

	Fill Our Skies with Music	Brought To You By: 
---	------------------------------	--

This year: Monday, May 2, 2011

Section 3: Teacher Planning Roadmap

Use this Action Timeframe to help you map out your event planning. Media Communications Actions are in red. (See next page for Music Roadmap)

Time Frame	Action
Jan. 1 - Feb. 1st	Use Section 1 to cast a vision for your Music Monday and approach potential community partners.
Jan 31 st – Feb 18 th	Present your proposal to school administration. Download the Music Monday Promo Video (available at www.musicmonday.ca)
Feb. 14 th - 28 th	Modify your plans as required by feedback from administration, continue contact with community partners.
Feb. 28 th - Mar. 7 th	Present at a staff meeting, Student Council and Parent Teacher Committee, ask for feedback and assistance
Feb. 28 th – Apr. 1 st	Set up committees as required.
Mar. 7 th - 18 th	Modify plans as required from feedback given, continue contact with community partners.
Mar. 14 - 18 th	Send home a letter to parents explaining the event and asking for volunteers.
Mar. 14 - 18 th	As soon as your plan has been approved, book the space if necessary.
Mar. 21 - 25 th	Arrange and/or Delegate equipment rental if required.
Mar. 21 - Apr. 29	Publicize Event with posters, announcements and warm-up performances in the cafeteria.
April 18 - 22	Adapt Media Advisory Template (Section 5.2) to your school -insert all pertinent information.
April 22 - 29	Send home photo release forms (Section 5.1) to be signed by parents.
April 25 - 29	Send media advisory to local paper, radio and TV stations.
April 25 - 29	Review Key Message (Section 4) to prepare for meeting media.
April 27 & 28	Follow up with media and invite them to your school for Music Monday, May 2.

	Fill Our Skies with Music	Brought To You By: 
---	------------------------------	--

This year: **Monday, May 2, 2011**

Teacher Music Roadmap

Use this schedule as a map to preparation for your group's Music Monday performance.

Time Frame	Action
Feb. 1 - 29th	Download appropriate arrangements and lyrics from www.musicmonday.ca , modify and arrange to meet the needs of your group.
Mar. 1 - Apr. 29 Mar. 21 - Apr. 29	Depending on the skill level of your group, choose when to begin Rehearsals .
April 25 - 29	Arrange piano tuning if necessary.
Option	You may want to invite a guest from a participating community music group to participate in a rehearsal, a guest conductor from a local symphony to conduct a rehearsal, or plan a rehearsal visit exchange with a nearby school.
MUSIC MONDAY May 2, 2011	<ol style="list-style-type: none"> 1. Set up students, instruments, stands, etc., 2. "Day Of" Rehearsal. 3. Organize spokespeople/review key messages. 4. Assign a student or volunteer to look after media. 5. Begin Concert at: 10 a.m. PST, 11 a.m. MST, 12 p.m. CST, 1 p.m. EST, 2 p.m. AST or 2:30 p.m. NST 6. Take Pictures 7. Send Media Clippings and Photos to the Coalition for Music Education in Canada's office 8. Get students to reflect and share their highlights from their participation. Mail, email or post pictures, videos and comments to the Coalition.