

Document: Enloe Front Line Crew Procedures

Historical Dates:

- 12/3/2016 – updated items for multiple podiums and other changes
- 9/27/2014 – added new location of Trailer and 2014 diagram
- 9/23/2013 – added 2013 diagram and clarified trash can locations
- 8/18/2013 – renamed org from Pit, specified platform shelf bolt connections
- 12/5/2012 – initial creation

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Thank you for volunteering to help our band!

The Enloe Marching Band Front Line Crew is responsible for ensuring that the band instruments and front line equipment are set up on the field for football games and band competitions. We shuttle the equipment to and from the field using a Gator ATV and a Trailer. When we go to competitions, we rent a truck in which we haul everything. So being a member of Pit Crew means hands-on moving and transporting everything for the band events. The work isn't difficult, but we must work quickly to get the band set up on the field and then take everything back off the field when the performance is over.

Our mission is to support the kids and make them successful. We work for them and allow them to lead whenever possible.

It is fun work and gets you right up close to the action. Each event requires various roles and numbers of participants, so all help is appreciated and welcome. It is lots of fun!

The different events we help out at are (number of members involved):

- **Football Fridays (8)** – (1) Gator Driver and (7) Front Line Crew Volunteers
- **Saturday Band Competitions (8)** – (1) Truck Driver, (1) Gator Driver, and (6) Front Line Crew Volunteers
- **Holiday Parades (6)** – (6) Front Line Crew Volunteers (Gator and Truck are not used)
- **Middle School Band Tour (7)** - (1) Truck Driver and (6) Front Line Crew Volunteers (Gator and Trailer are not used)

General Roles involve:

- **Gator Driver** – Pick up Gator, load up Trailer, drive Gator during event, and return Gator and Trailer after the event.
- **Truck Driver** – Pick up Budget rental truck, drive to/from event, and refuel (reimbursed) and return truck.
- **Front Line Crew Volunteer** - Help move instruments and equipment before and after performance. Assist band leadership as needed.

The Band Trailer is tandem axle and requires a Class 3 hitch with a 2 inch ball, and a 7 pin trailer connector to safely tow.

What follows are general procedures for the Front Line Crew to follow for the various events.

Football Fridays (8 involved) – (1) Gator Driver and (7) Front Line Crew Volunteers

Gator Driver:

4 Keys needed: Gator Key (square black grip), Shed Key (bronze round small 1), Gate Key (bronze round small 2), and Reese hitch lock key (silver roundish small)

Start by 5:15 PM for 7:00 PM HOME games (we aim to have the trailer moved by 5:30 PM)

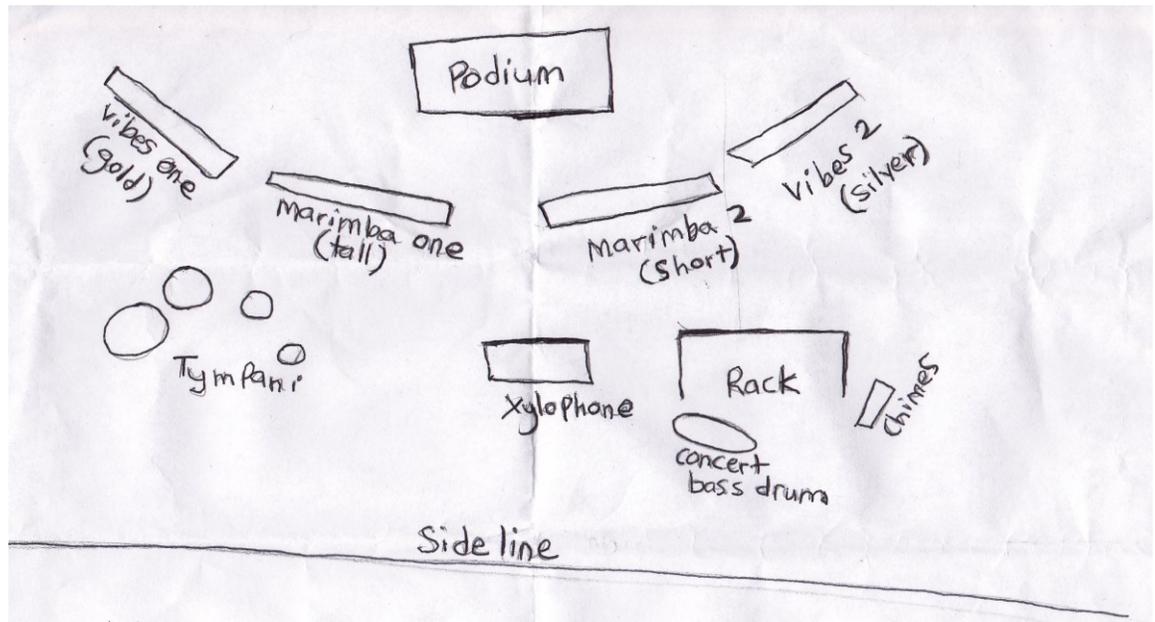
1. Get Gator from the Shed at the baseball field – Make sure the Gator has plenty of gas (**unleaded only**) and reasonable air pressure in tires.
2. Place Podium(s) from Shed in Gator (legs sticking out the back, platform part in Gator bed). Place any needed Ladder(s) and two Collapsible Trash Cans in the Gator around the Podium(s).
3. Lock up the Shed and the Back Fence Gate above Shed.
4. Drive to stadium and drop the main Podium in the stadium on the grass sideways vertically against the front of bleachers (don't setup yet). Drop off the Ladder by the front 50-yard line next to the fence to use for the National Anthem conductor. Drop off any second podium out of the way and the Collapsible Trash Cans as well.
5. Pick up the Pit Trailer underneath of the scoreboard of the stadium. Preferably, this is being done by 5:30 PM *before* the AWAY team busses arrive into the stadium.
6. Unlock and store the hitch lock to a horizontal frame of the Trailer if the hitch is locked by using the Reese hitch lock key.
7. Drive the Gator with the hitched Trailer back to the school. Try to back the Trailer and Gator onto the Bandroom Porch sidewalk in front of the steps as you are able to in order to best load the equipment. The other side of the awning walkway by the handicapped spaces can also be used to pick up the equipment if those items are already out over there.



Gator Driver and full Front Line Crew at the school

8. Load the refreshment coolers, folding table, and snack bin in the back of the Gator (ready at 6:10 PM at top of ramp by lobby doors)

9. Load the Medical Kit in the Gator
10. Get the Skirt(s) for the Podium(s) from the uniform racks and place in back of Gator
11. Assist kids with loading front line equipment onto Trailer. Keep in mind the ordering of the equipment from the Front Line leadership. The 2014 Front Line Ensemble Setup on the field looked like this:



12. Check for tenor stands
13. Check for mallet box
14. Check for flip folders/music



15. **Front Line Crew Leader** will get the Front Line Crew stadium entrance passes from Mr. Hunter and distribute (count the number issued)

16. **1 Front Line Crew Member** should precede the band to the football field end zone gate with the key to the gate to unlock and open it before the band arrives.
17. As an optional part of the preceding step, **4 Front Line Crew Members** are needed to walk and guide each of the Marimbas to the field (2 people per Marimba). Other vibes or instruments with wheels may be needed for this step depending on the amount of other non-wheeled instruments that need to go into the trailer.
18. The **Gator Driver** should keep the key to the Gator and wait for the band to step off and march to the field. Follow behind at a distance.
**** Warning:** the loaded Trailer makes for very long stopping distances, especially going down hill
19. **Gator Driver** to park the Gator along the side of the end zone lot so the Gator is not blocking other vehicles entering
20. Unload the refreshment coolers and items and move to the fence grassy area and underneath the scoreboard out of the way. Don't set up yet as the visitors have to travel through this area.

Stop and enjoy the pre-game!

21. **Front Line Crew Member** unloads the tenor stands and flip folder basket (place in the front row of bleachers).
22. Once the band has returned to the stands, **2 Front Line Crew Members** will setup the Podium in front of the bleachers (setup so the wide part is along the railing to make it possible for people to walk between it and the fence). Center it over the white drain hole in the retaining wall.

Enjoy the first half and listen to our awesome stand tunes!

23. When the band leaves the stands (**about 5 minutes remaining in the first half**), head down to the end zone to get ready for the show move.
24. **Front Line Crew Leader** to assign many people as podium(s) as **Podium Prime(s)** to move and setup the Podium(s) for halftime. They can go ahead and fold it and move it to just inside the gate at the 40 yard line, leaned up against the wall until the team leaves the field for half time. Have another person move the Ladder to the opposite side of the field.
25. Have the Gator and rolling equipment positioned to enter the fence line as soon as the clock hits zero (before the visiting team clogs it up).
**** Warning:** the Trailer is much wider than the gator, watch clearance to the fence on both sides when entering the stadium.

As soon as the clock hits **0:00**:

Gator Driver:

26. Drive along the sideline, staying on the field side of the tented yard markers. Pull to the **far side 35 yard line** with the front of the Gator tires to stop to unload.

Podium Prime:

27. As soon as the team leaves, setup the Podium on the sidelines aligned with the appropriate yard line(s) with the steps towards the field and the other legs pressed up against the team bench at the fence. Pull the Podium Skirt from the back of the Gator and velcro it to the Podium. For one Podium, it typically would be set at the 50-yard line. Two Podiums would typically each be placed at the 40-yard lines.

Front Line Crew Members:

28. Pull the equipment off the Trailer as safely as possible and assist the kids in placing (they know where everything goes).
Note** You will need to lift the Vibes, Xylophone, and Marimbas when loading and unloading from the Trailer to avoid damaging the pedals on them.
29. Pull the covers from the equipment and place them in the back of the Gator.

Gator Driver:

30. Once everything is off the Trailer, the back of the Trailer is secured, and the OK is given, drive the Gator off the field to the far end zone. Go ahead and turn the Gator around so you are facing the field for the show and for quick pickup at the end.
Warning** When turning around in the far end zone make wide sweeping turns to avoid tearing the turf, especially when the field is wet.
31. As soon as the show ends and the band has formed their column to leave the field, drive on the field side of the band column to the **far side 35 yard line** with the front of the Gator tires to stop to load the equipment back onboard.
32. Start watching the scoreboard clock as the football team will usually return to the field with about **2 minutes remaining** and we need to be loaded and moving away about that time. Make sure the Podium Skirt gets into the rear of the Gator.

Podium Prime:

33. As soon as the drum major leaves the Podium(s), remove the Skirt and fold it up.
34. Collapse the main Podium and move it just outside the gate at the **40 yard line**, leaned up against the fence (band will be marching by on the way back to the stands). A second Podium if applicable can be loaded onto the trailer.
35. Place the Skirt in the rear of the Gator and help finish up any loading.
36. After the Gator has departed and the band has passed by inside the fence, then carry the Podium back to the position in front of the bleachers and setup again (wide side along the wall to allow people to walk around it).

Gator Driver:

37. Once you reach the end zone parking lot, make sure the covers have gotten back on the equipment.
38. Wait for a few minutes while snacks and drinks are served to the band.

39. As soon as this is done, we will take the Gator up to the building and unload the equipment into the west lobby along the left wall (the kids will put away at the end of the night).
40. Put the Podium Skirt back on the uniform rack at this time if there is school access.

41. As soon as the equipment is unloaded, drive the Trailer back to the stadium and park it out of the way of other items under the scoreboard.
42. Remove the hitch lock from the horizontal frame of the Trailer and lock it to the hitch coupler to prevent theft.

43. Once snacks have ended you can load the refreshment supplies up and take them back to the top of the ramp by the west lobby. Leave the trash bags until the end.

44. **Front Line Crew Leader** - now is a great time to collect all the stadium entrance passes (count and make sure you have them all)

45. At the end of the game, load the Podium(s), tenor drum stands, flip folders, Ladder, and trash/recycling bags onto the Gator. If the band plans on practicing in the stadium the following day, then perhaps the Podium(s) and Ladder will remain down at the field.
46. Drop the tenor stands and flip folder basket at the top of the ramp by the west lobby, then proceed along the back of the school to the dumpsters and recycling bins to drop the bags.
47. Finally, put the Podium(s), Ladder, and folding trash cans back in the Shed, and then the Gator.
48. Lock up the Shed
49. Lock up the Back Fence Gate above Shed
50. Return the keys to the **Front Line Crew Leader**. You are done!

51. **Front Line Crew Leader** – Give the stadium entrance passes back to Mr. Hunter and THANKS!

Notes:

- Never allow the Trailer to be loaded or unloaded unless connected to the Gator – It can tip up and hurt people or damage equipment.
- Always check that the Trailer hitch is down and locked, with safety pin in place before moving. There was an incident a few years back where the Trailer came off the hitch because it was not latched and we dug a trench in the football field with the Trailer tongue (not a way to make friends).
- On nights where there is any moisture, the ramp on the Trailer can get VERY slippery. Please be careful and remind kids to do the same.

- Never leave the end zone lot gate unlocked, even for a moment while going in and out, unless you have someone that can stand guard.

Saturday Band Competitions (8 involved) – (1) Truck Driver, (1) Gator Driver, and (6) Front Line Crew Volunteers

Budget Truck Related

Enloe Budget Account info: 56000131241

Budget Location: 2004 Brentwood Road, Raleigh, NC 27604

Brentwood Road Phone: 1-919-872-2200

Reservation Number to change locations: 1-919-790-8635, option 2 (commercial accounts)

Budget Contact Info: 1-888-633-3875

Budget Truck: 24 foot diesel truck with a ramp

Truck Driver:

1. Enloe has an account with Budget, so the only thing needed to pick up the Truck is a driver's license (no payment is needed as Enloe is directly billed per above).
2. **By Tuesday of the week of the Competition**, contact Budget to specify the location to pick up the Truck and get the reservation number for that week.
3. Pick up the Truck either Friday evening or Saturday AM of the Competition if there is sufficient time to do so before the Truck is needed at Enloe. Request to park your vehicle at the location (there should be room).
4. At the Enloe school arrival time, drive the Truck over to the Back Fence above Shed to get the Second Floor Platform.

Gator Driver:

4 Keys needed: Gator Key (square black grip), Shed Key (bronze round small 1), Gate Key (bronze round small 2), and Reese hitch lock key (silver roundish small)

AM Prep

5. Get Gator from the Shed at the baseball field – Make sure the Gator has plenty of gas (**unleaded only**) and reasonable air pressure in tires.
6. Place Podium(s) from Shed in Gator (legs sticking out the back, platform part in Gator bed). Place Ladder and 2 Collapsible Trash Cans in the Gator around Podium.
7. Lock up the Shed and the Back Fence Gate above Shed.
8. Drive Gator and items up to Bandroom Porch
9. Check with Competition Band Parents regarding Coolers etc.
10. Check in with Mr. Hunter
11. Drive Gator with Podium(s), Ladder, Collapsible Trash Cans, Snacks and Drinks (depends on schedule), and Medical Kit to the field of practice.
12. Kids may move Pit equipment to practice field (depends on schedule) – No Gator/Trailer is required
13. Help with Lunch Prep as needed
14. Move Pit equipment

15. Transport Podium(s), and Medical Kit on the Gator to the Bandroom Porch.
16. Leave Podium(s), Coolers, and Medical Kits at the Bandroom Porch
17. Drive Gator to the football practice field (behind the east building) and pickup the Pit Trailer.
18. Unlock and store the hitch lock to a horizontal frame of the Trailer if the hitch is locked by using the Reese hitch lock key.
19. Go back up the hill to exit out of the same gate you just entered.
**** Warning:** Be careful of the narrow gate, the Trailer is a lot wider than the Gator. When going up the hill to exit, keep to the left and have the left wheel on the grass in order to best avoid hitting the narrow gate.
20. Leave the gate open or closed as you found it (most times it is unlocked).
21. Drive the Gator with the hitched Trailer back to the school.
22. Park the Gator over by the Tow Vehicle that will tow the Gator to the Competition.
23. Transfer the Trailer hitched to the Gator to the Tow Vehicle.
24. Once the Trailer is fully hitched on the Tow Vehicle, drive the Gator onto the Trailer and secure it tightly with the tie ropes.

Full Front Line Crew at the school at the Enloe arrival time:

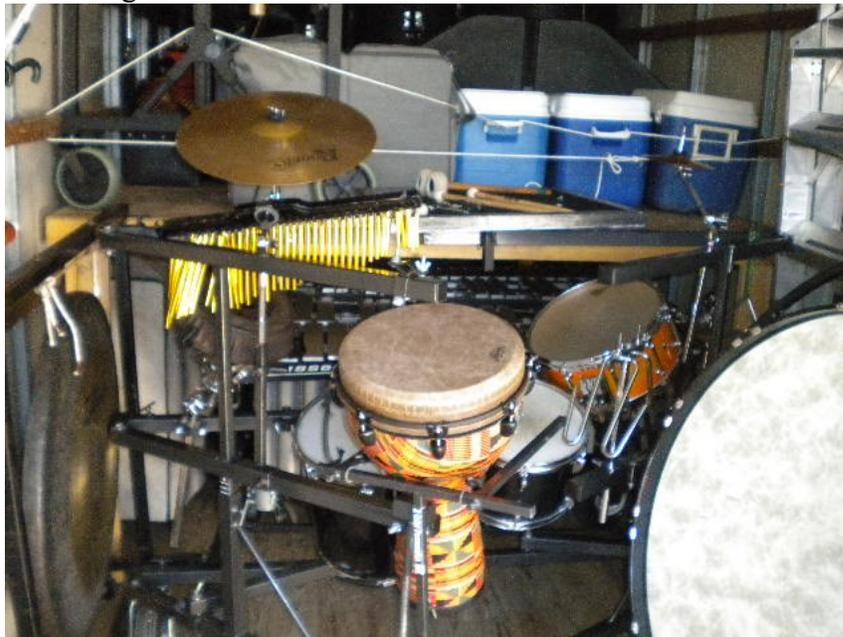
25. After the Gator and Podium are removed from the Shed, get the A, B, and C Second Floor Platform, [A-C]1-4 legs (12 total), and associated hardware from the Shed. Move the equipment up to the Truck area and assemble the Second Floor Platform in the Truck with A, then B, then C in the storage area of the Truck. **Note:** use the short bolts for the legs of the platform shelves, use the long bolts (marked with black Sharpies on the bolt heads to secure the platform shelves to each other (A to B, B to C). Platforms can be best assembled upside down and then flipped over 180 degrees once all 4 legs are in place.
26. Once the Second Floor Platform is assembled, drive the Truck over to the school and back up the Truck onto the Bandroom Porch sidewalk in front of the steps as you are able to in order to best load the equipment.
27. Pack the Marimbas underneath the Second Floor Platform. Gently place other loose Drums and misc items securely around the Marimbas so that the smaller items stay in position during transit as seen below:



28. Pack the Sousaphone Tubas, Trumpets, and Drums from the Drumline on the top section of the Second Floor Platform.
29. Pack the smaller instruments in cases as neatly as possible stacked as high as possible on the top section of the Second Floor Platform.



30. Using **4 Front Line Crew Members** on the Truck, and at least 1 person on the Second Floor Platform (for guiding purposes), lift the Xylophone(s) or small Marimba(s) onto the Second Floor Platform next (if applicable). Lock the wheels into place.
31. Finally take the coolers going to the Competition and place them on top of the Second Floor Platform buffering the other instruments from falling off. Use rope and bungee cords to tie the coolers together and to the Xylophone to prevent items from falling during transit.
32. Fill the remaining front line instruments on the bottom floor of the Truck.



33. Mount the Drumline harnesses to the side of the Truck along the side wood mounts.

34. Place the Podium(s) and Ladder up against the side of the Truck as well and secure it tightly with bungee cords if there is room. If there is not room, these items can go on the Trailer with the Gator.
35. Load all Uniform Racks to the rear middle of the Truck (if applicable for the trip)
36. Verify the Podium Skirt is included with the Uniforms
37. Load Food and Snacks
38. Load Collapsible Trash Cans and Bags
39. Ramp Up
40. Lock Door to Truck
41. Verify Medical Kit is loaded on Bus
42. Follow Buses to the Competition

43. Move the Medical Kit from Bus to Truck
44. Ramp Down
45. Unload Snacks and Uniforms, then Pit, then Drumline, then Instruments
46. **Front Line Crew Leader** checks in with Competition Host
47. **Front Line Crew Leader** arranges for Trailers
48. **Front Line Crew Leader** checks in with Mr. Hunter
49. **Front Line Crew Leader** distributes Competition Passes
50. Put Empty Cases back on Truck
51. Put Uniform Racks on Truck
52. **Front Line Crew Leader** to Distribute Pit Diagrams (page 3 of this document)
53. **Front Line Crew Leader** Split Front Line Crew into Teams
54. **Front Line Crew Leader** explains Competition Rules (Timing, Field, etc)
55. Load Pit on Trailers
56. Travel with Pit to Field either on the Gator or on the Trailer itself



57. Place Pit on Field according to Diagram (page 3 of this document). Do NOT overstep onto the Field (starting the clock).
58. After Performance, Load Pit on Trailers
59. Return to Truck

60. Unload Pit from Trailers
61. Unload Cases
62. Unload Medical Kit (must travel on bus with kids)
63. Load Pit on Truck
64. Load Cases once students return and fill with instruments
65. Load Uniform Racks

66. Verify Podium Skirt with Uniforms
67. Get Snack
68. Load Snacks
69. Door Down and Lock Truck

70. Back to Competition for Large Bands and Awards

71. Return to Truck
72. Verify the Medical Kit is on Bus
73. Ramp Up and Lock Truck Door

74. Back to Enloe
75. Unload Snacks, then Uniform Racks, then Instruments
76. Disassemble Second Floor
77. Podium(s) and Ladder on Truck
78. Collapsible Trash Cans and Bags on Truck (no food trash left in lobby trashcans)
79. Front Line Crew and Truck Box on Truck
80. Ramp Up

81. Truck to Back Fence above Shed
82. Unlock Shed
83. Gator to Truck
84. Second Floor to Shed
85. Podium(s), Collapsible Trash Cans, and Bags to Shed
86. Gator in Shed
87. Lock up the Shed and the Back Fence Gate above Shed

Truck Driver:

88. Clean out Truck
89. Fuel Truck (**use diesel only!**)
90. Return Truck
91. Get reimbursement form from web site and send with fuel receipt to treasurer.

Thank You!

Holiday Parades (6) Front Line Crew Volunteers involved (Gator and Truck are not used)

Tow Vehicle Driver

1 Key needed: Reese hitch lock key (silver roundish small)

1. Driver of the Tow Vehicle goes to the football field and picks up the Trailer under the scoreboard.
2. Unlock and store the hitch lock to a horizontal frame of the Trailer if the hitch is locked by using the Reese hitch lock key.
3. Leave the gate open or closed as you found it.
4. Drive the Tow Vehicle with the hitched Trailer back to the school.
5. Back up the Tow Vehicle and Trailer onto the Bandroom Porch sidewalk in front of the steps as you are able to in order to best load the equipment.

Full Front Line Crew at the school at the Enloe arrival time:

6. Get the Enloe Banner and Banner Support Hardware from the uniform closet (black bag and clear flat container) and fully assemble each together at the school. A hex key is required and should be in the black bag. It should look like this once completed:



(NOTE: after the first parade, the banner should already be fully assembled, and will be only disassembled after the final parade of the season)

7. Pack the 3 Sousaphone Tubas first around the front of the Trailer to seal off the gaps and ensure the smaller instruments that go in the middle of the Trailer will not fall off.
8. Pack the Drums from the Drumline and other large instrument cases also around the edges of the Trailer.
9. Pack the smaller instruments in cases as neatly as possible in the middle of the Trailer.
10. Place the Drumline harnesses in the middle of the Trailer around instruments so that they are secure and will not move during transport.



11. Secure the back of the Trailer and follow the band to the parade location. Take a bus (preferred, if there is room) or carpool (parade parking space is often limited).
12. Assist with the unloading of the instruments at the parade arrival meeting place if able to.
- 13. Tow Vehicle Driver** to move the Tow Vehicle and Trailer to end of route for pickup
14. Have a few **Front Line Crew members** follow at the end of the parade to assist if any of the Drum sticks or other items are accidentally dropped during the parade.
15. Assist with the loading of the instruments at the parade departure meeting place if able to.
16. Meet and unload the Trailer at the school after the performance.
17. **Disassemble the banner only after the final parade:** remove the banner from the metal banner support hardware, and put all packed items back into the band room.

Tow Vehicle Driver:

18. As soon as the equipment is unloaded, drive the Trailer back to the football field and park it under the scoreboard.
19. Remove the hitch lock from the horizontal frame of the Trailer and lock it to the hitch coupler to prevent theft.
20. Leave the gate open or closed as you found it (most times it is unlocked).

Thank You!

Middle School Band Tour (7 involved) - (1) Truck Driver and (6) Front Line Crew Volunteers (Gator and Trailer are not used)

Truck Driver:

1. Follow same set-up instructions with Budget as is done with **Saturday Band Competitions** (see page 8 of this document).
2. Arrive at Enloe **the evening before the Tour** in order to set up the Platforms in the Truck and load up the Truck with Instruments with **Front Line Crew Volunteers** (see pages 9-10 of this document for details).
3. The Podium and Gator are not needed from the Shed.
4. Drive the Truck to your residence and ensure it is securely locked for the night.
5. Drive the Truck back to Enloe the **morning of the Tour** to arrive at the time the Band needs to arrive.

Full Front Line Crew at the school at the Enloe arrival time:

6. Load any Food and Snacks (as applicable)
7. Load Collapsible Trash Cans and Bags (as applicable)
8. Band members will be wearing their uniforms on the Buses so Uniform Racks are not needed to be loaded onto the Truck.
9. Ramp Up
10. Lock Door to Truck
11. Verify Medical Kit is loaded on Bus
12. Pit
13. Follow Buses to the first school
14. There is not much pre and post prep time at each school, so the equipment needs to be very quickly and carefully unloaded and reloaded at the school.
15. Follow the Buses to each of the next schools on the itinerary and repeat the same unloading and reloading procedure each time.
16. Once back at Enloe, unload the Truck as is described for **Saturday Band Competitions** (page 12 of this document)

Truck Driver:

17. Clean out Truck
18. Fuel Truck (**use diesel only!**)
19. Return Truck
20. Get reimbursement form from web site and send with fuel receipt to treasurer.

Thank You!