

## **Heart of Texas Concert Band Music Guidelines**

\$25.00 Music Fee for unreturned/damaged envelope of music!

One of the assets of The Heart of Texas Concert Band is our music library. We are building the library every concert, and must have each envelope of music returned immediately after every concert.

Please follow these guidelines:

1. **Neatly** sign out the music envelope by the number with your name, no initials please.
  
2. If you cannot play the concert leave the music in the box after rehearsal, we may need it for future rehearsals.  
You may be asked not to play the final 2 rehearsals before the concert for balance reasons.
  
3. If you are playing the next concert, and returning for the rehearsals, you may take the music home to practice.
  
4. **Do not deface the music by excessive, or dark pencil marks, highlighters, water stains, or footprints.**  
**Never use ink, red pencil, tape or hole punchers on the music.**  
Make your own copies if you must use these methods of reminder.
  
5. Return the music before the concert if your plans change, and you cannot play the concert. We may need it for the concert.
  
6. *Put your music in playlist order after the concert*, and **Return** the music immediately after the concert at the concert site to your section librarian, who will put the envelopes in numerical order within the Woodwinds or Brass/Percussion Box (look for the green boxes)

Please leave this paper in the music envelope for future use.