



The Weekly Update

One email to the band each week — the schedule, the music, and your leaders' own words.

Every community ensemble has the same weekly problem: someone on the board owes the members an email. The rehearsal, the music, the concert details, the announcements — gathered from three people, formatted by hand, sent late or not at all. Backstage Baton turns that job into a single reply.

HOW IT WORKS

1

Leadership gets one email

On your chosen day, the people you pick — president, director, manager — receive the week's schedule with one question: anything to add?

2

They hit reply

Plain English, no template, no login. Several people can reply and everything is kept. A numbered piece list even sets the week's rehearsal order in the app.

3

Members get one great email

Schedule, music with listen links, concert details, and each leader's note word for word under their name — sent on your chosen day. Reviewed and approved first, if you want.

BUILT FROM YOUR REAL DATA

- Rehearsals and concerts straight from the schedule — dates, times, venues with map links
- The week's music with chart numbers and ► Listen links from your library
- Call time, dress, and venue for the concert you're working toward
- New members welcomed by name, automatically

RUN IT YOUR WAY

- Pick the input day, the send day, and who contributes
- Every leader's words exactly as written, under their name (the default) — or one combined note if you prefer
- Optional approval step: your approver reviews and edits the finished email, even the evening before
- Preview the exact email anytime without sending

WHY BOARDS TRUST IT

- **Leadership's words are kept** — replies go out word for word by default, and piece lists, dates and chart numbers are never paraphrased in either style.
- **Nothing is invented** — the email contains only what the schedule holds and what leadership wrote.
- **What's approved is what's sent** — byte for byte. An unapproved update holds; it never sends stale.

Members never install anything. It's one consistent email, every week, that reads like your band's own leadership wrote it — because they did.

See it with your own band's schedule. Start a free 90-day trial of the Complete plan — no credit card — at backstagebaton.com