and Marching Band Shorts for the Liberty Twp. 4th of July Parade. If the shorts no longer fit properly, contact the Uniform Chairperson to place an order.

Turn-In Process

1. Enter the Band Room and check in your **parka**; Place the parka in the correct bag just like you do for your uniform; The parka should be clean and dry with the front zipped up and the hood unzipped
2. Turn-In the **gauntlets** at the table near the Band Room Door; A Uniform Volunteer will check the number on the gauntlets to be certain you are turning in the pair originally assigned to you; Gauntlets should be in a clean, gallon-sized baggie
3. Proceed to the back hallway toward the Jazz Band Room with your **hat in the hat box**; A Uniform Volunteer will check to be certain the hat and hat box are clean and that you are turning in the items assigned to you
 - If you have cleaned your hat and hat box correctly, you are free to go!
 - If either the hat or hat box is not clean, you will go to the cleaning tables to clean them

Missing or Damaged Uniform Items

Please remember that any missing or damaged uniform parts will be charged to you. You will be notified as soon as inventory is completed if this applies to you.