

CHOIR/SUPPORT TEACHERS BASIC TASKS

TERM 1

- Photocopy “**2014 Overview Important Diary Dates**”, and display in an obvious place!!! A3 is a good size!!
This will tell you the **what**; the **when** and the **where** for **everything you need** to do as a Choir Teacher.
- Watch out for Assisting Artist / Commissioned Work Solos / Compere / Foyer Concert and Troupe application forms and distribute to interested students.
- Attend **Conference 1 (Thurs 6th and Fri 7th Feb.**
- Letter to parents outlining choir commitments and whatever trial period you may have.
- After trial period send home student choir contract. This includes:
 - School rehearsal time and requirement to attend all rehearsals
 - Off site and Festival Theatre rehearsal dates and times
 - Festival Theatre season dates
 - Dress code
 - Consent to participate and be photographed
 - Estimated costs involved (transport/book/CD/t-shirt and ticket price).
- Distribute books/CDs and arrange payment method with school bursar.
- Organise transport to cluster and consent notes for students.
- Read and note Assessment timetable which is emailed to Principals and Choir Teachers.

TERM 2

- Attend **Conference 2 Sat. 10th May.**
- Discuss with school Finance Officer regarding management of ticket sales.
- Check the confirmation of Solo/Compere auditions (date/time/transport).
- Foyer Concert applications become due.
- Solo nominations due.
- Compere training occurs.
- Complete **Concert Availability** sheet. Include a weekend option. Check all dates carefully before sending in your form. Consider camps, sports days, Pedal Prix, etc. Inform Principal of dates.
- Put available dates on school planner.
- Some weekend concerts have weekday rehearsals.
- **Concert / Solo / Compere grid** emailed to schools.
- Concert program – check details/spelling of all people involved.

TERM 3

- Inform parents of performance date/requirements/etccheck website’s Time Savers for an example letter www.festivalofmusic.org.au
- Order tickets from BASS (or Music Society in Preview Performance Concert 1).
- Book buses / confirm buses.
- Amalgamating with another choir? Complete the forms provided in the handbook
 - *Facsimile Transmission for Amalgamating Choirs
 - *Festival Choir (row of two units).
- Solo workshops.
- Attend off site rehearsal at Magic Millions.
- Distribute songbook cover competition for next year.
- Send parent reminder of rehearsal/performance/etc procedures. Include consequences of lateness/missing rehearsal at Festival Theatre.
- Concert rehearsals and performances.
- Celebrate and distribute certificates.
- Distribute DVD order forms.
- Distribute orchestra applications for next year.