



**Month by Month Checklist**  
**for New Teachers & Their Mentors**

**July-August**

- \_\_\_\_\_ Confirm submission of all building permits (event locations)
- \_\_\_\_\_ Is there a Band Camp?
- \_\_\_\_\_ Assess equipment inventory
- \_\_\_\_\_ Meet school secretary, your custodian, athletic director, transportation director, your immediate supervisor, music booster president and building union rep
- \_\_\_\_\_ Determine calendar of events, cross referencing different calendar events
- \_\_\_\_\_ Assess music library
- \_\_\_\_\_ Reserve transportation for festivals/competitions
- \_\_\_\_\_ Assess recruiting status
- \_\_\_\_\_ Determine Beginning Band/Orchestra Schedule including rental procedures
- \_\_\_\_\_ Register for string reading clinic
- \_\_\_\_\_ Research district and building budget and purchasing procedure
- \_\_\_\_\_ Assess uniform inventory
- \_\_\_\_\_ Research scheduling procedures
- \_\_\_\_\_ Setup/update music website
- \_\_\_\_\_ Determine policy for contacting music vendors and reps
- \_\_\_\_\_ Contact music colleagues within district
- \_\_\_\_\_ Acquire codes & keys to everything
- \_\_\_\_\_ Thank secretaries and custodians
- \_\_\_\_\_ Determine grading system procedures
- \_\_\_\_\_ Create and provide syllabus/handbook to principal and students
- \_\_\_\_\_ Contact previous directors with discretion
- \_\_\_\_\_ Check out the retired directors in your area & make contact
- \_\_\_\_\_ Contact MSBOA State Office: (517) 347-7321 to begin membership process
- \_\_\_\_\_ Contact your MSBOA district president (find this from MSBOA yearbook or website)
- \_\_\_\_\_ Order start up supplies -- reeds, cork grease, rosin, strings, folders
- \_\_\_\_\_ Investigate acquiring a MSBOA mentor (Contact District President)
- \_\_\_\_\_ School musical: expectations
- \_\_\_\_\_ Determine private lesson policies and procedures
- \_\_\_\_\_ Research additional before/after school ensemble expectations (jazz band, chamber ensembles, etc.)
- \_\_\_\_\_ Clarify job expectations; Marching band, pep band, camps, parades, school musical, MSBOA activities, trips, and fund raising
- \_\_\_\_\_ Determine distribution of marching/concert band uniforms dates and procedures
- \_\_\_\_\_ Learn cash handling procedures
- \_\_\_\_\_ Determine impact of standardized tests schedule
- \_\_\_\_\_ Reconfirm all deadlines
- \_\_\_\_\_ ----- (insert anything else that applies to you)



# Michigan School Band & Orchestra Association



## **September**

- \_\_\_\_\_ Join MSBOA -- find out who cuts the check & how long does it take, make sure everything gets out by deadline and confirm
- \_\_\_\_\_ Attend MSBOA district fall meeting
- \_\_\_\_\_ Register for Middle Level string clinic, reserve bus if using
- \_\_\_\_\_ Determine school appropriate music rep (Christmas vs Holiday)
- \_\_\_\_\_ Check-in with athletic director
- \_\_\_\_\_ Competitive marching band people -- get forms in
- \_\_\_\_\_ Research All-State and MYAF procedures
- \_\_\_\_\_ Create/distribute permission slips and forms
- \_\_\_\_\_ Remind parents of rental procedures
- \_\_\_\_\_ Register for Director Development Days
- \_\_\_\_\_ Obtain permission from administration, teachers when pulling students out of classes
- \_\_\_\_\_ Connect with MSBOA District president about Director Development Days
- \_\_\_\_\_ Confirm concert plans with custodial staff
- \_\_\_\_\_ Request professional days for attending the Michigan Music Conferences, Director Development Days, Midwest Music Clinic, and other conferences you should attend (request guest teachers/subs)
- \_\_\_\_\_ Establish marketing procedures for your program (newsletters, etc.)
- \_\_\_\_\_ Blanket distribution of calendar on the first day of school
- \_\_\_\_\_ Confirm next year's band camp
- \_\_\_\_\_ Determine who prepares your printed programs
- \_\_\_\_\_ Create/determine post concert procedures
- \_\_\_\_\_ Register for MSBOA marching festival if your district has one
- \_\_\_\_\_ Confirm transportation and find chaperones for Marching Festival
- \_\_\_\_\_ Promote upcoming Solo & Ensemble Festivals
- \_\_\_\_\_ Know deadline date for S&E registration
- \_\_\_\_\_ Promote local Youth Band/Orchestra auditions
- \_\_\_\_\_ Research accompanists and policies
- \_\_\_\_\_ Check with Athletic Director, Principal, and Student Council for Homecoming activities
- \_\_\_\_\_ Plan for MSBOA provisional classification and district transfer, if needed
- \_\_\_\_\_ Prepare emergency sub-plans; research for local music subs
- \_\_\_\_\_ Check school district curriculum revision procedures if you wish to add or delete classes
- \_\_\_\_\_ Register your students for All-State Band and Orchestra auditions
- \_\_\_\_\_ Reconfirm all deadlines
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# Michigan School Band & Orchestra Association



## **October**

- \_\_\_\_\_ Confirm Marching Festival logistics
- \_\_\_\_\_ Attend Middle Level String Clinics
- \_\_\_\_\_ Remind students of Fall Solo & Ensemble
- \_\_\_\_\_ All-State Band and Orchestra Auditions work assignment
- \_\_\_\_\_ Promote Honors Band and Orchestras auditions
- \_\_\_\_\_ Selecting music for S&E ensembles, especially middle school preparations
- \_\_\_\_\_ Thank You notes for after marching band season
- \_\_\_\_\_ Reconfirm all deadlines

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## **November**

- \_\_\_\_\_ Director Development Days: Attend!
- \_\_\_\_\_ Setup Pep band for basketball games
- \_\_\_\_\_ Consider summer camps/programs and schedule rep visits
- \_\_\_\_\_ Attend MSBOA fall general membership meeting
- \_\_\_\_\_ Send in Michigan Music Conference registration and make hotel arrangements
- \_\_\_\_\_ Reconfirm all deadlines

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## **December**

- \_\_\_\_\_ Understand work assignment policies and duties for S&E
- \_\_\_\_\_ Review Marching uniform collection procedures/policy
- \_\_\_\_\_ School Concerts, assemblies
- \_\_\_\_\_ Attend Midwest Clinic in Chicago, if possible
- \_\_\_\_\_ Finalize B&O Festival Repertoire, confirm required piece
- \_\_\_\_\_ Reconfirm all deadlines
- \_\_\_\_\_ Determine ordering procedures for medals, plaques and rewards

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## **January**

- \_\_\_\_\_ Attend your district winter meeting
- \_\_\_\_\_ Promote upcoming Solo & Ensemble Festivals
- \_\_\_\_\_ Attend the Michigan Music Conference (MMC)
  - Attend the Technology Pre-Conference or the Conducting Symposium
  - Pre-Conference (MMC)
  - Attend the MSBOA Winter General Membership Meeting at the MMC
  - Attend the All-State Concerts: Saturday of MMC
- \_\_\_\_\_ Review festival rules and procedures
- \_\_\_\_\_ Organize recruiting procedures & coordinate with school counselors
- \_\_\_\_\_ Confirm buses/chaperones for Festivals
- \_\_\_\_\_ Order 3 adjudicator scores per piece for Festival
- \_\_\_\_\_ Reconfirm all deadlines

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# Michigan School Band & Orchestra Association



## **February**

- \_\_\_\_\_ Solo and Ensemble: Thank accompanists
- \_\_\_\_\_ Understand guidelines for State Jazz Festivals
- \_\_\_\_\_ Register for State Solo & Ensembles within one week after your district festival
- \_\_\_\_\_ Check State Solo & Ensemble dates against school spring break: communicate with students/parents
- \_\_\_\_\_ Distribute S&E proficiency information
- \_\_\_\_\_ Promote upcoming Solo & Ensemble Festival
- \_\_\_\_\_ Remind students of State Solo & Ensemble proficiency and sight reading
- \_\_\_\_\_ Continue to thank Secretaries, Custodians, Copy/Printing/Media staff
- \_\_\_\_\_ Announce and post scholarship info: college, summer camps, etc.
- \_\_\_\_\_ Begin looking at your calendar for next year, check MSBOA dates
- \_\_\_\_\_ Look at registration for Summer professional development/classes for yourself
- \_\_\_\_\_ Order Spring Awards
- \_\_\_\_\_ Communicate with principal and student council about the impact of Winter Homecoming
- \_\_\_\_\_ Hire Band Camp staff: nurse, college section coaches, etc.
- \_\_\_\_\_ Reconfirm all deadlines

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## **March**

- \_\_\_\_\_ Review Youth Arts Soloist procedures
- \_\_\_\_\_ State Band & Orchestra Festival: Know your deadlines
- \_\_\_\_\_ Confirm transportation and chaperones for State Band & Orchestra Festival
- \_\_\_\_\_ Order plaques and medals for District B&O.
- \_\_\_\_\_ MSBOA State Level Committee meetings
- \_\_\_\_\_ Finalize preparation for State Jazz Festival
- \_\_\_\_\_ Reconfirm all deadlines

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## **April**

- \_\_\_\_\_ Finalize preparation for State Band & Orchestra Festival
- \_\_\_\_\_ Finalize Spring Concert logistics
- \_\_\_\_\_ Finalize calendar dates for next year for June distribution
- \_\_\_\_\_ Finalize recruiting
- \_\_\_\_\_ Notify parents of band camp dates for next
- \_\_\_\_\_ Prepare for Memorial Day Parade
- \_\_\_\_\_ Prepare Budgets for next year
- \_\_\_\_\_ Is there a Band Camp?
- \_\_\_\_\_ Assess uniform needs for next year
- \_\_\_\_\_ Check procedures for election of your Booster officers
- \_\_\_\_\_ Order music for middle level string clinic

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# Michigan School Band & Orchestra Association



## **May**

- \_\_\_\_\_ Michigan Youth Arts Festival: 2nd weekend in May
- \_\_\_\_\_ Order supplies for the following year
- \_\_\_\_\_ Set-Up Summer/Fall activities: parades, lessons, summer ensembles, scholarships
- \_\_\_\_\_ Finalize Marching band music and show for next Fall
- \_\_\_\_\_ Confirm band camp dates with camp
- \_\_\_\_\_ Assess Facility repair and maintenance needs
- \_\_\_\_\_ Understand graduation performance requirements: expectations, schedule, etc.
- \_\_\_\_\_ Finalize banquet awards
- \_\_\_\_\_ Distribute Spring Awards: what, who, how, when...etc.
- \_\_\_\_\_ Collect uniform, music, and equipment
- \_\_\_\_\_ Collect debts from students, report debts to office
- \_\_\_\_\_ Check commitments for summer performances, band camp, etc
- \_\_\_\_\_ Attend the MSBOA Spring General Membership meeting

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## **June**

- \_\_\_\_\_ Prepare your room for summer
- \_\_\_\_\_ Determine summer sign out for instruments
- \_\_\_\_\_ Address instrument repair and summer sign out
- \_\_\_\_\_ Assess instrumentation
- \_\_\_\_\_ Update inventory, returned borrowed items
- \_\_\_\_\_ Organize and file music
- \_\_\_\_\_ Hand out summer uniforms

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