

## Preparing Your Presentation

Whether you are a new docent looking for ideas and a format to structure your presentation, or an experienced docent who may need redirection, inspiration, or a means of checking to insure you are still on the right track, you need to be familiar with this section of the Manual.

The Lesson Plan included here is a simple, straightforward one given to us by docent Renee Lubell. If you have a format you prefer, you certainly can use it, and you may even wish to share yours with other docents. The important thing is you must have a Lesson Plan for each new presentation. Write down your objectives. What do you want the students to get from your presentation? Confine yourself to a few, very specific objectives. For example, one of two of the following:

Locate and identify the instruments of the orchestra. Listen for melodies or themes. Listen for rhythms or meters. Listen for changes in dynamics, texture or tone color. Become familiar with the names and music of the great composers. Become aware of your feelings when listening.

Emma Endres Kountz, the originator of our docent-training program has given us a list of timeless tips for our preparation and presentation. They are included here in their original form, with minimal editing, and they are loaded with inspiration and wisdom.

**"In the Classroom"** is a collection of miscellaneous tips for your presentation. Be sure to add your own bits of wisdom as you gain experience, and share anything you feel may be helpful with your fellow docents.

**Teaching Suggestions from the Teacher's Guide** is an excerpt from one of our fine old Guides that covers the subjects of listening, warming up and conducting.

Finally, please be aware that The Women's Association and Orchestra Hall provide us with these Manuals, posters, staff paper, instruments, CDs, boombox CD players if we need them, lectures and handouts. There are also two very portable keyboards with carrying cases available for your use. **Any other supplies we** ask that you provide yourself. If you feel a need for some item that is out of your budget, please check with the Docent Chair to see whether the Women's Association can cover the cost.