September To 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.

**General**

* Check to make sure All-State leave has been approved.
* Make hotel arrangements for All-State (conference hotel – Albuquerque Sheraton Uptown (<http://www.sheratonalbuquerqueuptown.com>).
* Confirm bus reservations for All-State.
* Spend an evening and go through the entire NMMEA website (www.nmmea.com).
* Spend another evening and start becoming familiar with the NAfME website ([www.nafme.org](http://www.nafme.org)).
* Attend the monthly faculty meeting. Be a team player…it goes both ways!
* Plan winter concert / program and order music.
* Fill out and turn in any Purchase Orders needed during the fall.
* Continue regular communication with parents.
* Reach out to other teachers for support...you aren’t in this alone!

**Ensemble Directors**

* Register students for All-State auditions… do it now!
* Send payment for All-State auditions to Don Gerheart.
* Register students for Solo and Ensemble if the event is in the fall.
* Choose winter program and order music.
* If solo and ensemble is in the fall, make sure students have music and are on track for success (memory checks).
* Decide how many ensembles you will be taking to the NMMEA Music Performance Assessments (MPA) and check registration deadlines. Even though these events happen in the spring, many registration deadlines are early in the fall. Why you ask? **So you can make bus reservations!**
* Register for All-State Conference (NMMEA.com).
* Renew various music memberships (NAfME, ACDA, etc).
* Organize all fundraisers for the year.
* Start choosing music for the MPA (music performance assessment).
* If using a clinician in the spring, contact them and finalize arrangements.
* Check eligibility if attending any events that require this. Even if not…it is a good idea to check and identify students struggling academically.
* HS Band, Orchestra & Choir – if your district hosts a district honor ensemble, research details and share with students (audition vs. selection and etc).
* HS Band, Orchestra & Choir – organize All-State prep clinics.
* MS & HS Choir - record students for Youth All-State, compile CDs and fill out online registration.