

**WEST ORANGE HIGH SCHOOL BANDS
BAND PROPERTY RETURN PROTOCOL
FRIDAY, MAY 29, 2020**

To: All **Senior** Band and Color Guard Students and Parents
From: Mr. Kelly, Mrs. Lagatic, Mr. Zimmer, WOHS Band Directors
Date: May 18, 2020
Re: Return of All WOHS Bands Property

- On **Friday, May 29, 2020** all **SENIOR** band and color guard students will return all school property to the WOHS Band Room, from **9:00 am-12:00 pm**. Please have tuxedos and marching band uniforms dry cleaned, and color guard costumes and female concert dress machine washed. **If you also have a library book to return, please come between 9:00-10:30AM.**
- Property to return may include, but is/are not limited to: instrument(s), marching band uniform, color guard costume, concert dress, music folders, original sheet music and books, tuners, percussion equipment, and any other materials that are WOHS Bands property.
- Social distancing protocol must be maintained. One student/family at a time will enter the building. Please wear a mask at all times. There should be minimal interaction between students. This should not be an excuse to hang out and visit with friends. Security will be on hand to assist with the above procedures. We want everyone to stay safe.
- Park in the Conforti lot and proceed to the entryway underneath the first link by the choir room and bathroom hallway. ***If you are returning a library book, enter through the Conforti lobby first, and then proceed under the link into the music wing and follow the directions below.***
- Bring all materials to the band office window and be prepared to show the band director all property that you are returning.
- Instruments, folders, and other supplies will be placed inside the band room.
- Marching band uniforms, color guard costumes, and concert dress will be placed inside the hallway closets.
- Marching band uniforms and Wind Ensemble tuxedos must be dry cleaned and returned still in the plastic. **Glassman Cleaners (481 Valley Road) and A. Cleaners (492 Pleasant Valley Way)** are just two of the dry cleaners in town currently open for business.
- All students/families will exit out the double glass doors past the band room (entryway #19) and proceed to their cars.

Failure to return school property will result in the student being placed on the unfulfilled commitments list. This WILL impact the student's ability to receive their high school diploma. Please make sure that you are proactive if you have any questions about this document. Email your band director.