

School Planning Meeting

1. Introductions

- a. Teaching Artist, School Staff, M&F Staff Introduction

2. Confirmation

- a. Program
- b. Start Date
- c. Program Time
- d. Specifics Days (noting holidays and off-weeks)
- e. Student Grade
- f. # of Students

3. Student and School Onboarding

- a. Specific information about students joining the class (i.e. previous musical training, music classes during the day, returning students, etc.)
- b. If the residency has more than one session time, discuss how students will be split into two groups (Group A, Group B)
- c. Explore the classroom management techniques of the school and determine if these same practices can/should be used during the residency
- d. Discuss the Registration and Media Release forms. These must be completed prior to or within the first week of the residency.

4. Goals/Expectations

- a. Roles (i.e. Who will take attendance? Who will lead classroom management? What is the Teaching Artist & Staff role in arrival/departure?)
- b. Weekly Expectations (i.e. Will the room be set up with chairs, music stands, a smart board, and/or a speaker?)
- c. Final Presentation (i.e. What are the possibilities for a final performance? Where will the performance be held? Who will attend the performance?)

5. Instrument Inventory or Rental (if applicable)

6. Misc. Items