Handbook
2016-2017
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Dear Class Act Partners,

On behalf of Pacific Symphony, welcome! We’re delighted to be partnering together for the 2016-2017 school year. This year Class Act will be exploring “Magical Journeys” through the music of Wolfgang Amadeus Mozart. We will be studying how Mozart, and other master composers, take us on magical, musical journeys through their incredible music. We would like to extend a special welcome to our new schools. We are thrilled to have you join the Class Act family.

At the center of the Class Act partnership are the partners themselves: your school community and our staff and musicians. In order to help our partners achieve the optimal Class Act experience, and most importantly to ensure that our students have an amazing year of music, we bring you the 2016-2017 edition of the Class Act Handbook. This Handbook is designed to provide an overview of the Class Act year, to answer your most frequently asked questions, and to give you step-by-step instructions on some of our more involved program elements.

You’ll find a great deal of helpful information in these pages. Please remember that in addition to the Handbook, your Regional Manager and the entire Class Act staff are also on hand to answer your questions and provide whatever support is needed.

In addition to all the exciting Class Act activities ahead, you and your school community will also have numerous opportunities to deepen your relationship with Pacific Symphony through some amazing concert offers. Look what we have in store for you on page 10!

Thank you for being a valued member of the Pacific Symphony Family. We look forward to spectacular year together!

All the best,

Jonathan Terry
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Class Act Program Director

Carrie Villanueva
Manager of Education
Class Act Administrative Manager
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### Class Act Schools 2016-2017

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Class Act Website Login Instructions

1. Go to: www.class-act.org

2. Click anywhere on homepage to enter site

3. Enter your Login Info
   - Login: Your email address
   - Password: temp

- All accounts use “temp” as the initial password. You are welcome to reset it to a password of your choosing at any time. Contact your Regional Manager to change your password.
- Use the Class Act website to check your schools’ Class Act schedules. Your Regional Manager will let you know when your school’s schedule is up on the website. The website is considered the “Master” schedule and will reflect all up to date events (cancelled events, new events, etc). Please check close to each of your scheduled events to confirm you have the correct date and time.
- If you see errors on your Class Act calendar, or have questions about a particular event, please contact your Regional Manager immediately.
Class Act
Important Dates
2016-2017

Class Act Welcome Lunch
Thursday, October 20, 2016
A Special Lunch Just for Our Class Act Teams!
All team members will be invited to this event and will have the opportunity to hear special speakers including Class Act musicians, Symphony President John Forsyte, and Symphony Music Director Carl St.Clair.

Youth Concerts
Dates: May 17, 18, 19 and 22, 2017
• Registration forms will be distributed at your scheduling meeting and will be emailed to your by your RM
• Forms are due no earlier than September 29th at 8am and no later than October 5th, 2016
• Attendance Dates will be assigned in October

Renée and Henry Segerstrom Concert Hall
Class Act Volunteer commitment (if assigned to Youth Concert date) is: 7:45am – 12:15pm, with optional thank-you lunch at 12:15pm
(all volunteers are expected to remain until 12:15pm)

Principal, Teacher Representative, Ambassador, and Parent Coordinator Meetings
To be scheduled as needed throughout the year. Your Regional Manager will provide you with more details as meetings are scheduled

SAVE THE DATE: FALL Parent Coordinator Meetings
Thursday, October 6th: 9:30am – 11:30am, Tustin Ranch Elementary, Tustin
Friday, October 7th: 9:30am – 11:30am, Cordillera Elementary, Mission Viejo

Look on the next page for exciting concert attendance opportunities at amazing prices, EXCLUSIVELY for our Class Act Community!
Your Regional Manager will provide you with several copies of the above flyer as well as an electronic version that we encourage you to share with all of your school's families all year long!
Introduction to Class Act and Pacific Symphony

Pacific Symphony’s elementary school partnership program, **Class Act, will celebrate its 22nd season in 2016-2017 as we explore “Magical Journeys” with the music of Wolfgang Amadeus Mozart.** From serving 5,000 students in 1994, to 16,000 students in the current season, the program’s growth is the result of a partnership between the Symphony, schools, and parents dedicated to bringing quality music education to Orange County’s elementary students.

Pacific Symphony’s core purpose is to enrich the human spirit through world-class symphonic music and community engagement. The Symphony maintains an ardent devotion to music education and works to foster deep connections with both its audience, and the community as a whole.

Tying into these values, Class Act strives to enhance existing school music programs through additional musical experiences with the Symphony. The traditional Level II Class Act curriculum focuses on six main “contact points” with schools. The program works to increase awareness of, and involvement with, classical music for elementary school students and their families.

Class Act schools are selected through a competitive application process. Each year students form a relationship with a Pacific Symphony musician through activities including classroom lessons and assemblies. This is followed by the opportunity for students to share their experience with their families at a special evening of chamber music. Students culminate their year at a Youth Concert at the Renée and Henry Segerstrom Concert Hall, for students in grades 2 and higher, or with the Interactive Musical Experience for students in grades K-1.

Parent and teacher volunteers form the backbone of each school’s Class Act Team. These individuals are dedicated to promoting arts education in schools, and have been actively involved in Class Act from the program’s inception. Teacher Workshops, given on-site at partner schools, foster high quality classroom instruction and offer curricular materials designed to enhance the objectives of the program.

One of the Pacific Symphony’s primary goals is to lead the nation’s orchestras in energizing current, and engaging new, audiences by presenting innovative educational programs that lead to a deeper understanding and love of music. With this goal in mind, Class Act is looking towards an exciting 22nd season and a future filled with innovative new initiatives.
Class Act Goals

Class Act program goals were developed in conjunction with Pacific Symphony, schools, teachers, and parents to provide “guideposts” in program development and implementation. They serve as a concrete reminder of the program’s mission and focus.

1. Form close relationships between school communities throughout Orange County and the Pacific Symphony.

2. Enrich the quality and enhance availability of music learning in schools through sequential interactions with professional musicians.

3. Develop a foundation for life-long learning through the arts.

4. Enhance the school’s learning environment via repeated exposure to the expectations of a concert and guest-artist environment.

5. Facilitate the teaching of and exposure to the arts in the classroom.
Talking About Class Act

Many of our team members have asked us for tools to help them publicize Class Act in their community. Provided here are some tools to help you in this task. If you would like more detailed information, or would like to discuss any aspects of marketing Class Act, please contact Jonathan Terry, Director of Education, who can provide additional materials and assistance. Jonathan can be reached at (714) 876-2340 or at jterry@pacificsymphony.org. Thank you in advance for sharing this information with your school community.

You’ll receive electronic versions of these documents from your Regional Manager, and you can also download the electronic version of this Handbook at www.pacificsymphony.org/classact.

Class Act Press Kit
The first document is a basic Press Kit that includes Class Act logos, some simple branding guidelines, and a customizable press release. This document will be particularly helpful for schools sharing their Class Act experience with the local press. You’ll note that there are blanks for schools to fill in their name and number of years of participation in Class Act. The Class Act Press Release is meant to be a template that your school can customize.

We’re a Class Act School
Following the Press Kit you’ll find a customizable document, “We’re a Class Act School,” that you can share with your school community. The top portion of the document gives details about the Class Act program and the Pacific Symphony. The bottom portion of the document, with the blue border, allows you to add dates for upcoming Class Act events, add custom information, and provide contact information for your Parent Coordinators. Use this document to support volunteer recruitment efforts inform parents of their student’s involvement in the program, promote upcoming events, and share the Class Act excitement!

Additional Resources for Talking about Class Act
You’ll also find additional information on Pacific Symphony’s photography, video and sound recording policies, as well as Social Media Guidelines.
Sharing Class Act with Your Community and Your School
(Class Act Press Kit)

We strongly encourage you to share information about Class Act with both your school and local community.

- To share information about Class Act with your school, please use the “We’re a Class Act School” document, found in your Handbook or on the Pacific Symphony website.

- To share information about Class Act with your community or local newspaper, please use the Press Release found on the next page.

Please use the following logos in all communication about Class Act:

When not using the logo, we ask you to refer to the program as one of the following:
- Pacific Symphony’s Frieda Belinfante Class Act Program
- Frieda Belinfante Class Act, an education program of Pacific Symphony

All musicians and Class Act staff are employees of Pacific Symphony, and Class Act volunteers are valued members of Pacific Symphony’s dedicated volunteer groups.

Please DO NOT attribute Class Act to another local arts organization such as, The Orange County Philharmonic Society, Segerstrom Center for the Arts or Pacific Chorale - it can be an easy mistake!
For Immediate Release

Orange County, Calif.— ____________________________ is a Class Act school!

Founded in 1994, the Frieda Belinfante Class Act Partnership is Pacific Symphony’s flagship youth education program. Individual Symphony musicians are placed in year-long residencies at up to 32 K-8 partner schools throughout Orange County. These talented Teaching Artists work with over 18,000 students each year, sharing the life and music of a Composer of the Year through standards-based music curriculum. Class Act serves as an entry point to other Symphony activities for students, parents, and teachers, encouraging participants to further explore their interest in music with Pacific Symphony.

Pacific Symphony is the largest US symphony orchestra to be formed in the last 40 years and the third largest in California. Pacific Symphony is the resident orchestra of Orange County, making its home at the Segerstrom Center for the Arts in Costa Mesa. The orchestra’s core purpose is to enrich the human spirit through superior performances of symphonic music and community engagement.

Class Act schools are selected through a competitive application process. Each year students form a relationship with a new Class Act teaching artist (a Pacific Symphony musician) through activities including classroom lessons, ensemble performances, assemblies, and concerts. Class Act celebrates its 22nd season in 2016-2017, with the music of Wolfgang Amadeus Mozart and the theme, “Magical Journeys!”

-more-
At ______________________________, students are experiencing the following activities this school year and ________________ has been a part of this special partnership with Pacific Symphony for _________ year(s).

Prelude Assembly: Students’ first interaction with “their” professional Pacific Symphony musician. Students are introduced to the theme and composer of the year through storytelling, instrumental performance, and active involvement.

Classroom Lessons: Each school’s musician returns for a classroom lesson going into more detail about the year’s theme and the composer of the year’s music.

Family Night: A free evening concert for each school’s community featuring music by Mozart and other musical masters, performed by each school’s musician and musicians from his/her instrument “family”. Refreshments and a meet and greet to follow the event.

Interactive Musical Experience: K’s & 1’s culminate the year with an interactive assembly incorporating the music of Mozart and other composers with singing, dancing, and movement.

Youth Concerts: Students in grades two and higher enjoy a culminating field trip to the Segerstrom Center for the Arts to hear the entire Pacific Symphony play an exciting concert featuring the music of Mozart and further exploring the theme, “Magical Journeys!”

Bravo Assembly: Each school performs an assembly showcasing what they’ve learned about Mozart, his music, and the theme, Magical Journeys, through presentations featuring art, dance, song, and music.

Parent and teacher volunteers form the backbone of each school’s Class Act Team. These individuals are dedicated to promoting arts education in schools, and have been actively involved in Class Act from the program’s inception. Teacher Workshops, given on-site at partner schools, foster high quality classroom instruction and offer curricular materials designed to enhance the objectives of the program. The Frieda Belinfante Class Act program is funded through a generous grant from the Fieldstead Foundation, as well as generous gifts from additional foundations, corporations, and individuals.
The Frieda Belinfante Class Act Partnership is Pacific Symphony’s flagship youth education program. Individual Symphony musicians are placed in year-long residencies at up to 32 K-8 partner schools throughout Orange County. These talented Teaching Artists work with over 16,000 students each year, focusing on a new theme and composer each year through standards-based music curriculum. Class Act serves as an entry point to other Symphony activities for students, parents, and teachers, encouraging participants to further explore their interest in music with Pacific Symphony.

The largest US symphony orchestra to be formed in the last 40 years and the third largest in California, Pacific Symphony is the resident orchestra of Orange County, making its home at the Segerstrom Center for the Arts in Costa Mesa. The orchestra’s core purpose is to enrich the human spirit through superior performances of symphonic music and community engagement.

Your child(ren) will experience Class Act throughout the course of the year. Their Class Act Year includes:

- **Prelude Assembly:** Your students’ first interaction with “their” professional Symphony musician! Students will be introduced to the theme of the year, Magical Journeys, and the music of Wolfgang Amadeus Mozart, through storytelling, instrumental performance, and active engagement.
- **Classroom Lessons:** Our school’s musician will return for a classroom lesson going into more detail about the year’s theme and composer of the year.
- **Family Night:** We hope you and your entire family will attend this free evening concert! It will feature music by Mozart and other composers, focusing on our theme, Magical Journeys! It will be performed by our school’s musician and musicians from his/her instrument “family”. Refreshments and a meet and greet to follow the event.
- **Interactive Musical Experience (IME):** K’s & 1’s will culminate the year with an interactive assembly incorporating the music of Mozart and other composers with singing, dancing, and movement.
- **Youth Concert:** Students in grades two and higher will enjoy a culminating field trip to the Segerstrom Center for the Arts to hear the entire Pacific Symphony play an exciting concert featuring the music of Mozart and other composers.
- **Bravo Assembly:** We will show Pacific Symphony and our musician all they have taught us this year with an assembly showcasing art, dance, song, and music, focusing on the theme of the year and Mozart’s life and music!

Contact your Class Act Parent Coordinator(s) for more information! (see the box below)
Pacific Symphony
Photography, Video, and Sound Recording Policies

We very much appreciate and encourage all efforts that our Class Act schools make to promote Class Act and Pacific Symphony in their schools and community. Although we are always excited about Class Act being featured in newsletters, local media, and other outlets, there are certain policies that must be followed, and in some cases steps to be taken, so that any media being produced about Class Act and Pacific Symphony, including photos, videos, and sound recordings, is being done so in a legal way according to Pacific Symphony’s agreement with our musicians. Our Class Act staff is here to assist you in any way we can with these policies, but want be make sure it is understood that some requests need to be planned far enough ahead in order for us to properly assist you.

Please carefully read the details below regarding the use of photography, videography, and sound recording. These policies apply to both Class Act and Pacific Symphony events. It is extremely important to share these policies with all team members at your school, and to inform the audience at each event about these policies, including guests and visitors that might not be familiar with these guidelines. If you have any questions about the information below, please contact Carrie Villanueva, Manager of Education, at cvillanueva@pacificsymphony.org or (714)876-2347.

PHOTOGRAPHY:
Flash Photography is NEVER permitted under any circumstance while a musician is performing.
Non-Flash photography IS permitted during most Class Act events*. It is encouraged that you ask the musician and/or presenters before any photos are taken.
*Photography of any kind, flash or non-flash, is prohibited at all Class Act Youth Concerts

VIDEO & SOUND RECORDING:
Video and/or Sound Recording of a musician’s or presenter’s performance is NEVER permitted unless prior permission has been granted. Please see details below.
If your school, district, or other entity wishes to video or sound record a portion of any Class Act or Pacific Symphony event for a specific purpose, a detailed written request must be provided to Pacific Symphony, at least 10 days prior to the date of the event you wish to record, stating why permission to record is being requested and what purpose it will be used for. The detailed request must then be presented to the musicians’ union, by Pacific Symphony. Union approval must be obtained before permission will be granted to video or sound record at any Class Act or Pacific Symphony event. Approval of such recordings is not guaranteed, and the use of the final video or sound recording will be limited based on union guidelines.

If you should need additional information or have questions on any of the policies outlined above, please contact Carrie Villanueva, Manager of Education, at cvillanueva@pacificsymphony.org or (714)876-2347.
Pacific Symphony
Social Media Guidelines

Facebook Do’s
• Tag whichever school you are associated with if they have a Facebook account (@SunkistElementary), the @ will disappear and tag will link to partner Facebook pages
• Tag @PacificSymphony
• Always include a photograph
• Quotes from participants or musicians are fun
• Link to other pages if needed (relevant articles, videos, etc.)
• Feel free to share existing videos from Pacific Symphony YouTube Channel, Facebook, etc.
• Take and post videos of musicians taken while musicians are NOT playing their instrument. This can include teaching, talking, interacting with students and staff, etc. Please be sure to get the musician’s permission.

Facebook Don’ts
• Don’t take and/or post video of musicians playing music

Instagram Do’s
• Use an interesting photograph
• Tag whichever school you are associated with if they have an Instagram account (@SunkistElementary), @ will remain and link to partner’s Instagram account
• Tag @PacificSymphony
• Hashtag a bunch of relevant topics (#MusicInSchools #ClassAct #Symphony #BrassQuintet etc.)
• Take and post videos of musicians taken while musicians are NOT playing their instrument. This can include teaching, talking, interacting with students and staff, etc. Please be sure to get the musician’s permission. Please note that Instagram videos can only be 3-60 seconds long

Instagram Don’ts
• Don’t take and/or post video of musicians playing music
• Don’t link to other pages
Twitter Do’s

- Tag whichever school you are associate with if they have a Twitter (@SunkistElementary), @ will remain and link to partner’s Twitter
- Tag @PacificSymphony
- Include a photograph if possible
- Quotes from participants or musicians are fun
- Hashtag a couple relevant topics (#MusicInSchools #ClassAct)
- Link to other pages if needed (relevant articles, videos, etc.)
- Feel free to share existing videos from Pacific Symphony YouTube Channel, Facebook, etc.
- Take and post videos of musicians taken while musicians are NOT playing their instrument. This can include teaching, talking, interacting with students and staff, etc. Please be sure to get the musician’s permission

Twitter Don’ts

- Don’t take and/or post video of musicians playing music
- Don’t exceed 140 characters

In addition to the above guidelines, we strongly encourage all schools to follow and adhere to standard privacy practices and procedures, including consulting their school and district guidelines concerning posting to social media, especially in regards to posting pictures and videos of minors.
More Information about Class Act—

Class Act and its Donors

Class Act could not exist without the Pacific Symphony and its generous donors.

**Level II**

All Level II schools benefit from an 86.5% subsidy on their program costs*. As it costs $40.75 per student to implement Level II, Level II schools are receiving a grant worth $35.25 per student in program and services! **For a school of 500 students, that’s a grant worth $17,625.00!**

*=In addition to program costs, Level II schools pay their own busing expense for Youth Concerts.

The cornerstone of Class Act’s funding is a multi-year grant from the Fieldstead Foundation, in the name of Frieda Belinfante. In addition to the Fieldstead Foundation, many corporations and foundations provide substantial funding to the program. Countless generous individuals give regularly to Class Act, both financially and in donations of time and service. Thank you in advance for remembering to thank and acknowledge Class Act donors in all marketing and communication efforts.
Further Involvement with the Pacific Symphony
If you are enjoying your time with Class Act, you may want to consider other opportunities for further involvement with the Symphony’s other education programs for you or your student.

Discounted Tickets
Look in the page 10 for details on how you can take advantage of a special promotion, just for our Class Act Community. With 20% off all Family (excluding Nutcracker), Classical, Classical Connections, Organ, and Youth Ensemble concerts why not enhance your Class Act year through the magic of Pacific Symphony?

Family Concerts are perfect for children ages 6-12 and evening concerts provide a perfect opportunity to enjoy a date night at the symphony. Go to www.pacificsymphony.org to learn more about our Family and Classical concerts.

arts-X-press
Current and former Class Act students entering 7th or 8th grade may also participate in arts-X-press, our summer arts immersion camp. More information about arts-x-press is found on the next page.

Volunteer Opportunities
If you enjoy volunteering for Class Act, why not volunteer for additional education events and earn free tickets to a future Pacific Symphony concert? You can also volunteer with your older student(s), with many volunteer opportunities available for students ages 15 and higher and select opportunities available for students ages 12 and higher. Older students can work to fulfill their community service hour requirements while playing an important role in providing wonderful education opportunities for our community! Please contact Lisa Harden at lharden@pacificsymphony.org for more information.

Pacific Symphony Youth Ensembles
Talented elementary and middle school students may audition for Pacific Symphony Santiago Strings. Advanced middle school and high school musicians may audition for Pacific Symphony Youth Wind Ensemble and Pacific Symphony Youth Orchestra. Perhaps you know a current or former Class Act student, or have an older child who wants to take his or her musical experience to the next level? Visit the Pacific Symphony website at www.pacificsymphony.org/psye to learn more about our three amazing Youth Ensembles.
arts-X-press is a multi-disciplinary arts immersion program for students going into 7th and 8th grade, created in celebration of Cole Carsan St.Clair. The program’s goals are for middle school students to gain a life-long connection to the visual and performing arts and to foster respect for each student’s individuality, talents, interests, and diverse heritage.

150 students from throughout Orange County are nominated by their teachers to come together for a five-day residential summer program. During arts-X-press, students take part in workshops, excursions and activities which encourage them to expand their understanding of instrumental music, dance, vocal music, theater and visual art. Students perform for each other, make new friends, enjoy professional performances and celebrate with a party at the end of their session.

While participating in arts-X-press, students live and sleep overnight in the dorms and eat meals at the campus cafeteria. Each day, resident faculty members lead students in various arts workshops which encourage students to participate in new art forms in a positive and nurturing environment. Daily excursions offer a special opportunity to attend performances and meet the singers, actors, dancers, artists and musicians who make them possible.

Schools participating in the Class Act program are given special consideration in arts-X-press student admissions, with a number of spots held in the program specifically for Class Act students. Your Regional Manager will be in touch with nomination and application info in early January. To learn more about the program in the meantime, visit www.arts-x-press.blogspot.com or www.pacificsymphony.org.
Class Act Program Level II Elements Overview

This overview of program elements includes objectives, descriptions, and facilities required for each element. It serves as a helpful tool for all team members in preparing for the year ahead. You’ll find a complete list of program elements listed by level on the next few pages.

Kick-off/Scheduling Meeting (required)
Objective: to set each school’s team up for success by clarifying mutual objectives and by creating the school’s personalized Class Act schedule
Space Required: any space that allows for all team members to sit at the same table
All members of the school’s Class Act Team (Principal, Teacher Representatives, Parent Coordinators, Music Teacher (if applicable)), Pacific Symphony Musician, and Ambassador (if applicable) attend this meeting with their Regional Manager. It is held in late Summer/early Fall at the school, and attendees tailor the school’s full year of Class Act activities to meet their unique scheduling needs. All team members are required to attend the first twenty minutes of the meeting, and the principal and at least one Parent Coordinator are required to attend the subsequent scheduling portion of the meeting, though all team members are welcome. Schools are encouraged to arrange an opportunity for their whole teaching staff to briefly meet their Class Act musician while he/she is on site for the Kick-off/Scheduling Meeting.

Prelude Assembly (required)
Objective: to introduce students to their musician, composer, and theme of year through storytelling, instrumental performance, and active involvement
Space Required: MPR or other large indoor performance space. Large libraries or computer labs may be used if there is sufficient space for both students and performers
This 30-minute presentation is designed to launch the Class Act program at schools. This assembly, hosted by a professional actor, is held in October, November, December or January and is attended by the entire student body. Students meet their Class Act musician, watch a performance, learn about the composer of the year’s history, culture, and music, and build enthusiasm for Class Act.

Teacher Workshops (required)
Objective: to provide all classroom teachers with the tools they need to integrate the Class Act curriculum into the classroom
Space Required: indoor space with room for all workshop participants to move around comfortably.
Schools may partner with other Class Act schools for a $70 reduction in their financial commitment. Conducted by arts specialists in the fall and early winter, these workshops provide teachers with grade-level-appropriate activity ideas to help supplement the Class Act program in the classroom. Workshops aligned with both Common Core and VAPA standards. The application of what teachers learn in their workshop later guides them in developing a meaningful Bravo Assembly activity for their students.

Grade Level Musician’s Lessons (required)
Objective: to share the music of the composer and theme of the year through the study of orchestral music, musical elements, and active music making
Space Required: An empty classroom or multipurpose room with a whiteboard or blackboard. Room for 30-40 students to move around comfortably, power outlets, and a minimum of outside distractions are also required.
Class Act musicians teach a 30-45 minute lesson to each individual class. Students in grades K-1 receive a half-hour lesson, while older students receive a 45-minute lesson. Students develop a relationship with their
resident musician though grade-level appropriate, interactive lessons focused on the historical importance of the music of the composer, specific musical concepts, and terminology. Students are prepared for their lesson with their Class Act musician through work with their classroom teacher.

**Family Night (required)**

**Objectives:** for the school community to learn more about the music of the composer of the year and the year’s theme, through the performance of a Pacific Symphony chamber ensemble, led by their Class Act musician

**Space required:** MPR or other local performance space that can hold at least 250 audience members. Often churches, junior and senior high schools, and community centers are used

Held at the school, or other nearby location, on an evening between January and May, Family Night is a 45-minute chamber music performance featuring the school’s Class Act musician. This event provides the entire school community (parents, students, teachers, community members) with the opportunity to see their musician perform in an ensemble, learn about musical instruments, and meet other musicians from Pacific Symphony. Parent Coordinators are responsible for working with the Symphony’s Education staff and school staff to coordinate, promote, and host this event. Schools are also encouraged to invite board members or other local VIPs to attend this special event.

**Interactive Musical Experience (required for students in grades Kindergarten. 1st grade students are required to attend EITHER the IME or the Youth Concert, as per each school’s preference)**

**Objective:** to provide a developmentally appropriate culminating experience for the youngest Class Act students, combining musical performance, active music making, and the music of the composer of the year

**Space Required:** MPR or other large indoor performance space. Large libraries or computer labs may be used if there is sufficient space for both students and performers

The newest program element, the IME is a hybrid between a concert and a class, created especially for students in K-1. Students sing, move, and play their way through an original story featuring the music of the composer of the year.

**Youth Concert (required for students in grades 2 and higher, 1st grade students are required to attend EITHER the IME or the Youth Concert, as per each school’s preference)**

**Objective:** For students to hear the music of the composer of the year played by a full orchestra, to hear “their” musician in the context of a full orchestra, and to reinforce concepts and musical works taught throughout the year

**Space Required:** Held at the Segerstrom Center for the Arts

A culmination of the students’ experiences in Class Act, the Youth Concert is a 45-minute performance presented to students in grades 1 or 2 and higher by Pacific Symphony in late May or early June. The performance provides the entire student body with the opportunity to see and hear their Class Act musician performing as part of a full orchestra. The school is responsible for all associated transportation expenses.

**Bravo Assembly (required)**

**Objective:** To provide a meaningful culmination to process based learning through a presentation that incorporates elements of the Composer of the Year’s music and connects to the year’s theme

**Space Required:** Any space (indoor or outdoor) that allows the whole school to attend and participate in the Bravo Assembly comfortably

During the year-end Bravo Assembly, students use musical performance, drama, creative writing, dance, and visual art as forms of expression to demonstrate what they have learned from their participation in Class Act.
All students participate in this special assembly, coordinated by the Teacher Representatives. Often parents are invited to attend this special school-wide event.

*IMPORTANT: please note for the 2016-2017 school year: 1st grade students are required to attend EITHER the Interactive Musical Experience OR the Youth Concert. Your Regional Manager can let you know which option your school choose on your application.

Assessment (required)
All team members and teachers will be required to take part in assessments of the Class Act program throughout the year. These will include online surveys and grade-level lesson assessments with a brief student participation component.

Additional Meetings (required)
Meetings with different Class Act team members are scheduled as needed. For example: Parent Coordinators have one or two Meetings per year (Fall and/or Winter Meetings) at which at least 1 Parent Coordinator from each school is required to attend. Teacher Representative meetings are also scheduled with teachers who need additional assistance in Bravo Assembly preparation.

Yearly Reapplication (required)
All Class Act schools will be required to reapply for the program each year. Changes in program elements and commitment expectations will be outlined in each year’s application, allowing schools the opportunity to reevaluate their participation.

Celebrations (not required, but fun!)
Each Class Act year begins and ends with a celebration, often linked to a Symphony Concert. All team members are invited to enjoy the music of Pacific Symphony, meet team members from other schools, and to celebrate Class Act! Details about specific celebrations are provided a few months before each event.

Additional Pacific Symphony Opportunities (not required, but encouraged)
All Class Act Family members (all members of a Class Act school community) are encouraged to take advantage of special ticket offers to see Pacific Symphony throughout the year, as made available through the Class Act program. Title I schools are also invited to take part in the Heartstrings Program, which provides free concert attendance to children and their families. Additionally, Class Act schools are encouraged to nominate students for arts-X-press, the Symphony’s summer arts camp for students entering 7th and 8th grade. Schools are also informed of appropriate Symphony Education offerings as they emerge, and are encouraged to share such opportunities with their school community.
Class Act School Commitments

Principal’s commitment:
• Attend one (1) Kick-off/scheduling meeting and additional individual meeting as needed
• Select and support the activities of Class Act Parent Coordinators, who serve as liaisons between the school community and Pacific Symphony
• Select and support the activities of Class Act Teacher Representatives (1 lower grade teacher and 1 upper grade teacher) who serve as liaisons between the school and Pacific Symphony
• Reserve the appropriate facility for each school-site activity
• Allocate time for each class to attend the musician’s lesson, Prelude Assembly, Bravo Assembly, Youth Concert (grades 2\* and higher), and Interactive Musical Experience (grades K-1)
• Allocate time, support promotion, and secure appropriate facility for Family Night performance
• Allocate time for students in grades 2\* and higher to attend the Youth Concert at the Segerstrom Center for the Arts.
• Schedule buses and incur all transportation costs for the Youth Concert
• Allocate time for one (1), 1-1.5 hour Teacher Workshop
• Fulfill the school’s financial commitment to the program
• Assist with program evaluation throughout the school year. This includes: teacher evaluations of musician lessons, student surveys, and team surveys
• Take an active role in working with Class Act staff to promote Symphony concerts and events, including assistance with the distribution of materials about Class Act and other Symphony programs

Parent Coordinator’s commitment:
• To publicize and attend all school site events
• To recruit and coordinate a total of 10 parent or community volunteers for the Youth Concerts or Family Musical Mornings, as assigned by Class Act staff
• To coordinate, promote and host Family Night
• To assist with program evaluation
• To attend planning meetings and one school site Kick-off/Scheduling meeting during the school year
• To attend 1 annual Parent Coordinator Meeting (at least 1 Parent Coordinator from school must attend meeting)
• To help secure items needed by musicians for lessons (white board, microphone, etc.)
• To coordinate supervision and set-up for all school-based activities (Teacher Workshop optional)
• To take an active role in working with Class Act staff to promote Symphony concerts and events, including assistance with the distribution of materials about Class Act and other Symphony programs

Teacher Representative’s commitment:
• To assist in the implementation of the curricular materials
• To act as a liaison with school staff to promote special events, relay information and distribute materials in a timely manner
• To serve as a role model for school staff in supporting Class Act activities
• To coordinate the year-end Bravo Assembly
• To assist with program evaluation, including the supervision of individual classroom teacher’s evaluations of musician lessons
• To attend planning meetings and one Kick-off/Scheduling meeting during the school year
• To take an active role in working with Class Act staff to promote Symphony concerts and events, including assistance with the distribution of materials about Class Act and other Symphony programs
• To support other classroom teachers in the fulfillment of their commitment, listed below

**Classroom Teacher’s commitment (this applies to all classroom teachers, including Teacher Representatives):**

• To attend Teacher Workshop, held on site or at a partner school (All teachers)
• To prepare students for musician’s lesson.
  ▪ *Minimum commitment:* have students listen to CD of composer’s music (provided) and share book about composer’s life (provided) with students before their musician’s lesson
  ▪ *Preferred commitment:* do at least one preparatory activity found in Teacher Workshop packet with students, and share facts about composer’s life using Teacher Workshop packet, internet searches, or other appropriate resources
• To attend the musician’s lesson with their class
• To complete a one-page evaluation of musician’s lesson
• To participate in the preparation of the Bravo Assembly

**Music Teacher’s commitment (for schools with a music teacher):**

• To support Class Act activities in a way that complements the music instruction already in place
• To provide assistance to classroom teachers for Bravo Assembly preparation, if needed
• To provide links to the Class Act curriculum in their instruction, when appropriate
Your School’s Volunteer Commitment

*Level II*

As you know, the success of the Class Act partnership is dependent on the efforts of your School Team. Many of your team members are volunteers, and your Parent Coordinators will most likely recruit additional volunteers to assist with on-site Class Act activities throughout the year. These volunteers are invaluable to the successful implementation of the partnership, and we would like to say a big “thank you” in advance!

**Level II School Volunteer Commitment**

In addition to the work your team members and other volunteers will undertake on your school campus, **all Level II schools are required to supply TEN VOLUNTEERS** to assist at either the end-of-the-year Youth Concerts or at Saturday morning Family Concerts. Level II schools will be given a form to request desired volunteer dates at scheduling meetings, and volunteer assignments will be made in October. Schools are encouraged to bring their 10 volunteers on the same date that their school will attend the Youth Concert as it is an extremely rewarding experience for the parent volunteers, as they see first-hand the effects of the live concert experience on their students, and is also very beneficial for the Symphony and concert hall staff. If Youth Concerts are not a viable option for your school community’s volunteers, you can request a volunteer assignment at a single Musical Carnival or request that your volunteer assignment be divided over multiple dates.

Volunteer confirmation details for Level II schools will be sent via email, to the person listed as the Contact on your sign up form, a few weeks in advance of their volunteer experience. They will include maps, job descriptions, and other helpful information. In the meantime, Level II schools should look over the “cheat sheets” on the next few pages. You’ll find answers to the most frequently asked questions about fulfilling your 10-person volunteer commitment.

These cheat sheets are primarily intended for **Parent Coordinators**, as they are responsible for volunteer recruitment. Other team members may also want to use them as a tool to identify ways they can support Parent Coordinators in their efforts.

Although providing volunteers is a requirement for Level II schools, we welcome anyone and everyone to inquire on volunteering opportunities with Pacific Symphony if interested.
Musical Carnival Volunteering Cheat Sheet

This two-page cheat sheet is designed to be a quick reference to answer the most frequently asked questions about volunteering for the Musical Carnival at the Saturday morning Family Concerts. If you have any additional questions, please feel free to contact your Regional Manager.

Preparing to volunteer at the concert:
- Reserve your volunteering date(s) using the Volunteer Reservation form no earlier than September 29, 2016 at 8:00am and no later than October 5, 2016
- Forms received prior to 8am on September 29, 2016 will NOT be accepted.
- Receive your confirmed volunteering date(s)
- Recruit volunteers for volunteering dates – begin early! You may want to “over-recruit” so you are not scrambling to replace people with last-minute conflicts. Remember that your school is asked to recruit 10 volunteers total for either Youth Concerts or Musical Carnivals at Saturday morning Family Concerts.
- Receive volunteering information and confirmation details via email – two weeks prior to volunteering date
  - Please distribute one copy of the information to each volunteer
  - Remind volunteers about time commitment – they need to arrive on time and stay for the entire time
  - Contact Niko Giaimo at NGiaimo@PacificSymphony.org and tell him the names of your volunteers – one week prior to volunteering date
    - Also tell Niko if any of your volunteers don’t speak English or have mobility constraints – while we can accommodate people who need to sit, please keep in mind for the majority (95%) of our duties volunteers must be able to stand for extended periods of time and climb stairs.
    - We often have a need for bilingual volunteers, so please let Niko know if any of your volunteers are bilingual and what languages they speak.
- Make plans for carpooling. Each car parked in the designated area costs the Symphony $10—thank you for helping us to keep our costs down!

Volunteering at the concert:
- Please arrive and park by 7:45am for an 8:00am volunteer orientation at the entrance near the Box Office of the Renée and Henry Segerstrom Concert Hall. Remember to allow about 15 minutes to park and walk to the concert hall. You’ll be finished by 1:15pm. Volunteers are asked to remain the entire time. Please wear the following: white top, black or navy skirt or slacks. Please no tank tops, exposed stomachs, low cut pants or miniskirts. You may wish to bring a white sweater as it is sometimes chilly in the early morning. Comfortable, closed-toed shoes are a MUST; sneakers are best. High heeled shoes are inappropriate. Leave your purse/bag in the trunk of your car. Wear something with pockets to hold your car keys as there is NO place to store purses.
- Receive instructions and training
- Volunteer at concerts
- Return home
Additional Tips:

- Due to volunteering logistics, all volunteers must commit to the entire time period of 7:45am-1:15pm.
- Parking instructions will be provided with your confirmation details 2 weeks prior to your volunteer date. Please follow the maps provided to find your way to the designated parking area. When you sign in at the concert hall, drivers will be asked to mark that they parked a car. Please follow instructions carefully, as we are not able to reimburse parking expense if a driver parks outside of our designated parking area.
- Please eat breakfast before volunteering.
- As a reminder, providing 10 volunteers is part of your school’s partnership with Class Act. If any of your volunteers fail to show-up on the date of your assignment, those volunteers will be re-assigned to a new date at the discretion of the Class Act staff. Failure to provide your 10 volunteers by May 22, 2017 may jeopardize your school’s future involvement with Class Act.
- We are happy to offer a voucher to a future Pacific Symphony concert for anyone who works three (3) Symphony Education events in one season. Three Symphony Education events are approximately fifteen (15) hours. Vouchers are mailed in early July.

We look forward to seeing you and your volunteers at the Musical Carnival!
Youth Concert Volunteering Cheat Sheet

This two-page cheat sheet is designed to be a quick reference to answer the most frequently asked questions about volunteering for the Youth Concerts. If you have any additional questions, please feel free to contact your Regional Manager.

Preparing to volunteer at the concert:

- Reserve your volunteering date(s) using the Volunteer Reservation form no earlier than September 29, 2016 at 8:00am and no later than October 5, 2016
- Forms received prior to 8am on September 29, 2016 will NOT be accepted.
- Receive your confirmed volunteering date(s)
- Recruit volunteers for volunteering dates – begin early! You may want to “over-recruit” so you are not scrambling to replace people with last-minute conflicts. Remember that your school is asked to recruit 10 volunteers over the course of the years, using the Volunteer Sign Up form.
- Receive volunteering information and confirmation details via email – two weeks prior to volunteering date
  - Please distribute one copy of the information to each volunteer
  - Remind volunteers about time commitment – they need to arrive on time and stay for the entire time
  - Contact Niko Giaimo at NGiaimo@PacificSymphony.org and tell him the names of your volunteers – one week prior to volunteering date
    - Also tell Niko if any of your volunteers don’t speak English or have mobility constraints – while we can accommodate people who need to sit, please keep in mind for the majority (95%) of our duties volunteers must be able to stand for extended periods of time and climb stairs.
    - We often have a need for bilingual volunteers, so please let Niko know if any of your volunteers are bilingual and what languages they speak.
- Make plans for carpooling. Each car parked in the designated area costs the Symphony $10—thank you for helping us to keep our costs down!

Volunteering at the concert:

- Please arrive and park by 7:45am for an 8:00am volunteer orientation at the entrance near the Box Office of the Renée and Henry Segerstrom Concert Hall. Remember to allow about 15 minutes to park and walk to the concert hall. You’ll be finished by 12:30pm. Volunteers are asked to remain the entire time. Please wear the following: white top, black or navy skirt or slacks. Please no tank tops, exposed stomachs, low cut pants or miniskirts. You may wish to bring a white or black sweater as it is sometimes chilly in the early morning. Comfortable, closed-toed shoes are a MUST; sneakers are best. High heeled shoes are inappropriate. Leave your purse/bag in the trunk of your car. Wear something with pockets to hold your car keys as there is NO place to store purses.
- Receive instructions and training
- Volunteer at concerts
- Enjoy a complimentary post-concert luncheon (tentative)
- Return home
Additional Tips:

- Due to volunteering logistics, all volunteers must commit to the entire time period of 7:45am-12:30pm. Some volunteers struggle to arrive on-time to the volunteering because their school does not open early enough. One school's suggestion: ask an additional parent to watch the children on the morning of the volunteering. While this parent is not counted as one of your 10 required volunteers, we would be happy to give that person credit for having “volunteered” for a Symphony education event. That credit can be applied toward earning free concert tickets.

- If your school is sending volunteers for Class Act on the same day as the concert your school attends, parent chaperones who attend the concert with your school cannot be the volunteers your school provides for Class Act.

- Parking instructions will be provided with your confirmation details 3 weeks prior to your volunteer date. Please follow the maps provided to find your way to the designated parking area. When you sign in at the concert hall, drivers will be asked to mark that they parked a car. Please follow instructions carefully, as we are not able to reimburse parking expense if a driver parks outside of our designated parking area.

- It is best to dress in layers, as the weather can be unpredictable, not to mention the difference of shade vs. sun. Also, comfortable shoes are a must. High heeled shoes are inappropriate.

- Due to volunteering logistics, some volunteers might not be able to observe the concert, though we will do our best to avoid this situation. Volunteers who have students attending the concert will not be able to socialize or sit with their school during the concert.

- Please eat breakfast before volunteering.

- Class Act schools are rotated each year between positions inside the concert hall, outside the concert hall, and at our remote busing lot. Please pay close attention to where your school is assigned so that you can recruit volunteers who are best suited and comfortable for your location each year.

- As a reminder, providing 10 volunteers is part of your school’s partnership with Class Act. If any of your volunteers fail to show-up on the date of your assignment, those volunteers will be re-assigned to a new date at the discretion of the Class Act staff. Failure to provide your 10 volunteers by May 22, 2017 may jeopardize your school’s future involvement with Class Act.

- We are happy to offer a voucher to a future Pacific Symphony concert for anyone who works three (3) Symphony Education events in one season. Three Symphony Education events are approximately fifteen (15) hours. Vouchers are mailed in early July.

We look forward to seeing you and your other volunteers at our Class Act Youth Concerts!
Additional Set up Details, Preparation, and Implementation
For Program Elements

The Class Act Program Elements Overview should have provided you with many of the details needed to implement the various program elements. Teacher Workshops and Bravo, for example, are quite straightforward and the Overview provides sufficient information for successful implementation. Other events, such as Preludes and Family Nights, are a bit more complex. In order to ensure that all events are enjoyable and educational, we’ve provided more detail about certain program elements here. As always, your Regional Manager will be happy to answer your questions and will host Parent Coordinator meeting in both the fall and to provide additional resources.

On the following pages you’ll find helpful details concerning: Prelude Assemblies, Lessons, Family Nights, the Interactive Musical Experience, Bravo Assemblies, and Youth Concerts.
PRELUDE ASSEMBLIES
Set-Up Details, Preparations, and Implementation

Generally the Parent Coordinators and Ambassador (if applicable) take care of all set up needs for Prelude Assemblies. The support of the Principal in securing the facility, helping to locate set-up items, and providing the introduction is needed, as is the leadership of the Teacher Representatives in ensuring that their colleagues prepare their students for the experience.

**Facility**
Ensure that you have the appropriate facility (MPR or auditorium) for the Prelude.

**Chairs and Music Stands**
Plan to provide one chair and one music stand onstage for your musician. This chair should have no arms and music stands should be of the black metal variety when at all possible. Please also provide at least three chairs in your “backstage” area (where the storyteller and the musician will sit in before and after assemblies).

**Tables**
Please provide a table on stage for the CD Player. A small table “backstage” is also helpful.

**Extension cords**
Please plan on having one on hand should it be needed.

**Panels**
The actor will be bringing backdrop panels to each school. She normally arrives between 45 minutes and half an hour before the first Prelude, so please be ready to help him/her unload and set up. The panels will be marked: Stage Left, Center Stage and Stage Right. They should be set up as close together as possible - however, try to leave some room on one side so that the musician and the actor can enter and exit. (This might be difficult at some schools, so may need some adjustment). The panels have telescoping frames - instructions are enclosed with the simple hardware-no tools are needed. They are very easy to set up and the actor and your Regional Manager can provide you with helpful hints.

**Microphone**
Please plan to provide a microphone for introductions as well as amplification for the CD player should it be needed. The Musician will need to use the microphone during the assembly, so if it is not cordless, please plan on taping down the cord for safety. If it is cordless, please make sure the batteries are checked in advance.
Parking
Please reserve parking spaces close to the Prelude facility for the actor, the musician(s), your Regional Manager and (if applicable) your Ambassador. It is preferable that you put the cones, chairs or markers on either side of the space so that one doesn’t have to get out and move the marker before parking.

Refreshments
Refreshments are not required but are nice to have. Please do try and provide water, as Prelude assemblies are thirsty work for our artists!

Restrooms
Please make sure there are restrooms close by and be ready to provide directions to your guests.

Preparing the Students
The Prelude Assembly will be your students’ first Class Act experience. Please have all teachers explain that the Pacific Symphony has sent a musician and storyteller to teach them about Mozart and to introduce them to the theme of the year, “Magical Journeys!” Please discuss proper concert etiquette with the students prior to the performance.

Preparing the Parents and Ambassadors
Parent Coordinators and Ambassadors often take an active role Prelude Assembly preparation. Please be certain to arrive forty-five minutes before the first assembly to lead set-up and receive instructions/training.

Preparing the Principal
We ask that each principal say a few words before the start of the Prelude Assembly and include the following in a 2-3 minute introduction:

- Welcome the students to their first Class Act event
- Welcome the Symphony to the school—explain that Class Act is a Symphony program
- Let the students know why Class Act is important to the school
- Remind the students about good concert/assembly manners
- Introduce the Regional Manager
LESSONS
Set Up Details, Preparation, and Implementation

Generally the Parent Coordinator, assisted by the Ambassador (if applicable) will prepare and implement each day of lessons. We strongly recommend that the Parent Coordinator or Teacher Representative send out a reminder to those teachers attending on a given day, and that the Principal and Teacher Representatives ensure that classroom teachers properly prepare their students for their lesson.

In advance of each lesson day
- Verify the dates and times of lessons using the Class Act Website
- Verify the specific class(es) that will attend each lesson
- Send out a reminder to those attending on a given day, specifying time and length of each lesson
- Verify that an appropriate space is available for all lessons, including set-up time. Please see Program Elements Overview for more details about facility requirements.
- Principal or Teacher Representative verify that classroom teachers have properly prepared their students for the lesson
  - Minimum requirement: have students listen to CD of composer’s music (provided) and share any supplemental materials (if provided) with students before their musician’s lesson
  - Preferred: do at least one preparatory activity found in Teacher Workshop packet with students, and share facts about composer’s life using Teacher Workshop packet, internet searches, or other appropriate resources

On the lesson day
- Reserve a parking spot for the musician and Ambassador
- Notify team members about parking restrictions (i.e. street sweeping days and other issues that could result in a parking ticket)
- Go over opening and closing remarks (see script on next page)
- Meet the musician in the parking lot to help him/her carry in his/her supplies and instrument, sign in at the office (if needed), and locate the lesson space
- Go through the set-up check list (below, and ask your Regional Manager for any clarifications. She will be happy to help!

Lesson Set-up Check List (may vary slightly for each musician)
- Accessible outlet
- Table or desk
- Chair and music stand for musician
- Masking tape or push pins (for hanging visuals on the board)
- Chalk or Whiteboard
- Extension cord
- Water for musician
- Additional Refreshments (not required, but appreciated)
- Additional set-up requests, as discussed in Scheduling Meeting
Parent Coordinator and Ambassador Lesson Script

Opening remarks should be a total of four sentences, no more. The purpose is to settle the class and focus them on the musician. Closing remarks should also be brief. Use this script as a guideline, but also feel free to create your own, personalized text. You might also want to mention who you are (Ambassador, PTA President, your child’s mother etc.) and adjust content as appropriate for the students’ age.

Opening Remarks
Good Morning! My name is _______________. I am here because your school and the Pacific Symphony have partnered together to bring you Class Act! I would like to introduce your Class Act musician from the Symphony, who has adopted your school for this year: (Musician’s Name) who plays the (instrument) in Pacific Symphony. Let’s welcome her/him with a big hand...

(for younger students, "Let's begin by saying Good morning (Musician’s Name)....")

For returning schools:
Now do you remember who the composer of the year was last year? (Vivaldi) This year we are going to learn about composer Wolfgang Amadeus Mozart. With Vivaldi you learned about Forces of Nature in music. This year we are exploring the theme “Magical Journeys!” with (Musician’s Name).

For new schools:
Today (Musician’s Name) is going share with you the music of Wolfgang Amadeus Mozart and the theme “Magical Journeys!”

Closing Remarks
I know you’ve enjoyed listening to Mozart’s music and thinking about what (Musician’s Name) has taught us today. You will see (Musician’s Name) again when you come to your Family Night Concert on (date) – She/He will bring four (or three for percussion) other Symphony musicians from her/his musical family to meet you and to present a concert just for you and your families.

For students grades 2 and higher in Level II:
We’ll also see you at our special Youth Concert in our beautiful concert hall in May.

For students in grades K and 1 in Level II:
We’ll see you later this year for a special assembly just for your class and the other kindergarten and first grade students.

Now let’s thank (Musician’s Name) for the wonderful lesson he/she presented today!
FAMILY NIGHT  
Set up Details and Preparation Summary

The Parent Coordinator, with support of the Principal, has primary responsibility for implementing and promoting Family Night. Teacher Representatives and Ambassadors often assist the Parent Coordinators as needed, and often additional Parents are recruited to assist. For more detail on Preparation for your Family Night, please see the Family Night Preparation Timeline, which follows this document.

Principals and Parent Coordinators will be responsible for arranging the following facility requests:

- Print and provide programs produced from a PDF sent by the Pacific Symphony. We suggest printing 200 programs. Please let your Regional Manager know if this requirement poses a problem for your school
- 5 chairs with no arms
- 6 black “orchestra-type” music stands—may be borrowed from junior high or high school band/orchestra. Please let your Regional Manager know ahead of time if you cannot provide 6 black music stands.
- 1 microphone/speaker—please perform a sound check ahead of time
- Appropriate white stage lighting (lighting that allows the audience to see the musicians, their faces, and their instruments)—please test this ahead of time
- “Green Room” (a place for musicians to relax and warm up before the performance) with water and 2 tables to store instrument cases. Also, bathroom access and 5 chairs close to the stage
- 8 reserved, convenient parking spaces for symphony musicians and staff with space for unloading for large instruments
- 5 Musician greeters/escorts (optional)
- Volunteers (to be arranged by the Parent Coordinators) for each of the following:
  - Translations as needed (i.e. for announcements and publicity)
  - Decorations
  - Parking attendants (depending on complexity and size of parking lot)
  - Door Prize Table/CD Table (2 responsible volunteers, who can be trusted to handle money)
  - Refreshment Table
  - Ushers to hand out programs (number depends on the size of Family Night)

Pacific Symphony staff will be responsible for the following:

- Oversee facility requirements
- Coordinate program design and PDF of complete program sent to Parent Coordinator(s) 1 week prior to Family Night
- Manage timeline of event
- Verbal acknowledgement of any VIP’s
- Program acknowledgement of any contributors
- Collect sample flyers, announcements, and other marketing pieces
• Manage door prize process
• Assess all aspects of the event (musicians, school team, audience)
• Collecting data on Family Night attendees (estimated turnout, VIPs in attendance, etc) for assessment purposes.

Other Items of Importance
• If your school would like to have use of a backdrop for Family Night, please fill out a backdrop request form, which will be provided at your Winter Parent Coordinator meeting.
• Please fill out a Family Night Information Form at least 2 weeks prior to your Family Night. Forms will be provided at your Winter Parent Coordinator Meeting and sent via email to you by your Regional Manager.
  • Please include names of VIPs on this form if you would like to have them printed in the program

Additional Suggestions
Some effective and fun ideas used by schools in the past have included:
• Having a fundraising supper, school pot-luck/picnic, or donated dinner for the school community before Family Night
• Having the MPR or auditorium decorated with student art work related to the Class Act curriculum
• Having teachers do a Class Act related activity on the day of the Family Night (Teacher Workshop activity, internet search, art project)
• Encouraging attendance with homework passes, a special recess, or prize for the class with the highest attendance
• Having students twirl signs advertising Family Night at pick-up time at the end of the school day
  o We generally find that additional “marketing” is needed to promote attendance
A more detailed discussion about “best practices” will take place at your Winter Parent Coordinator meeting.

Please note: Flash photography is not allowed during the performance. There will be NO video or tape recording, unless pre-approved per the Class Act Photography, Video, and Sound Recording Policy (see page 18). Per their contract, musicians must be released by the Pacific Symphony 2 1/2 hours after the published start time.

On the next few pages, please find a detailed preparation and “night of” timeline for your Family Night.
FAMILY NIGHT
Family Night Preparation and “Night of” Timeline

Many years of Parent Coordinator experience went into the preparation of this document. We have borrowed ideas from Parent Coordinators, both past and present, to create this timeline. We hope that it will prove to be a helpful resource!

At least 4 weeks before (although earlier is suggested):

- Select Family Night committee and assign jobs to committee members
  
  **Tip:** Family Night is a big responsibility for one or two Parent Coordinators to handle alone! Selecting a committee will help to keep the work load manageable for everyone and ensure a great event. Committee roles could include: graphic designer (in charge of publicity flyers), refreshment coordinator, volunteer coordinator, décor coordinator etc.

- Send VIP invitations to City council members, school board members or other VIP’s in your community

- If your Family Night is off-site (not at your school) **re-confirm with your venue** to make sure the space is still reserved for your date and time. **If you need to change your Family Night venue at any time after your scheduling meeting, please notify your Regional Manager immediately.**

3 weeks before:

- Assign musician hosts. These are volunteers who will meet the musician in the parking lot and show them to the greenroom and make sure that they have everything that they need. These volunteers can be either adults or responsible students such as, Student Council members

- Send Save-the-Date flyer home with the students

- If providing a reception after the concert, secure donations for food and drinks

- Think about what decorations will be needed, if applicable

- If the Family Night is at a location other than your school, you may want to follow up to make sure that the venue is aware of all of your needs

- If the event is at the school, make sure that the room has been reserved and that the custodial staff is aware of any set-up requirements

2 weeks before:

- Send invitation home with students with details of the evening along with concert etiquette

- Post Family Night on the school’s marquee and make posters to display on the school grounds (great Student Council task)

- Submit Family Night Information Form to Niko Giaimo ([ngiaimo@pacificsymphony.org](mailto:ngiaimo@pacificsymphony.org))

  **Tip:** This information is due no less than two weeks before your Family Night. Think through who you would like to thank, and which VIPs you would like to acknowledge ahead of time so that the process is quick, simple, and can be completed on time.
1 week before:
- Connect and follow up with committee
- Send half sheet reminders home with students
- Give volunteers their host assignments along with instructions

Week of:
- Pick up backdrops, if applicable. If you have requested a backdrop by the posted due date, you will have received your assignment via e mail from Niko Giaimo.
  **Tip:** Remember to connect with the Parent Coordinator that has the backdrop before you to arrange pick up
- Provide concert night timeline to volunteers, teachers, and principal (proposed timeline can be found as part of the Family Night Set Up and Preparation document, which precedes this)
- Connect with Parent Coordinator of the school that has reserved the backdrops after your event to arrange for pick up
- Arrange drop-off time for refreshments being donated by parents
- Purchase anything not being donated for refreshments (paper products, beverages, etc.)
- Receive your program over e mail from Niko Giaimo
  - Print and fold programs (200 suggested)

Day of:
- Reserve parking spaces for musicians, Regional Manager, Ambassador(s) and special guests
- Supervise Volunteers and ensure that each is clear on his/her duties
- Set up Green Room with water/refreshments for musicians and Class Act staff
- Set up refreshments for audience
- Have ushers/responsible students to hand out programs.
  **Tip:** If you have not had time to fold the programs yet, children of PCs or other volunteers who arrive early can help complete this task
- Ensure that there is a responsible adult available to man the raffle/cd/donation table at all times. Door Prize form can ONLY be filled out by adults.
- Prepare and organize location for Meet the Musician

Suggested Timeline for Your Family Night Concert:
Listed below is a suggested schedule for your Family Night. Please review it and inform your Regional Manager of any changes as soon as possible.

- 7:00pm*: Principal welcomes audience and introduces any VIP’s in attendance. Then introduces Regional Manager.

  *All Family Nights concerts MUST start at 7:00pm (no earlier). If your school is having a pre-concert activity, especially if the stage is involved, the actual Class Act Family night must still start promptly at 7:00pm.
• **7:05pm**: Regional Manager provides an overview of the Class Act program and introduces the Class Act musician and ensemble members.

• **7:10pm**: Performance

• **7:55pm**: Regional Manager draws 3 door prizes and invites audience to stay for “Musician Meet-n-Greet.”

• **8:00pm**: Musician Meet-n-Greet; refreshments served (approx. 30 minutes).

Please remember to thank your volunteers, your team, and yourself for all of the hard work that went into making an incredible experience for your school community!
INTERACTIVE MUSICAL EXPERIENCE (IME)
Set Up Details, Preparation, and Implementation

Generally the Parent Coordinator, assisted by the Ambassador (if applicable) will prepare and assist their Regional Manager and IME Presenter on the day of the assemblies. We strongly recommend that the Parent Coordinator or Teacher Representative send out a reminder to K and 1 teachers on the day before their IME Assembly, and that the Principal and Teacher Representatives ensure that K and 1 classroom teachers properly prepare their students for the Assembly using the Preparation Guide provided ten days before the assembly.

IME Check-list in the days leading up to your IME

- Verify the dates and times of the IME using the Class Act Website
- Verify that the MPR (or other agreed upon location) is reserved for that day, including set-up time (1 hour prior to the start of the first assembly)

10 days before each assembly:
- An email containing Preparation Guidelines for all K and 1 teachers will be mailed to your head Teacher Representative and Principal.
  - These preparation guidelines are ready-to-use and all instructions are included in the email sent by your RM. Please assure your teachers that the preparation process is simple and easy to do with their students AND will add greatly to the students’ experience
  - All preparation materials are also available for download here: www.pacificsymphony.org/ClassAct
- Teacher Representative and/or Principal distribute Preparation Guides to all K and 1 teachers
- Principal confirms number of students in attendance at each assembly
  - There should be no more than 80 students at each assembly
  - If it is possible to divide students into groups of no more than 60, this is ideal
- Parent Coordinator schedules/confirms the presence of parent volunteers at each assembly
  - Volunteer Requirement: at least one Parent Coordinator and one other volunteer
    - Parent Coordinator should plan to arrive one hour early and stay through all assemblies on a given day
    - Other Parent volunteer(s) should plan to arrive ½ an hour early and stay through all assemblies on a given day
- Team Members review set-up requirements–listed in the “IME Checklist, Your Assembly Day(s)” and verify that all required items are available. Contact your Regional Manager immediately if there are any issues with set-up requirement

1-2 days before each assembly:
- Principal or Teacher Representative contact(s) your Regional Manager, letting her know the number of students and classes at each assembly
  - Please also include any information about SDC classes or specific class-based requests that you would like to share with us, as needed. This will allow us to provide the best experience for all students.
- Principal establishes a Single Entry Point for the Assembly
  - Regional Managers will be seating students “Disneyland Style” by asking teachers how many students are in their group
  - In order for this to work, all classes should arrive through the same entry point, one class at a time, and with the teacher at the front of a single-file line of students
o **Send out a reminder to those attending on a given day, specifying time and length of the IME**
  - Ask teachers to arrive at the Single Entry Point, with their students following them in a single-file line. Remind teachers that they will be asked how many students are in their group upon arrival.
  - Let teachers know that they will be asked to participate with their students and should wear comfortable clothing that allows for ease of movement and sitting on the floor, for those capable of doing so (chairs will be provided for teachers not able to sit on the floor).

o **Principal or Teacher Representative verify that classroom teachers have properly prepared their students for the assembly**
  - *Preparation Requirement:* go through the REQUIRED PREPARATION as detailed the IME Preparation Requirement email sent by your Regional Manager.

o **Parent Coordinators confirm the participation of parent volunteers, ensuring that there are at least two parents total, including at least one Parent Coordinator**
  - **Parent Coordinator should arrive 1 hour ahead of the first assembly,** all other volunteer(s) should arrive ½ an hour before the first assembly.
  - **Remind all parents of preferred dress:** All clothing and shoes should allow for comfortable movement and for sitting on the floor. Wearing Class Act t-shirts is always encouraged!

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**IME Check-list, Your Assembly Day(s)**

- Reserve a parking spot for the Presenter, Class Act Musician, Regional Manager, and Ambassador (if applicable).
- Notify team members about parking restrictions (i.e. street sweeping days and other issues that could result in a parking ticket).
- Parent Coordinator meets Presenter and Regional Manager in the parking lot one hour before the first assembly to help unload and assist in set-up.
- Have the custodian available to help with issues concerning microphones and/or lighting.
- Verify that the room is cleared of extra desks and chairs (outside of items listed below on the Check List).
- Team Members will not be required to provide an introduction, though the presenter may need the Principal or Teacher Representative to assist in focusing students before the start of the assembly.

**Go through the IME Set-up Requirements Check List below**

- Large Screen in front of the room (used for projection)
- Projector capable of connecting to PC Laptop Computer and that projects directly onto screen
- Proper cables to plug laptop computer (PC) into projector
- Table or desk near Projector cables
  - for computer and CD Player—these items are provided by the Symphony, but we will need a place to put them
- Accessible outlet
- One long extension cord
- One microphone for musician, preferably wireless (stage right if possible)
- 5 Chairs, with at least one of these chairs without arms (for musician)
- 2 Black “orchestra type” music stand, like those used for Family Nights, if possible
- Make sure that all team members know the location of the Single Entry Point
- Water for musician, Presenter, Regional Managers and Team Members

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**Please let your Regional Manager know immediately if you have any issues concerning the set-up requirements or are not able to provide any requested items**
What is a Bravo Assembly?
The Bravo Assembly is the culminating event of the Class Act year. It is intended to be an outgrowth of the work that teachers have done in their classrooms using the Class Act curriculum. This includes work with the composer and theme of the year—this year Mozart and “Magical Journeys!”

The object of the game is not polished, artistic excellence, but full, enthusiastic participation! The students enjoy watching each other perform, from the youngest to the oldest, and take pride in their own performances!

What is the “Bravo Philosophy”?
As per the Class Act Handbook, the objective of the Bravo Assembly is
“To provide a meaningful culmination to process-based learning through a presentation that incorporates elements of the Composer of the Year’s music...During the year-end Bravo Assembly, students use musical performance, drama, creative writing, dance and visual art as forms of expression to demonstrate what they have learned from their participation in Class Act. All students participate in this special assembly, coordinated by the Teacher Representatives. Often parents are invited to attend this special school-wide event”

How Do I plan the Bravo Assembly?
Every Bravo is different, but generally, each grade level will work together to create their presentation. If one teacher is more artistically inclined, he/she may take over the leadership/planning of the event, with the help and support of the other teachers in that grade level. Once the lead teacher has come up with the idea for the presentation, the classes get together for rehearsals, create props and costumes, and prepare for the event. It is a good idea to have lead teachers compare notes to make sure that each grade is using a different idea. It’s not a problem if grades use similar ideas, but most schools prefer that each grade’s presentation be unique.

The Teacher Representative(s) are like the committee chairs for the event, coordinating all teachers’ efforts, checking in with lead teachers, and ensuring that proper A/V equipment is available. If your school has a music teacher, he/she can be a great resource for ideas and may be willing to help plan a grade-level activity. There are many great activities you can use in your Teacher Workshop packet, and a great number of these provide an outstanding opportunity for cross-curricular learning.

Are the students required to sing and dance?
Absolutely not, although they are welcome to, and truly enjoy it (even the older ones)! They can display artwork or illustrated stories inspired by Mozart’s music. They can create a Living Time Line, juxtaposing significant events in Mozart’s life with events in World, American or California History, for example.
What makes a good Bravo Assembly?

1) Participation, in some form, by every student (required, includes kindergarten students)

2) A site (often outdoors) where the entire school can assemble for the entire performance

3) A wonderful addition to a great Bravo is some sort of narration that ties the different presentations together. This is often written by the Teacher Representative, and can be narrated by upper graders, the teacher or the principal. The text of the narration might go something like this:
   a. Welcome and opening comments. Maybe a few lines about Class Act at the individual school, and what the students have been learning and experiencing through Class Act
   b. A short introduction to each act. For example, “the third graders have been studying the how Mozart creates magic in his opera, The Magic Flute. Watch as our students act out the different characters in this scene from the opera.” OR “The 5th grade students listened to several pieces of music by Mozart that demonstrated Rondo form. They then painted watercolors that visually conveyed this same form.”
   c. Let’s see some of the artwork and hear some of the students describe how they captured certain forces through visual art
   d. Some sort of wrap-up where the school thanks the Class Act Musician and Pacific Symphony.

4) FUN! We want you and the students to enjoy this from beginning to end: the preparation as well as the execution!

What resources do I have available to me?

- Each classroom teacher has a CD filled with Mozart’s music, as well a few other featured composers, and access to a book connected to this year’s curriculum.
- There are many different activities in your Teacher Workshop packet and each one has suggestions on how you can extend your work on a given activity to the Bravo Assembly. These are provided at the end of each activity.
- Your Teacher Workshop packet is filled with great biographical information about Mozart including a timeline, quotes, and fun facts.
- Your Teacher Workshop packet also has an extensive bibliography and list of helpful online resources.
- Lynne Abraham-Yadlin, Teacher Workshop presenter and Regional Manager, is happy to help you in any way possible. Bounce ideas off of her, ask for help implementing an idea—just contact her for help.

Contact her at: labraham-yadlin@pacificsymphony.org
Please contact Carrie Villanueva if you would like to connect directly with all other Teacher Workshop presenters.
Suggested Bravo Assembly Activities
There are many great activities suggested in your Teacher Workshop packet. Below you’ll find some favorite activities used by our schools in previous years that could be applied to any composer.

- For schools with a music program: students play a simple piece by the composer of the year on recorders or other instruments.
  - Done with the cooperation of the music teacher. Often this will require the music teacher to create a simplified arrangement, so may not be possible at all schools.
- Students perform an original dance to one of the composer of the year’s pieces. Streamers, ribbons, and other “movement” props can be used.
- Students create a living timeline, demonstrating important events from the composer’s life. This can also include short vignettes, songs, costumes, and artwork. A cross-curricular component can be added by juxtaposing events in the composer’s life with ones in American or World history.
- Students do a group presentation of an acrostic poem about the composer and his music (and/or about their musician).
- Students sing an original song (or original words to a Mozart piece).
- Students write and perform an original play about the composer’s life.
  - Student created set pieces and props can be used.
- Teachers extend the work of one of the Teacher Workshop packet activities to a Bravo Assembly activity.
  - There are a number of extensions in your Teacher Workshop packet, but some of the most creative Bravo activities come from teachers and students creating their own original extensions, inspired by Teacher Workshop packet materials.

In addition to the above suggestions, there are many wonderful Bravo suggestions in your Teacher Workshop that you can do with your students by following the simple directions provided.
Youth Concert Attendance Cheat Sheet

This cheat sheet is designed to be a quick reference to answer the most frequently asked questions about attending the Youth Concerts. Please remember that only students in grades 2 and higher will attend the Youth Concert—students in Kindergarten and 1st grade will participate in the Interactive Musical Experience on-site (unless your school opted, during the application process, to bring 1st graders to the Youth Concert). Please also remember that your school is responsible for assuming all bussing costs. If you have any additional questions, please feel free to contact your Regional Manager.

Preparing to attend the concert:

- Send in your Youth Concert Reservation Form to reserve your concert date(s) no earlier than September 29, 2016 at 8:00am and no later than October 5, 2016.
- Forms received prior to 8am on September 29, 2016 will NOT be accepted.
- Receive your confirmed concert date(s). Call immediately if any changes are needed.
- Reserve busses for the confirmed concert date(s)
  - The concert location is the Renée and Henry Segerstrom Concert Hall (RHSCH), 615 Town Center Drive, Costa Mesa, CA 92626.
  - Busses must arrive one hour prior to your concert start time—when reserving the busses, please allocate enough travel time for morning commute traffic.
- Receive a confirmation email, with all concert information, including your color section and bussing information—3 weeks prior to the concert
  - Please share the bussing information with your bussing company—this step is VERY important as our concert and bussing procedures may have changed.
  - Bring copies of bussing instructions with you to give each bus driver the morning of your concert. Failure to follow bussing instructions can result in your school being late to the concert and possibly missing the concert completely.
- Make plan for attending concerts - inform all instructors and/or chaperones of plan
  - Divide students and instructors into color sections—only if needed
  - Create buddy system, name badges—if desired
- Receive a phone call from your Regional Manager confirming all your concert details—one day prior to the concert

Attending the concert:

- Remind all instructors, chaperones, and students of their color section
  - Give students name tags with bus number and color section—not required, but helpful
- Ensure students use the restroom before leaving for the concert
- Give each bus driver a copy of the driving directions and instruct him/her to follow them exactly.
  - We suggest one instructor on each bus have an additional copy of the driving instructions. In addition, it would be helpful for your school office to know the cell phone number for these instructors in case there is a problem on the way to the concert.
- Arrive at Remote Bus Location, per bussing instructions, one hour prior to concert start time.
- Follow all police, volunteer, and usher instructions for entering the hall.
- Enjoy the concert.
- Follow all police, volunteer, and usher instructions for exiting the hall.
- Board bus and then return to school

Additional Tips:

- Please do not bring backpacks, lunches, snacks, cameras, or any recording devices into the concert. Any/all food items should be eaten BEFORE entering the concert hall. Food and beverage is not allowed in the concert hall.
- If your school is sending volunteers for Class Act on the same day as the concert your school attends, the parent chaperones who attend the concert with your school cannot be the volunteers your school provides for Class Act.
Due to concert logistics, there may be extended periods of time where your students are seated on the bus, or in hallways at the concert hall. We suggest instructors have quiet activities in mind, such as reading, for their students during this time. Some teachers have brought small snacks for the students and distributed the snacks while the students are waiting outside in line before or after the concert. Please note: no snacks may be consumed in the concert hall.

You may find it helpful to create a system for your students attending the concerts. For example, labeling all children with matching name badges, or having everyone wear matching clothing. Other schools have paired their older students with younger students in a buddy system.

Some parents choose to drive their students to the concert, rather than having the student ride the bus. The Pacific Symphony cannot be responsible for reimbursing parents for this parking cost.

**Please note:** Failure to arrive at the designated remote-bussing check-in location 1 hour prior to the concert start time may cause your school to miss part of or the entire concert. Late entrance into the concert is at the discretion of the Class Act staff and House Management. Schools late to the 10am concert may not be given the opportunity to register for the 10am concert next year. Schools consistently late to Youth Concerts may not be regularly rotated through lower seating levels of the concert hall, as late seating on these levels causes a great disturbance to other patrons of the concert.