

Set Up Details, Preparation, and Implementation For the Interactive Musical Experience (IME)

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.** Your Regional Manager will send you details on what K & 1 Teachers should do to prepare their students for the IME 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. Either Parent Coordinator or Parent volunteer will assist IME presenter during presentation and should meet with presenter prior to first IME for directions.*
 - 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
 - **Some classes may bring *Magic Flute crowns*** (per suggestion in the Teacher Preparation Guide). Students should wear crowns for the durations of the IME.
 - To ensure a smooth and timely entrance, 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
 - **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)
 - **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
 - 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 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
- Let Regional Manager and presenter know prior to each IME if classes are bringing Suggested Participation Activity (*Magic Flute crowns*) to IME.

➤ **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 and microphone stand 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 stands, 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

Please let your Regional Manager know immediately if you have any issues concerning the set-up requirements or are not able to provide certain items requested.