

PLANNING MEETING CHECKLIST

After going through the **PLANNING MEETING GUIDE** during the planning meeting, the participating teachers and Teaching Artist are to complete the following checklist by placing a check-mark in the box next to each topic header to confirm that those items were discussed and understood by all. This checklist is designed to help summarize workshop plans and to hold each other accountable for all that was discussed. The Primary Contact teacher and the Teaching Artist will print and sign their names, and the Primary Contact teacher will be responsible for scanning and emailing the signed document back to **Emma Jirele** at emma@vocalessence.org. **Please do so ASAP following the planning meeting. Thank you!**

GREETING AND INTRODUCTIONS

- Please list names of everyone present:

☐ **SHARED GOALS AND ASPIRATIONS**

- **Teachers**, list a few of your overarching hopes and aspirations from the workshop experience:
- **Teaching Artists**, list a few of the goals you hope students will achieve during their time with you:

☐ **DAILY WORKSHOP PLANS**

- **Teaching Artists**, share below what you intend students will do or achieve each day of the workshop/residency period (e.g. Day 1: create lyrics in small groups, share out with the large group; Day 2: create melody and set lyrics to that melody)

Day 1:

Day 2:

☐ **PREPARING WORKSHOP SPACE, RESOURCES & EQUIPMENT**

☐ **PRE-WORKSHOP PREPARATION**

☐ **COMMUNICATING CHANGES TO WORKSHOP PLANS**

☐ **DO WORKSHOPS HAVE TO CENTER AROUND THE WITNESS THEME?**

☐ **TEACHER INVOLVEMENT & CLASSROOM MANAGEMENT**

☐ **INVITE YOUR ADMINISTRATORS!**

☐ **PUBLIC PRESENTATIONS, RECORDINGS AND USE OF INTELLECTUAL PROPERTY**

☐ **WALK THRU!**

Please print and sign your names, and return this form to Emma Jirele: emma@vocalessence.org

Date: _____

Primary Contact Teacher: Print _____

Sign _____

Teaching Artist: Print _____

Sign _____