



Curriculum & Professional Development

Every Child. Every Day. College Bound.

Reply to:

May 23, 2008

To: Principals
Band Directors

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From: Dru Davison

Re: BAND INSTRUMENT REPAIR PROCEDURES

MCS has over 24,000 pieces of band equipment. The following procedures have been established to facilitate quality and efficiency. Drivers have been instructed to not pick up instruments if the following procedures have not been met.

1. Tag ALL equipment with a completed pre-printed manila tag. The repair shop will then tag it with a "blue tag" when it is returned to your school. The driver will not pick up any blue tagged instruments from your school.
 - a. To order extra manila tags and ties, email davisonpatrickd@mcsk12.net or holcombj@mcsk12.net.
 - b. You need to also tag instruments that you know will be scrapped (broken cymbals, junk, etc.). The Band Shop will complete the "Transfer Form" to submit to Asset Management to take these instruments off your inventory. (You are held responsible for every piece of equipment on your inventory.)
 - c. All 5 lines on the tags must be filled out correctly. Example...
 - i. School- No abbreviations
 - ii. Item- Write the type of instrument (Tuba, Snare Drum Stand)
 - iii. Brand- Yamaha, Selmer, etc.
 - iv. Ser #- Write the serial number of the instrument-not the model #
 - v. MCS #- Write the MCS #-not the model #
 - d. The TAG information on the case MUST MATCH the instrument serial # and MCS # (for each piece of the instrument).
2. Instructions for the "Band Instrument Repair Form"- You may print it or handwrite the information or fill out the electronic version and email it.
 - a. This form is an Excel file that is located on the TLA Music Web Page. If you have trouble finding it, contact us and we will email/board mail it to you.
 - i. Fill out your school name, date, and location number. Ask your financial secretary for your location number.
 - ii. Fill out the form exactly as you did on the tag, preferably in score order.
 - iii. Under the "comments" column, write surplus or scrap if you no longer want or need the item.
 - iv. Put your name and date by "Shipper"
3. To send in the request:
 - a. Option 1- (Handwritten) put it in the board mail
 - i. Attention Jim Holcomb or Dru Davison, TLA Annex, Location 217
 - b. Option 2- (Electronic) Email your completed form(s) to Jim or Dru

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- For emergency repairs, email Jim or Dru. **DO NOT** deliver the instrument to the Band Shop on your own.
- If there are emergency instrument needs, email Jim or Dru for instrument loans. **DO NOT** borrow instruments from other schools. This is a serious violation of policy.
- Send in repair requests as soon as they are needed. **DO NOT WAIT** until you have many accumulated. This slows down production and could result in delays getting your instruments repaired.
- All pick-ups and deliveries are based on the delivery schedule of Mallory Warehouse. You may ask your school secretary for the day for your locations.
- All soft case and stringed instruments will be returned by the Band Shop not by the delivery truck.
- If an instrument is not returned to the school a “Band Instrument Update” form will be sent to the band director, principal and Jim Holcomb stating the status of that instrument.
- All requests (no matter the nature) must be approved by Jim Holcomb or Dru Davison. Please do not make any request directly to the Band Shop.