

PROGRAM PLANNING

GRADE LEVEL:	SCHEDULED DATE:	SHOW/THEME:	
START DATE: (8-10 weeks out)			
FIRST PARENT ANNOUNCEMENT: (4 weeks out)			
INTERMEDIATE GOALS:			
MUSIC/SCRIPT TO TEACHERS: (3 weeks out)			
CAST LIST: (2-3 weeks out)			
COSTUME LETTER HOME: (2 weeks out)			
SET/PROPS CONSTRUCTION: (2 weeks out)			
CLASS ADJUSTMENTS:			
REHEARSALS:			
PRINTED PROGRAMS:			
LAST MINUTE NOTES:			

Program Checklist

By three months before program:

- Decide which program students will perform.
- Decide how you will adapt the program for your students.
- Make sure date of musical is on any school-wide newsletters, calendars, etc.

Six weeks before program:

- Begin teaching new songs and dances to students.
- Begin reviewing known songs and dances.

One month before program:

- Send home letter to parents telling them about the program. Include date, time, and information about program. If ordering hats, costumes, etc., for students, send that information at this time.
- Decide on rehearsal schedule and send email to any teachers it affects.
- Make sure you have the appropriate number of risers for the program. If not, ask another school and put in a work order.
- Send revised rehearsal schedule to teachers for week before and week of program.

Three weeks before program:

- Burn all needed songs (accompaniments, dance music, etc.) to disc.
- Put each class into rows by height. Write this order down and send to classroom teachers, so that when mass rehearsals begin they can bring the students in that order.
- Decide on narrators and other roles.
- Decide which classes will perform which pieces (if you are splitting up dances, games, etc.)
- Let the custodians know how the performance space will need to be set up for rehearsals.
- Check on your AV equipment to make sure it is working properly.
- Decide which decorations, props, scenery, etc. you would like to use, and create and/or purchase.
- Begin typing up the program.

Two weeks before program:

- Begin mass rehearsals with students.
- Send home scripts with narrators and characters.
- Send home another reminder letter, letting parents know what time the students will meet in their teachers' classrooms.

The week of the program:

- Send home one more reminder letter, with all important information.
- Send an email to all teachers, inviting them to the day performance (if applicable.)
- Decide who will videotape the program.
- Set up all the scenery and decorations.
- Finalize the program, and ask classroom teachers to check for missing names and/or typos.
- Copy programs.

The week after the program:

- Watch the video of the program in class.
- Discuss and evaluate the performance.
- Pat yourself on the back for a job well done (and have your students do the same!)

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