



# Docent Presentation Checklist

2009/2010 Season

Below is a checklist you may want to use when setting up your appointment(s). The goal is for you to arrive at the right place at the right time with the teacher, the students, and the classroom ready for your presentation.

## Arranging a Time and Date for Your Presentation

- If for any reason you cannot accept or fulfill your assignment, please contact Selma Perlmutter (773.868.4165, therat1@comcast.net) or Don Montgomery (773.281.3402, dkmdkm@bigfoot.com).
- Call the school or organization contact(s) at your earliest convenience so that you and they can plan your visit well in advance.
- If your contact is a parent, you must also contact the teacher or principal at the school to confirm arrangements.
- To keep the information fresh in the students' minds, your presentation should be no more than a week prior to the date of the concert they will be attending.

## Information You Will Need from the School

- What is the actual location of the presentation? (This is sometimes not the same building as the school address.)
- Is there parking available for you?
- Exactly which entrance to the building should you use?
- Are there any specific security procedures you should follow?
- What room should you report to when you first arrive? (This is usually the school office.)
- With whom should you "check in" when arriving at the school?
- How long do you have for each presentation? (Keep in mind that teachers usually need a few minutes to "settle down" the class and for announcements at the end of the period.)
- Reconfirm the group size(s) and grade level(s).
- How much noise can you make? (Sometimes there are restrictions because of the school's construction or the activities of surrounding classes.)
- Do any of the students have special needs (bilingual, disabilities)?
- What CSO teaching materials (CD, The Beat, etc.) have the kids experienced before your presentation?
- If you're thinking of having the children move around during your presentation, confirm that this is possible in the available space.

## What the School Needs to Provide for You

- Groups of up to 30 students at a time. Don't try to present to more than 45.
- A room where you can set up. Ideally, if you are presenting to more than one group, the kids will come to you rather than you moving from classroom to classroom.
- An electric outlets for your boombox, etc. Take an extension cord and 3-prong adapter.
- Make it clear to your contact that the teacher must remain in the classroom while you are making your presentation. (It's the law and a CSO/Docent Program requirement.)

## After Your Presentation

- Give each teacher a Docent Evaluation Form and a self-addressed envelope before you leave the classroom. If you present to several groups at one school, leave an evaluation form with each teacher. Putting stamps on the envelopes is a nice touch.
- Leave an envelope "Resources for Teachers" with each teacher and administrator you encounter.
- If there were any extraordinary circumstances at the school (unruly students, inadequate facilities, teacher leaving the classroom, etc.), notify Selma or Don immediately.