

ADVENTURES IN HARMONY EVENT PLANNER

Beginning of October

In calendar order:

Calendar/date Has been Wed. night in early October.

Facility Late October Confirm facility. Zeeland HS the past 4 years. Communicate with Facility Manager (Andrew Patten at ZHS) and choir director of said school.

2 weeks prior Communicate schedule of day, expectations, business items such as bus drop off information, etc.

Clinician

January Current Year Hire and arrange fee. Festival alternates yearly between Men's and Women's event. 2018/Women

Request clinician arrange their own transportation and hotel using the clinician fee negotiated.

ASAP Get literature suggestions from clinician and approve literature with HC Artistic Director/AiH committee.

Participating schools In the past but not every year – Black River Public, Holland HS, Holland Christian, Calvary Baptist, Grand Haven HS, West Ottawa, Zeeland HS. Hamilton was invited 2018 – no response. Grand Haven – no response 2018

March current year Send email to schools promoting participation and requesting confirmation

Decide # of students allowed from each school. 30 has been a common target #.

Email music list and any guest clinician notes.

Publicity Ongoing Social media, newspaper, video, still photos

Program 300 in 2018. We ran out.

Lunch Arrange August current year

2018 – Bob's Butcher Block, purchased chips, cookies, kids provide water. We provided cups (if needed), small plates, and napkins. Discussion w/teachers approve of fruit option. Bananas/apples, Veggie tray provided by parents??

Volunteers Holland Chorale Volunteer Coordinator recruits ushers, lunch help and

Library/Literature

Financial Budget Invoices, payments

Follow-up Thank you's, debriefing meeting/Assessment

Thanks for support, great job with the singers

Would love to have a few letters from kids who participated, letters from teachers. Important to hear your voices and assess, reflect.

2018 meeting was held at Applebee's. Very positive discussion.

Calendar/date Count Day avoid.

Will ask for a commitment before school gets out.

Communication Include Zeeland East HS Office in communications about the day. Schedule, posters, etc.

Communicate the purpose of the festival to educators and students.

Clinician Men...Eric Wangeman, Steve Lorenz, Eugene Rogers, Derrick Fox, Ryan Beeken, Jerry Blackstone, Andrea Ramsey, Andrew Minnear

Literature Request score notes for teachers

Criteria –
Some challenge but not extreme
Has something to give/meaningful
Contrast among the pieces
Usable
Variety of Difficulty