

Contact Teacher's Checklist

1. Book venue - ground floor venues, wherever 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) returned to **Musica Viva In Schools**.
4. Sent permission notes home.
5. Invite parents and Principals to attend concert, 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 World According to James will need about 15 minutes to sep-up and check the balance.**
10. **The World According to James will need access to a power point.**
11. Place **The World According to James** would prefer to perform on same level as the students and require an area of approximately 4x4 metres. Seat students 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.

Teaching Resources, Curriculum Links and Pre-visit sheets are available at
www.musicavivainschools.com.au



Information to Parents/Guardians

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

The World According to James

Introduce your children to the real world of jazz and great jazz musicians, where improvisation, composition and syncopation are the key to music making. Discover how jazz is influenced by different cultures including the Australian rainforest and Argentinean tango and see your children get involved in the hands-on process of creating music as they explore a range of jazz styles from Dixieland to modern jazz.

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:																														
RE: Final confirmation of MVIS concert booking and pre-visit information.																															
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: 60%; padding: 5px;"><i>Pleated Skirts</i></td> <td style="width: 15%; padding: 5px;">YES/NO</td> <td style="width: 25%; 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>Abe's Tango</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>Don's Esky</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>Mossman</i> Have the students learnt the melodies in Mossman?</td> <td style="padding: 5px;">YES/NO</td> <td style="padding: 5px;">Year groups: _____</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Simple <input type="checkbox"/> Syncopated</td> <td></td> <td></td> </tr> <tr> <td style="border-top: 1px solid black; height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="border-top: 1px solid black; height: 20px;"></td> <td></td> <td></td> </tr> </table>		<i>Pleated Skirts</i>	YES/NO	Year groups: _____				<i>Abe's Tango</i>	YES/NO	Year groups: _____				<i>Don's Esky</i>	YES/NO	Year groups: _____				<i>Mossman</i> Have the students learnt the melodies in Mossman?	YES/NO	Year groups: _____	<input type="checkbox"/> Simple <input type="checkbox"/> Syncopated								
<i>Pleated Skirts</i>	YES/NO	Year groups: _____																													
<i>Abe's Tango</i>	YES/NO	Year groups: _____																													
<i>Don's Esky</i>	YES/NO	Year groups: _____																													
<i>Mossman</i> Have the students learnt the melodies in Mossman?	YES/NO	Year groups: _____																													
<input type="checkbox"/> Simple <input type="checkbox"/> Syncopated																															
2. Have the students tried any improvisation in class? YES/NO Year groups: _____																															
3. Further comments: _____ _____ _____ _____																															

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

To: **NSW Musica Viva In Schools Operations Coordinator**

Fax: **02 8394 6632**

MVIS Concert Date: / / 2008

School:

Contact Teacher:

Attendance Information

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

Concert 1 = _____ Concert 2 = _____

*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)