



smartmusic®

Demonstration Event Checklist

This checklist will help you prepare for a SmartMusic demonstration at your school. This demo could be a separate event, or shown to parents as part of a concert. These are only suggestions as you know your situation better than anyone!

Beginning of the school year

- Announce the date of your demonstration night in as many places as possible: handbook, school calendar, e-mail, school websites, school newsletter, during classes, and with posters.
- Click here for [resources](http://www.smartmusic.com/Educators/Resources/Default.aspx) that can help you plan and communicate with parents or go to: <http://www.smartmusic.com/Educators/Resources/Default.aspx>.
- Select a date for your demonstration when you select the dates for concerts, fundraising, and other performances. Make sure this date is on the main school calendar.
- Secure the room for the demonstration by filling out the proper forms, especially if the event is going to be in a space other than your classroom, such as the auditorium.
- Reserve an LCD projector, screen, and sound system with the media center or AV department.

One to two weeks before the event

- Plan the format of the event. What will you demonstrate? Which students will be involved? What room will you use for the event? How do you want the room to be set up?
- Invite students to demonstrate during the event.

One to three days before the event

- Hold a run-through with the students who will be demonstrating SmartMusic so that they are clear about what to do and when to do it. Decide where they will be sitting, the order of the demonstrations, where to place the music stands, and so on.
- Make any last-minute adjustments.
- Copy materials for parents.

Day of the event

- Check in with students who are demonstrating to make sure they know when to report and what to do.
- Make a PA announcement in the morning, especially if you are on a block-type schedule and you don't see your students every day.
- Set up the demonstration space with plenty of time to spare. Check with the custodian. Ask students for help.
- Set parent materials out on a table to take as they enter or on each chair.

At the event

- Welcome parents.
- Have a good time describing and demonstrating how SmartMusic will help music come alive for their child at home.

After the event

- Send the parent materials home for parents who were unable to attend the demonstration event.