



A work plan

A work plan is a useful way to set out the key tasks that need doing and when they need to be done by. A work plan will enable you to find ways to absorb peak periods of activity in the lead up to carnival time.

Setting a number of milestones will allow you to focus your efforts on achieving the most important things that have to be done if your project is to be a success.

Milestones might include setting dates for conclusion of costume research and design; completion of costume prototypes; finalised musical content; start and finish of rehearsal period; costume fittings and final run-through.

Think about what you need – people, equipment, materials, money - and how to manage each resource in order to get the band ready for the tour.

Break down areas of work into layered and detailed lists of all of the things that need to be achieved, how they will be done and who will do each task. Often this method of planning is best presented as a diagram or graph.

Be prepared for the mad hectic rush just before carnival! You'll need to schedule that time into your planning and have everyone ready to 'jump-in' at a moments notice.

Costume preparation

You should aim to have the band's costumes ready for fittings and amendments before the first event. A dress rehearsal a week or so the first performance is advisable to check and make sure that your costumes are robust enough to be performed on the road and are not too heavy for the performers. In addition, you have to think about where and how costumes will be transported to carnival.

The dance and movement rehearsal period normally runs in tandem with the costume making period. Most carnival bands will meet on a regular basis during the year (1 or 2 times a week) to devise and



rehearse for carnival. This becomes more regular as carnival time approaches!

You should allocate roles and responsibilities to members of the band in the lead up to and during performances. This usually includes:

- the crew (for setting up and taking down equipment and gear)
- stewards whilst on the road
- chaperones for children, youngsters and older people
- health and safety representative
- people trained in or with experience of first-aid
- someone to purchase and store refreshments for the event

You should ensure any obligations that require band members to attend training courses are fulfilled. Many organisations, for instance, will arrange a health and safety briefing in the weeks before the event.

It is also useful to think about designating someone to represent the band on arrival and during the course of the day, for example to liaise with the event organisers, police and stewards.

Communication (lots of it!)

It is essential that there is lots of communication within a band. Most bands have regular management meetings to discuss 'business' matters. In addition, meetings on artistic planning, costume design and making should take place with your members.

Communication with members of the band is important because you have to make sure that everyone knows what's expected of them, what they have to do, where they have to be. The easiest method is through meetings and get-togethers. Many bands now communicate with their members by text, email and through a website. Methods such as publishing a regular newsletter is another effective way of keeping everyone aware of what's going on. In addition, a group or club manual can provide specific information or list FAQs which give guidance on expectations and how members can help make everything run smoothly.