**Spring 2019-Spring 2020 Recruiting Checklist and Timeline**

**February 15:** Pep tune demonstration/program overview at Valley View Elementary. Interest flyers passed out and petting zoo advertised.

**February 22:** Second performance/overview at Big Boulder Elementary. Interest flyers passed out and petting zoo advertised.

**March 1:** Instrument petting zoo and interest form reminder sent out, email list of parents established.

**March 5:** Reach out to students and ask for volunteers to help with the petting zoo after school.

**March 12:** Instrument petting zoo at Round Rock Middle School.

**March 25:** Visit Big Boulder Elementary teachers and talk briefly about the program and how much we’d love to have the students, show highlights of petting zoo.

**March 26:** Visit Valley View Elementary teachers and talk briefly about the program and how much we’d love to have the students, show highlights of petting zoo.

**April 26:** Registration Day

**May 9:** Final concert of school year at Round Rock Middle School (my school), Contact all district elementary teachers and ask them to advertise and get parent emails, announce at the concert about the band room open house next week

**May 17:** Last day of school. Have students check in instruments before to make it less hectic. After school, hold a band room open house. Have current students stay to demonstrate instruments and psyche kids and parents up for the next year.

**August 12:** First day of school.Establish expectations and procedures, set up a positive culture and environment for students. Hand out parent letter for students to show parents.

**August 13:** Instrument petting zoo during beginning classes, ensemble auditions during advanced classes. See if students still gravitate towards the initial instruments they wanted, gauge new students. Advanced band optional demonstrations after school. Fill out the aptitude checklist with students.

**August 14:** Final instrument decisions confirmed and locked down. Advanced classes established after auditions. Parent Q&A session in the evening after school. Review the parent letter and expectations. Pass out the instrument loan form and the required materials form.

**August 15:** Parent Q&A session in the evening after school. Review the parent letter and expectations. Pass out the instrument loan form and the required materials form.

**August 16:** Instrument loan, required materials, and parent letter sent home to parents who could not attend the meeting. Remind students about paperwork and send parents reminder email to fill out paperwork over the weekend. Remind students with existing instruments to bring them in for inspection.

**August 19:** Paperwork due. Inspect student instruments and make repairs as needed. If repairs needed are too extreme, gather up instruments and send them to the shop, pick up necessary instruments that have been paid for.

**August 20:** Instrument check out day. Check out school instruments and shop instruments.

**September 9:** Get district confirmation to allow students to leave campus for off-campus concerts and demonstrations.

**September 23:** Send home permission slip allowing students to go off-campus for performances.

**September 30:** Begin asking for student and parent volunteers for the Spookapalooza Halloween Concert. Permission slips due.

**October 11:** Student demonstrations for Spookapalooza at local elementary schools. Encourage students to bring costumes for the demonstrations and play snippets of pieces. If district will not allow full ensembles, bring a select group of passionate students to demonstrate instruments and play spooky songs (haunted mansion theme, dies irae, etc)

**October 24:** Spookapalooza Halloween Concert at Round Rock Middle School. Costume contest, candy fundraiser, and parent info session all included.

**November 11:** Get holiday concert recruitment off-campus events cleared by district.

**November 25:** Hand out permission slips for off-campus carols/concert advertising. Have small groups in festive decor travel to elementary schools in the district playing various carols. Tuba santa to encourage more tuba players.

**December 2:** Permission slips due.

**December 13:** Have carolers visit district elementary schools and perform quick carols. Maybe introduce the idea of carol grams as a fundraiser and have groups arrive at Round Rock classrooms and do the same, but with the proceeds benefiting the music department.

**December 19:** Festive Feelings Holiday Concert

**December 21-January 12:** Winter Break

**January 13:** First day of spring semester, begin recruitment plans for next year. Inform district of last off-campus advertisement and petting zoo.

**January 27:** Send home permission slips to approve going off-campus for pep tune demonstrations and specific instrument demonstrations.

**February 3:** Permission slips due.

**February 14:** Pep tune demonstration/program overview at Valley View Elementary. Interest flyers passed out and petting zoo advertised.

**February 21:** Second performance/overview at Big Boulder Elementary. Interest flyers passed out and petting zoo advertised.

**March 2:** Instrument petting zoo and interest form reminder sent out, email list of parents established.

**March 6:** Reach out to students and ask for volunteers to help with the petting zoo after school.

**March 13:** Instrument petting zoo at Round Rock Middle School.

**March 26:** Visit Big Boulder Elementary teachers and talk briefly about the program and how much we’d love to have the students, show highlights of petting zoo.

**March 27:** Visit Valley View Elementary teachers and talk briefly about the program and how much we’d love to have the students, show highlights of petting zoo.

**April 27:** Registration Day

**May 7:** Final concert of school year at Round Rock Middle School (my school), Contact all district elementary teachers and ask them to advertise and get parent emails, announce at the concert about the band room open house next week

**May 15:** Last day of school. Have students check in instruments before to make it less hectic. After school, hold a band room open house. Have current students stay to demonstrate instruments and psyche kids and parents up for the next year.

**Recruitment Form:**

Dear Future Round Rock Middle School Parents:

It is my pleasure to announce that your child may join Round Rock Middle School’s band program for the 2019-2020 school year! Our program teaches accountability, teamwork, creativity, critical thinking, and many other important life skills both inside and outside of music. No musical experience is necessary to become a member of our program, and your child will be placed in the ensemble that will maximize their musical development. If your child has prior musical experience, they are welcome to audition for the Intermediate or Advanced band once the school year starts. If you do not already own an instrument, one can be checked out from the school or rented from our local music store. Please fill out the following form with your child if they are interested in our program. I look forward to meeting you and your child soon!

Matthew Distante, Round Rock Middle School Band Director

**Basic Information:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade:\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_\_\_\_\_\_ Parent Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prior Experience (Yes/No). If Yes, please elaborate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instrument of Choice (Choose from the following unless you already own a different instrument): Clarinet, Saxophone, Flute, Oboe, Trumpet, Trombone, Baritone, Tuba, Percussion (French Horn and Bass Clarinet by audition only)

1st Choice:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Choice:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3rd Choice:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you already own an instrument (Yes/No). If yes, what instrument(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical Considerations:**

Are there any special accommodations that I can make for you? All answers are private and will solely be used to help me better understand and teach you. If not, please leave this section blank.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This next section is to be left blank so that it can be filled out at a later time by Mr. Distante.

**Physical Analysis:**

Lips: Thin\_\_\_\_\_\_\_\_\_\_ Medium\_\_\_\_\_\_\_\_\_\_ Full\_\_\_\_\_\_\_\_\_\_

Height:\_\_\_\_\_\_\_\_\_\_\_\_\_

Hands: Small\_\_\_\_\_\_\_\_\_ Medium\_\_\_\_\_\_\_\_ Large\_\_\_\_\_\_\_\_\_

**Musical Analysis:**

Tempo control:

Excellent\_\_\_\_\_ Fair\_\_\_\_\_ Poor\_\_\_\_\_

Pitch matching:

Excellent\_\_\_\_\_ Fair\_\_\_\_\_ Poor\_\_\_\_\_

Dynamic awareness:

Excellent\_\_\_\_\_ Fair\_\_\_\_\_ Poor\_\_\_\_\_

Ability to distinguish high/low pitches:

Excellent\_\_\_\_\_ Fair\_\_\_\_\_ Poor\_\_\_\_\_

**Instrument Checklist:**

|  |  |  |  |
| --- | --- | --- | --- |
| Instrument: | Excellent: | Fair: | Poor: |
| Clarinet |  |  |  |
| Bass Clarinet |  |  |  |
| Saxophone |  |  |  |
| Flute |  |  |  |
| Oboe |  |  |  |
| Trumpet |  |  |  |
| French Horn |  |  |  |
| Trombone |  |  |  |
| Baritone |  |  |  |
| Tuba |  |  |  |
| Percussion |  |  |  |
| Other |  |  |  |

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**Parent Letter:**

Hello Parents/Guardians of Round Rock Middle School’s Beginning Music Program!

I am very excited for the year that we have ahead of us. We are currently having our final instrument evaluations, filling out the latter half of the forms you filled out with your child in the spring, and working to figure out what instrument they would be the most successful on. While ideally all students would be on their first choice instrument, sometimes they are better suited to play another instrument or might have changed their preferences. Instrument priority will be given to those who are already owning or renting instruments, so **please send me an email ASAP if you are in possession of an instrument and did not indicate so on the recruitment form.** This letter is a bit lengthy, so I have categorized each section for your convenience.

*Parent Q&A/Important Info:*

Your child will be placed on an instrument by Wednesday**,** August 14th.You are invited to come to our **Parent Q&A Session on Thursday, August 15th at 7PM in the band room (C205).** This is a very important meeting where we will review this letter and our program’s expectations of you and your child. I will also be passing out some forms detailing the required materials for this school year and the instrument loan sheet. **These forms are due Monday, August 19th.**  We will be giving plenty of information and I’ll be there to answer any questions or concerns you may have. If you are unable to attend it’s no worry, your child will receive the forms in school the next day… but you’ll be missing out on some coffee, hot chocolate, and donuts! If you somehow do not receive these forms on Thursday or Friday, feel free to email me and I will gladly send you a copy. If you already own or rent an instrument, be sure to have your child bring it to class on **Monday, August 19th** so I can inspect it and make sure it is in working order.

*Booster Club/Finances:*

Fundraising and our booster club is a vital part of the Round Rock music department. We do not get a lot of financial aid from the school board, so our program is reliant on our recommended donation of $150 for the school year. Checks can be made out to “Round Rock Booster Club” and your donation will help our program greatly. If you wish to become a part of our booster club, please email [jennymcnamara@email.com](mailto:jennymcnamara@email.com), our booster president. Be sure to also follow our band booster program on social media “@roundrockboostr” on Instagram and “Round Rock Booster Club” on Facebook. Most events and fundraising opportunities can be found there, and being an active member is a great way to be actively involved in your child’s education! More info about this will be given during the Q&A.

*Buying/Renting Shop Instruments:*

This will be restated in the required materials form, but please be wary of the instruments that you rent or buy if you choose to do so. Many surprisingly cheap instruments tend to be extremely low quality, and you will end up paying more on maintenance and repair than you would if you had bought a slightly more expensive, better quality instrument. General online and retail stores that do not specialize in music will not provide you with functional, legitimate instruments. Please do your research when dealing with musical instruments, and feel free to reach out to me if you have any questions. If the price seems too good to be true… it probably is. Please wait to buy or rent an instrument until I have finalized what your child will be playing for the school year. Until then, I will provide you with some trusted local music stores so you can begin planning a trip with your child to pick up our required materials and possibly rent/buy high quality beginner instruments.

**Local Music Stores:**

**Big Jim’s Music Bungalow**

**Mr. Holland’s Music Co.**

**Gilfred and Sons**

1900 Rochester Lane

4200 Gerard Way

1111 One Street

Resplenda, CA 54321 Nowhere, CA 12345 One, CA 11111

**(555) 572 - 2740 (555) 254 - 7986 (111) 111 - 1111**

*School Instrument Rental:*

Instruments can also be loaned through the school. If you wish to rent from the school you will need to sign the **Instrument Loan Sheet** which will be passed out at the Parent Q&A or can be downloaded online at [**www.roundrockmsband.com/loan-sheet**](http://www.roundrockmsband.com/loan-sheet). Your child and I will complete the remainder of this form on **Monday, August 19th**, so be sure to have your student bring the signed form with them to class on Monday. Until the form is signed, I will not legally be able to provide your child with an instrument.

*Closing/Contact Me:*

I am so excited to get to know you and your child as the school year progresses. Music is such an important part of our lives, and your child is going to learn many valuable life skills throughout their time at our program. If you have any concerns or need to get in contact with me for any reason, my email is [mrdistante@att.net](mailto:mrdistante@att.net) and my phone number is 909-215-2964. I look forward to meeting you this Thursday.

Best Wishes,

Matthew Distante

RRMS Band Director

**Required Equipment List:**

Here is a list of accessories that we will need for this upcoming school year. Every student is required to have their own method book and cleaning supplies. Many of these items are very cheap and are necessary to properly play, clean, and maintain the instrument. Our school can provide some instruments, but it is strongly recommended that you provide your child with their own if financially possible. Woodwind players will need their own reeds, brass players are encouraged to buy their own mouthpieces if they can afford it, and percussionists will need their own drumsticks and mallets. If you are unable to acquire any of these items for financial reasons or otherwise, please email me at [mrdistante@att.net](mailto:mrdistante@att.net) so I can be aware of the situation. Finances should never get in the way of your child being in our program, so be sure to keep me updated if we need to come up with a plan to get your child these materials.

**All of these materials and your instrument check out sheet (if applicable) should be acquired by August 20th.** That is the day we will be checking out and inspecting our instruments. We will be playing the day after, so it is imperative that your child has their method book and instrument supplies ready by then. If you go any of the stores below and ask for the “Round Rock Music Package” the owner should provide you with a method book, portable stand, and cleaning supplies for your instrument. Please follow the recommended brands and equipment list below. Do not opt for a cheap, online instrument… though appealing at first they are largely unplayable and will cost you more in the long run. Sites like eBay and Amazon will not sell you a high quality, working instrument. Please use one of the music stores listed down below for the best results.

**Local Music Stores:**

**Big Jim’s Music Bungalow**

Address: 1900 Rochester Lane, Resplenda, CA 54321

Phone: **(555) 572 - 2740**

**Mr. Holland’s Music Co.**

Address: 4200 Gerard Way, Nowhere, CA 12345

Phone:  **(555) 254 - 7986**

**Gilfred and Sons**

Address: 1111 One Street, One, CA 11111

Phone: **(111) 111 - 1111**

**Woodwind & Brasswind: Band and Orchestra Instruments Online Store**

URL: <https://www.wwbw.com/>

**Required by All Instruments:**

* 5 pencils
* 1” Black 3 Ring Binder with Page Protectors
* Combination Tuner/Metronome (KORG TM-50 can be bought at music stores or online, otherwise please install Pro Metronome (be sure to upgrade to the pro version) or Tonal Energy Tuner on your smartphone)
* Easy to read Name Tag

**Instrument Specifics:**

|  |
| --- |
| **Clarinet**  *Instrument Equipment:*   * At least 5 size 2.5 or 3 Bb Clarinet reeds * Cleaning swab * Cork grease   *Recommended Brands:*  *Reeds:*   * Rico * VanDoren   *Instrument:*   * Buffet Crampon * Yamaha * Jupiter * Gemeinhardt * Bundy * Selmer |
| **Bass Clarinet**  *Instrument Equipment:*   * At least 5 size 2.5 or 3 Bass Clarinet reeds * Cleaning swab * Cork grease   *Recommended Brands:*  *Reeds:*   * Rico * Vandoren   *Instrument:*   * Buffet Crampon * Yamaha * Jupiter * Selmer |
| **Alto Saxophone**  *Instrument Equipment:*   * At least 5 Size 2 or 2.5 Alto Saxophone reeds * Cleaning swab * Cork grease   *Recommended Brands:*  *Reeds:*   * Rico * Vandoren   *Instrument:*   * Conn-Selmer * Yamaha * Jupiter |
| **Tenor Saxophone**  *Instrument Equipment:*   * At least 5 Size 2 or 2.5 Tenor Saxophone reeds * Cleaning swab * Cork grease   *Recommended Brands:*  *Reeds:*   * Rico * Vandoren   *Instrument:*   * Conn-Selmer * Yamaha * Jupiter |
| **Baritone Saxophone**  *Instrument Equipment:*   * At least 5 Size 2 or 2.5 Baritone Saxophone reeds * Cleaning swab * Cork grease   *Recommended Brands:*  *Reeds:*   * Rico * Vandoren   *Instrument:*   * Conn-Selmer * Yamaha * Jupiter |
| **Flute**  *Instrument Equipment:*   * Cleaning rod * Cleaning swab   *Recommended Brands:*   * Yamaha * Jupiter * Gemeinhardt * Pearl |
| **Oboe**  *Instrument Equipment:*   * At least 5 soft or medium strength oboe reeds * Cleaning swab * Cork grease   *Recommended Brands:*  *Reeds:*   * Jones * Richards   *Instrument:*   * Buffet Crampon * Selmer * Ammoon * Yamaha |
| **Trumpet**  *Instrument Equipment:*   * Valve oil * Tuning slide grease * Trumpet mouthpiece   *Recommended Brands:*  *Mouthpiece:*   * Bach * Schilke * Yamaha   *Instrument:*   * Yamaha * Jupiter * Bach |
| **French Horn**  *Instrument Equipment:*   * Rotor oil * Tuning slide grease * French horn mouthpiece   *Recommended Brands:*  *Mouthpiece:*   * Yamaha * Laskey * Denis Wick   *Instrument:*   * Yamaha * Schiller * Ammoon |
| **Trombone**  *Instrument Equipment:*   * Slide oil * Tuning slide grease * Trombone mouthpiece   *Recommended Brands:*  *Mouthpiece:*   * Yamaha * Bach * Conn-Selmer   *Instrument:*   * Yamaha * Bach * Conn-Selmer |
| **Baritone**  *Instrument Equipment:*   * Valve oil * Tuning slide grease * Baritone mouthpiece   *Recommended Brands:*  *Mouthpiece:*   * Denis Wick * Schilke * Yamaha   *Instrument:*   * Yamaha * King * Besson * Jupiter |
| **Tuba**  *Instrument Equipment:*   * Valve oil * Tuning slide grease * Tuba mouthpiece   *Recommended Brands:*  *Mouthpiece:*   * Laskey * Jupiter * Perantucci * Yamaha * Hammond   *Instrument:*   * Miraphone * Yamaha * Jupiter * B&S |
| **Percussion**  *Instrument Equipment:*   * Drum sticks * Mallets * Practice pad   *Recommended Brands:*  *Sticks:*   * Vic Firth American Classic 5A or 5B * Innovative Percussion IP-1   *Soft Mallets:*   * Vic Firth M2 * Innovative Percussion F2   *Practice Pads:*   * Vic Firth Double Sided Practice Pad (12 inch) * Evans Real Feel Double Sided Practice Pad (12 inch) |