August Must Do List

Following are helpful items submitted by our membership to add to your “to do” list. Delete items you don’t find helpful and add your own.

Everyone

* Join NAfME (National Association for Music Education). This membership also makes you a member of NMMEA (New Mexico Music Educators Association).
* Attend NMMEA Fall meeting (check [www.nmmea.com](http://www.nmmea.com) for date).
* Meet with your NMMEA District Vice President / President and chat through the fall. Make a list of all registrations and deadlines.
* If available, meet with music administrator to learn details of the district.
* Revise handbook and make copies for all classes (you might want to run handbook by department head or principal for approval).
* Join the NMMEA group on Facebook.
* Set up a cloud account to share files between computers (dropbox, Google drive and etc.)
* Introduce yourself to support staff (secretaries, custodians, athletic director, and etc.)
* Turn in building use permits for the entire year. When in doubt, turn one in!
* Send introduction email or letter to all parents and students.
* Send an introduction email to teachers within the school.
* Fill out leave forms for the All-State & In-service Conference.
* Fill out all leave forms for the year.
* Set clear classroom rules and procedures – post them and communicate them to parents.
* Reserve buses for the school year.
* Distribute an accurate calendar for the entire year (run by principal, activities director, secretary before finalizing) – make sure this gets posted on school website, school newsletter, marquee etc.
* Hold organizational / informational meeting for parents
* Merge the NMMEA calendar, your personal calendar and your schools performance calendar. Avoid conflicts.
* Order departmental / ensemble t-shirts.
* Attend the monthly faculty meeting and in-service. We can’t hope for support if we don’t give it!
* Create syllabi and have approved by administration.
* Parent contact! Make calls weekly…call and email with positive news also!
* Meet with school bookkeeper and learn financial procedures.
* Reach out to other teachers for support...you aren’t in this alone!

Ensemble Directors

* Organize and meet with parent group (booster). Set meeting schedule for the year.
* Check inventory and make sure everything is back from repair.
* Double check performance uniforms and order extra if needed.
* If solo and ensemble is in the fall, choose all rep AND secure an accompanist.
* Set up at least one collaborative event with fellow music teachers (feeder, neighboring school etc).
* MS Band, Orchestra & Choir - Recruit on campus for more beginners.
* MS Band & Orchestra - Screen beginners for instruments.
* MS Choir - record “My Country Tis of Thee” for all students in preparation for Youth All-State Auditions.
* HS choir - order All-State learning CD.
* HS Band, Orchestra & Choir - make sure all students are aware of all-state auditions and have material.
* Band & Orchestra - Streamline instrument checkout – have a procedure!
* Band & Orchestra – communicate needs to local music store.
* Band & Orchestra – ask music store for folders.
* HS Band – introduce yourself and make friends with the football coach!
* HS Band - confirm entry into fall competitions. ZIA and TOB need to be entered in the spring prior to the event.
* HS Band – schedule buses for football games if needed