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Draft Topics List

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Monthly Summary of Annual Duties

Note: Officers deal with gigs, agencies, the Commonwealth, etc. Please remember: the address of the SAFD is Box 93, Sudbury, MA 01776. You may think that your home address will be more convenient for you, but you won't always be in charge and communication will be interrupted in the years to come if you don't use the Sudbury box as the official contact address.

February

Annual Dinner held during school break. We need to provide the Inn with the number of members, the number of guests, and their menu choices about a week before the event.

Post Office Box 93 rent due

April

Customary engagements:

- Bedford Pole Capping
- Lexington Patriots Day parade (Monday holiday)
- Lincoln Salute (second Sunday, maybe)
- Our march to Concord (April 19)

1 April - Check with Militia to be sure route for march route to Concord is set and nothing else has changed

15 April - Prepare Federal income tax filing. Not required to be filed until 15 May, except that form 990EZ is required for Mass Public Charities report, so it should be filed now.

15 April – File Mass Public Charities report (which needs Federal form 990EZ)

19 April - the Grand Trudge.

May

Customary engagements:

- William Diamond Muster (first Saturday)
- Sudbury Memorial Day parade (Monday holiday)

Company of Fifers and Drummers organization membership renewal

15 May: File federal income tax, form 990-EZ

15 May: File Mass Public Charities report.

Filing fee payable to Commonwealth of Massachusetts

Mail to:

- Division of Public Charities
- One Ashburton Place. Room 1413
- Boston, MA 02108

Schedule use of school for next year, October to April - submit building use form with certificate of insurance

June

Check with Militia on their Faire committee progress, make sure liaison established.

Extend invitations to Sudbury Muster

July

Customary engagements:

- Sudbury 4th of July parade
- Deep River muster (third Saturday)

Renew insurance policy - runs from 1 Aug

August

Customary engagements:

- Westbrook muster (fourth Saturday)

Company of Fifers and Drummers individual memberships

Hold muster/faire meeting, assign responsibilities

Check that school space reservation is correct

September

Customary engagements:

Marlborough Labor Day parade

Sudbury Colonial Faire and Muster (last Saturday)

1 Sep: order booze for Faire (2 halves Irish Red, 2 halves Amber Woodchuck)

Check that liaison with Militia about muster has been effective

Annual Meeting of SAFD corporation (first Wednesday after Labor Day)

Elect officers in alternate years

Muster setup (next to last Saturday)

Muster (last Saturday)

Muster cleanup (Sunday morning after muster)

October

Customary engagements:

Battle of Red Horse Inn (third Saturday, maybe)

Follow up with recruits from Muster

Book annual dinner, make sure Inn is aware of new contact person in election years

Initiate practice schedule: repertoire & rotation

Prepare Mass. corporation annual report

617-727-9440 (general info)

www.state.ma/sec/cor (forms, or online filing)

November

1 Nov: File Mass. Corporation Annual Report, filing fee payable to Commonwealth of Massachusetts.

Mail to:

Secretary of the Commonwealth

Attn: Annual Report - AR180

One Ashburton Place. Room 1711

Boston, MA 02108

Treasurer's Responsibilities and Yearly Schedule

Critical responsibilities: yearly federal and state tax/tax-related forms, volunteer insurance and muster liquor liability.

Other major responsibilities: Paying bills, particularly the post office box, and depositing checks.

Tools needed: Debit card under current treasurer's name, checkbook with current treasurer's name permitted as signature, current treasurer's phone number listed with TD Bank as emergency contact (in the event of suspicious activity), and online accounts with current treasurer's email and passwords for TD Bank, Form 990 online, the Company of Fifers and Drummers, and possibly the post office or, if desired or required, Form PC in future. Key to post office box.

Permissions: The treasurer does not need Company permission for minor expenses related to the office: for example, stamps, envelopes, folders, etc.

Current Bank: TD Bank, <https://www.td.com/us/en/personal-banking> The treasurer can use whichever branch desired for conducting business and listing on tax forms.

Yearly Schedule:

February:

Annual Dinner: Dependent upon the current arrangement with the Inn, the treasurer generally pays for drinks (a bowl of meeting house punch, and a bottle of red and white to start) and non-member meals (which corps members reimburse to the Company), and a generous (at least 20%) tip for waitstaff. If possible, tips are best paid in cash. It may be possible to use cash non-member meal reimbursements for the tip, or arrange for such cash payments beforehand.

March:

Website: Website bill is due around this time. Jeff Dionne is currently in charge of website matters. There are two companies we use: domain registration is at Hover and DreamHost is our hosting service.

April:

Form 990-EZ and related forms, due April 15th:

Unfortunately, the Feds recently mandated that all Forms 990, and attendant schedules, be filed online only. They will not accept hardcopy. This form must be filled out and submitted to maintain our non-profit status.

Sudbury has been using the website Form 990 online: <https://efile.form990.org/> A number of websites are recommended by the IRS. However, this one does not charge a fee.

Note that the treasurer needs a list of current officers, with their home addresses, for certain forms. Estimates of work hours for each position (as required on the forms) can be done at the treasurer's discretion. The treasurer should also be aware of any major additions or subtractions to inventory (although buttons, mugs, etc. are often an estimate still). The treasurer needs to have at least the previous year's return on hand to fill out the current year's return.

Fill out **Form 990-EZ** (Short Form Return of Organization Exempt from Income Tax), **Schedule A Part III page 3 (minus box 10 page 1)**, and **Schedule O**. The treasurer also fills out **Form**

8453-TE, Tax Exempt Entity Declaration and Signature for Electronic Filing. The website should generate this form for you as part of the submission process.

As of 2023, it is still possible to download pdf copy of Forms 990 from the IRS website. It is recommended to do so and fill out a draft copy beforehand, with all necessary info and figures. However, the 990 website does arithmetic for users and work can be saved in process.

Form PC with Massachusetts, due date is not listed currently (recommend April 15th):

<https://www.mass.gov/info-details/non-profit-organizationspublic-charities-forms>

Form PC can be filed in hardcopy still or online. To date, SAFD has used hardcopy, although payment must be made online (see website above for all relevant links and information). Note that Form PC is dependent upon the results of the federal Form 990. Also note that the treasurer needs two additional

officers signatures on Form PC.

May:

PO Box: This bill is due May 30th, to the Sudbury Post Office. It is recommended to arrange this billing and payment online as post office hours are limited.

CFD: Renew the Companie's membership with the Company of Fifers & Drummers online.

July/August:

McWalter Volunteer Insurance: This bill is due August 1st and can be paid online or by check. As the treasurer may have to fill out forms, or at least verify them, it is best to contact McWalterVolunteer Insurance early and make arrangements, as it usually requires some back-and-forth.

The current contact is Martha Soar: msoar@mcwaltervolunteer.com, 978-369-4313.

September muster-related matters:

Before muster weekend, contact McWalter Volunteer Insurance to arrange liquor liability.

Watch for and/or arrange for payment to Hodges Badge Company (buttons and ribbons). Contact info is acctg@hodgesbadge.com, customerservice@hodgesbadge.com, or 1-800-556-2440.

On or before muster weekend, withdraw \$200 or so small cash (2023 request was \$80 in fives, \$20 in singles for the recruitment booth) for the recruitment booth and the mug station at the food tent. Collect cash from both locations at the end of the day.

To the greatest extent possible, get a count on the number of buttons, shirts, etc. sold at the recruitment booth and the number of mugs sold at the food tent.

Members who bought supplies for the event will submit receipts for reimbursement.

October:

Submit the one-page **Annual Report** (list of officers with addresses) with fee to the Secretary of the Commonwealth by November 1st:

<https://www.sec.state.ma.us/divisions/corporations/corporations.htm>

October-December:

Make sure all reimbursements to members have been completed (and preferably cashed by them) and that any outstanding bills are paid.

Contact the militia about the food bill for the faire and muster which is split 50/50 between the two organizations. Reimbursements will be needed one way or the other.

Final notes:

For the year, check the statements online with TD Bank to figure the interest earned on the savings account. It is usually pennies per quarter. It has not been included in the hard and soft copy records at least between late 2017 - 2023 although it has been reviewed before filling out Form 990-EZ, just in case. Usually it is of no consequence, amounting to less than a dollar.

If the treasurer cannot make it easily to the PO box during business hours, he or she should have SAFD clients mail checks directly to their own home address, when possible, so that funds are deposited in a timely manner.

Make sure the mailbox is checked by someone in the Companie at least every two months.

Running the Colonial Faire & Muster

The annual Colonial Faire and Muster of Fifes and Drums has for decades been held on the last Saturday in September. Camping opens up on the north field at the Wayside Inn the noon the day before the Faire and ends at noon the day after.

We host the Faire jointly with the Sudbury Companies of Minute and Militia. For the Militia the Faire is by far their largest fundraiser of the year. For the Ancients the Faire is a time to invite our friends to perform, to encourage fife and drum in Massachusetts, and to provide a venue that helps build the ancient musical community.

Running the Faire is complicated; its treatment here is divided into a number of sections. We have generally assigned someone to handle each section. Some of the planning goes on all year but most of the work happens in the weeks before the Faire and a few days afterward.

The sections we have used in recent years are:

- Planning
- Setting up the Faire
- Announcing
- Food for our guests
- Recruitment
- Camping
- Parade
- Take down
- Clean up

These are described more fully below.

Planning

The planning for the Faire goes on for most of the year. Much of this consists of coordinating with the Militia Faire Committee. The Militia's Faire meetings are usually held monthly starting in March or April. As the Faire approaches (usually starting in September) they become weekly. There is usually one meeting after the Faire to wrap things up and then the cycle starts over. It is important to remember that the Militia takes care of several behind-the-scenes items that are required to make the Faire happen, including:

Permits. We need town permits to put on the Faire, have the parade, put up signage, serve alcohol, and have the bonfire. For many years now Hal Cutler has taken care of these permits.

Sanitary facilities. The Militia orders the port-a-johns. One of our members needs to be designated to see to their distribution when they arrive. Delivery may be early in the day. The cost is split between the Militia and the Ancients.

Waste removal. The Militia orders either a dumpster or other means of collecting solid waste. The cost is split between the Militia and the Ancients.

Police. The Militia contact the Sudbury police and negotiate the number of officers that will be needed for traffic control for parking and the parade.

Parking. The Militia secures the crew of people that direct Faire goers to their parking places for the day.

Colonial Faire. The Militia sign up the dry goods and food vendors for the Faire as well as the demonstrators and reenactors. The Militia orders the tables that we use in the tents on the day of the Faire.

Planning and early preparation that we do for the Faire includes:

Speak to the Innkeeper to confirm the date of the Faire and the use of the grounds for camping and parking.

Attend the Militia Faire meetings to represent our views and keep abreast of their intentions.

Be certain that someone is assigned as lead for each of the Faire task sections. The day of the march to Concord is a good day for this as we are all together.

Insurance: our general liability insurance covers most of the Faire happenings, but we do get a one-day special event policy that covers the Faire and our serving of alcohol to our guests.

Design the muster buttons and ribbons and have them produced.

Check with the Inn to be sure that we can order our food and firewood from them.

Invite the guest corps, track who has asked to be invited, and who will be attending.

Update the muster web pages.

Setting up the Faire

Setting up the Faire is a shared duty with the Militia. The Saturday before the Faire the vendor booths and muster field are marked on the ground and wooden stakes set at the corners. These stakes are stored in the basement of the barn at the Wayside Inn.

This is also the day to inventory the tents and other goods stored in the loft of the barn to see what needs to be repaired or replaced. This is also the day the Militia brings their tents and other gear from Hal Cutler's barn to the barn at the Wayside Inn and the day signs are set up advertising the Faire at the Sudbury firehouses and on Rte. 20. The parade lineup signs are updated.

The Friday before the Faire is the next setup day. This is also a joint venture with the Militia.

Someone needs to be on hand in the morning when the port-a-johns and dumpster arrive to direct their distribution. Other setup generally starts at noon.

The tents are brought out of the barn and erected. The tables are distributed among the tents. The interiors of the tents are set up as far as possible.

Twine is strung between the stakes set up the previous Saturday defining the vendor booths, demonstrator spaces, and food vendor areas. The muster field proper and the guest food area are roped off.

The electric supply line for the PA system is buried in a trench from the barn to the baked goods tent and on to the announcing booth.

The parking and camping areas are marked with caution tape strung between wooden stakes. Firewood is distributed and the fire barrel put in place.

The field is decorated.

Buttons and ribbons

Eileen Rodgers has done the design and purchasing of the muster buttons and participant ribbons for decades. [Information from Eileen is pending] The ribbons are delivered to the announcing booth and the buttons to the recruiting tent.

Announcing

Al Petty has done the announcing for many years now. [Information from Al is pending...]

Make sure there is a book for corps to sign in.

Make sure there are two chairs (at least) in the announcing booth.

In prior years we have ordered the PA system from Worcester Light and Sound. In 2019 we used Shelley's equipment. [Update this info]

Al could use someone to give him a break during the day.

Remember to keep the announcer's throat well lubricated with cider!

Food for our guests

Make the order for the food with the Inn in mid-July and then confirm with the Inn Keeper at the beginning of September.

For the last several years we have ordered from the Inn (for 25 corps):

10 bags of corn chowder

10 bags of beef stew

4 sheet pans of corn bread

200 dinner rolls
400 12 Oz Styrofoam bowls
400 soup spoons
2 packages of bar napkins

Ace is the man in charge in the kitchen when you pick up the food on the day of the faire. Pick up the food at the rear entrance to the Inn's kitchen. Bring coolers and put the bags of stew and chowder in them to help keep them warm and for bringing them to the food tent. Often the faire has started before we can get our food, so use the gristmill access road by the barn and come in to the food tent from the rear of the field.

Greg Rice has purchased the apples and sweet cider for many years. He purchases 12 gallons of (sweet) cider and 1 bushel (42 lb) of apples on Thursday afternoon or Friday morning and delivers that to food tent Saturday morning.

Also, stored in the barn are "Form two lines" sign and easel to hold them which is placed in front of the Fyfe and Drum Food tent.

Sean has purchased the sterno, cookies and ?? for the last several years. [Update required]

Two serving lines are set up along the ends of the tent with the middle used for serving and staging the food. Everyone not otherwise occupied should take a turn serving food during the day. [Number of tables?]

We set up a small tent behind the food tent for the beer and cider [using Liz Arnow's tent and Pat's tables.?] Dale Wilson has been the server for many years and is now TIPPS certified to serve. We need petty cash for the mug sales and the mugs to sell (for those who don't bring their own).

The mugs to sell to those who don't bring an appropriate container in which to consume the ale and cider have been ordered from Discount Mugs in the past years. We have sold the mugs for \$5.00 each to make change manageable. By ordering 75 or more our cost has been slightly over \$3.75 per mug, which with breakage makes us just about break even. Pat Arnow has stored the extra mugs and washed them all before bringing them and the cash box to the faire for the last several years. The Inn required us to switch to mugs from the older long standing use of Solo cups in an effort to present the Faire as a family event rather than a keg party.

Recruiting

Greg Rice currently stores the following:

- Clothesline for booth setup (approx 65 ft.)
- Till box for cash.
- Metal box containing pens and paperweights.
- Student drum sticks and fifes (two each) for demo.
- Trifold brochure holder.
- Box containing vintage buttons, button display cloth, price labels, and two small baskets.
- T-shirts

Stored upstairs in the barn:

- "Sudbury Ancients" sign- hangs from center tent pole pins
- "Muster Buttons" sign - hung on corner tent pole pin
- Recruiting sign and easel.

Preparation

Edit the trifold brochure to reflect the current leadership, schedule, and gig history, and print and fold 25 copies. This requires leadership contact data and reporting date for recruits.

Print three copies of the recruit sign-up form. Make sure the pens in the cashbox work.

Get initial cash for change. \$20 in ones, \$80 in fives has worked well.

Check the button box and discard excess buttons from last year to keep the storage requirements within reason. Retaining 25 buttons seems to provide a 20-year supply.

Setup

We leave the center bay on the side of the tent away from the barn open as a door. A clothesline is run around the tent at roughly waist height, somewhat lower (table height) in front. The canvas side flies are doubled and hung from this line by their hooks to form a waist-high wall. Some of the hooks pass through the stake loops on the bottom of the flies to hold the fly doubled, so it isn't piled on the ground. The extra length at the door area should be at the rear side of the door, where it folds back as far as the rear corner.

Two tables are placed end-to-end across the front of the booth.

If the weather conditions make for soggy conditions underfoot a tarp spread on the ground in the tent is a major help.

Procedural Notes and Hints

The muster ribbons are packed in the box with this year's buttons (currently shipped to Eileen). These need to be delivered to the announcing booth, preferably before we get off stand.

A non-marching volunteer has to be identified to man the booth during the parade and our performance. The booth can be staffed with a single person, although it is useful to have two on hand when it is busy. This is usually not a problem as long as one person is always designated to be present, as folks tend to congregate at the booth during the day.

When talking with potential recruits, push hard to get their contact information - and read it while they are present to be sure it is clear. Tell them that if they sign up we'll send them a reminder when practice is about to start. It is also useful to make a note on the comments line about what experience they have, whether they are an adult, and anything else that might be useful. This last need not be done while the recruit is present.

It is useful to bring a drum pad to put on the table with the sticks and fife(s) and usually an Acorn book and some other example music. Some alcohol to wipe down the fifes when they are used is a good idea.

Each member of the corps gets a free button. Otherwise, we sell the current year's buttons for \$2, older buttons for \$1.

We need clear pricing signs for all of our goods not only for the customers, but for the folks selling the stuff. We have tried various methods of tracking T-shirt and CD sales, but have never managed to accurately reconcile the sales record and the inventory. There are many different people handling the sales over the day, and it's too easy to forget to mark down a sale. We need clear pricing signs for all of our goods not only for the customers, but for the folks selling the stuff. Instead, we update the inventory after the event and sanity-check it against cash receipts.

At cleanup, pull the initial change cash and turn the day's take over to the Treasurer.

Make sure you have the recruit sign up sheets. Save them. Don't toss them in the trash. Don't leave them on the field, in your car, in the button box, in the attic, or in that other place that we never did figure out. When you get home, transcribe the information and send copies to at least two other people.

Several attempts have been made to keep an inventory count of buttons, which has been abandoned (permanently, we hope) as of 2015. This has no impact on what we do, and we decided that tracking this "asset" was not required for our tax return.

Camping

On the Friday set up day we mark out the camping area with wooden stakes and caution tape.

The campers begin to arrive at noon on Friday (at the latest) so have things set up by then. It is nice to have someone walk through the campground a few times during the day to check and make sure everything is working out for the campers and address any issues if they are not.

Get the burn barrel from the Inn's trash heap and drag it over to the camping area.

We have been getting our firewood from the Inn for the last few years, so on Friday we need to get the wood from where the Inn has it stored and bring it to the camp area (not too close to the burn barrel). This wood is okay for our fire, but not much good for anything else. We also get nice hardwood from the Inn for the demonstrators and to help get our fire going, but only a small amount.

In years past we have handed out information for the campers – local fire and rescue phone numbers and the like. With the present use of cell phones this is probably no longer necessary.

Eric has kept watch over the fire for several years. This is to help prevent someone from injuring themselves and to keep the fire from getting out of control. Pat has brought an Indian pump in case the fire does jump out of the burn barrel.

We have typically set up the 10'X20' canopy in the camp area. This gives us a place to group and a place to be found if there are any issues. Pat brings tables and a couple chairs for this.

In 2019 the port-a-john providers did not supply extra toilet paper. The militia bought some, but should we also?

Rechargeable lights are put in the port-a-johns in the camping area.

Tell the campers that there is an eleven o'clock curfew on jamming and enforce it on Friday night.

Parade

On Saturday morning numbered stakes are driven to locate the assembly positions for all the attending corps. A copy of the order of march is posted in the assembly area

The parade traditionally steps off at noon. In recent years, the parade has been re-routed to commence behind the grist mill, proceeding along the service road and turning into the faire grounds at the East end, thence through the muster field. Traffic is no longer stopped on the Wayside Inn Road.

The Companie leads the procession. Once we exit the muster field we come back to the entrance to the muster field and form two lines to honor our guest corps as they enter the muster field. When all have reached the field, the Companie forms up, is announced, and leads off the muster performances.

Outdated procedures: Make sure the police have stopped traffic at Dutton Road and Wayside Inn Road near the barn. We stop traffic at the gristmill. Move the traffic cones from the field entrance and each group will walk up to the street form up and step out towards the Inn. The parade route is easterly along Wayside Inn Road to the gravel drive entrance near Dutton Road, down the gravel drive almost to the Inn, then turn right crossing Wayside Inn Road entering the faire via the main gate, then immediately turn right and circle around the muster field entering the muster field from the west side.

Take down

If the weather is dry take down the food, announcing and recruiting booths at the end of the faire (4 pm) and once all the corps are done with their on-stand performances. If the day is wet, or the dew falls leave the tents up until Sunday to dry.

Gather the parade line up stakes and sign and traffic cones from the field behind.

Put the tents, poles, signs and stakes away neatly in the top of the barn ready for next year.

Clean up

Meet at the barn Sunday morning at the time determined by the president and the fair chairman.

Form up into groups to sweep the Inn grounds for trash. Working together in teams in assigned areas helps to do this efficiently and without redundancy. make an early-ish pass through the camping area to begin to prod campers into leaving.

Gather the trash receptacles from around the fair field and the camping area (a pickup truck is helpful here) and bring all the trash to where the sanitation company will pick it up.

Add water to the fire barrel. Once the barrel is cool drag it back to the storage area designated by the Inn.

Harass the remaining campers mercilessly until they leave.

Lastly, sit down and discuss how the faire went, what we could do to improve for next year, what is working well and write that down for the next faire.

Send a thank you to the Inn Keeper for once again allowing us to take over the grounds of the Inn for the faire.

Clothing Guidelines

We dress in the costume expected to be worn by the militia of Sudbury in 1775. Our most common outfit consists of an 18th century pattern shirt, waistcoat, front fall breeches, stockings, and hat. Playing members wear men's clothing, but we have included members of the color guard in women's clothing.

We do not require reenactment level accuracy in fabrics or construction but aspire to appear authentic at normal audience distances - something like 20 feet. Machine stitching is fine, leopard print is not.

While men of the time would be unlikely to appear in public without a coat over the waistcoat, we do not require a coat. The shirt should, however, be covered with at least a sleeveless waistcoat; a frock coat, long-sleeved waistcoat, or button front short workman's or sailor's jacket is encouraged. A shirt alone would not have been worn.

While some of us have in the past worn overalls or hunting frocks, we have realized that these are characteristically military and late war, and have been retiring them from common use.

Kilts are not acceptable: It is extremely unlikely that anyone in Sudbury in 1775 owned a kilt. Even the Highland regiments that served in the war did not wear kilts on campaign. Modern "utility kilts" are as period appropriate as sneakers with light-up soles.

In the interests of practicality we have not urged the use of 18th century footwear, especially for the march to Concord. We do, however, endeavor to wear modern footwear that has a similar appearance to the casual spectator. Modern shoes can be covered with gaiters or fitted with buckles on straps by way of disguise. Do not wear footgear with obviously modern thick flexible soles or colors other than black or brown.

We wear a variety of historically appropriate headgear, although we try to avoid the more fanciful variants. If in doubt, the tricorne is most common and is undoubtedly period correct. A man would not have appear bare-headed in a public venue.

Clothing is available from commercial sources, notably Jas. Townsends (<https://www.townsends.us>) or local tailors, and many of us sew our own clothing. Section leaders should be able to provide advice and steer new members to sources or to folks who can help those who want to try their hand at making their clothing.

Every member is to appear at any public event (including summer practice at the Wayside Inn) in appropriate clothing. Section leaders have the responsibility of making sure that members are correctly turned out before each performance.

Instruments

Fifes

The Company makes inexpensive plastic fifes available to students at cost.

Members all play the fife chosen by the Company, currently the Model F. We maintain a small inventory. Fifes may be loaned to members, but long-term users are expected to purchase the instrument either from the Company or another source.

A member in possession of a loaned instrument must return it should they leave the fife line.

The Fyfe-master is responsible for the inventory of fifes and for instruction of members in the care of the instrument.

Drums

The Company makes sticks and practice pads available to students at cost.

The Company owns a number of snare and bass drums, and members will be loaned a Company drum on loan for use at Company practices, Company-sanctioned performances, and home practice. Many members prefer to provide their own rope-tensioned, gut snare, wood shell drum.

We have generally provided replacement fibreskin batter heads and plastic snare heads at the Company's expense. The choice of fibreskin, calfskin (kangaroo skin?) or kevlar head has been left to the individual member, as has the choice of drumsticks.

Members with a Company drum are responsible for its care and maintenance. A member in possession of a loaned instrument must return it should they leave the drum line, and is responsible for the cost of replacement or repair should it be damaged.

The Drum Sergeant is responsible for the inventory of drums and for the instruction of members in the care and tuning of the instrument.

Scheduling Performances

When a job inquiry or performance invitation is received, the Business Agent conveys the opportunity, with the date, type of performance, and numbers required, to the President, who then presents it to the Company, usually at a practice. If the number of members required for the job are willing to commit, the Business Agent is then authorized to negotiate a contract.

This is not a vote, in the sense that a majority in favor is not required. It is necessary only to have enough members willing and able to appear, and for the Company as a whole to have an opportunity to object should a job have some egregious problem.

It is important to record those who agree to perform when this call for commitment is made so that they may be reminded when the time to fulfill the agreement approaches.

We have often chosen to attend the Lexington, Deep River, Westbrook, and National musters in addition to our own. Depending on the density of the schedule we have sometimes added one more.

Acceptance of jobs and invitations is always a balance between the demands of family, the need to maintain an income sufficient to cover the Company's annual expenses, and the desire to participate in various events. This balance shifts from year to year, and it is the officers' duty to see that it suits the needs both of the members and the organization.

Guidelines for Participation

Students will be included in sectional and Company practices at the direction of their instructor and the section leader. The section leader is responsible for ensuring that the student is capable of benefitting from the experience and for their progress.

Once a student can perform 10 tunes chosen by their instructor to the satisfaction of the section leader, she becomes a member, and is eligible to perform in public with the Company once properly attired. This includes the summer practices in front of the Wayside Inn. [?]

Performances vary, however, and not all members may be suited to any given event. The section leader shall evaluate the members proposed for an event and include only those capable of performing adequately in this instance. This evaluation may rely on the section leader's week-to-week observation of the member or on an audition of the member on the specific music involved.

It is the section leader's responsibility to present a public performance that reflects well on the Company and respects its audience.

From time to time circumstances arise where it may be desirable to include non-members in a performance. This most commonly occurs with the march to Concord, where appropriately attired alumni or friends may join us for the trudge. Such additions must be specifically approved by the section leader who has the responsibility of judging the ability of the non-member to participate and for guiding that participation.

Practices

General

We meet for practice weekly on Wednesday evenings at 7:00. [6:30 in 2024]

The President is responsible for deciding (in consultation with the vice president and such other members as may be desired) what music is to be included in the repertoire for the year, and for providing a playlist of music for each practice. The playlist is usually constructed in six to eight week sections, with each section distributed and posted on the web site as it approaches.

Our practice time together is intended to give us an opportunity to work on execution and expression. It is NOT a time for memorization - that is done in individual practice during the week.

Winter Practice [Entirely outdated - modify when plans for 2024-2025 winter are known]

From October to April we practice at the Ephraim Curtis Middle School, 22 Pratts Mill Rd, in Sudbury from 7:00 to 9:00. We usually take a week or two off after our muster and continue through to Patriots Day. We take a week off during the school spring break to hold our annual dinner.

[SCHOOL SCHEDULING REFERENCE REQUIRED]

We currently have the use of rooms 178 (band) and 190 (chorus). The drums have been using 178, and the fifes 190, and Companie practice has been in 190.

We do NOT have the use of the adjoining music storage, practice, and office rooms, and are not to enter those rooms. The band room has chairs and music stands arranged in it and the teacher responsible is very sensitive to anything being moved. Note the position of anything you move and be sure to return it to its place before leaving.

We also need to be out of the practice space at 9:00 promptly.

There will be a night or two when school events mean that we will not have access to these spaces. The Wayside Inn has been remarkably generous, allowing us use one of their rooms or the Martha Mary Chapel on many occasions. This should be arranged ahead of time to make it as easy on them as possible.

For some decades, we have followed the pattern of:

7:00 - 7:40 PM Instruction for students, technique-focussed practice for those not involved in instruction.

7:40 - 8:20 PM Sectional practice

8:20 - 9:00 PM Full Companie practice

Summer Practice

We usually take a week or two off after the Patriot Day events, then begin practice at the Wayside Inn. We do not generally include instructional time during these practices.

We meet in the parking lot behind the Inn. In rainy weather we are usually able to use the large event tent adjoining that parking lot. On occasion a Wednesday night event in the tent may mean that we need to move to another spot on the grounds to avoid a conflict.

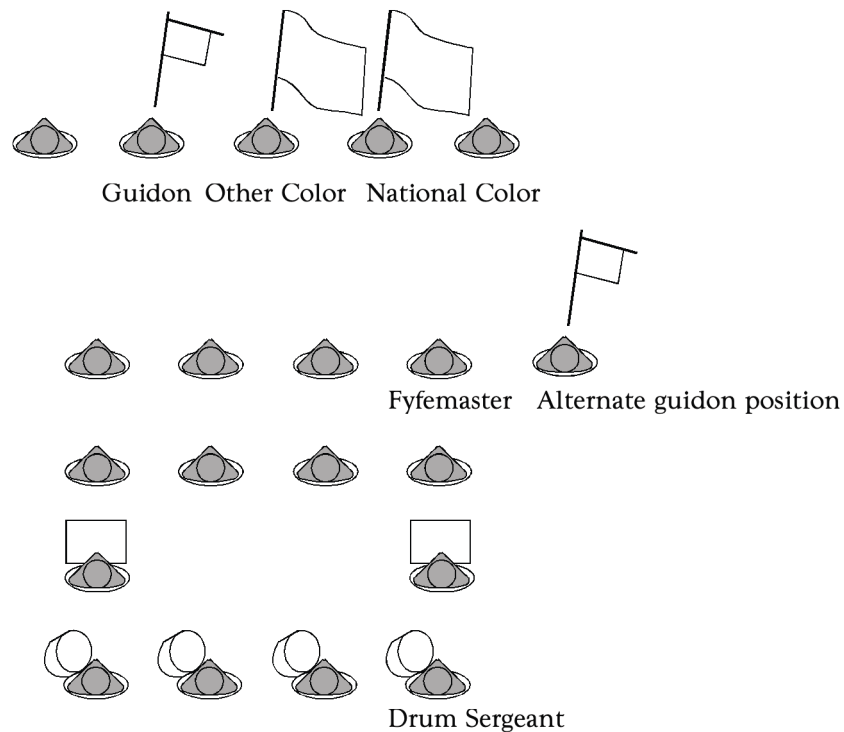
At some point during the evening we will march through the Inn to entertain and deafen the diners. We have restricted the drum line to a maximum of three snares and a bass for this expedition in the interests of compactness and hearing protection. At one or more points on this tour we may stop and perform a tune for the guests in a particular room - usually the old kitchen or the Ford room. The President introduces the Companie, mentions that we are there for our weekly practice, and promotes the Faire and Muster. We then march off, knocking over as few chairs as possible. This process interrupts our practice, so it is important to conduct it as expeditiously as we can.

Sectional practice is held in the parking lot with fifes at one end and drums at the other. At roughly 8:20 we assemble and march to the front of the Inn where we form up and conduct Companie practice. Those participating in this are expected to be in colonial attire.

Marching Guide

Companie Formation

The Companie generally forms on a frontage of three to five files, with two or more ranks of fifes, a rank of bass drums, and one or more ranks of snares. The fyfemaster is on the right end of the first rank, and the drum sergeant at the right of the first rank of snares. The color guard, if present, marches at a double interval to the front of the first rank of fifes, with the National Color to the right of any other color. The guidon is to the left of the colors or to the right of the fyfemaster. To assemble the Companie, the fyfemaster stands in his marching position at the head of the right file, but facing where the Companie is to fall in, and holds his fife horizontally above his head. The drum sergeant may commence "Drummer's Call" to be joined in by the other drums as they assemble.



Commands

To commence marching, the fyfemaster bellows "Troop!" This is meant to recall to their duty those musicians who may have let their attention wander. This is followed by the command "Troop(pregnant pause goes here)... out." The command of execution ("out") is given as if on the left foot, there is a "dead step" and the drums commence the street beat. The first seven-stroke roll ends on the first step as each marcher steps out with his left foot on the first beat of the measure. Alternatively, the fyfemaster may command "At a stick tap... troop... out," in which case the lead snare will provide a stick tap as the company steps out.

If the Company is to step out to a tune, the fyfemaster calls the tune, saying "Step out to *That Catchy tune*." The the lead snare will play a tap to bring fifes up and sticks out, then four taps to begin the tune. The fyfemaster may instead command the Company to play "Eight in place," indicating that after the taps eight measures are to be played before stepping off. Variations are limited only by the imagination of the fyfemaster and the attentiveness and comprehension of the musicians. ("Seventeen in place" is not recommended.)

Once underway, the fyfemaster controls the direction of march by voice commands of "To the right wheel... wheel," "To the left wheel... wheel," or "Countermarch... march" as appropriate. It is important

that the fife master turn her head to speak, so that those in the front ranks may hear more clearly, and those in the rear ranks have a visual cue to the time of execution even if they cannot hear the command.

Note that all except those in the first rank immediately begin a half step at the command of execution, so they will have at least four steps to observe the direction of the maneuver before having to conform, should they have failed to clearly hear the command itself.

When the fife master has called a tune, he waits until he hears it repeated correctly by the drum sergeant, so as to be sure that the whole Company knows what he intends to play. He then holds his fife vertically over his head to prepare the drummers for the rolloff, and brings it down in the last measure of an eight bar section of the street beat. The drummers beat the rolloff and the music follows. Fifes are raised on the second of the three rolls of the roll off.

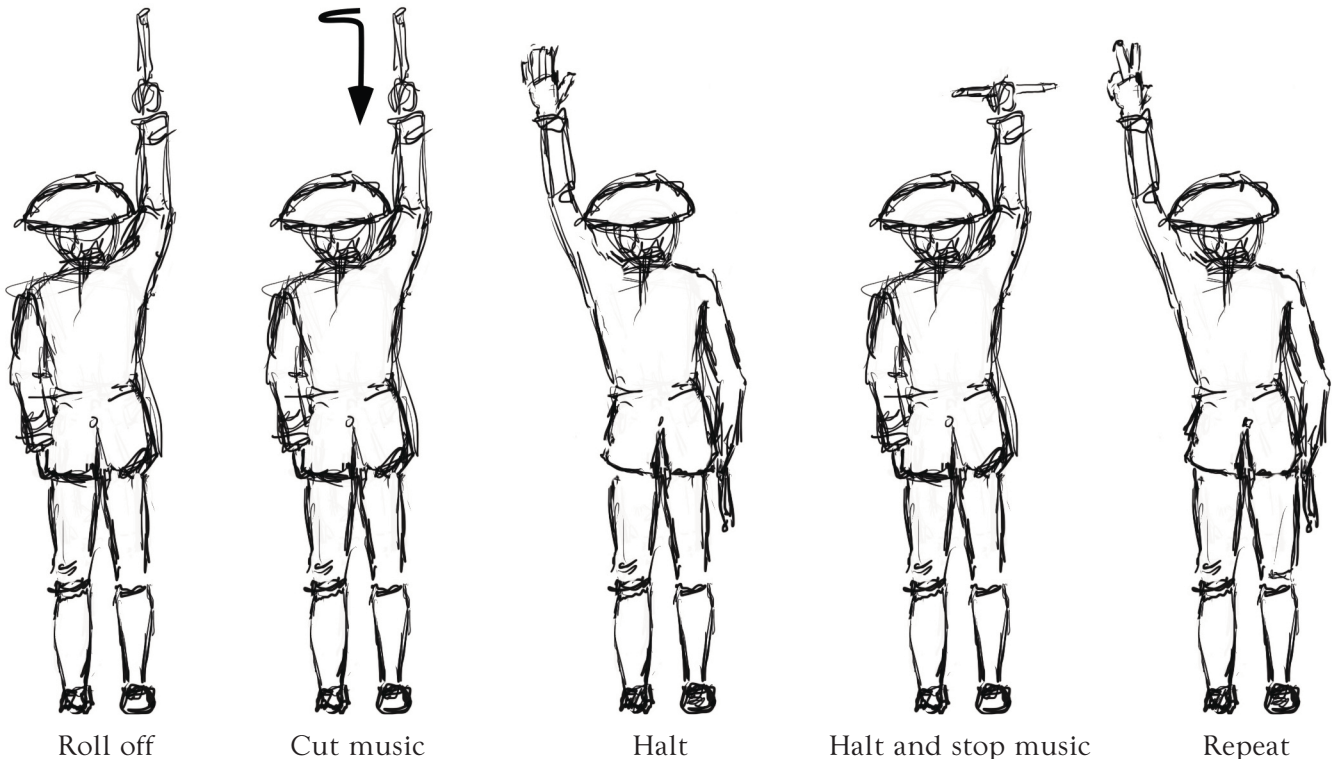
To call for the repetition of a tune (or of the entirety of a two-tune medley) the fife master holds up two fingers at some point during the last eight measures. The repeat may be called several times in succession if desired. This is important when the approach to a reviewing stand takes longer than anticipated.

To stop the music but not the marching, the fife is held up as for the roll-off, then moved to left, back to the right, and brought down on the right foot in the last measure to be played. Doing this at the end of an eight-bar section presents the musicians with the least challenge, making it more likely that they cut cleanly and the drummers recommence the street beat correctly.

To stop the marching but not the music, the fife master holds up his left hand with fingers extended, no fife. The hand is brought down on the second beat of a measure (right foot) after which one more step is taken with the left foot, and the right is brought to rest on the second beat of the following measure.

To stop both the music and the marching, the fife master holds up his hand with the fife horizontal and brings it down on the second beat of a measure as before.

These commands are illustrated below.



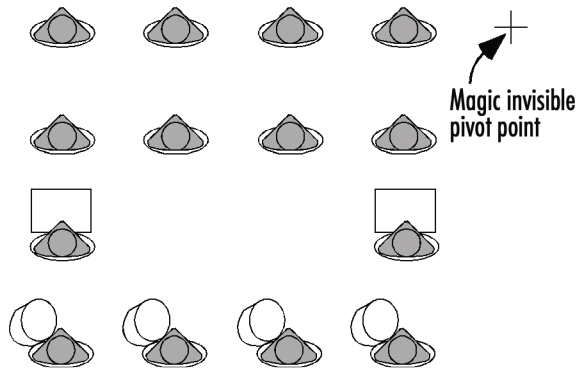
Some uncalled-for commentary:

The Company has, in practice, stepped off to the command "Troop... troop out." This is based on someone, in 1964 or so, reading in some uncited source about someone, somewhere, giving this command to some unit, and deciding that it sounded niftier than "To the front... march." There are two salient objections to this practice. First, we are a company, and in no other context refer to ourselves as a troop. Second, this confounds the warning command "Troop" with a preparatory command of "Troop" issued before the command of execution, "out." It would be better practice to use "Company" as a warning command as necessary, followed by "To the front... march." This may be replaced with "Right wheel...march," or similar should we wish to step off into an immediate maneuver.

The Company has traditionally not marked time, in accordance with the idea that we either march or we do not march: we do not stand in place doing unproductive things with our feet. In practice this has worked poorly for half a century. Rather than marking time on those occasions where it might be convenient, we have substituted inching forward until shuffling to a halt by ones and twos. This presents an infelicitous appearance and offers opportunities for the members of the Company to become confused about whether we are at a halt, requiring a command to move out, or still marching with tiny steps and should watch for the fyfemaster's lengthened step. Confusion, one might note, has seldom been our friend. This issue should probably be addressed explicitly.

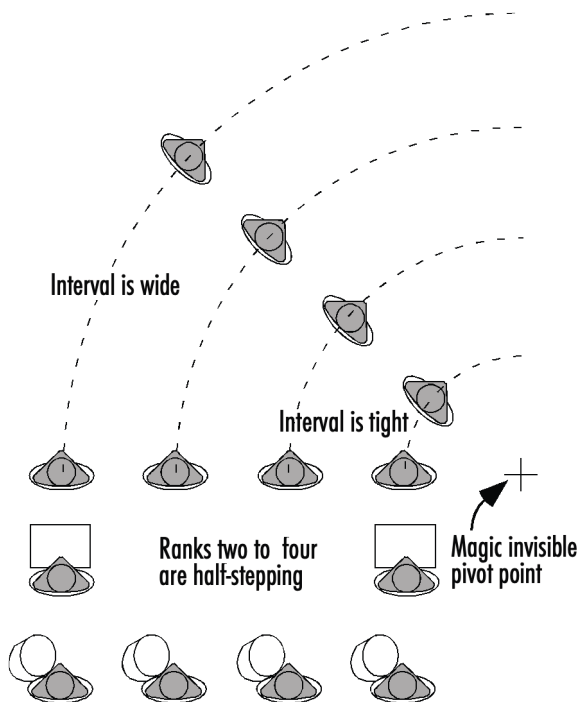
Turning a corner: the wheel

1. The command "to the right wheel... march" is given.

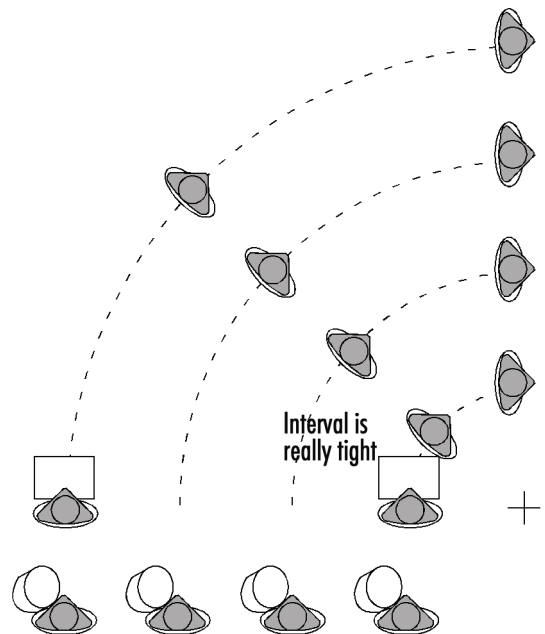


2. The first rank wheels, pivoting on a point one interval (two paces) to the flank of the first rank. **All other ranks begin half-stepping immediately.**

The second rank should reach the pivot point when the first rank is halfway around the wheel. The outside file takes slightly extended steps, while the inside file takes very short steps.



3. The second rank begins its wheel when the first rank is halfway around. **When the first rank completes its wheel it begins half-stepping.** It will continue half-stepping until the entire company has completed the wheel.

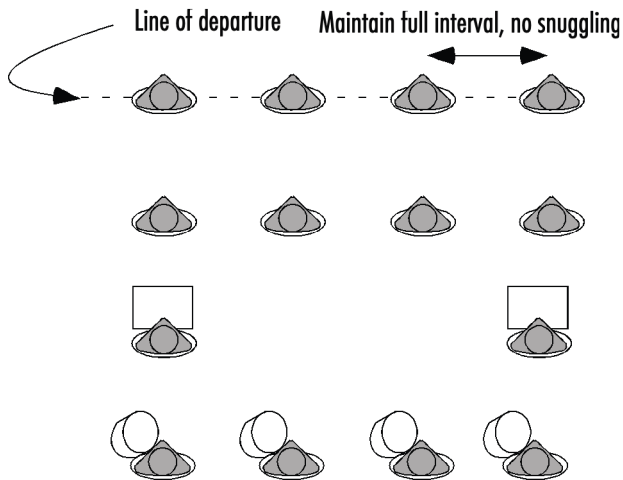


4. When the last rank of drummers has completed the wheel, the company resumes a full step.

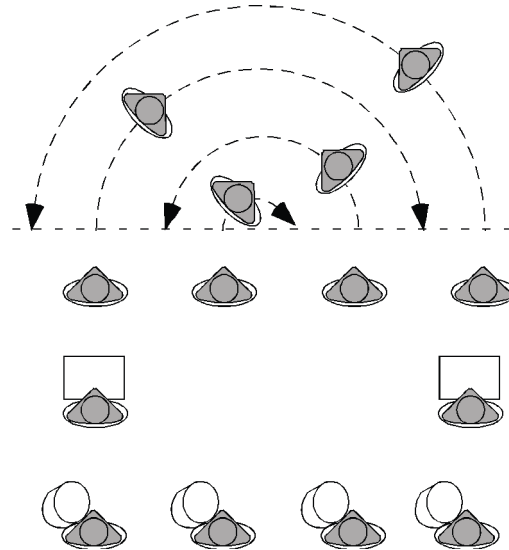
Most common failure mode: outside files do not let interval open, inside files do not close the interval, each rank skids further to the outside.

Turning around: the countermarch

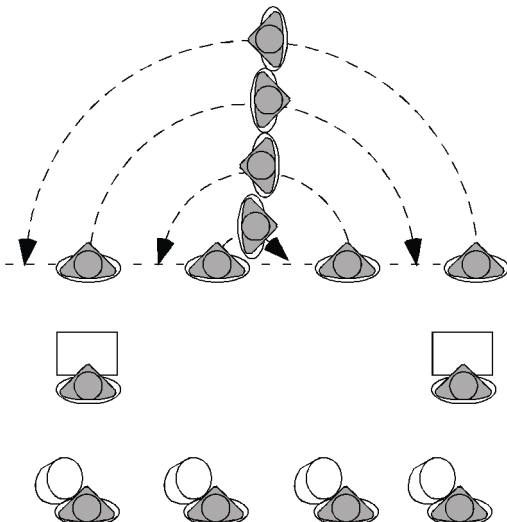
1. The Command "Countermarch... march" is given. The position of the front rank is the defining line for the maneuver. It is very important that the intervals between files are not too tight.



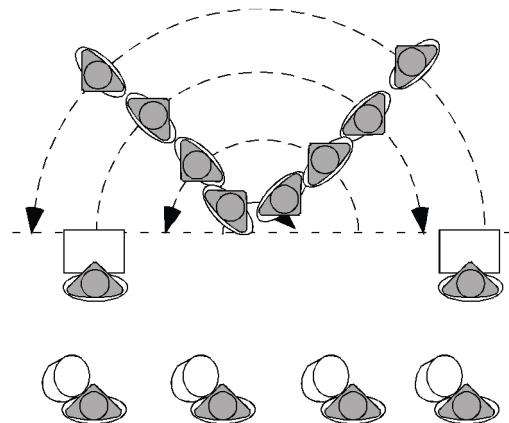
2. The first ranks wheel in two parts around the center. The fyfemaster, in the right front, will pass outside the fifer in the front left. All other ranks begin half-stepping immediately. The second rank does not move beyond the line of departure until the first rank has turned through 90 degrees.



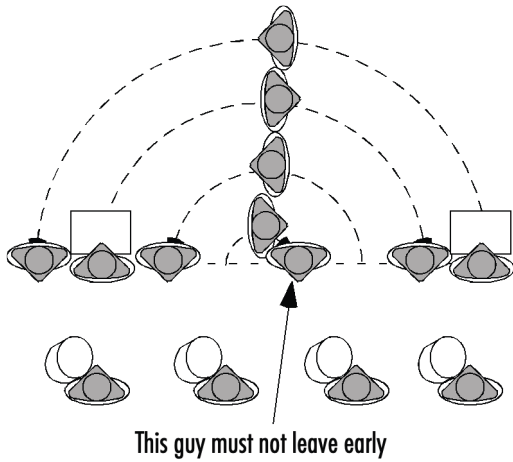
3. At this point each rank can check its alignment. The first rank should be shoulder-to-shoulder alternating facings. The second rank should be dressed at the line of departure. Note that the intervals are very tight, and that the first and second ranks have virtually no interval at the pivot.



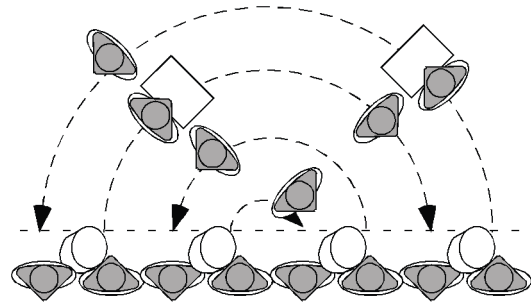
4. Again, alignment can be checked half-way through the turn.



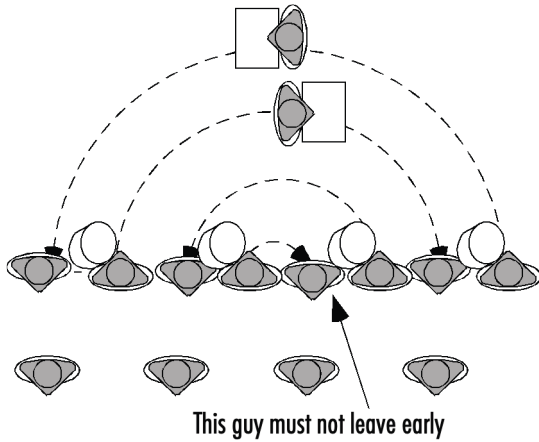
5. The first rank has completed its turn and is aligned with the third rank, while the second rank has reached the half-way point. Check alignment at this point. It is critical that **the center file of the first rank does not step past the line of departure until the entire rank has completed its turn** and dressed. Notice that if the interval between files is too narrow the drums will not fit.



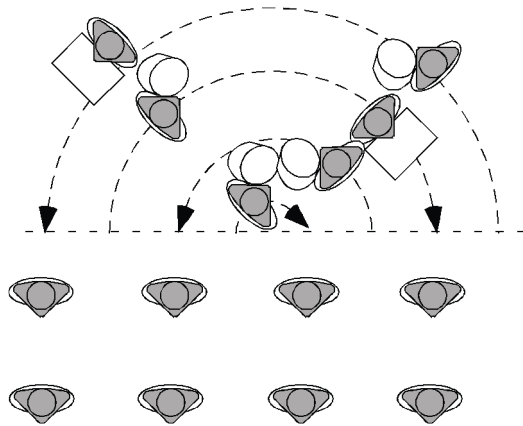
6. The first rank continues at a half step until the entire Company has completed its maneuver. Each rank checks its alignment at the 90 degree points.



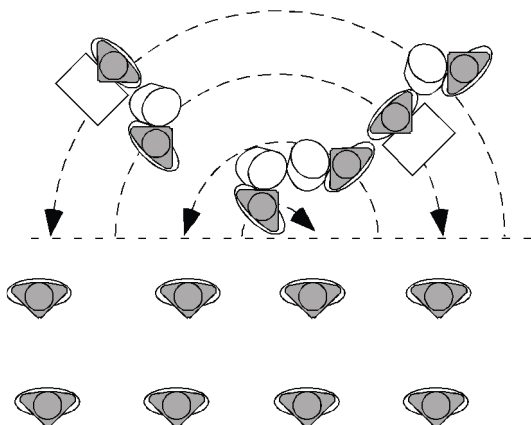
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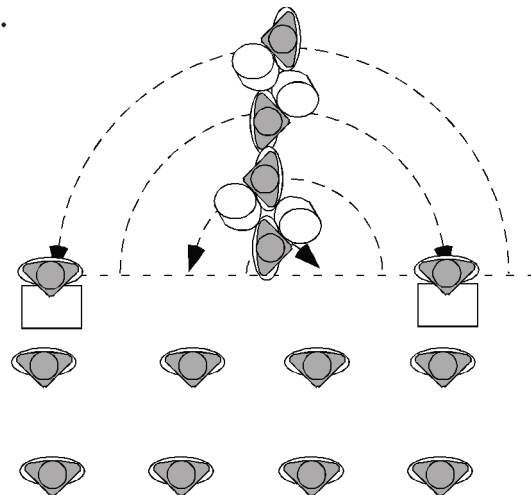
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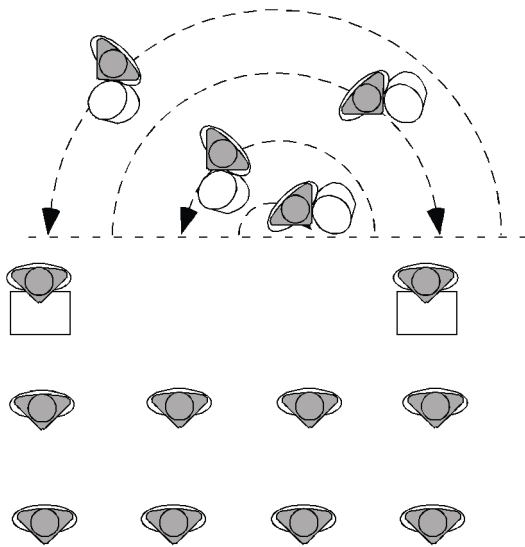
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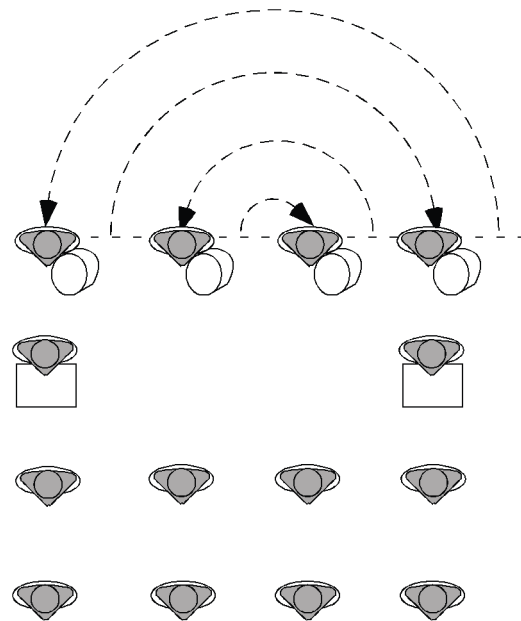
10.



11.



12. With the maneuver complete, the Company can now step out.



Common failure modes:

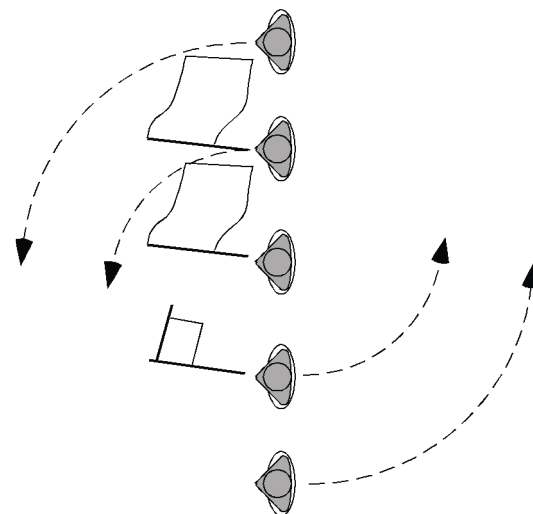
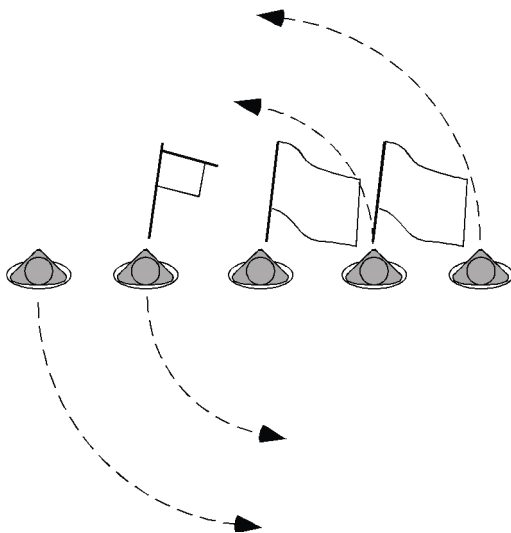
Outside files don't wait for the preceding rank to turn through 90° before stepping out into their own turn.

Center pivot turns in place rather than turning into the adjacent space.

Center pivot steps out too early after turning.

Ranks which have completed their maneuver do not wait for the whole Company before marching away.

If there is a color guard (typically this occurs once a year at the eastern part of the North Sudbury Cemetery on Memorial Day) the color guard must turn counter-clockwise on its center and pass through the intervals in the body of the Company before the musicians can commence the countermarch. The color guard will often keep a tighter interval than the musicians (nearly shoulder-to-shoulder), so they will have to open those intervals to pass through the musicians and close them again after doing so.



Facing movements

To the right... face



Attention



Bring hollow of
right foot to left
heel



Pivot on heels



Shift right foot
to close

To the left... face



Attention



Bring right heel
to hollow of left
foot



Pivot on heels



Shift right foot
to close

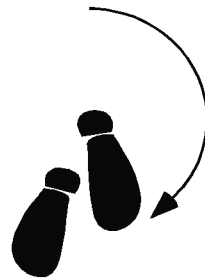
To the right about... face



Attention



Bring right foot
to left heel -
rotate more than
for right face



Pivot on heels



Shift right foot
to close

From the British 1764 Manual:

#25- To the Right Face! (3 Motions)

1st. Bring up the Firelock, with a quick Motion high before you, till your left Hand come even with your Eyes, with the Fingers of that Hand extended along the Stock, just above the Feather Spring. The right Foot to be brought close up to the left Heel in this Motion.

2nd. Face to the Right, taking care in Facing to hold the Firelock right up and down, and steady in your Hands.

3rd. Step back with your right Foot, and come down to your Present.

#27- To the Right about Face! (3 Motions)

As in the foregoing Explanation, coming to the Right About, instead of to the Right.

#28- To the Left Face ! (3 Motions)

1st. Bring the right Foot briskly to the Hollow of your Left, with the Firelock in same Position as in the first Motion of facing to the Right.

2nd. Face to the Left.

3rd. Come down to your Present.

Coordination with other organizations

Wayside Inn

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Militia

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Sudbury Public Schools

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