Handbook
2019-20
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Dear Class Act Partners,

On behalf of Pacific Symphony, welcome to the Class Act 2019-20 season, and the 25th anniversary year of this incredible program! We’re delighted to be partnering together for the 2019-20 school year. We would like to extend a special welcome to our new schools. We are thrilled to have you join the Class Act family! This year Class Act will be exploring “Symphony at the Movies” through the music of John Williams. We will study how John Williams brings music to life, both on and off the silver screen.

At the center of the Class Act partnership are the partners themselves: your school community, and our staff and musicians. 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 2019-20 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 8!

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

All the best,

Jonathan Terry
Director of Education
Class Act Program Director

Eileen Regullano
Education & Engagement Manager
Class Act Administrative Manager
Important Contacts
Pacific Symphony
17620 Fitch, Suite 100 Irvine, CA 92614
Main: 714.755.5788 Fax: 714.755.5789

Your Regional Manager should be your primary contact for Class Act correspondence. For urgent matters, please contact Administrative Staff if you cannot reach your Regional Manager.

**Regional Managers**

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Class Act Welcome Event  
Sunday, September 29th, 2019  
A Special Event Just for Our Class Act Teams!  
All team members will be invited to this event and will have the opportunity to attend an early afternoon reception and concert.

Youth Concerts  
Dates: May 5, May 7, May 11, and May 12, 2020  
- Registration forms are due September 20th, 2019  
- Final Assigned Attendance Dates and Times will be announced 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

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 will several copies of the following flyer as well as an electronic version that we encourage you to share with all of your school's families all year long!
20% Off for the Class Act community

Save 20% off tickets to Pacific Symphony’s Family Musical Mornings, Classical and Organ series concerts featuring the music of many of your favorite Class Act Composers.

FAMILY MUSICAL MORNINGS
Concerts designed just for kids & families!
Oct. 19 • 10 & 11:30 a.m.

Dia de los Muertos Celebration
Jan. 18, 2020 • 10 & 11:30 a.m.

Opera for Kids: Elixir of Love
Feb. 29, 2020 • 10 & 11:30 a.m.

Peter and the Wolf
May 30, 2010 • 10 & 11:30 a.m.

John Williams: Maestro of the Movies

CLASSICAL SERIES
Evening concerts for that perfect date night!
Sept. 26-28 • 8 p.m.

Carmina Burana
Oct. 17-19 • 8 p.m.

Tchaikovsky’s Pathétique
Nov. 14-16 • 8 p.m.

Rhapsody in Blue
Dec. 5-7 • 8 p.m.

Beethoven’s Seventh

SUNDAY CASUAL CONNECTIONS
Family-friendly matinee performances
Sept. 29 • 3 p.m.

O Fortuna

Also great for families:
Pacific Symphony Youth Ensembles
FREE performances!
Nov. 16, 17 & 18, March 16 & 23, May 9, 11 & 12

Pacific Symphony proudly performs at:
Renée and Henry Segerstrom Concert Hall
615 Town Center Drive, Costa Mesa

Use Promo Code: ClassAct1920
Online at www.PacificSymphony.org
Or call (714) 755-5799 (M-F, 9-5)
Introduction to Class Act and Pacific Symphony

Pacific Symphony’s elementary school partnership program, Class Act, will celebrate its 25th season in 2019-20 as we explore “Symphony at the Movies” with the music of John Williams. From serving 5,000 students in 1994 to 14,680 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 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 looks toward an exciting 25th 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 J Terry@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.

Customizable Class Act School Flyer
Following the Press Kit you’ll find a customizable document that you can share with your school community. The main portion of the document 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! If printing and sending this home with students, we recommend printing the 20% off flyer on the backside, or the Class Act Program Info Sheet (see below). A press release template is also available from your Regional Manager.

Class Act Program Info Sheet
Following the Class Act School Flyer is a Class Act program info sheet. This one-page info sheet provides more detailed information on the Class Act program. This can be great to share with parents or community members looking for more in-depth information on Class Act.

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 contact your Regional Manager for a Press Release Template.

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

![Pacific Symphony Logo]

![CLASS ACT Logo]

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 Program, 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!
“Symphony at the Movies”
John Williams

Our school has been chosen to be part of Pacific Symphony’s Class Act program for 2019-20!
This year our Pacific Symphony Class Act musician will be ____________ who plays the ___________.
Our students will get to experience several exciting events this year as part of our Class Act year, including:

OUR CLASS ACT EVENTS

PRELUDE ASSEMBLY:

CLASSROOM LESSONS:

FAMILY NIGHT CONCERT:

INTERACTIVE MUSICAL EXPERIENCE (IME):

YOUTH CONCERT:

BRAVO ASSEMBLY:

If you would like to find out more about Class Act at our school, or become more involved and volunteer at our Class Act events, contact:
The Frieda Belinfante Class Act Program is Pacific Symphony’s flagship youth education program. Individual Symphony musicians are trained and placed in year-long residencies at up to 32 K-8 schools in Orange County, bringing the magic of symphonic music to over 14,880 students.

Class Act’s theme-based curriculum is aligned with both Common Core and VAPA standards, and allows school communities the opportunity to explore a new theme and composer each year. In 2019-20, the program’s 25th anniversary season, Class Act explores the music of John Williams and the theme of “Symphony at the Movies.”

The strong partnership component between the Symphony and school communities is key to the success of the program. 8,500 teachers and parents are touched by the program each year, while Class Act serves as an entry point to other Symphony activities.

Program activities include onsite Teacher Workshops, which provide educators with grade-level appropriate, multidisciplinary arts activities to enhance student learning in multiple subject areas through music. Student-centered activities include Prelude Assemblies, attended by each school's entire student body and hosted by a professional actor who introduces students to their musician and the year’s theme and composer. Classroom Lessons then follow, presented to each grade level and taught by Symphony musicians. As with all program elements, these age-appropriate lessons are aligned with national Common Core and state VAPA standards. Lessons focus on the year’s theme and featured composer, as well as providing details about the musician’s instrument and career. Family Night ensemble performances are then presented at each school by a Symphony quintet, led by the school’s musician and featuring his/her instrument. Youth Concerts are interactive performances presented in late spring by the full Symphony at the Renée and Henry Segerstrom Concert Hall. These concerts, designed for students in grades two and higher, emphasize musical concepts learned during the year through the featured composer’s music. Students in grades K and 1 participate in the Interactive Musical Experience, an age-appropriate culminating activity that emphasizes active music-making. Bravo Assemblies conclude the year, featuring each classroom’s creative expression of what was learned through Class Act, in formats of their choosing: dance, music, theater, writing, or visual art presentations.

The Frieda Belinfante Class Act program is presented for a minimal charge to the participating schools in 14 cities countywide and has been recognized by the League of American Orchestras and the National Endowment for the Arts as one of the nine most exemplary music education programs in the United States.

For more information, please contact: Eileen Regullano ERegullano@pacificsymphony.org
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, any media produced about Class Act and Pacific Symphony—including photos, videos, and sound recordings—must follow certain policies 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; however, please understand 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 Eileen Regullano, Education and Engagement Manager, at eregullano@pacificsymphony.org or (714) 876-2317.

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 need additional information or have questions on any of the policies outlined above, please contact Eileen Regullano, Education & Engagement Manager, at ERegullano@pacificsymphony.org or (714) 876-2317.
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 280 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 83% subsidy on their program costs*. As it costs $47.00 per student to implement Level II, Level II schools are receiving a grant worth $39.00 per student in program and services! **For a school of 500 students, that’s a grant worth $19,500.00!**

*=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 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 on page 8 for details on how you can take advantage of a special promotion, just for our Class Act Community. With 20% off all Family (excluding The 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 5-11 and evening concerts provide a perfect opportunity to enjoy a date night at the symphony. Visit 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, we’d love to have you 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 older. 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 Eileen Regullano at ERegullano@pacificsymphony.org for more information.

Pacific Symphony Youth Ensembles

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. 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. Visit the Pacific Symphony website at www.pacificsymphony.org/psye to learn more about our three amazing Youth Ensembles.
A transformational experience...

*arts-X-press* is Pacific Symphony’s summer arts immersion program where incoming 7th and 8th graders come together to explore the arts, nourish their sense of self and make lasting friendships. Each summer, 150 students are selected to be part of our diverse community of artists and creative thinkers.

At this *five-day, residential program*, students sleep overnight in the dorms and eat meals in the cafeteria at *Concordia University Irvine*. Staff and counselors live on campus, leading students in arts workshops in professional arts spaces and creative expression exercises that prompt reflection and collaboration.

At arts-X-press, everyone gets the opportunity to play music, sing, act, dance, make art and write— all in a supportive and non-competitive environment. *arts-X-press* is a *safe haven for self-expression* that values each student’s individuality and cultivates students’ ability to appreciate the *magic in life* and the *courage to make contributions* to their communities.

**Program Components:**

- **Arts Workshops:** daily hands-on workshops that encourage students to take risks, immerse themselves in the creative process and expand their understanding of an art form
- **Excursions:** professional performances by local arts organizations, which take learning into the real world, exposing students to professional artists and unique behind-the-scenes experiences
- **Group Activities:** a variety of activities that are designed to develop social bonds between middle schoolers of diverse backgrounds, promote respect and appreciation for others and explore each student’s creativity
- **Parent Presentation:** the culmination of our students’ time at arts-X-press, this special event welcomes families to campus to see the impressive work that’s been produced over the course of the week

**Cost & Admissions:** Financial aid is available to all students, based on need, and we are committed to making it possible for all accepted students to attend. Full tuition for arts-X-press is $775, which covers all program costs including room, board and performance tickets. **NO accepted student will ever be turned away for financial reasons.**

**Schools participating in Class Act are given special consideration. Your Regional Manager will be in touch with nomination and application information in early January.**

[ pacificsymphony.org/artsxpress ](http://pacificsymphony.org/artsxpress)

**Questions?** Give us a call at 714-876-2336 or email [ arts-X-press@pacificsymphony.org ](mailto:arts-X-press@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 participation

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, January or February 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 activities to help supplement the Class Act program in the classroom. Workshops align 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 Lessons (required)

Objective: To share the music of the composer and theme of the year through the study of orchestral music, musical elements and musical performance

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 through 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 indoor 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, if space permits in the concert hall, 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, if space permits in the concert hall, 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 Renée and Henry Segerstrom Concert Hall

A culmination of the students’ experiences in Class Act, the Youth Concert is a 45-minute performance presented by Pacific Symphony, to students in grades 1 or 2 and higher, in late April or early May. 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 are expected to participate in this special assembly, coordinated by the Teacher Representatives. Often parents are invited to attend this special school-wide event.

*IMPORTANT: Please note, 1st grade students are required to attend EITHER the Interactive Musical Experience OR the Youth Concert. The assignment of 1st graders to attend Youth Concerts is at the discretion of the Class Act staff, based on availability of seats, but not guaranteed. Kindergarten and TK students will attend the IME.

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 an annual Fall Meeting 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

Please read through each team member’s commitment before completing your application. Information on Pacific Symphony's Commitment and Classroom Teachers' Commitment is also provided for your reference. All commitments pertain to all Levels of participation, unless otherwise noted.

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 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 (Level II only, grades 2* and higher), and Interactive Musical Experience (Level II only, grades K-1*)
- Verify that every student actively participates in Prelude Assembly, Lessons and Bravo Assembly, double-checking that individual classes have not booked conflicting events, on- or off-campus, which would prevent any students from fully participating in their scheduled Prelude, Lesson or Bravo assembly
- Ensure musician is provided with environment conducive to learning, including a temperature-controlled room kept between 68 and 85 degrees for all indoor events
- 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 (Level II only)
- Schedule buses and incur all transportation costs for the Youth Concert (Level II only)
- 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 (Level II only)
- 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 the 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 featured book (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 entire 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

Pacific Symphony’s commitment:
- To present the Class Act program for one school year
- To fulfill the Symphony’s financial commitment as per the Financial Policy
- To provide quality educational activities and supplemental teaching materials for classroom teachers
- To provide each classroom with a CD and Teacher Workshop Packet focusing on this year’s composer and theme
- To provide each grade level with materials complementing this year’s composer and theme
- To customize the Class Act schedule of activities, within the scope of the program’s goals, to meet the individual needs of the school
- To support the school’s Class Act Team in program implementation
- To conduct ongoing program evaluation and make program modifications and improvements based on evaluation results
- To provide members of all Class Act school communities with appropriate opportunities to further engage with Pacific Symphony’s other Education programs and concerts for all ages
Your School’s Volunteer Commitment

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 the end-of-year Youth Concerts. 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. 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 to have volunteers helping that are familiar with the schools attending that day. If Youth Concerts are not a viable option for your school community’s volunteers, you may request a volunteer assignment at a single Musical Carnival or request that your volunteer assignment be divided over multiple dates. Volunteer assignments at Musical Carnivals are assigned on a first-come-first-served basis for Musical Carnivals, as volunteer spots are limited.

Volunteer confirmation details 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.

Although providing volunteers is a requirement for Level II schools, we welcome anyone and everyone to inquire about volunteering opportunities with Pacific Symphony.

General Information About Volunteering (Youth Concerts and Musical Carnivals)

- **Youth Concerts** take place on weekdays. Volunteer commitment: Approximately 7:45am – 12:15pm, with optional complimentary volunteer luncheon afterwards. Volunteers from schools that are assigned to help at Youth Concerts must NOT be the same volunteers coming as chaperones with your school and students.
- **Musical Carnivals** take place on select Saturdays. Volunteer commitment: 7:45am – 1:15pm
- **Location for volunteering at Youth Concerts and Musical Carnivals:** Renée & Henry Segerstrom Concert Hall, Costa Mesa
- **Training** is provided on-site during the morning orientation
- **Dress Code:** black or navy pants/bottoms, white blouse/shirt, comfortable shoes (sneakers are best)
- **Parking** is covered for all volunteers
- We are happy to offer a **voucher to a future Pacific Symphony concert for anyone who works fifteen (15) hours, in one Symphony season (July – June).** Vouchers are mailed in early July.
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. 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 the Parent Coordinator meeting in 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 (IME), 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. The facility must be a temperature-controlled room kept between 68 and 85 degrees at all times.

**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 presenter and the musician will sit 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 presenter will bring backdrop panels to each school. The presenter normally arrives between 30 – 45 minutes 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. No tools are needed. They are very easy to set up. The presenter 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 musician, the presenter, 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. Please note that a reserved parking space is contractually required for the musician.

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 Pacific Symphony has sent a musician and presenter to teach them about John Williams and to introduce them to the theme of the year, “Symphony at the Movies!” 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. Parents and Ambassadors should be certain to arrive 45 minutes before the first assembly to assist presenter and musician in set-up and to 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 Pacific 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 with your Regional Manager
- 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 (if applicable)
- Notify team members about parking restrictions (i.e., street sweeping days and other issues that could result in a parking ticket)
- Ensure the room is temperature-controlled, between 68 and 85 degrees.
- 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 checklist (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

Please check with your school’s musician on their preference for opening remarks. Some musicians prefer to start their own lessons. 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 parent, 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? (Tchaikovsky) This year we are going to learn about composer John Williams. With Tchaikovsky you learned about Symphonic Storytelling through music. This year we are exploring the theme “Symphony at the Movies” with (Musician’s Name).

For new schools:
Today (Musician’s Name) is going share with you the music of John Williams and the theme “Symphony at the Movies!”

Closing Remarks
I know you’ve enjoyed listening to the music of John Williams 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 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 (or 1st graders at some schools):
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.
- **Temperature-controlled stage area, between 68 and 85 degrees**
- “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 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:**

- **Ensuring facility is appropriately set up for musicians, per guidelines stated above**
- **Providing insurance requirements for schools and facilities, as needed**
- **Formatting school program and sending PDF of complete program to Parent Coordinator(s) 1 week prior to Family Night**
- **Managing timeline of event**
- **Verbal acknowledgement of any VIPs**
- **Program acknowledgement of any contributors**
- **Providing flyers, announcements and other marketing pieces for schools from Pacific Symphony**
- **Managing door prize drawing process**
- **Assessing 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 and submit a backdrop request form, which will be provided at your 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 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
• If your school plans to have any kind of pre-concert entertainment, please consult with your Regional Manager. All pre-concert entertainment is limited to a maximum of 15 minutes, and must clear the stage no later than 6:45pm.

Additional Suggestions
Some effective and fun ideas used by schools in the past include:
• 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 Parent Coordinator meeting.

Please note: Flash photography is not allowed during the performance. There will be NO video or audio recording, unless pre-approved per the Class Act Photography, Video, and Sound Recording Policy (see page 15).

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 workload 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 VIPs in your community

- **Re-confirm with your venue** (if your Family Night is off-site and not at your school) 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.**

- **If planning pre-concert entertainment**, confirm performer(s), review timeline for pre-concert entertainment, and let your Regional Manager know of your pre-concert performers. **All pre-concert entertainment is limited to a maximum of 15 minutes, and must clear the stage no later than 6:45pm.**

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**

- **Secure donations for food and drinks**, if providing a reception after the concert.

- **Plan decorations**, if applicable

- **Confirm facility requests with your venue**, through your school if your Family Night is on-site or with your off-site venue, to make sure that the venue is aware of all of your needs. **Notify your Regional Manager if there are any problems with your venue or venue requests** (obtaining music stands, microphone, etc.).

- **Rehearsal Space for Musicians:** Musicians sometimes request rehearsal space before the Family Night concert. Check with your Regional Manager if your musician needs rehearsal space, or time on-stage before the audience is let in, so that you can also confirm these details with your venue and plan accordingly with any pre-concert performances.
2 WEEKS BEFORE:

- **Check-in with committee members** to make sure everything is on-track.
- **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 Payal Swami** (pswami@pacificsymphony.org)
  
  **NOTE:** This form is due no less than two weeks before your Family Night. Think through whom 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:

- **Follow-up with committee** and confirm all details with each committee member, including volunteer schedules for the Family Night day
- **Send half sheet reminders home with students** (consider putting Etiquette guide on back). Consider including talking points for teachers to get students excited to attend and to help them go over etiquette reminders.
- **Finalize your day-of timeline.** You are welcome to share a draft with your Regional Manager if you’d like feedback and to help keep your Regional Manager informed of your school’s timeline.
- **Give volunteers their host assignments** along with instructions
- **Receive your program** over email from Payal Swami
  - Print and fold programs (200 suggested)
- **Confirm pre-concert performers** (if applicable), including timeline

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 email from Payal Swami.
  
  **Tip:** Remember to connect with the Parent Coordinator that has the backdrop before you to arrange pick-up. Also, connect with Parent Coordinator at the school who will be getting the backdrops from you.
- **Provide finalized concert night timeline** to your Regional Manager, your volunteers, teachers, and principal (proposed timeline can be found as part of the Family Night Set Up and Preparation document, which precedes this)
- **Provide Principal with their script** so they have time to review it and ask questions or make changes ahead of time.
- **Arrange drop-off time for refreshments** being donated by parents, if applicable
- **Purchase anything not being donated for refreshments** (paper products, beverages, etc.), if applicable
- **Send Reminders to VIPs and Special Guests**
- **Receive your program over email** from Payal Swami
  - Print and fold programs (200 suggested)
DAY OF:

- **Provide Day–Of timeline** for committee, principals, and anyone else involved in the Family Night
- **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
- **Assign a responsible adult** to work 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** meet & greet that takes place after the concert
- **Test sound and lighting** BEFORE musicians or audience arrive. Make sure you know how to troubleshoot sound system, how to control volume on mic, and how to adjust lighting, or assign and train a volunteer to be in charge of this during the concert
- **Check thermostat** to help keep room comfortable for musicians and audience, between 68 and 85 degrees
- **Provide Principal with their script.** Review script with principal including how to pronounce names of anyone being acknowledged. Go over list of VIPs expected with your principal and any last minute changes to announcements or guest list.
- **Re-confirm with pre-concert performers what time they start and what time they must end by**
  
  (Family Night concert MUST start at 7:00pm). Consider coming up with some sort of signal ahead of time to give them a 5 minute warning or when they need to wrap-up, so that no one has to interrupt their performance.
**SUGGESTED TIMELINE for Your Family Night Concert Evening:**
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.

- **5:30pm**
  - Parent Coordinator and Committee members arrive for set-up (Green Room, Stage, Backdrop Panels (if applicable), Meet & Greet area, Welcome Table, pre-concert entertainment area (if applicable), rehearsal space (if applicable), and refreshment area (if applicable)
  - Reserve Parking Spaces for Musicians, Symphony staff, Ambassador and any VIPs
  - Save seats for VIPs
- **6:00pm** Regional Manager arrives
- **6:15pm** Pre-Concert performers arrive and Set-up
- **6:20pm** Doors Open to Audience
- **6:30pm** Musicians arrive
- **6:30pm** Pre-Concert performers begin (suggested to take place not on-stage or so that stage is already set for Family Night concert and does not have to be re-set)
- **6:40pm** Give pre-concert performers 5 minute-warning
- **6:45pm** Pre-Concert performance ends
- **6:50pm** Clean-up of pre-concert performance space. Ensure stage is fully set for Family Night.
- **6:55pm** Musicians walked over from Green Room to stage area
- **7:00pm**:
  - Principal welcomes audience and introduces any VIPs 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).
- **8:15pm** (approx.):
  - Parent Coordinators and committee clean-up

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 with your Regional Manager
- 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 sent 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 seat 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 in 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!

### IME Checklist, 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, lighting or room temperature
- Verify that the room is cleared of extra desks and chairs (outside of items listed below on the Checklist)
- 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 Checklist 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
  - Water for musician, Presenter, Regional Managers and Team Members
  - Temperature-controlled facility, between 68 and 85 degrees
  - Make sure that all team members know the location of the Single entry Point

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
Creating a Great Bravo Assembly

The Bravo Assembly is the culminating event of the Class Act year. This presentation is the students’ opportunity to show their Class Act Musician what they have learned about the composer and theme of the year.

Bravo Assembly Requirements

The only requirement of the Bravo Assembly is that all students in each school participate. Beyond that, each school is free to present what they have learned in whatever manner they choose, including (but not limited to):

- Dances or simple movements choreographed to John Williams’ music
- Songs inspired by or about John Williams and his music
- Artwork or illustrated stories inspired by the music of John Williams
- A Living Timeline, juxtaposing significant events in John Williams’ life with important historical events

Planning the Bravo Assembly

Every Bravo is different, but generally, each grade level will work together to create their presentation. In some cases, one teacher 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, classes get together for rehearsals and to create props and costumes. We recommend that lead teachers communicate about each grade’s planned presentation. Different grades may use similar ideas, but most schools prefer that each grade’s presentation be unique. Teacher Representatives are responsible for coordinating with all teachers in preparing for the Bravo Assembly and ensuring all necessary audio/visual equipment is available. If your school has a music teacher, she/he can be a great resource for ideas and may be willing to help plan a grade-level activity.

Bravo Assembly Resources

- **Teacher Workshop Packet:** This packet, distributed at your Teacher Workshop, includes many activities you can facilitate with your class, as well as suggestions for Bravo Assemblies. This packet also includes biographical information about John Williams, an extensive bibliography and a list of helpful online resources.
- **Class Act CD:** This CD features many tracks by John Williams for your use.
- **John Williams Interview:** A special interview Pacific Symphony conducted with John Williams is available for download as a streaming video.
- **Class Act Staff:** The Class Act Staff are happy to help you in any way possible. Feel free to contact any of us for help with planning your Bravo!

Contact Jonathan Terry at: jterry@pacificsymphony.org
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 space permits for schools that opted, during application process, to bring 1st graders to the Youth Concert). Please also remember that your school is responsible for assuming all busing 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 by Friday, September 20th, 2019**
- **Receive your confirmed concert date(s) in October.**
- **Reserve buses 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.
  - **Buses must arrive ONE HOUR prior to your concert start time** – when reserving the buses, please allocate enough travel time for morning commute traffic.
- **Receive a confirmation email**, with all concert information, including your color section and busing information – 3 weeks prior to the concert
  - **Share the busing information with your busing company**
  - **Bring copies of busing instructions with you** to give each bus driver the morning of your concert. Failure to follow busing 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 assigned multiple seating sections
  - Create buddy system, name badges – if desired
- **Receive a phone call from your Regional Manager** confirming all your concert details – several days before your 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 security, volunteer, and usher instructions for entering the hall.**
- **Enjoy the concert.**
- **Follow all security, volunteer, and usher instructions for exiting the hall.**
- **Board bus and 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. Some 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. Pacific Symphony cannot be responsible for reimbursing parents for this parking cost. **Please let your Regional Manager know ahead of time if any students are going to be arriving or leaving separately from the rest of your school.**

**Please note:** Failure to arrive at the designated remote-busing 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.