

# CHARLOTTESVILLE SYMPHONY

AT THE UNIVERSITY OF VIRGINIA

## PRELUDES VISIT HANDBOOK

(Updated October 2020)

Dear Orchestra Principals,

Thank you for sharing your joy of music making with our area's youth, and for fitting our Preludes school visits into your VERY busy schedules. I realize that you often have to rearrange your teaching or find childcare in order to accommodate the requests from the local schools, and I truly appreciate your flexibility in doing so! The kids benefit in many ways, and hopefully some of your visits also inspire kids to study privately with you, which makes our musical community stronger all around! Below is information to help you prepare for your visits this year, including suggestions of what to include in your program and directions to the schools. Feel free to contact me if you have any questions or concerns; and again, THANK YOU!

Sincerely,  
Ibby Roberts, Director of Youth Education  
ear4x@virginia.edu

### **ATTIRE**

Please dress in business casual attire – dark pants or khakis (or skirt for the ladies), dress shirt, and dress shoes. No jeans, no sneakers.

### **SURROUNDINGS**

Please be mindful of your own surroundings in the virtual classroom. Be sure that your camera aims at 'appropriate' background scenery.

### **ARRIVING AT THE VIRTUAL CLASSROOM**

Please connect to the virtual classroom at least 10 minutes prior to the time your program is scheduled to start. Schools seem to use both Zoom and Google Meet. Please let me know if need help with either interface, and I will happily set up time to practice with you.

### **24-HOUR CANCELLATION POLICY FOR THE SHOOLS**

We have a 24-hour cancellation policy in place for your protection. Any scheduled program that a school cancels with less than 24-hours-notice will not be rescheduled and you will be paid for your time as if you had completed the visit. This policy is in place to show respect for you (the musicians) who have set aside time in your schedule to serve

area students. Exceptions to this policy will be illness of the students being served and inclement weather, as well as other unavoidable emergency situations.

### **RESCHEDULING**

If you find that you must reschedule a visit, please let me know immediately. We understand that everyone's plans can change at times, and we don't want you to miss a professional opportunity, or to offer a program when you are ill. To be clear, though, you may not send a substitute in your place without Janet Kaltenbach's and my approval.

### **TEACHER MUST BE PRESENT**

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 the classroom teacher or a substitute be present in the virtual classroom when we are working with students.

### **INCLEMENT WEATHER**

Please check school district websites, local media stations or call the school directly if you are concerned about weather-related cancellations (yes, even in the time of COVID-19).

Albemarle County Schools:

<https://www.k12albemarle.org/acps/parents/closings/Pages/default.aspx>

Charlottesville City Schools:

<http://charlottesvilleschools.org/school-closings>

Culpeper County Schools

<http://culpeperschools.org/home>

Greene County Schools

<https://va01918659.schoolwires.net/Page/440>

Fluvanna County Schools

<https://fluco.org/inclement-weather-information/>

Louisa County Schools

<https://lcps.k12.va.us/cms/One.aspx?portalId=179613&pageId=179621>

Madison County Schools

<https://www2.madisonschools.k12.va.us/>

Nelson County Schools

<https://www.nelson.k12.va.us/>

Orange County Schools

<http://www.ocss-va.org/>

## **PROGRAM CONTENT**

### **Please include in each presentation**

- Please state that you are representing the Charlottesville Symphony.
- Play pieces or sections of pieces for the students, describe the piece in a kid-friendly manner, and be sure to include things they should listen for as you play. Use storytelling to engage the students in the act of listening, or focus on certain elements of music you'd like them to notice.
- For younger kids, involve them in saying the names of concepts, terms and even your instrument and its parts as much as possible, and encourage critical listening.
- Especially for virtual events, please make your programs as interactive as possible. The more kids can actively engage, either by playing their own instruments, or by being physically involved by moving in their own rooms, the better their learning experience and engagement will be.
- Encourage the students to attend Charlottesville Symphony concerts with their families once the pandemic passes. Mention that we offer free tickets or youth under the age of 18 through the Eckford Fund, and that we all look forward to performing together again when it is safe to do so, and that we hope they will be able to join us.
- Talk to them about the joy of playing an instrument and the doors music has opened in your life.
- Encourage the students to practice – that regular and purposeful practice will help them be good at their instruments.
- Take questions from the students.
- Tell the students briefly about your life – how you chose your instrument, and the path you took to being the successful musician you are today.
- Inspire them!!

### **Additional Suggestions for Programs**

All Grades: Visit the VA State Standards of Learning website. Click on the grade you'll be working with. Pick one or two "standards" from the list to cover during your visit.

Sometimes teachers make specific requests of us based on the SOLs.

[http://www.doe.virginia.gov/testing/sol/standards\\_docs/fine\\_arts/index.shtml](http://www.doe.virginia.gov/testing/sol/standards_docs/fine_arts/index.shtml)

When you're playing a piece of music for the kids, give them something specific to listen to: character, style, sound quality; talk to them about what a composer's intention might have been when writing a piece; talk to them about interpretation.

Help the older students learn it isn't just notes we are trying to play, but that we are using the music to express ourselves and connect with others; that our job is to interpret what a composer has written; emphasize consistency in practice; and help the students learn how to listen to other parts of their large ensemble as they play their own part.

Please be sure to use language that the kids can understand – and please ask me if you need help putting a concept into words that young ones can understand. The most common suggestion we receive for improvement relates to the fact that presenters often don't relate the concepts to a level the kids can comprehend and I'd like to improve our presentations in this way so that we are as effective as possible.

Middle and High School: Demonstrate your instrument, either just for the section you're helping, or for the entire band/orchestra, so the kids can hear how a professional musician sounds. Help the students with their music and with any and all basic techniques necessary for playing your instrument.

Elementary School: Demonstrate what your instrument is capable of. Describe what it is made of and how to produce a sound on it. Tell the kids how you chose to play your instrument. Inspire them to pick an instrument and to work hard at it. Play a lot for them, and give them lots of time to ask questions.

### **FOLLOW UP EVALUATION OF EACH PROGRAM**

Please fill out the presenter evaluation form following each visit. I realize that these reports are tedious and may seem redundant, but we actually use the information in reports to our funders. The few minutes you spend filling them out translates into money to support our programs in the future. Please answer the following questions and return your response to me by email (ear4x) within three days of completion of your visit.

- Duration of visit (for payment purposes, all programs under two hours in length will be considered as two full hours):
- Grade Level of Students:
- Number of Students:
- Brief Description of Program (Please provide specifics about the topics and pieces you covered while demonstrating your instrument/offering the master class):
- Please describe the reaction of the students to your program:
- Comments/Suggestions:

THANK YOU FOR YOUR SERVICE!