



To: Charlottesville Area Public and Private School Music Teachers and Principals
Home School Group Coordinators
From: Elizabeth Roberts, Director of Youth Education for the Charlottesville Symphony Society
Date: September 11, 2017
Re: Musicians available for 2017-18 school year classroom visits

The professional members of the Charlottesville Symphony are ready to present this year's *Preludes* programs throughout the region. We are pleased to offer the following types of programs for your students:

- Instrument demonstrations
- Programs that introduce basic musical concepts
- Music programs tied to other subject areas, such as literature or science
- Master classes to cover specific performing techniques and reed making
- Coaching sessions to help your students prepare for solo and ensemble festival

The visits are intended as interactive presentations that suit the needs of individual music teachers, not as concert-like performances. You know your students and the type of experience that would be best for them. Also, the types of programs listed above are suggested as guidelines, but we are not limited to them. If you'd like us to offer a specific program for your students, please let us know and we'll do our best to meet your needs!

How do you request a visit?

Complete the "Make a Reservation" form and return it via email to:
Elizabeth Roberts, Director of Youth Education, Charlottesville Symphony Society
education@charlottesvillesymphony.org

Purpose of the Visits

Elementary Schools - Our goal is to assist school districts' recruitment efforts for their band and orchestra programs through instrument demonstrations that acquaint your students with instruments from each orchestra family.

Middle and High Schools - Our goal is to assist you in teaching your students by providing extra attention to the section (or sections) that you feel would benefit from our help.

Who will visit your school?

Most of our visits are made by Principal Musicians of the Charlottesville Symphony who are also faculty members at UVA, or by professional musicians from the Charlottesville community. Sometimes we send two musicians together so that students can compare and contrast instruments from different families. Occasionally, we are able to send small ensembles to schools for which an extra fee may be charged, depending on the size of ensemble.

How do you request that certain topics are covered during a visit?

We are happy to work with you to develop a program that will help achieve the goals you have established for your students, including Virginia State Standards of Learning. When you make your request for a visit, simply tell us specifically what you would like us to cover.

When are the musicians available to visit your school?

Musicians are available to visit your school generally between September and April. Requests for other times of year will be met if possible. Because most of the musicians who come to your school are active teachers and performers, each has a busy schedule that is individual to that person. However, many of our musicians are flexible and will do their best to visit your school at the time and date you wish. We all believe the connections we make with you and your students are very valuable both for your students' growth and for the future of classical music, so we will do our best to accommodate your request.

How many visits can we make to your school?**Elementary Schools**

We offer each public and private school in the Charlottesville area two free visits per academic year. There is no charge to your school for our first two visits, but we do ask that you fund any additional visits.

Middle Schools & High Schools

We offer two free visits per program (two for band, two for orchestra) to each public and private school in the Charlottesville area. There is no charge to your school for these visits, but we do ask that you fund any additional visits.

Home School Groups

We are pleased to offer one free visit to each home school group of at least 20 students, provided that programs are held in a public location, such as a church fellowship hall or library meeting space.

What constitutes a "visit?"

A visit is one musician working with your students for up to two consecutive hours. Two musicians visiting either together or separately are considered two visits. Due to travel distances, visits to schools beyond Albemarle County, will be limited to one hour in length. All school systems may schedule additional visits at the rate of \$125 per visit.

The Symphony Website

Information about our programs can be found at: www.cvillesymphony.org Click on "Education & Community".

24-hour Cancellation Policy

There is a 24-hour cancellation policy for our program. Any scheduled program that is cancelled within 24 hours of the event will not be rescheduled. This policy is in place to show respect for the musicians who have set aside time in their schedules to serve your students. Please check your school's academic and activity calendars carefully to avoid scheduling conflicts.

Feedback

After our visit, we encourage you to complete an evaluation form. Please let us know what we've done well and anything you think we should consider improving in the future. We value your feedback. Thank you.

IMPORTANT EXPECTATIONS FOR TEACHERS:

- Teachers are expected to be present in classrooms during programs and to assist with classroom management. Doing so will set symphony musicians up for success.
- If you invite a coach to work with a few of your students within your large ensemble rehearsal, please plan to allow the coach to speak with the students and to try passages that the coach requests in the context of their being present to help.
- We are not legally sanctioned by any school district to act as substitute teachers. For legal reasons and out of courtesy, it is imperative that classroom teachers, or a substitute, be present when we are working with your students in your school. Charlottesville Symphony musicians are instructed to go directly to the office if a teacher or substitute is not present. If no official of the school can

cover the class, musicians are instructed to leave the school. In this instance, teachers will forfeit the coaching session/instrument demonstration.

Support for the *Preludes* School Visits

Preludes school visits are supported by the Francis J. Sheridan Fund, and by Annual Fund and endowment contributions to the Charlottesville Symphony Society.