

WELCOME

From the Director:

You are welcomed into the Marching Cougars. Your contributions are eagerly awaited and anticipated. Please note that the success of this year's marching band relies on your energy, enthusiasm and preparedness. You came from a variety of backgrounds and diverse degrees of musical experience. We wish for you and the entire band the best experience that we can collectively contribute to create. That is why this handbook has been created, to serve as an operational guide for students, parents, boosters, and the band director.

This handbook is a systematic approach to the teaching and organization of the marching band and is designed to help avoid costly delays and loss of time due to a lack of awareness of policy and procedures. Whenever questions arise, please consult the handbook. If your question is not answered feel free to contact the band office at 980.343.5284 X251 or email me at robert.carrington@cms.k12.nc.us. Please keep this handbook with other handouts that involve band activities for easy reference.

Congratulations for making the BEST choice and becoming a Vance High School Marching Cougar. I look forward to working with you to create an amazing year.

Robert Carrington
Director of Bands

PURPOSE OF MARCHING BAND

The Vance High School Marching Band is an organization that is comprised of talented students from the student body. Members of the band are a disciplined group of students who are proud to support their team during the school year, as well as represent Vance throughout the state in various competitive and community service venues. Members of the Marching Band devote a great deal of time and effort to building interpersonal relationships, increasing their musical abilities and working together in a team-building manner with the goal of achieving outstanding results throughout the year.

A STATEMENT OF POLICY

In order to assist band members and parents in understanding areas of responsibility, a statement of band policy is herein set forth. Becoming familiar with this policy will enable each band member to make the most of this great opportunity to become a better person and a better musician.

"We believe that music education is a catalyst, more unique than any other discipline, which contributes to the positive growth and development of young people. The musical ensemble is a micro-world in which people of different races, creeds, and abilities unite through hard work, mutual respect, dedication and individual commitment to achieve a common goal of excellence. We firmly believe that students should strive to improve their musical skills through regular practice. In the Vance High School Band Program, we feel that if a student has lost the will to improve, or has lost the desire to make a better contribution to the band, then they are wasting the time and efforts of the school, their fellow students, and the community by continuing in this program. The happiest students are the ones who are improving themselves through regular habits of practice and daily progress. They must not only know right from wrong, but must be able to stand for their principles. They must develop a high sense of purpose toward which they are willing to work. RESPONSIBILITY is the focus behind this level of achievement within the program. We intend to conduct the Vance High School Bands in a manner that will facilitate all students in learning and bettering themselves."

WHAT IS MARCHING BAND?

The excitement of watching a marching band perform is something that many people have had the privilege to experience. Anyone can be in an audience to experience musical achievement. However, few people participate in the task of creating that ensemble. The growth that is seen in any performance is the result of many different facets to the development of the ensemble and more directly to the development of the individuals in that ensemble.

Generally, a marching band rehearses music to the point of memorization, learns how to march in a specific style with an instrument, coordinates with others to create drill patterns and maneuvers and learns to adapt quickly to changes that need to be made at a variety of speeds. Marching Band is indeed a sport that not only requires agility and support, but also comprehension for improvement as well as tenacity.

There are several areas where marching band benefits the high school student. It helps further develop the mastery of a band instrument or a piece of equipment. As the most visual ensemble at Vance, it allows the opportunity for multiple performances throughout the year. Students are exposed to a variety of genres of music from classical to rock. Playing in the marching band also develops the abstract concept of musical expressiveness. It develops pride within the school through the participation at football games and contests. In fact, the marching band reflects many of the positive attributes of the high school in general. Finally, marching band has many residual effects through the development of responsibility and leadership. By striving in a coordinated endeavor each student gains confidence, charisma and becomes a part of a musical family.

When asked why one should join the marching band, many participants find it hard to put into words because the feeling one gets through performing, working with others, developing friendships and rushes of adrenalin are unimaginable. Because of all these benefits, Vance has had an outstanding music program since its inception in 1997. The marching band has been the forefront of that development.

THE TOTAL EFFORT

In order for the Vance Band Program to be the best band program, we must forgo the luxury of making excuses or letting problems go unresolved. Playing problems are going to occur in every rehearsal. The manner in which they are corrected will ultimately determine the success we experience on the field. If things go wrong, devote your efforts to trying to REMEDY the situation rather than trying to place BLAME. Rehearsals will move smoothly and efficiently if we decide to work together toward the common goal.

Everything you do becomes a vital element in the success and character of our performances. Remember, any movement that is not consistent with the rest of the band will distract the audience. Your total concentration during rehearsals and performances will insure precision and style while playing, which benefits our organization. It is important that you will begin each performance as well prepared as humanly possible. Always add that final touch of mental alertness that can make your performance great. Do not sell yourself short or insult the band's integrity by doing anything less. Remember: A chain is only as strong as its weakest link.

RESPONSIBILITIES OF A BAND MEMBER

As members of this organization, we have many aspirations, activities and responsibilities. It is essential to any program to be sure the duties and rewards of the program are coordinated to be sure our goals are met.

To Ourselves YOU have the primary responsibility of developing your own abilities. The benefit of a good playing instrument and private instruction can never be underestimated. What you put into your performance is what you will get out of it. Mr. Carrington is always available for musical encouragement and guidance.

To The School Vance High School and Charlotte Mecklenburg Schools provide us with very basic funding, equipment, and facilities for a band program. The Band Booster Club provides additional funding and support for special activities. We have the responsibility to provide the best possible service for their investment.

To Music Music has always been a part of our culture. We must take what we have and use it for the betterment of that culture. No one expects all students to be virtuoso musicians, but to make a positive contribution to the process of preparing and performing music.

To Each Other We must always do what is best for the welfare of the entire group. There can be no selfish acts. We must respect each other! If there are conflicts, find a way to resolve them. Never insult or degrade another band member. Since we are all in this together, we must work together as a team.

Financially The band is funded by the school district to cover the VERY BASIC essentials. In order to be fully functional and have the opportunity to attend special activities a band lab fee is assessed. Students must also participate in fundraisers. Individual accounts are kept for each student and records are kept of how much profit each student generates.

PERFORMANCE POLICIES

(Competitions, Games, Practices, Bus)

In general, all band activities are school related; therefore, school policies and guidelines will be enforced including:

- > No weapons of any kind
- > Use of drugs, alcohol, or tobacco products is prohibited
- > No profanity in language or clothing
- > No displays of inappropriate behavior that might be an embarrassment to the band or school

Infractions will be dealt with not only by Mr. Carrington, but also through the school administration. Let us always keep in mind that we want the Vance High School Marching Band to be well respected in our community.

DUTIES OF A MARCHING BAND MEMBER

In an effort to create the best band possible, we need dedicated musicians to participate in our band. To make the most of the opportunities the band offers, you must be a superior band student. As a superior band student you will:

1. Be on time to all classes, practices and performances.
2. Arrive at all practices and performances prepared with correct equipment and a positive attitude.
3. Make a real effort to learn and improve daily.
4. Maintain a strong academic standing in all other course work at school.
5. Be responsible for your actions. Accept the consequences of your choices.
6. Be personally clean. Be neat and dress appropriately.
7. Have a proper respect for those in authority.
8. Follow all classroom rules, school regulations, and travel instructions.
9. Be honest and fair with others concerning equipment, music and school life.
10. Cooperate with fellow band members and share with them the responsibilities and privileges of the band program.
11. Contribute positively to your music education and that of others by the best use of your talent.
12. Read and play music with care.
13. Improve your knowledge of music and develop good listening habits.
14. Above all, be dependable and trustworthy.

ATTENDANCE

In order to maintain the highest standards of excellence achieved by the Marching Cougars, certain attendance regulations have been set and are strictly enforced.

Attendance is EXPECTED, mandatory, and required at ALL scheduled rehearsals, sectionals, and performances including pre-season activities. No unexcused absences will be tolerated.

If an absence or tardy is to be excused, the circumstances surrounding the incident must be discussed with the DIRECTOR OF BANDS in person. Courtesy would dictate the necessity of reporting the expected absence in advance of the rehearsal to be missed. Doctor's appointments, labs and make-up work are not excused. Plan accordingly and do the right thing.

Unexcused tardies or absences not only impact on the individual but also prohibit the band in general from functioning properly at rehearsal. An alternate will automatically be inserted in a slot where an unexcused member is missing.

It is Mr. Carrington's position that advanced notice of potential conflicts can be agreeably worked out to the benefit of both the member and the band. Information that is after the fact does not have to be, and is most often not, considered in the same vain.

Please sign the attendance agreement on the form at the back of this Handbook stating that you understand and will follow these guidelines.

REQUIREMENTS OF MARCHERS

The Vance High School Marching Band has a history of providing quality shows and being a strong competitor with some of the best bands in the state of North Carolina. Each year we strive to win top honors in areas such as Music Performance, Marching Performance, General Effect, Drum Major, Color Guard Performance and Percussion Performance. In order to continue with the tradition of quality, the marchers are required to commit themselves to hard work and a good attitude. In return they will have an extremely rewarding experience where learning can take place and personal qualities such as teamwork, sportsman-like conduct, perseverance and personal discipline are enhanced.

In order to participate in the marching band program the following commitment must be made:

1. Attend band camp
2. Attend all rehearsals during the week scheduled from August through October
3. Attend all required football games, competitions, parades and other performances
4. Take quality care of band instruments, equipment and uniforms
5. Learn and memorize music according to schedules
6. Participate in fund-raisers and make prompt payment of Band Lab Fee and Assessments
7. Donate two cases of 16.9 oz. bottled water or a \$10.00 fee will be assessed
8. Work together as a team
9. Be respectful to those in authority, band parents and volunteers
10. Follow the chain of command if problems arise
11. Always exhibit a good attitude
12. Be registered for band during the school day.

If in doubt about the requirements of a marching band participant, contact Mr. Carrington.

ALTERNATES

We recognize that there will always be extenuating circumstances that may prohibit a marching band member's participation with the band such as illness, death in the family, etc. We try to plan for these circumstances. Additionally, with a band of this size and caliber we make every effort to avoid the occurrence and appearance of holes in the drill design. In order to accommodate both needs, we employ alternates within our organization.

An alternate is defined as a band member who is not assigned a permanent position but who is qualified to participate on a guaranteed basis as well as on call to fill an unexpected void.

Alternates are not second class citizens who do not perform. Alternates are depended upon to assist the various sections during the daily rehearsals in the areas of double-checking charts, assisting leaders with visual identification, assisting with equipment changes and performing in the stands.

We guarantee that an alternate will perform as needed positions open up. In my 20 years of marching band experience I have discovered that most alternates are eventually incorporated into the show by the end of the season. It is not uncommon to find an alternate being needed at the last minute to fill a slot and perform as though they had prepared normally.

MARCHING BAND UNIFORM GUIDELINES

UNIFORM (u-ni-form), adj. 1. having the same form, appearance, manner, etc.: not varying among themselves; conforming to a given standard; always alike. N 2. the official or distinctive clothes worn by the member of a particular group.

The Vance High School Marching Band has a tradition of precision and professionalism. As a result it is important for you to remain in uniform at all times. Typically, the summer uniform (Khaki Shorts and Polo Shirt, white socks and white shoes) will be worn at the first two or three football games, as decided by Mr. Carrington. The official competition uniform will be worn at later football games, competitions, and parades. Jewelry, watches, ball caps, etc. are not appropriate to be worn with the uniform. Long hair must be pinned up under the shako. When wearing the official uniform, if the weather is unseasonably warm, you may remove the band jacket with the permission of Mr. Carrington. **YOU MUST HAVE** an official Band T-shirt on under your jacket. When you remove your jacket, be sure to take care to keep it clean and neat. While in uniform please eat only foods that will not stain the uniform. Remember that you will be charged for unscheduled cleanings. After performances, you are responsible for storing your uniform properly so it will not get wrinkled or dirty. You will be instructed concerning where it may be stored. Your uniform will be cleaned two or three times during the year, depending on number of performances and weather. If your uniform needs additional cleaning, you will be charged for that cleaning. You will also be charged for any missing pieces.

The following are grooming policies for the Marching Band.

1. Hair -- There is to be NO hair on the collars of the uniform. Think of the bands you have seen where the locks were flowing everywhere versus a trimmer approach for which the neckline and headgear of the uniform were readily visible. Additionally, any section that performs without headgear must understand for the sake of uniformity that NO student will be allowed to march if they have an unusual hair color or unusual haircut. Individuality is fine during school, but remembers we are setting an image in a uniformed fashion.

2. Facial hair -- Those of you with facial hair should trim it on performance days. Remember that you are “on stage” and are a featured performer. More people see you up close than you can imagine.
3. The uniform being issued to you will easily identify you as a Marching Cougar. It must be worn only at authorized appearances and must always be worn properly. Proper care of the uniform is essential not only from the standpoint of taking care of high school equipment, but also from the standpoint of pride. When the Marching Cougars take the field, the visual impact is as great as the audible one. You should brush and air the uniform before turning it into the Quarter Masters. When hanging the coat, place it on the form shaped hanger and in an open space to allow it to hang neatly.
4. The uniform checked out to you should fit as perfectly as possible. If, however, it does need some slight alteration, we will assure this is done. You are never to alter the garment in any way.
5. The uniform must be worn properly at all times. This means that the entire basic uniform will be worn or none of it will be worn. The jacket must be buttoned and not allowed to dangle unzipped EVER! The shako must also be worn appropriately. Any deviation in the policy is considered disrespectful to the uniform and will drastically limit the member’s participation in the marching band.

GRADING

The grade for marching band is determined primarily on the basis of attendance with a strong consideration for preparation and contribution factored in. One unexcused absence lowers a member's grade one letter. Two unexcused tardies constitute one unexcused absence. One unexcused tardy lowers a member's grade by half a letter. Parades will count as the Semester exam. More than two unexcused absences will result in the student's permanent removal from marching band. Freshmen band members will be removed from their concert band class as well.

INSTRUMENT STORAGE

At Vance, we are lucky to have the state of the art Wenger Storage System. This allows our members to have their own locker with a lock provided. You must use the lock issued to you by the band department. Lockers are to be kept tidy. Food and beverage are not to be stored in our lockers. If a locker is considered by Mr. Carrington to be a “condemned” condition, the band member will lose the privilege of storing their instrument in the storage room. Although every effort will be made to secure the facility, it is imperative to note that Mr. Carrington and other school officials WILL NOT be responsible for lost or stolen instruments and personal items. PLEASE RECORD YOUR SERIAL NUMBER WITH YOUR HOMEOWNERS AND RENTERS INSURANCE POLICIES. Many music stores also provide maintenance agreements that include theft. See Mr. Carrington for details. The storage room is to be kept tidy and clean at ALL times. Violators of this policy will automatically be nominated to clean the entire band suite (E101).

CHAIN OF COMMAND

INSTRUCTIONAL DIVISION

Mr. Carrington (Director of Bands) is in charge of the total band program at Vance High School which includes all aspects of the marching band (e.g. music selection, drill writing, budget administration, travel coordination, logistical requirements etc.)

Hugh Haddad, Kym Littlejohn, Dorothy Glick (Associate Directors) reports to the Director of Bands and has specific duties involving show preparation, inventory management, rehearsing and conducting, membership as warranted and assigned.

Jabrond Gamble (Percussion Instructors) reports to the Director of Bands and has the duty of writing and incorporating the drum book for our field show. This includes the teaching of drum rudiments and fundamentals, instilling rigorous discipline, and development of the drum line.

Tim Boular (Guard Instructors) report to the Director of Bands and have the duty of writing and incorporating the guard book for our field show. This includes teaching proper guard technique on multiple pieces of equipment, instilling rigorous discipline, and development of the guard program.

COMMAND DIVISION

Christina Reid and Raina Dingle (Drum Majors) are the highest-ranking student leaders and assume complete command of the organization in that respect. The Drum Majors ultimately report to the Director of Bands and work with him in leading rehearsal and performances. The Drum Majors are also involved in the proper teaching of marching fundamentals, providing warm up exercises, rehearsing and conducting both the preparation and performance of the marching band, and are largely responsible for the promotion of pride and spirit within the band.

Brittany Pauser, Patrick Blake, Ed Knack, Gabrielle Wilson, DC Brannon, Ben Brown, Jaceria Harris (Captains) are the ultimate heads of their specific area such as Woodwind, Percussion, Brass and Color Guard. Because of the nature of this job, these positions are limited to members who have had a minimum of two season's experience with the Marching Cougars.

ADMINISTRATIVE DIVISION

Shanika Washington, Lionel Parker, Emma Knack, Jared Duke, Anthony Gozalez, Javario Pegues, Chris Parker (Quarter Masters) report to the Drum Majors. They are in charge of Uniform, Music, and Equipment Detail. Since this position involves much of what the band does operationally, they are involved in and navigate the proper use and treatment of the Uniform, Music, and Equipment.

GENERAL

Veterans are the bandsman in the "trenches" who have participated at least one season with the Marching Cougars. They are instructed to help the Rookies to a higher level of performance. They are the ultimate executors of getting the job done.

Rookies are the bandsman in the "trenches" who have no marching band experience. They also are the ultimate executors of getting the job done.

REQUIREMENTS OF LEADERSHIP

When a student is selected or elected as a leader in the band it is an achievement of ability and responsibility. Each leader provides a service either to the band or the band staff. In the same regard, expectations for leaders are slightly higher than for the other members. In return they are given unique opportunities and privileges. True leaders are not bossy or argumentative, but rather lead by example. They show interest in weaker members of the group and find ways to meet others on mutual ground. They implement the objectives laid down by the Director of Bands and the band staff in a way that is effective and positive. In basic terms, true leaders are excellent followers. If you have been selected as a leader you must comply with the following guidelines:

- > Support band director and program at all times
- > Be aware of and fulfill your specific job responsibilities
- > Attend as many Band Booster meetings as possible
- > Lead by example
- > ACTIVELY participate in all fundraisers
- > Fulfill all marcher requirements

Those in leadership positions must sign the leadership agreement on the form at the back of this Handbook.

BAND CAMP NECESSITIES

GOOD PAIR OF TENNIS SHOES WITH SOCKS (NO FLIP FLOPS OR SANDALS)

SUNSCREEN SPF 15 OR GREATER

HUGE WATER BOTTLE...SEE MR. CARRINGTON FOR EXAMPLE

HAT AND SUNGLASSES

MONEY FOR LUNCH AND DINNER

COMFORTABLE CLOTHES (THINK ON THE CONSERVATIVE SIDE)

PENCIL/PEN AND PAPER

HAND TOWEL

BAND INSTRUMENT, MUSIC, AND SUPPLIES

FLIP FOLDER WITH EXTRA PAGES

MEDICINE THAT MAY BE NEEDED/BUG STINGS ETC

POSTIVE ATTITUDE

THE BAND BOOSTER ORGANIZATION

The Vance High School Band program is supported by the Band Booster Organization, a group of parents and students who are actively involved in the functioning of the Band. While the ultimate authority is Mr. Carrington, the Band Booster Organization is available to assist the Director in assuring the best possible music educational and developmental programs are offered to the students of Vance. Should you have questions or comments concerning the Vance High School Band programs, please contact the director or any officer of the Band Booster Organization.

Vance Band Boosters

7600 IBM Drive

Charlotte, North Carolina 28262

COMMITTEE VOLUNTEERS

Our award-winning band cannot function without a large number of parent volunteers. Every parent must volunteer in one or more areas, that way no one individual will have to do more than their share. One advantage of volunteering is the opportunity you have to participate in activities in the band and at Vance. *Please refer to the Committee Volunteer Sign Up Sheet at the back of this Handbook. Review the committee opportunities and volunteer to support the band with your time.*

FUNDRAISING

The Vance High School Band is actively involved in various fundraisers throughout the year. The funds raised go to help defray the costs of music, equipment, transportation to competitions and contests and general upkeep of the school-owned instruments. Without our fundraisers we would have a major deficit in our budget. The actual cost per student is 750.00. Obviously fundraisers make up a major portion of our revenues for the year.

Fruit Sale

Our largest fundraiser is our fruit sale. Students are expected to sell 10 units of fruit or pay an additional \$75.00. The sale begins in mid-September and orders are turned in by early November. The fruit will be delivered in December, just in time for the holidays.

Miscellaneous Fundraisers

Each year various other fundraisers are introduced and promoted. Take advantage of the fundraisers made available to you to help raise the necessary funds to operate the band program. Each year the Ways and Means Committee will determine the best use of our time and schedule fundraisers as needed.

***FEE
SCHEDULE
2008 - 2009***

The fees outlined below cover the entire band program. Please review them carefully and contact any member of the Band Booster Board if you have questions concerning these fees.

Band Members have the opportunity to earn cash credits by selling fruit and by participating in various fundraisers. Any amount that is not earned through credits must be paid in cash according to the schedule below.

Band Lab Fee \$225.00 Band Members who sell 10 units of Fruit.

\$300.00 Band Members who do not sell 10 units of Fruit

Fee Schedule

August 1, 2008	\$100.00 _
September 1, 2008	\$100.00
October 1, 2008	\$25.00 Lab fee paid in full for those who sell 10 units of Fruit
January 1, 2009	\$75.00 Only for those who do not sell 10 units of Fruit

Mail all payments to:

**Vance Band Boosters
7600 IBM Drive
Charlotte NC 28262**

The fee amount **includes** band camp, competition fees, music, drill writing, staff, transportation to/from all off-campus events, props and uniforms. **Payments not paid by the due date will incur an additional \$25 late fee.** Should a student drop out prior to attending band camp, any refund will be reduced by the \$100.00 initial payment and any camp charges incurred on behalf of the student. After band camp, the full amount is payable and nonrefundable regardless of dropout date.

Cost for additional siblings will be reduced by \$50.00.

Other Fees (Amounts are approximate and subject to change):

Shoes and Polo Shirts (August, 2008)	\$ 40.00
Valentines dance (February 2009)	\$ 15.00**
Spring trip (payments Oct. 2008 - Feb. 2009)	\$300.00-\$500.00**
Awards dinner (May 2009)	\$ 35.00 per family**

(approximate cost for a family of four)

** Optional activities

OVERVIEW OF FORMS TO BE COMPLETED

As has been mentioned throughout this handbook, many forms require your consideration and signature in order for the band to have proper approvals for practices, traveling, competing and overall functioning. Please review the forms on the following pages. After you have completed and signed, please forward them to the following address:

**Vance Band Boosters
7600 IBM Drive
Charlotte NC 28262**

FORMS THAT MUST BE COMPLETED ARE

Marching Band Enrollment Form

CMS Standard Photographic Release

General Approval Signature Form

Band Shirt and Shorts Order Form

Medical Information Form

Copy of Medical Insurance Card

Parental Permission Form

Committee Volunteer Form

GENERAL APPROVAL/SIGNATURE FORM

We must have a copy of this signed form for every student who is an active member of the Vance High School Marching Band. Please indicate that you will agree to these policies by initialing each section that applies and signing appropriately below.

Uniform Agreement:
(all members)

I agree that I have read and understand what is expected of me with regard to the maintenance and wearing of my band uniform. I realize that I will be expected to replace, at my own expense, any part of the uniform that is lost or damaged while it is issued to me. I also agree to pay for any unscheduled cleanings that may be required for my uniform, due to misuse or excessive soil.

Polo Shirt
Size (all members)

Please indicate below the **appropriate** size of the Band Shirt that will be ordered for this band member.

Children's Large	Adult Small	Adult Medium
Adult Large	Adult X-Large	Adult-XXLarge

Attendance:
(all members)

We have carefully reviewed the Marching Band Schedule for 2008-2009 in this Handbook and agree to be in attendance at all rehearsals, games, competitions and parades as indicated on the VHS Marching Band Schedule reflected in this Handbook. Dates that I cannot attend with reasons for absence are listed below.

Fee Payment Agreement:
(All members)

I have reviewed the Fee Schedule and acknowledge the amounts due and their respective due dates and will be responsible for these fees in a timely manner.

Leadership Agreement:
(For Leadership Team
only)

I agree that I will be an example to those under my direction and will perform the responsibilities of a leader as is described in this Handbook.

Student Signature

Date

Parent Signature

Date

Charlotte-Mecklenburg Schools

STANDARD PHOTOGRAPHIC RELEASE

I, _____ do hereby grant the Charlotte-Mecklenburg School System the unlimited right to use and /or reproduce, likeness or the voice of my child in any legal manner for the internal or external promotional/informational activities of the Charlotte-Mecklenburg School System.

I also agree to allow my child to be interviewed and/or photographed by Representatives of the external news media relation to any and all coverage of the Charlotte-Mecklenburg School System in which they are involved.

I further understand that by signing the release, I waive any present and/or future Rights to the use of the above stated material(s).

Parent/Guardian's
Signature: _____

Date: _____

Signature of Witness: _____

Date: _____

Street Address of
Parent/Guardian _____

City, State, Zip Code _____

Student's Name _____

Type of Material:	Photograph	Slide	Videotape	Other (Specify)
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Use of
Material (name of brochure, TV show, slide show, etc)

YOUR
NAME _____ Date: _____
