

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities related to the business.

2. It is essential to ensure that all financial data is properly documented and organized for easy access and review.

3. Regular audits and reconciliations should be performed to identify any discrepancies or errors in the records.

4. The use of reliable accounting software can significantly streamline the record-keeping process and reduce the risk of human error.

5. It is also important to establish clear policies and procedures regarding record retention and disposal to ensure compliance with applicable laws and regulations.

6. Finally, maintaining accurate records is crucial for providing transparency and accountability to stakeholders and investors.

7. By following these guidelines, businesses can ensure that their financial records are accurate, complete, and reliable.

8. This document serves as a comprehensive guide for businesses looking to improve their record-keeping practices.

9. For more information on best practices for record-keeping, please refer to the attached resources and contact our support team.

10. We are committed to providing you with the highest quality support and resources to help you succeed in your business.

Rules and Penalties

Time Limit

Bands will be allowed a total of 15 minutes on the field. This time includes warm-up, set-up, performance and clearing the field at the end of the show. It is important that the schedule be followed very closely and that the festival runs on time.

Entry - Exit Cadence

Play what you want as you exit the field. As you enter, please play taps and find the pulse of the band leaving the field.

Flammable Devices

No Fire or explosives.

Starting Gate

Bands need to be at the starting gate 10 minutes prior to their performance. Please be on time so that we can keep the schedule running smoothly.

Wireless PA Systems

Please do not use wireless PA systems during your warm ups. They may interfere with our stadium sound system.

Penalties

We are planning to run a smooth festival with no issuance of penalties.

Directions to Belleville East High School

From the West - Take Interstate 64 east to exit 16. Turn right and take Green Mount Road to Rt 161 (or Carlyle Ave). Turn right onto Rt. 161 and continue approximately 1 mile to Belleville East High School. Support vehicles stay on 161 and turn into the parking lot across from Shop n Save. You will be directed there. Buses turn right onto West Blvd. and turn into the parking lot to your left. You will be met by your guide at this time.

From the East - Take Interstate 64 west to exit 16. Turn left and take Green Mount Road to Rt 161 (or Carlyle Ave). Turn right onto Rt. 161 and continue approximately 1 mile to Belleville East High School. Support vehicles stay on 161 and turn into the parking lot across from Shop n Save. You will be directed there. Buses turn right onto West Blvd. and turn into the parking lot to your left. You will be met by your guide at this time.

Directions to O'Fallon from Belleville East - Take 161 east (left) and turn left on Green Mount Road. Turn right on Frank Scott Parkway. Turn left as Frank Scott Parkway comes to a "T". Turn right on highway 50 and travel until you see Smiley. Turn left and you will see O'Fallon High School.

Upon Your Arrival - You will be greeted at your buses by your band guides. Your students will then be issued wrist bands that must be worn for entry into the stadium. Your band guides will be assisting until your performance is completed. If you need anything (like a drummer forgets sticks or a mellophone player forgetting a mouthpiece) just let one of the guides know and we will try to accommodate you.

Concessions - Concessions will be available from the beginning of the festival through the end of the performances. The concession stands will be located at the south end of the stadium complex. There are several fast food options available across the street. However, this festival is a fundraiser for our band program. We encourage you and your students to support our concession stand.

Student Seating - Please ask your students to sit in the away bleachers after their band performs to watch the rest of the bands. We need to leave the main bleachers to the paying attendees (your parents).

Inclimate Weather - In case weather does not allow us to have our festival outdoors, we will move it into the gymnasium and give comments on music and guardwork (if possible). The show will go on - rain or shine.

Field Information

Hash Marks - Standard high school hash marks

Yard Markers - Upright yard markers are on both sides of the field.

Field Entry - Enter the performance area from the north east side of the field.

Field Exit - You may exit the performance area to the south east side of the field. (To the right as the band looks at the stands.)

AC Outlets - A four outlet electrical box will be located at the 50 yard line.

Golf Carts and Tractors - Golf carts and tractors will not be permitted beyond the gate to the field. We will have a crew ready to assist you with your needs.

Pit Crew - Bands are permitted to have five parents serving as pit crew.

General Information

Admission - Admission for the Belleville East Marching Invitational is as follows:

\$5.00 for adults

\$3.00 for seniors

\$3.00 for students

Free for children under 5

Warm Up - You will have access to a lined warm up field (for 15 minutes) 30 minutes prior to your performance. You may or may not use this field at your discretion. Other than your scheduled warm up time, your band may warm up anywhere on campus. We just ask that you be courteous to other directors and bands and warm up facing away from the stadium and with a building between your band and stadium. As you see the map of the campus, you will see quite a few places for warm up.

Ready Gate - Your band should be at the ready gate 10 minutes prior to your performance.

Parking - Due to construction, your support vehicles will need to park with your buses in the main lot off of West Blvd. The advantage is that your front ensemble/ drum line can warm up as they wish and that your equipment trailers will be next to your buses for easy access. Spectators will also be asked to park in our main parking lot off of West Blvd. Belleville East parents will be available to assist you in any way they can, especially to and from the field.

Water - Water will be available for every band immediately after your performance on the south end of the track as you exit the field.

Changing Facilities - We are sorry but there will be no changing facilities available for today's contest however, a portable restroom will be available on our parking lot.

Programs - will be available for \$2 as you enter the stadium.

Band Classifications - Bands have been divided into three classes by band size.

Awards - Placing trophies will be given in each class. Caption awards will also go to the most outstanding music, visual, percussion, and auxiliary units in each class. The band with the highest score regardless of class will be crowned grand champion. In addition, one band will receive the Leroy Kirsch crowd appeal trophy to be determined by randomly chosen members of our audience. Please instruct your **drum majors** (in uniform) to meet at the water table at the south end of the track during the exhibition performance by Belleville East to prepare for the awards presentation.



Performance Schedule

School	Warm Up	Ready Gate	Performance
Star Spangled Banner			10:15
De Soto (A)	10:00-10:15	10:20	10:30
Northwest (A)	10:15-10:30	10:35	10:45
Salem (A)	10:30-10:45	10:50	11:00
Waterloo (A)	10:45-11:00	11:05	11:15
Wesclin (A)	11:00-11:15	11:20	11:30
Fort Zumwalt South (A)	11:15-11:30	11:35	11:45
Break			12:00
Staunton (AA)	11:45-12:00	12:05	12:15
Francis Howell North (AA)	12:00-12:15	12:20	12:30
Highland (AA)	12:15-12:30	12:35	12:45
Mater Dei (AA)	12:30-12:45	12:50	1:00
Newton (AA)	12:45-1:00	1:05	1:15
Mehlville (AA)	1:00-1:15	1:20	1:30
Granite City (AA)	1:15-1:30	1:35	1:45
Break			2:00
Hickman (AAA)	1:45-2:00	2:05	2:15
Francis Howell (AAA)	2:00-2:15	2:20	2:30
Rockwood Summit (AAA)	2:15-2:30	2:35	2:45
Alton (AAA)	2:30-2:45	2:50	3:00
Edwardsville (AAA)	2:45-3:00	3:05	3:15
Belleville East Marching Lancers (exh)			3:30
Awards			3:45

Please Note: The Warm Up listed above is intended to be the field warm up or physical warm up. You may warm up musically at your discretion. Just a reminder – As you warm up musically, please make sure that you face away from the stadium and make sure that a building is between your band and the stadium.

Schedule for Belleville East
Belleville, IL
Saturday, September 12, 2009

7:00am	Arrive NHS, load, change into uniform
8:00am	Leave for Belleville
9:00am	Arrive Belleville, unload prepare for warm-ups
10:00am	Leave for warm-up area
10:15am	Warm-up area
10:35am	At the ready gate
10:45am	Performance
3:45pm	Awards
4:15pm	Leave for NHS
5:30pm	Arrive NHS, unload, dismiss.

***Great music is that which penetrates the ear
with facility and leaves the
memory with difficulty. Magical
music never leaves the memory.***

Sir Thomas Beecham

We will Have a Great Day!!!