

Managers Daily Routine

1. Take roll for your squad.
2. Give your absence report to Julie. Keep your roll sheet until Friday...give it to Julie after roll call on Friday.
3. Check for items around the room that can be put back up...costumes, paper, etc.
 - a. T.V. should be put back everyday
 - b. All trash around the room should be picked up
 - c. If signs have fallen down, tape them back up
 - d. If costumes are left out, hang them back in the appropriate spot
 - e.
4. Ask Mrs. Watassek, Mrs. Foust, and/or Ms. Perello if there is anything that needs to be done.
5. Run music for class. Monday – Evelyn; Tuesday – Cyntoya; Wednesday – Brenna; Thursday – Shaunda; Friday – Katy; Holly fill in if someone is absent

Daily Team Rehearsal Routine

1. Get music for that particular routine set and ready...run music as needed.
2. Finish daily jobs that were not completed in class.
3. Work on costume numbering and sorting as indicated for Thursday evening rehearsals.

Thursday Evening Rehearsal Routine

1. Arrive on time and check roll. We are in the girl's gym on Thursday nights.
2. Bring silver sound system down to the gym with the contest music. Each week, one person will be responsible for staying in the gym to run music. This person will most likely have paperwork to occupy time while not running music. I EXPECT you to rotate who does this job.
3. Bring down poms for practice.
4. All costumes for this contest season need to be assigned by number and sorted by person...this will take several days. Each person will be required to turn in a labeled box to you by Monday of next week...it must have their name somewhere on the box. Their costumes will be placed inside their box and kept neatly stored in the second closet. Contest Novelty costumes must be sorted by Wednesday, February 4. All costumes must be numbered and sorted by Monday, February 9.
5. Help parents with any costume repairs that need to be done.
6. Make sure the medical kit is stocked for contest.
7. Meet downstairs in the girl's gym for the last 15 minutes of rehearsal.
8. Put poms back in the appropriate place.
9. Return sound system and contest music to room.
10. DO NOT LEAVE until I have dismissed everyone...you are part of the team just like the next person.