

**Contact Teacher's Checklist**

1. Book venue - ground floor venue, whenever possible.
2. Ensure that dates of concerts have been placed on school calendar.
3. Return letter confirming concert dates and times (with Principal's signature) to **Musica Viva In Schools**.
4. Send permission notes home.
5. Invite parents and Principals to attend concert/s, where appropriate.
6. Collect money from students and/or liaise with school finance officer regarding concert payment details. (NB: No GST applies to any Musica Viva In Schools Concert.)
7. Please indicate on the Pre-visit sheet if you are able to provide refreshments. Otherwise the ensemble will happily make their own arrangements. No refreshments are required for concerts after lunch.
8. Fax Pre-visit Sheet to **Musica Viva In Schools** at least two weeks before the concert.
9. **The Chambermaids will need five straight-backed chairs without arms. They would also appreciate a whiteboard with markers if available.**
10. **The Chambermaids will need about 5 minutes to set up and tune their instruments.**
11. Place **The Chambermaids** on the long side of the hall or room. Seat students on the floor in rows.
12. Please arrange for the musicians to be met at the school and introduced at the concert/s. Please also arrange for a student to thank the group at the end of each concert. This is a good way to finish and the musicians really appreciate it.
13. Within two days of the performance, fax the completed Evaluation and Attendance form to **Musica Viva In Schools** on **02 8394 6632**. You will then be issued with an invoice.



### Information to Parents/Guardians

There will be a performance at the school by the **Musica Viva In Schools** group

## The Chambermaids

Australia's legendary all-female wind players perform chamber classics with contemporary zeal. Take a whirlwind tour of the wonderful and versatile music of the wind quintet – listen to the sounds of instruments familiar and foreign such as the flute, oboe, clarinet, bassoon, French horn and a boisterous hosepipe horn!

For more information on **Musica Viva Australia** concerts and related activities around Australia and internationally, visit on-line: <http://www.musicaviva.com.au>

Date ..... Time ..... Place .....

This performance is part of your school's music education program and builds on preparatory work done in the classroom. We would be delighted if you could come to the performance. There is no charge for parents/guardians and community members.

Please send payment in an envelope with your child/children's name on the outside with the form below.

✂ -----

I give permission for my child/children

.....

to attend the **Musica Viva In Schools** concert and enclose \$..... (per child)

Signed .....

Parent/Guardian

Please **complete** and **fax** this form **2 weeks** before the day of the concert/s.

To: NSW Musica Viva In Schools Operations Coordinator	Fax: 02 8394 6632																		
School:	Contact Teacher:																		
Today's Date: _____ / _____ / 2008	No. of Pages:																		
<b>RE: Final confirmation of MVIS concert booking and pre-visit information.</b>																			
Number of students attending MVIS concert (max. 250): _____ Year groups: _____ Concert date: _____ / _____ / 2008      Confirmed concert time/s: _____ Venue: _____ Venue address: _____ Nearest vehicle entrance to the concert venue and parking arrangements: (if difficult to explain, please attach a map) _____ _____ Please tick ✓ if you are able to provide refreshments (if possible please provide a vegetarian option). Otherwise the ensemble will happily make their own arrangements. <input type="checkbox"/> Morning Tea (for concerts before recess) <input type="checkbox"/> Lunch (for concerts between recess and lunch)																			
1. Students have done some activities based on: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><i>Contradanza</i></td> <td style="width: 20%; padding: 5px;">YES/NO</td> <td style="width: 30%; padding: 5px;">Year groups: _____</td> </tr> <tr> <td style="border-top: 1px solid black; height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;"><i>Twinkle Variations</i></td> <td style="padding: 5px;">YES/NO</td> <td style="padding: 5px;">Year groups: _____</td> </tr> <tr> <td style="border-top: 1px solid black; height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;"><i>Bagatelle No. 4</i></td> <td style="padding: 5px;">YES/NO</td> <td style="padding: 5px;">Year groups: _____</td> </tr> <tr> <td style="border-top: 1px solid black; height: 20px;"></td> <td></td> <td></td> </tr> </table>		<i>Contradanza</i>	YES/NO	Year groups: _____				<i>Twinkle Variations</i>	YES/NO	Year groups: _____				<i>Bagatelle No. 4</i>	YES/NO	Year groups: _____			
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<i>Bagatelle No. 4</i>	YES/NO	Year groups: _____																	
2. Are there any students who wish to perform with/for <b>The Chambermaids</b> ? YES/NO If yes, outline which piece from above, the number of students involved and the instruments they will be performing on. _____ _____ _____																			
3. Further comments: _____ _____ _____ _____																			

Please **complete** and **fax** this form within **two days** of the concert.

<b>To:</b> NSW Musica Viva In Schools Operations Coordinator	
<b>Fax:</b> 02 8394 6632	<b>MVIS Concert Date:</b> / / 2008
<b>School:</b>	<b>Contact Teacher:</b>

**Attendance Information**

Record below the **exact number** of students attending:

Concert 1\* = \_\_\_\_\_ Concert 2\* = \_\_\_\_\_ Workshop 1\* = \_\_\_\_\_  
 (if applicable)

\*Accurate attendance numbers are essential for accurate reporting.

**Evaluation Questions:** Please circle the most appropriate response and add any additional relevant comments.

**1. a) The students' response to the concert was:**

Outstanding      Very Good      Average      Below Average      Poor

\_\_\_\_\_

**1. b) Please rate the concert in relation to the implementation of the arts/music curriculum:**

Outstanding      Very Good      Average      Below Average      Poor

\_\_\_\_\_

**2. a) Did you use the Resource Kit in the classroom?      Yes  or No**

**2. b) The students' response to the Resource Kit activities was:**

Outstanding      Very Good      Average      Below Average      Poor

\_\_\_\_\_

**2. c) If yes, please rate the Resource Kit in relation to the implementation of the arts/music curriculum:**

Outstanding      Very Good      Average      Below Average      Poor

\_\_\_\_\_

**2. d) If applicable rate the workshop in relation to the implementation of the arts/music curriculum:**

Outstanding      Very Good      Average      Below Average      Poor

\_\_\_\_\_

**3. Administration of the program by Musica Viva In Schools was:**

Outstanding      Very Good      Average      Below Average      Poor

\_\_\_\_\_

**4. Further comments and/or suggestions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluation completed by: \_\_\_\_\_

Position in school: \_\_\_\_\_  
 (eg. Principal, music teacher etc)