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back-to-school choral checklist

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Taking Care of Me

Health

- Get plenty of rest
- Eat a healthy lunch
- Hydrate!
- Wash your hands whenever possible

Preparation

- Introductory three-minute Keynote or PowerPoint presentation
- Memorize, plan, and rehearse positive classroom management techniques
- Know your school's plan for every emergency situation

Organization

- Manage a To Do list
- Answer parent emails ASAP
- Take care of individual student needs promptly

Music

Repertoire

- Remember: repertoire "makes or breaks" your choral program
- Select repertoire and order new as necessary
- Consider organizing concerts around a theme

Music Organization

- Order 3-ring view binders
- Punch 3 holes in individual copies of music
- Create neat stacks of individual titles of music to distribute in class
- Print names of students on paper to place in the front of the view binders
- Number the binders
- Obtain a folio cabinet or shelves for the binders

Other Resources

- Develop and rehearse a repertoire of multiple physical and vocal exercises
- Identify and share websites where students can review, rehearse, and listen to classroom repertoire

Materials

Classroom

- Plan and create bright, organized, informative class décor
- Obtain enough chairs for the maximum number of students in a class
- Plan, rehearse, and maintain daily classroom expectations

Other Materials

- Contact the choral uniform representative
- Make copies of your syllabus, uniform order form, year-long calendar, and other handouts for each student
- Set up a way to communicate to all students and parents
- Email choral expectations, as well as attachments of all classroom handouts, to parents
- Establish district-approved social media to keep in touch over the summer

Membership

Daily Chorus Classes

- Enroll additional choral students through invitations by your students and you
- Plan a pizza party or other event for the class with the most enrollees

Extra-Curricular Groups and Activities

- Set up rehearsal times and auditions for school honor groups
- Schedule local performances
- Make students aware of information about district and state honor groups
- Finalize travel plans

Personal Memberships

- Update your memberships in music education organizations