

The A, B, C's of a *Healthy Music Program*



Presented by Jon Locke
July 20, 2012 Room 213 5:15 pm

Always Plan

★ **Plan, evaluate, and modify**

- Annual Calendar
 - Preliminary calendar completed prior to spring meeting
 - Distributed in May before students release for summer break
- Develop and update a four year capital needs plan
- Maintain a roster with future attrition/ recruitment estimate
- Create and publicize a four to six year travel plan for financial planning and recruiting

Be Prepared

★ **Build and maintain student leaders**

- Careful selection process
- Initial training
- Provide ongoing guidance and feedback

★ **Build and manage parent support and leadership through a booster club and/or committees**

- The head director IS always in charge
- Delegate tasks to parents that will support staff and program goals

★ **Maintain a comprehensive handbook (adopted by school board)**

- Include annual calendar, rehearsal guidelines, forms
- Make updates on next year's calendar all year long – easy transition!

★ **Utilize and follow established protocol (district grade book, facility usage, transportation requests, etc.)**

Communicate Redundantly

★ **Develop a redundant communication system with students, parents, campus teachers, administrators, school board, other campus organizations, and the community.**

- Distribute a handbook
- Post an annual calendar in the rehearsal hall
- Periodically distribute (email and handout) a shorter duration calendar as a written reminder
- Confirm your dates are included on the district and campus calendar/newsletter, and organization website

★ **Utilize a website on a regular basis. Update detailed calendars for rehearsals and performances**

★ **Establish a phone call/text tree for unavoidable last minute communication needs**

★ **Develop an organizational Twitter Account**