

In the Classroom on the Day of the Presentation

1. Although we are volunteers, we represent the Chicago Symphony Orchestra and must conform to the professional standards of teachers. It is essential that you be on time. We recommend that you get to the school a half-hour ahead of time.
2. When you enter the classroom, write your name on the blackboard or have a prepared flashcard with your name already printed on it to hold up.
3. Check with the teacher to confirm the amount of time he/she has allowed for your presentation. Always bring a watch in case the clock is not in your line of vision.
4. Arrange the classroom the way you want it (within reason). If you need to rearrange a table on which to place the CD player or find a convenient place to set up your posters, do so, and ask the teacher for help if you need it. It is important that your materials are within easy reach; if you fumble with them, you will lose the attention of the class.
5. The teacher is legally required to remain in the classroom during your presentation. Keep her involved; leave an assignment even if you are not planning a follow-up visit.
6. Use **the blackboard**. Better still, have all the terms you plan to use preprinted on poster board or flashcards.
7. Use visual aids - instrument and composer posters, pictures - be creative!
8. Use **instruments** provided by The Women's Association to encourage student participation.
9. Remember that elementary school children have short attention spans. You need to change pace to keep their attention. Prepare more than you need and plan an alternate approach in case you find the class already knows instruments or composers. Be flexible about your lesson plan. Always have an alternate plan if one approach does not work.
10. Encourage the shy child by asking a general question.
11. If the students have previously attended a concert, ask them what they remember from it. How did they feel about it?
12. Never overstay your time; schools run on a tight schedule.
13. When you leave, tell the students you enjoyed being with them, wish them happy listening at the concert, and thank them for having you at their school. Remind them that you will be sitting with them on the day of the concert.
14. Leave a Docent Evaluation form with the teacher. You are required to have at least one of these returned to The Women's Association each year.