Docent Presentation Checklist

2012/2013 Season

Below is a checklist you may find useful when setting up your appointment(s). The goal is for you to arrive at the right place at the right time with the teacher/group leader, the children, and the room 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 Carol Mayer (847.541.1549) or Michele Piel (312.786.1964).
☐ Call the school or organization contact(s) within a week of receiving your assignment so that you and they can plan your visit well in advance.
☐ If your assignment is a school and the contact is a parent, you must also contact the teacher or principal to confirm arrangements.
☐ To keep the information fresh in the children’s minds, your presentation should be close to the date of the concert date. If this isn’t feasible for the group, accommodate their needs.

Information You Will Need from the School or Organization

☐ What is the actual location of the presentation? (This is sometimes not the same building as the school’s or organization’s 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?
☐ With whom should you check in when arriving?
☐ How long do you have for each presentation? (Keep in mind it will take a few minutes to settle down the group and for announcements at the end.)
☐ Reconfirm the group size(s) and children’s grade level(s) or age range.
☐ How much noise can you make? (Sometimes there are restrictions because of the building’s construction or the activities of surrounding groups.)
☐ Do any of the children have special needs (bilingual, disabilities)?
☐ Has the teacher/group leader received the CSO teaching materials (CD, Kids Book, etc.) and shared them with the kids before your presentation?
☐ If you want to have the children move around during your presentation, confirm that this is possible in the available space.
☐ If pertinent to your presentation: What technology is available in each classroom that you can use (Smart Board, computer projector/cord and screen, laptop computers for the class, etc.).

What the School or Organization Needs to Provide for You

☐ Groups of up to 30 children at a time. Try not 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 place to place.
☐ Electric outlets for your boombox, etc. Take an extension cord and 3-prong adapter.
☐ Make it clear to your contact that the teacher (in schools) or adult leader (other organizations) must remain in the room while you are giving your presentation. This is mandated by the CSO and State Law.

After Your Presentation

☐ Give each teacher/group leader a Docent Evaluation Form and a self-addressed envelope before you leave. If you present to several groups, leave an evaluation form with each teacher/group leader. Putting stamps on the envelopes is a nice touch.
☐ Leave an envelope “Resources for Teachers” with each teacher or group leader.
☐ If there were any extraordinary circumstances (unruly children, inadequate facilities, children left unattended, etc.), notify Carol or Michele immediately.