



Handbook

2023-2024

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Dear Class Act Partners,

On behalf of Pacific Symphony, welcome to the Class Act 2023-24 season, and the 29th year of this incredible program! We're delighted to be partnering together for this school year. We would like to extend a special welcome to our new schools. We are thrilled to have you join the Class Act family! This year Class Act will be exploring "**Musical Balance**" through the music of **Wolfgang Amadeus Mozart**. We will study how Mozart created perfectly balanced works of music.

At the center of the Class Act partnership are the partners themselves: your school community, and our staff and musicians. To help our partners achieve the optimal Class Act experience, and most importantly to ensure that our students have an amazing year of music, we bring you the **2023-2024 edition of the Class Act Handbook**. This Handbook is designed to provide an overview of the Class Act year, to answer your most frequently asked questions and to give you step-by-step instructions on some of our more involved program elements.

You'll find a great deal of helpful information in these pages. Please remember that in addition to the Handbook, your Regional Manager and the entire **Class Act staff are also on hand to answer your questions and provide whatever support is needed**.

In addition to all the exciting Class Act activities ahead, you and your school community will also have numerous opportunities to deepen your relationship with Pacific Symphony through some **amazing concert offers. Look what we have in store for you on page 8!**

Thank you for being a valued member of the Class Act Family. We look forward to a spectacular year together!

All the best,



Susan Miller Kotses
Vice President of Education and Community Engagement
Interim Class Act Program Director

Important Contacts

Pacific Symphony

17620 Fitch, Suite 100 Irvine, CA 92614

Main: 714.755.5788 Fax: 714.755.5789

Your Regional Manager should be your primary contact for Class Act correspondence. For urgent matters, please contact Administrative Staff if you cannot reach your Regional Manager.

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Class Act Partner Schools for 2023-2024

School	City	Level	RM	Musician
Arbolita Elementary	La Habra	Level II	Evelyn/Edith	Carolyn Riley
Barbara Benson Elementary	Tustin	Level II	Karen	Cheryl Gates
College Park*	Costa Mesa	Level II	Karen/Lisa	Doug Basye
El Cerrito Elementary	La Habra	Level II	Evelyn/Edith	Andy Honea
Kinetic Academy	Huntington Beach	Level II	Karen	Ted Sugata
Clara J. King Elementary	Cypress	Level II	Evelyn/Edith	Cindy Ellis
Ladera Palma Elementary	La Habra	Level II	Evelyn/Edith	Andy Honea
Las Positas Elementary*	La Habra	Level II	Evelyn/Edith	Cindy Ellis
Los Alamitos Elementary	Los Alamitos	Level II	Karen	Carolyn Riley
Montevideo Elementary	Mission Viejo	Level II	Evelyn/Lisa	Elliott Moreau
Newport Coast Elementary	Newport Coast	Level II	Evelyn/Lisa	Elliott Moreau
OCEAA	Santa Ana	Level II	Evelyn	Elliott Moreau
Red Hill Elementary*	Tustin	Level II	Karen/Lisa	Cheryl Gates
Red Hill Lutheran School**	Tustin	Level II	Karen	Andy Honea
Rosita Elementary*	Garden Grove	Level I	Evelyn	Carolyn Riley
Sierra Vista Elementary*	La Habra	Level II	Evelyn/Edith	Cindy Ellis
St. Joseph School	Santa Ana	Level II	Karen	Cheryl Gates
Vibrant Minds Charter	Anaheim	Level II	Evelyn	Doug Basye
Victoria Elementary	Costa Mesa	Level II	Karen	Ted Sugata

*=new to the program 23-24

**=former Class Act school (returning after hiatus)



Class Act Important Dates 2023-2024

Youth Concerts

Dates: May 14, May 17, and May 20, 2024

- Registration forms are due **September 27th, 2023**
- Final Assigned Attendance Dates and Times will be announced in October

Renée and Henry Segerstrom Concert Hall

Class Act Volunteer commitment (if assigned to Youth Concert date) is: 8am – 1pm,
(all volunteers are expected to remain until 1pm)

Principal, Teacher Representative, Ambassador, and Parent Coordinator Meetings

To be scheduled as needed throughout the year. Your Regional Manager will provide you with more details as meetings are scheduled

Look on the next page for exciting concert attendance opportunities at amazing prices, EXCLUSIVELY for our Class Act Community!

Your Regional Manager will provide you will several copies of the following flyer as well as an electronic version that we encourage you to share with all of your school's families all year long!

20% OFF for the Class Act community

SAVE 20% OFF tickets to Pacific Symphony's Family Musical Mornings and Classical series concerts featuring the music of many of your favorite Class Act Composers!



FAMILY MUSICAL MORNINGS

Concerts designed just for kids & families!

PRESENTED BY



October 21, 2023 • 10 & 11:30 a.m.

Halloween & Fabulous Fall Festivals

March 16, 2024 • 10 & 11:30 a.m.

Carnival of the Animals

June 8, 2024 • 10 & 11:30 a.m.

The Barber of Seville—Opera for Kids!

LANTERN FESTIVAL

March 3, 2024 • 11 a.m. to 5 p.m.

FREE family-friendly festival celebrating the end of the Lunar New Year

CLASSICAL SERIES

Evening concerts for that perfect date night!

September 21-23, 2023 • 8 p.m.

A Hero's Life

October 19-21, 2023 • 8 p.m.

Sibelius' Violin Concerto

Nov. 30–Dec. 2, 2023 • 8 p.m.

New World Symphony

January 11-13, 2024 • 8 p.m.

Tchaikovsky's Violin Concerto

Also great for families:

Pacific Symphony Youth Ensembles

FREE performances!

November 19, 20 & 21

March 18 & 19

May 19, 20 & 21

Pacific Symphony proudly performs at:
Renée and Henry Segerstrom Concert Hall
615 Town Center Drive, Costa Mesa



Use Promo Code: **ClassAct2324**

Online at PacificSymphony.org

Or call (714) 755-5799 (M-F, 9-5)

Introduction to Class Act and Pacific Symphony

Pacific Symphony's elementary school partnership program, **Class Act, will celebrate its 29th season in 2023-2024 as we explore "Musical Balance" with the music of Wolfgang Amadeus Mozart.** From serving 5,000 students in 1994 to over 275,000 students through 2023, the program's growth is the result of a partnership between the Symphony, schools and parents dedicated to bringing quality music education to Orange County's elementary students.

Pacific Symphony's core purpose is to enrich the human spirit through world-class symphonic music and community engagement. The Symphony maintains an ardent devotion to music education and works to foster deep connections with both its audience and the community as a whole.

Tying into these values, Class Act strives to enhance existing school music programs through additional musical experiences with the Symphony. The traditional Level II Class Act curriculum focuses on six main "contact points" with schools. The program works to increase awareness of, and involvement with, classical music for elementary school students and their families.

Class Act schools are selected through a competitive application process. Each year students form a relationship with a Pacific Symphony musician through activities including classroom lessons and assemblies. This is followed by the opportunity for students to share their experience with their families at a special evening of chamber music. Students culminate their year at a Youth Concert at the Renée and Henry Segerstrom Concert Hall, for students in grades 2 and higher, or with the Interactive Musical Experience for students in grades K-1.

Parent and teacher volunteers form the backbone of each school's Class Act Team. These individuals are dedicated to promoting arts education in schools and have been actively involved in Class Act from the program's inception. Teacher Workshops, given on-site at partner schools, foster high quality classroom instruction and offer curricular materials designed to enhance the objectives of the program.

One of Pacific Symphony's primary goals is to lead the nation's orchestras in energizing current, and engaging new, audiences by presenting innovative educational programs that lead to a deeper understanding and love of music. With this goal in mind, Class Act looks toward an exciting 29th season and a future filled with innovative new initiatives.

Class Act Goals

Class Act program goals were developed in conjunction with Pacific Symphony, schools, teachers, and parents to provide “guideposts” in program development and implementation. They serve as a concrete reminder of the program’s mission and focus.

1. Form close relationships between school communities throughout Orange County and the Pacific Symphony.
2. Enrich the quality and enhance availability of music learning in schools through sequential interactions with professional musicians.
3. Develop a foundation for life-long learning through the arts.
4. Enhance the school’s learning environment via repeated exposure to the expectations of a concert and guest-artist environment.
5. Facilitate the teaching of and exposure to the arts in the classroom.

Talking About Class Act

Many of our team members have asked us for tools to help them publicize Class Act in their community. Provided here are some tools to help you in this task. If you would like more detailed information or would like to discuss any aspects of marketing Class Act, please contact Susan Kotses, Interim Class Act Program Director, who can provide additional materials and assistance can be reached at skotses@pacificsymphony.org. Thank you in advance for sharing this information with your school community.

You'll receive electronic versions of the documents listed below from your Regional Manager:

Class Act Press Kit

The first document is a basic **Press Kit** that includes Class Act logos, some simple branding guidelines, and a customizable press release. This document will be particularly helpful for schools sharing their Class Act experience with the local press. You'll note that there are blanks for schools to fill in their name and number of years of participation in Class Act. **The Class Act Press Release is meant to be a template that your school can customize.**

Customizable Class Act School Flyer

Following the Press Kit you'll find a customizable document that you can share with your school community. The main portion of the document **allows you to add dates for upcoming Class Act events, add custom information, and provide contact information for your Parent Coordinators.** Use this document to support volunteer recruitment efforts inform parents of their student's involvement in the program, promote upcoming events, and share the Class Act excitement! If printing and sending this home with students, we recommend printing the 20% off flyer on the backside, or the Class Act Program Info Sheet (see below). A press release template is also available from your Regional Manager.

Class Act Program Info Sheet

Following the Class Act School Flyer is a Class Act program info sheet. This one-page info sheet provides more detailed information on the Class Act program. This can be great to share with parents or community members looking for more in-depth information on Class Act.

Additional Resources for Talking about Class Act

You'll also find additional information on Pacific Symphony's photography, video and sound recording policies, as well as Social Media Guidelines.

Sharing Class Act with Your Community and Your School

We strongly encourage you to share information about Class Act with both your school and local community.

- To share information about Class Act with your **community or local newspaper**, please contact your Regional Manager for a [Press Release Template](#).

If you would like more detailed information or would like to discuss any aspects of marketing Class Act, please contact Susan Kotses, Interim Class Act Program Director, at skotses@pacificsymphony.org

Please use the following logo in all communication about Class Act:



When not using the logo, we ask you to refer to the program as one of the following:

- ☺ Pacific Symphony's Frieda Belinfante Class Act Program
- ☺ Frieda Belinfante Class Act Program, an education program of Pacific Symphony

All musicians and Class Act staff are employees of **Pacific Symphony**, and Class Act volunteers are valued members of **Pacific Symphony's** dedicated volunteer groups.

Please **DO NOT** attribute Class Act to another local arts organization such as The Orange County Philharmonic Society, Segerstrom Center for the Arts or Pacific Chorale - it can be an easy mistake!



is a Class Act School!

“Musical Balance” Wolfgang Amadeus Mozart

Our school has been chosen to be part of Pacific Symphony’s Class Act program for 2023-24!

This year our Pacific Symphony Class Act musician will be _____ who plays the _____.

Our students will get to experience several exciting events this year as part of our Class Act year, including:

OUR CLASS ACT EVENTS

PRELUDE ASSEMBLY:

CLASSROOM LESSONS:

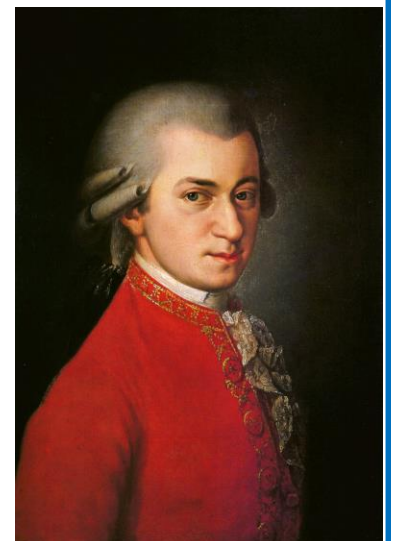
FAMILY NIGHT CONCERT:

INTERACTIVE MUSICAL EXPERIENCE (IME):

YOUTH CONCERT:

BRAVO ASSEMBLY/CODA:

If you would like to find out more about Class Act at our school, or become more involved and volunteer at our Class Act events, contact:





The Frieda Belinfante Class Act Program is Pacific Symphony's flagship youth education program. Individual Symphony musicians are trained and placed in year-long residencies at up to 32 K-8 schools in Orange County, bringing the magic of symphonic music to over 15,000 students.

Class Act's theme-based curriculum is aligned with both Common Core and VAPA standards and allows school communities the opportunity to explore a new theme and composer each year. In 2022-23 the program's 28th season, Class Act explored the music of Johann Sebastian Bach and the theme of "Musical Conversations."

The strong partnership component between the Symphony and school communities is key to the success of the program. 8,500 teachers and parents are part of the program each year, while Class Act serves as an entry point to other Symphony activities.

Program activities include Teacher Workshops, which provide educators with grade-level appropriate, multidisciplinary arts activities to enhance student learning in multiple subject areas through music. Student-centered activities include Prelude Assemblies, viewed by each school's entire student body and hosted by a professional actor who introduces students to their musician and the year's theme and composer. Classroom Lessons then follow, presented to each grade level and taught by Symphony musicians. As with all program elements, these age-appropriate lessons are aligned with national Common Core and state VAPA standards. Lessons focus on the year's theme and featured composer, as well as providing details about the musician's instrument and career. Family Night ensemble performances are then presented at each school by a Symphony quintet, led by the school's musician and featuring their instrument. Youth Concerts are interactive performances presented in late spring by the full Symphony at the Renée and Henry Segerstrom Concert Hall. These concerts, designed for students in grades two and higher, emphasize musical concepts learned during the year through the featured composer's music. Students in grades K and 1 participate in the Interactive Musical Experience, an age-appropriate culminating activity that emphasizes active music-making. Bravo Assemblies (or Codas) conclude the year, featuring each classroom's creative expression of what was learned through Class Act, in formats of their choosing: dance, music, theater, writing, or visual art presentations.

The Frieda Belinfante Class Act program is presented for a minimal charge to the participating schools in 14 cities countywide and has been recognized by the League of American Orchestras and the National Endowment for the Arts as one of the nine most exemplary music education programs in the United States.

**For more information, please contact:
classact@pacificsymphony.org**



Pacific Symphony

Photography, Video, and Sound Recording Policies

We very much appreciate and encourage all efforts that our Class Act schools make to promote Class Act and Pacific Symphony in their schools and community. Although we are always excited about Class Act being featured in newsletters, local media, and other outlets, any media produced about Class Act and Pacific Symphony—including photos, videos, and sound recordings—must follow certain policies according to Pacific Symphony’s agreement with our musicians. Our Class Act staff is here to assist you in any way we can with these policies; however, please understand that some requests need to be planned far enough ahead in order for us to properly assist you.

Please carefully read the details below regarding the use of photography, videography, and sound recording. These policies apply to both Class Act and Pacific Symphony events. It is extremely important to share these policies with all team members at your school, and to inform the audience at each event about these policies, including guests and visitors that might not be familiar with these guidelines. If you have any questions about the information below, please contact Susan Kotses, Interim Class Act Program Director, at skotses@pacificsymphony.org.

PHOTOGRAPHY:

Flash Photography is NEVER permitted under any circumstance while a musician is performing.

Non-Flash photography IS permitted during most Class Act events*. It is encouraged that you ask the musician and/or presenters before any photos are taken.

***Photography of any kind, flash or non-flash, is prohibited at all Class Act Youth Concerts**

VIDEO & SOUND RECORDING:

Video and/or Sound Recording of a musician’s or presenter’s performance is NEVER permitted unless prior permission has been granted. Please see details below.

If your school, district or other entity wishes to video or sound record a portion of any Class Act or Pacific Symphony event for a specific purpose, **a detailed written request must be provided to Pacific Symphony, at least 10 days prior to the date of the event you wish to record, stating why permission to record is being requested and what purpose it will be used for.** The detailed request must then be presented to the musicians’ union by Pacific Symphony. **Union approval must be obtained before permission will be granted to video or sound record at any Class Act or Pacific Symphony event. Approval of such recordings is not guaranteed, and the use of the final video or sound recording will be limited based on union guidelines.**

If you need additional information or have questions on any of the policies outlined above, please contact Susan Kotses, Interim Class Act Program Director, at skotses@pacificsymphony.org.

Pacific Symphony Social Media Guidelines



Facebook Do's

- Tag whichever school you are associated with if they have a Facebook account (@ClassActElementary); the @ will disappear and tag will link to partner Facebook pages
- **Tag @ClassActPS**
- Always include a photograph
- Quotes from participants or musicians are fun
- Link to other pages if needed (relevant articles, videos, etc.)
- Feel free to **share existing videos from Pacific Symphony and Class Act's YouTube Channel, Facebook, etc.**
- Feel free to share Pacific Symphony's public events with your school community

Facebook Don'ts

- **Don't take and/or post video of musicians playing music**



Instagram Do's

- Use an interesting photograph or video
- **Tag** whichever school you are associated with if they have an Instagram account (@ClassActElementary); @ will remain and link to partner's Instagram account
- **Tag @ClassActPS**
- Hashtag a bunch of relevant topics (#MusicInSchools #ClassAct #Symphony #BrassQuintet etc.)
- **Please note that** Instagram videos on a regular post can only up to 60 seconds long; videos on Instagram Stories can only be up to 15 seconds. Instagram TV videos can be between 1 and 15 minutes long when uploading from a mobile device and up to 60 minutes when uploading from the web.

Instagram Don'ts

- **Don't take and/or post video of musicians playing music**



Threads Do's

- **Tag** whichever school you are associated with if they have a Threads (@ClassActElementary); @ will remain and link to partner's Threads
- **Tag @ClassActPS**
- Include a photograph if possible
- Quotes from participants or musicians are fun
- Link to other pages if needed (relevant articles, videos, etc.)
- Feel free to **share existing videos from Pacific Symphony YouTube Channel, Facebook, etc.**
- Feel free to share any Pacific Symphony's public events with your school community

Threads Don'ts

- **Don't take and/or post video of musicians playing music**

In addition to the above guidelines, we strongly encourage all schools to follow and adhere to standard privacy practices and procedures, including consulting their school and district guidelines concerning posting to social media, especially regarding posting pictures and videos of minors.

Follow us on social media!

@ClassActPS on Facebook, Instagram, and Threads

More Information about Class Act

Class Act and its Donors

Class Act could not exist without the Pacific Symphony and its generous donors.

All schools benefit from an 87% subsidy on their program costs*. As it costs approximately \$74.00 per student to implement Level II. Level II schools are receiving a grant worth \$64.00 per student in program and services! **For a school of 500 students, that's a grant worth \$16,000.00!**

*=In addition to program costs, Level II schools pay their own busing expense for Youth Concerts.

The cornerstone of Class Act's funding is a multi-year grant from the **Ahmanson Charitable Community Trust, in the name of Frieda Belinfante. In addition to the Ahmanson Charitable Community Trust, many corporations and foundations provide substantial funding to the program.** Countless generous individuals give regularly to Class Act, both financially and in donations of time and service. Thank you in advance for remembering to thank and acknowledge Class Act donors in all marketing and communication efforts.

Further Involvement with Pacific Symphony

If you are enjoying your time with Class Act, you may want to consider other opportunities for further involvement with the Symphony's other education programs for you or your student.

Discounted Tickets

Look on page 8 for details on how you can take advantage of a special promotion, just for our Class Act Community. **With 20% off** all Family (excluding *The Nutcracker*), Classical, Classical Connections, Organ, and Youth Ensemble concerts, why not enhance your Class Act year through the magic of Pacific Symphony?

Family Concerts are perfect for children ages 5-11 and evening concerts provide a perfect opportunity to enjoy a date night at the symphony. Visit www.pacificsymphony.org to learn more about our Family and Classical concerts.

Symphony on the Go!

Visit <https://www.pacificsymphony.org/sotg> for more information about our mobile stage community concert experience.

arts-X-press

Current and former Class Act students entering 7th, 8th, or 9th grade may also participate in *arts-X-press*, our summer arts immersion camp. *Arts-X-press* is a safe haven for self-expression. We create an environment that values each student's individuality and we cultivate students' ability to appreciate the magic in life. By the end of *arts-X-press*, our students feel more confident in themselves and leave with the courage to make meaningful contributions to their communities. Visit www.pacificsymphony.org/artsexpress to learn more about this wonderful opportunity!

Volunteer Opportunities

Join us at our concerts and community events! Visit the Pacific Symphony website at <https://www.pacificsymphony.org/volunteer-center> to learn more about volunteer opportunities with Pacific Symphony.

Pacific Symphony Youth Ensembles

Pacific Symphony offers three Youth Ensembles for students who want to take their musical experience to the next level. **Pacific Symphony Santiago Strings** includes talented elementary and middle school students. **Pacific Symphony Concert Band**, **Pacific Symphony Youth Wind Ensemble**, and **Pacific Symphony Youth Orchestra** includes advanced middle school and high school students. Visit the Pacific Symphony website at <http://www.pacificsymphony.org/psye> to learn more about our three amazing Youth Ensembles.

Pacific Symphony's arts-X-press

EXPERIENCE THE **MAGIC** OF SUMMER ARTS CAMP!

arts-X-press is Pacific Symphony's summer arts immersion program where incoming 7th, 8th, and 9th graders come together to explore the arts, nourish their sense of self, and make lasting friendships. At arts-X-press, everyone gets the opportunity to play music, sing, act, dance, write, and make art – all in a supportive and non-competitive environment.

Get ready for an unforgettable arts adventure!
Here's a sneak peek of what's waiting for you:

- **Live and eat meals** on the campus of Concordia University Irvine
- Immerse yourself in spectacular **professional performances**
- Explore the arts through daily hands-on **workshops**
- **Collaborate** with fellow passionate artists
- **Express yourself like never before!**

Join us in Irvine, CA for five days in July!

Dates announced yearly.

Financial aid provided to any student who needs it – up to full tuition.

Tell the 6th, 7th, and 8th grade arts lovers in your life about **arts-X-press!**



“

This program is perfect for kids who want to express their talent and connect with people who have a passion for art. When I came to **arts-X-press**, I felt safe and connected to people [...] I felt like I belonged here.

- arts-X-press student



LEARN MORE

pacificsymphony.org/artsxpress

Class Act Program Level II Elements Overview

This overview of program elements includes objectives, descriptions and facilities required for each element. It serves as a helpful tool for all team members in preparing for the year ahead. You'll find a complete list of program elements listed by level on the next few pages.

Kick-off/Scheduling Meeting (required)

Objective: To set each school's team up for success by clarifying mutual objectives and by creating the school's personalized Class Act schedule.

Space Required: any space that allows all team members to sit at the same table. This meeting can also be facilitated over video- or teleconference service (such as Zoom, Google Meet, etc.) if preferred. Schools should indicate their preference on the Class Act application.

All members of the school's Class Act Team (Principal, Teacher Representatives, Parent Coordinators, Music Teacher (if applicable), Pacific Symphony Musician and Ambassador (if applicable) attend this meeting with their Regional Manager. It is held in late Summer/early Fall at the school, and attendees tailor the school's full year of Class Act activities to meet their unique scheduling needs. All team members are required to attend the first twenty minutes of the meeting, and the principal and at least one Parent Coordinator are required to attend the subsequent scheduling portion of the meeting, though all team members are welcome. Schools are encouraged to arrange an opportunity for their whole teaching staff to briefly meet their Class Act musician while he/she is on site for the Kick-off/Scheduling Meeting.

Prelude Assembly (required)

Objective: To introduce students to their musician, composer, and theme of year through storytelling, instrumental performance and active participation.

Space Required: MPR or other large indoor performance space. Large libraries or computer labs may be used if there is sufficient space for both students and performers. Projector and screen for laptop connections also required for this event.

This 30-minute presentation is designed to launch the Class Act program at schools. This assembly, hosted by a professional actor, is held in October, November, December, January or February and is attended by the entire student body. Students meet their Class Act musician, watch a performance, learn about the composer of the year's history, culture, and music, and build enthusiasm for Class Act.

Teacher Workshops (optional)

Objective: To provide all classroom teachers with the tools they need to integrate the Class Act curriculum into the classroom.

Space Required: Indoor space with room for all workshop participants to move around comfortably. Projector and screen for laptop connections also required for this event.

Conducted by arts specialists in the fall and early winter, these workshops provide teachers with grade-level-appropriate activities to help supplement the Class Act program in the classroom. Workshops align with both Common Core and VAPA standards. The application of what teachers learn in their workshop later guides them in developing a meaningful Bravo Assembly activity for their students.

Grade Level Musician Lessons (required)

Objective: To share the music of the composer and theme of the year through the study of orchestral music, musical elements, and musical performance.

Space Required: An empty classroom or multipurpose room with a whiteboard or blackboard. Room for 30-40 students to move around comfortably, power outlets and a minimum of outside distractions are also required.

Class Act musicians teach a 30-45 minute lesson to each individual class. Students in grades K-1 receive a half-hour lesson, while older students receive a 45-minute lesson. Students develop a relationship with their resident musician through grade-level appropriate, interactive lessons focused on the historical importance of the music of the composer, specific musical concepts, and terminology. Students are prepared for their lesson with their Class Act musician through work with their classroom teacher.

Family Night (required)

Objectives: For the school community to learn more about the music of the composer of the year and the year's theme, through the performance of a Pacific Symphony chamber ensemble, led by their Class Act musician

Space required: MPR or other local indoor performance space that can hold at least 250 audience members. Often churches, junior and senior high schools, and community centers are used.

Held at the school or other nearby location, on an evening between January and May, Family Night is a 45-minute chamber music performance featuring the school's Class Act musician. This event provides the entire school community (parents, students, teachers, community members) with the opportunity to see their musician perform in an ensemble, learn about musical instruments, and meet other musicians from Pacific Symphony. Parent Coordinators are responsible for working with the Symphony's Education staff and school staff to coordinate, promote and host this event. Schools are also encouraged to invite board members or other local VIPs to attend this special event.

Interactive Musical Experience (required for students in grades Kindergarten. 1st grade students are required to attend EITHER the IME or the Youth Concert, if space permits in the concert hall, per each school's preference) *

Objective: To provide a developmentally appropriate culminating experience for the youngest Class Act students, combining musical performance, active music making and the music of the composer of the year.

Space Required: MPR or other large indoor performance space. Large libraries or computer labs may be used if there is sufficient space for both students and performers. Projector and screen for laptop connections also required for this event.

The IME is a hybrid between a concert and a class, created especially for students in K-1. Students sing, move, and play their way through an original story featuring the music of the composer of the year.

Youth Concert (required for students in grades 2 and higher. 1st grade students are required to attend EITHER the IME or the Youth Concert, if space permits in the concert hall, as per each school's preference) *

Objective: For students to hear the music of the composer of the year played by a full orchestra, to hear "their" musician in the context of a full orchestra, and to reinforce concepts and musical works taught throughout the year

Space Required: Held at the Renée and Henry Segerstrom Concert Hall.

A culmination of the students' experiences in Class Act, the Youth Concert is a 45-minute performance presented by Pacific Symphony, to students in grades 1 or 2 and higher, in late April or early May. The performance provides the entire student body with the opportunity to see and hear their Class Act musician performing as part of a full orchestra. The school is responsible for all associated transportation expenses.

2023-2024 Youth Concert dates: May 14, 17, 20, 2024

***IMPORTANT:** Please note, 1st grade students are required to attend EITHER the Interactive Musical Experience OR the Youth Concert. The assignment of 1st graders to attend Youth Concerts is at the discretion of the Class Act staff, based on availability of seats, but not guaranteed. Kindergarten and TK students will attend the IME.

Bravo Assembly or Coda (optional)

Objective: To provide a meaningful culmination to process-based learning through a presentation that incorporates elements of the Composer of the Year's music and connects to the year's theme

Space Required: Bravo: Any space (indoor or outdoor) that allows the whole school to attend and participate in the Bravo Assembly comfortably.

Coda: Any space required for the project of your choice.

During the year-end **Bravo** Assembly, students use musical performance, drama, creative writing, dance, and visual art as forms of expression to demonstrate what they have learned from their participation in Class Act. All students are expected to participate in this special assembly, coordinated by the Teacher Representatives. Often parents are invited to attend this special school-wide event.

Coda may be the format of your choice. It can look more like an open house with activities, digital portfolio, physical portfolio, or the format of your choice. The purpose is the same as the Bravo (to demonstrate what was learned through participation in Class Act) but in a different format than the traditional Bravo.

Assessment (required)

All team members and teachers will be required to take part in assessments of the Class Act program throughout the year. These will include online surveys and grade-level lesson assessments with a brief student participation component.

Additional Meetings (required)

Meetings with different Class Act team members are scheduled as needed. For example: Parent Coordinators have an annual Fall Meeting which at least 1 Parent Coordinator from each school is required to attend. Teacher Representative Meetings are also scheduled with teachers who need additional assistance in Bravo Assembly preparation.

Yearly Reapplication (required)

All Class Act schools will be required to reapply for the program each year. Changes in program elements and commitment expectations will be outlined in each year's application, allowing schools the opportunity to reevaluate their participation.

Celebrations (not required, but fun!)

Typically, each Class Act year begins and ends with a celebration, often linked to a Symphony Concert. All team members are invited to enjoy the music of Pacific Symphony, meet team members from other schools, and to celebrate Class Act! Details about specific celebrations are provided a few months before each event.

Additional Pacific Symphony Opportunities (not required, but encouraged)

All Class Act Family members (all members of a Class Act school community) are encouraged to take advantage of special ticket offers to see Pacific Symphony throughout the year, as made available through the Class Act program. Title I schools are also invited to take part in the Heartstrings Program, which provides free concert attendance to children and their families. Additionally, Class Act schools are encouraged to nominate students for arts-X-press, the Symphony's summer arts camp for students entering 7th, 8th, and 9th grade. Schools are also informed of appropriate Symphony Education offerings as they emerge and are encouraged to share such opportunities with their school community.

Class Act Program Level I Elements Overview

This overview of program elements includes objectives, descriptions and facilities required for each element. It serves as a helpful tool for all team members in preparing for the year ahead. You'll find a complete list of program elements listed by level on the next few pages.

Kick-off/Scheduling Meeting (required)

Objective: To set each school's team up for success by clarifying mutual objectives and by creating the school's personalized Class Act schedule.

Space Required: any space that allows all team members to sit at the same table. This meeting can also be facilitated over video- or teleconference service (such as Zoom, Google Meet, etc.) if preferred. Schools should indicate their preference on the Class Act application.

All members of the school's Class Act Team (Principal, Teacher Representatives, Parent Coordinators, Music Teacher (if applicable), Pacific Symphony Musician and Ambassador (if applicable) attend this meeting with their Regional Manager. It is held in late Summer/early Fall at the school, and attendees tailor the school's full year of Class Act activities to meet their unique scheduling needs. All team members are required to attend the first twenty minutes of the meeting, and the principal and at least one Parent Coordinator are required to attend the subsequent scheduling portion of the meeting, though all team members are welcome. Schools are encouraged to arrange an opportunity for their whole teaching staff to briefly meet their Class Act musician while he/she is on site for the Kick-off/Scheduling Meeting.

Prelude Assembly (required)

Objective: To introduce students to their musician, composer, and theme of year through storytelling, instrumental performance and active participation.

Space Required: MPR or other large indoor performance space. Large libraries or computer labs may be used if there is sufficient space for both students and performers. Projector and screen for laptop connections also required for this event.

This 30-minute presentation is designed to launch the Class Act program at schools. This assembly, hosted by a professional actor, is held in October, November, December, January, or February and is attended by the entire student body. Students meet their Class Act musician, watch a performance, learn about the composer of the year's history, culture, and music, and build enthusiasm for Class Act.

Teacher Workshops (optional)

Objective: To provide all classroom teachers with the tools they need to integrate the Class Act curriculum into the classroom.

Space Required: Indoor space with room for all workshop participants to move around comfortably. Projector and screen for laptop connections also required for this event.

Conducted by arts specialists in the fall and early winter, these workshops provide teachers with grade-level-appropriate activities to help supplement the Class Act program in the classroom. Workshops align with both Common Core and VAPA standards. The application of what teachers learn in their workshop later guides them in developing a meaningful Bravo Assembly activity for their students.

Grade Level Musician Lessons (required)

Objective: To share the music of the composer and theme of the year through the study of orchestral music, musical elements and musical performance.

Space Required: An empty classroom or multipurpose room with a whiteboard or blackboard. Room for 30-40 students to move around comfortably, power outlets and a minimum of outside distractions are also required.

Class Act musicians teach a 30-45 minute lesson to each individual class. Students in grades K-1 receive a half-hour lesson, while older students receive a 45-minute lesson. Students develop a relationship with their resident musician through grade-level appropriate, interactive lessons focused on the historical importance of the music of the composer, specific musical concepts, and terminology. Students are prepared for their lesson with their Class Act musician through work with their classroom teacher.

Family Night (required)

Objectives: For the school community to learn more about the music of the composer of the year and the year's theme, through the performance of a Pacific Symphony chamber ensemble, led by their Class Act musician

Space required: MPR or other local indoor performance space that can hold at least 250 audience members. Often churches, junior and senior high schools, and community centers are used.

Held at the school or other nearby location, on an evening between January and May, Family Night is a 45-minute chamber music performance featuring the school's Class Act musician. This event provides the entire school community (parents, students, teachers, community members) with the opportunity to see their musician perform in an ensemble, learn about musical instruments, and meet other musicians from Pacific Symphony. Parent Coordinators are responsible for working with the Symphony's Education staff and school staff to coordinate, promote and host this event. Schools are also encouraged to invite board members or other local VIPs to attend this special event.

Bravo Assembly or Coda (optional)

Objective: To provide a meaningful culmination to process-based learning through a presentation that incorporates elements of the Composer of the Year's music and connects to the year's theme

Space Required: Bravo: Any space (indoor or outdoor) that allows the whole school to attend and participate in the Bravo Assembly comfortably.

Coda: Any space required for the project of your choice.

During the year-end **Bravo** Assembly, students use musical performance, drama, creative writing, dance and visual art as forms of expression to demonstrate what they have learned from their participation in Class Act. All students are expected to participate in this special assembly, coordinated by the Teacher Representatives. Often parents are invited to attend this special school-wide event.

Coda may be the format of your choice. It can look more like an open house with activities, digital portfolio, physical portfolio, or the format of your choice. The purpose is the same as the Bravo (to demonstrate what was learned through participation in Class Act) but in a different format than the traditional Bravo.

Assessment (required)

All team members and teachers will be required to take part in assessments of the Class Act program throughout the year. These will include online surveys and grade-level lesson assessments with a brief student participation component.

Additional Meetings (required)

Meetings with different Class Act team members are scheduled as needed. For example: Parent Coordinators have an annual Fall Meeting which at least 1 Parent Coordinator from each school is required to attend. Teacher Representative Meetings are also scheduled with teachers who need additional assistance in Bravo Assembly preparation.

Yearly Reapplication (required)

All Class Act schools will be required to reapply for the program each year. Changes in program elements and commitment expectations will be outlined in each year's application, allowing schools the opportunity to reevaluate their participation.

Celebrations (not required, but fun!)

Typically, each Class Act year begins and ends with a celebration, often linked to a Symphony Concert. All team members are invited to enjoy the music of Pacific Symphony, meet team members from other schools, and to celebrate Class Act! Details about specific celebrations are provided a few months before each event.

Additional Pacific Symphony Opportunities (not required, but encouraged)

All Class Act Family members (all members of a Class Act school community) are encouraged to take advantage of special ticket offers to see Pacific Symphony throughout the year, as made available through the Class Act program. Title I schools are also invited to take part in the Heartstrings Program, which provides free concert attendance to children and their families. Additionally, Class Act schools are encouraged to nominate students for arts-X-press, the Symphony's summer arts camp for students entering 7th, 8th, and 9th grade. Schools are also informed of appropriate Symphony Education offerings as they emerge and are encouraged to share such opportunities with their school community.

Class Act School Commitments

Please read through each team member's commitment before completing your application. Information on Pacific Symphony's Commitment and Classroom Teachers' Commitment is also provided for your reference. All commitments pertain to all Levels of participation, unless otherwise noted.

Principal's commitment:

- Attend one (1) Kick-off/scheduling meeting and additional individual meeting as needed
- Select and support the activities of Class Act Parent Coordinators, who serve as liaisons between the school community and Pacific Symphony
- Select and support the activities of Class Act Teacher Representatives who serve as liaisons between the school and Pacific Symphony
- Reserve the appropriate facility for each school-site activity
- Allocate time for each class to attend the musician's lesson, Prelude Assembly, Bravo Assembly, Youth Concert (Level II only, grades 2* and higher), and Interactive Musical Experience (Level II only, grades K-1*)
- Verify that every student actively participates in Prelude Assembly, Lessons and Bravo Assembly, double-checking that individual classes have not booked conflicting events, on- or off-campus, which would prevent any students from fully participating in their scheduled Prelude, Lesson or Bravo assembly/Coda (optional)
- Ensure musician is provided with environment conducive to learning, including a temperature-controlled room kept between 68 and 85 degrees for all indoor events
- Allocate time, support promotion and secure appropriate facility for Family Night performance
- Allocate time for students in grades 2* and higher to attend the Youth Concert at the Segerstrom Center for the Arts (Level II only)
- Schedule buses and incur all transportation costs for the Youth Concert (Level II only)
- Allocate time for one (1), 1- 1.5 hour Teacher Workshop (optional)
- Fulfill the school's financial commitment to the program
- Assist with program evaluation throughout the school year. This includes: teacher evaluations of musician lessons, student surveys and team surveys
- Take an active role in working with Class Act staff to promote Symphony concerts and events, including assistance with the distribution of materials about Class Act and other Symphony programs

Parent Coordinator's commitment:

- To publicize and attend all school site events
- To recruit and coordinate a total of 10 parent or community volunteers for the Youth Concerts or Family Musical Mornings, as assigned by Class Act staff (Level II only)
- To coordinate, promote and host Family Night
- To assist with program evaluation
- To attend planning meetings and one school site Kick-off/Scheduling meeting during the school year
- To attend 1 annual Parent Coordinator Meeting (at least 1 Parent Coordinator from school must attend the meeting)
- To help secure items needed by musicians for lessons (white board, microphone, etc.)
- To coordinate supervision and set-up for all school-based activities (Teacher Workshop optional)
- To take an active role in working with Class Act staff to promote Symphony concerts and events, including assistance with the distribution of materials about Class Act and other Symphony programs

Teacher Representative's commitment:

- To assist in the implementation of the curricular materials
- To act as a liaison with school staff to promote special events, relay information and distribute materials in a timely manner
- To serve as a role model for school staff in supporting Class Act activities
- To coordinate the year-end Bravo Assembly/Coda (optional event)
- To assist with program evaluation, including the supervision of individual classroom teacher's evaluations of musician lessons
- To attend planning meetings and one Kick-off/Scheduling meeting during the school year
- To take an active role in working with Class Act staff to promote Symphony concerts and events, including assistance with the distribution of materials about Class Act and other Symphony programs
- To support other classroom teachers in the fulfillment of their commitment, listed below

Classroom Teacher's commitment (this applies to all classroom teachers, including Teacher Representatives):

- To attend Teacher Workshop, held on site or at a partner school (all teachers)
- To prepare students for musician's lesson
 - *Minimum commitment:* have students listen to playlist of composer's music (provided) and share featured book (provided) with students before their musician's lesson
 - *Preferred commitment:* do at least one preparatory activity found in Teacher Workshop packet with students, and share facts about composer's life using Teacher Workshop packet, internet searches or other appropriate resources
- To attend the entire musician's lesson with their class
- To complete a one-page evaluation of musician's lesson
- To participate in the preparation of the Bravo Assembly/Coda (optional event)

Music Teacher's commitment (for schools with a music teacher):

- To support Class Act activities in a way that complements the music instruction already in place
- To provide assistance to classroom teachers for Bravo Assembly preparation, if needed
- To provide links to the Class Act curriculum in their instruction, when appropriate

Pacific Symphony's commitment:

- To present the Class Act program for one school year
- To fulfill the Symphony's financial commitment as per the Financial Policy
- To provide quality educational activities and supplemental teaching materials for classroom teachers
- To provide each classroom with a curated audio playlist (or digital files) and Teacher Workshop Packet focusing on this year's composer and theme
- To provide each grade level with materials complementing this year's composer and theme
- To customize the Class Act schedule of activities, within the scope of the program's goals, to meet the individual needs of the school
- To support the school's Class Act Team in program implementation
- To conduct ongoing program evaluation and make program modifications and improvements based on evaluation results
- To provide members of all Class Act school communities with appropriate opportunities to further engage with Pacific Symphony's other Education programs and concerts for all ages

Your School's Volunteer Commitment

The success of the Class Act partnership is dependent on the efforts of your School Team. Many of your team members are volunteers, and your Parent Coordinators will most likely recruit additional volunteers to assist with on-site Class Act activities throughout the year. These volunteers are invaluable to the successful implementation of the partnership, and we would like to say a big "thank you" in advance!

Level II School Volunteer Commitment

In addition to the work your team members and other volunteers will undertake on your school campus, **all Level II schools are required to supply TEN VOLUNTEERS** to assist at the end-of-year Youth Concerts. Schools will be given a form to request desired volunteer dates at scheduling meetings, and volunteer assignments will be made in October. **Schools are encouraged to bring their 10 volunteers on the same date that their school will attend the Youth Concert.** It is an extremely rewarding experience for the parent volunteers, as they see first-hand the effects of the live concert experience on their students and is also very beneficial for the Symphony and concert hall staff to have volunteers helping that are familiar with the schools attending that day. If Youth Concerts are not a viable option for your school community's volunteers, you may request that your volunteer assignment be divided over multiple dates.

Volunteer confirmation details will be sent via email to the person listed as the Contact on your sign up form, a few weeks in advance of their volunteer experience. They will include maps, job descriptions and other helpful information. **If your school is unable to recruit 10 volunteers for Youth Concerts, please contact Payal Swami at pswami@pacificsymphony.org** for alternative volunteer opportunities.

Although providing volunteers is a requirement for Level II schools, we welcome anyone and everyone to inquire about volunteering opportunities with Pacific Symphony.

General Information About Volunteering at Youth Concerts

- **Youth Concerts** take place on weekdays. Volunteer commitment: Approximately 8am – 1pm. Volunteers from schools that are assigned to help at Youth Concerts must NOT be the same volunteers coming as chaperones with your school and students.
- **Location for volunteering at Youth Concerts:** Renée & Henry Segerstrom Concert Hall, Costa Mesa
- **Training** is provided on-site during the morning orientation
- **Dress Code:** black or navy pants/bottoms, white blouse/shirt, comfortable shoes (sneakers are best)
- **Parking** is covered for all volunteers

Health and Safety Information 2023-2024

Currently, there are no distancing, masking, or vaccine requirements for any participants in the Class Act program. Should the public health situation change, and new restrictions put in place, we will work with your school to ensure clear information on any changes from either your school or Pacific Symphony.

Additional Set-up Details, Preparation, and Implementation For Program Elements

The Class Act Program Elements Overview should have provided you with many of the details needed to implement the various program elements. Teacher Workshops and Bravo, for example, are quite straightforward and the Overview provides sufficient information for successful implementation. Other events, such as Preludes and Family Nights, are a bit more complex. **To ensure that all events are enjoyable and educational, we've provided more detail about certain program elements here.** As always, your Regional Manager will be happy to answer your questions and will host the Parent Coordinator meeting in the fall and provide additional resources.

On the following pages you'll find helpful details concerning: Prelude Assemblies, Lessons, Family Nights, the Interactive Musical Experience (IME), Bravo Assemblies/Codas, and Youth Concerts.

PRELUDE ASSEMBLIES

Set-Up Details, Preparations, and Implementation

Generally, the **Parent Coordinators** and **Ambassador** (if applicable) take care of all set-up needs for Prelude Assemblies. The support of the **Principal** in securing the facility, helping to locate set-up items, and providing the introduction is needed, as is the leadership of the **Teacher Representatives** in ensuring that their colleagues prepare their students for the experience.

Facility

Ensure that you have the appropriate facility (MPR or auditorium) for the Prelude. The facility must be a temperature-controlled room kept between 68 and 85 degrees at all times.

Chairs and Music Stands

Plan to provide one chair and one music stand onstage for your musician. This chair should have **no arms** and music stands should be of the black metal variety when at all possible. Please also provide at least three chairs in your “backstage” area (where the presenter and the musician will sit before and after assemblies).

Tables

Please provide a table on stage for the CD Player. A small table “backstage” is also helpful.

Extension cords

Please plan on having one on-hand should it be needed.

Projector and screen

The presenter will bring a MacBook with PowerPoint presentation the Regional Manager will present during the presentation. Please plan on having any connection information and/or cables available upon arrival.

Microphone

Please plan to provide a microphone for introductions as well as amplification for the CD player should it be needed. The Musician will need to use the microphone during the assembly, so if it is not cordless, please plan on taping down the cord for safety. If it is cordless, please make sure the batteries are checked in advance.

Parking

Please reserve parking spaces close to the Prelude facility for the musician, the presenter, your Regional Manager and (if applicable) your Ambassador. It is preferable that you put the cones, chairs or markers on either side of the space so that one doesn't have to get out and move the marker before parking. **Please note that a reserved parking space is contractually required for the musician.**

Refreshments

Refreshments are not required but are nice to have. Please do try and provide water, as Prelude assemblies are thirsty work for our artists!

Restrooms

Please make sure there are restrooms close by and be ready to provide directions to your guests.

Preparing the Students

The Prelude Assembly will be your students' first Class Act experience. Please have all teachers explain that Pacific Symphony has sent a musician and presenter to teach them about John Williams and to introduce them to the theme of the year, "Symphony at the Movies!" Please discuss proper concert etiquette with the students prior to the performance.

Preparing the Parents and Ambassadors

Parent Coordinators and Ambassadors often take an active role Prelude Assembly preparation. Parents and Ambassadors should be certain to arrive 45 minutes before the first assembly to assist presenter and musician in set-up and to receive instructions/training.

Preparing the Principal

We ask that each principal say a few words before the start of the Prelude Assembly and **include the following in a 2-3 minute introduction:**

- Welcome the students to their first Class Act event
- Welcome the Symphony to the school—explain that Class Act is a Pacific Symphony program
- Let the students know why Class Act is important to the school
- Remind the students about good concert/assembly manners
- Introduce the musician

LESSONS

Set Up Details, Preparation, and Implementation

Generally the **Parent Coordinator**, assisted by the **Ambassador** (if applicable), will prepare and implement each day of lessons. We strongly recommend that the **Parent Coordinator or Teacher Representative** send out a reminder to those teachers attending on a given day, and that the **Principal** and **Teacher Representatives** ensure that classroom teachers properly prepare their students for their lesson.

In advance of each lesson day

- Verify the dates and times of lessons with your Regional Manager
- Verify the specific class(es) that will attend each lesson
- Send out a reminder to those attending on a given day, specifying time and length of each lesson
- Verify that an appropriate space is available for all lessons, including set-up time. Please see Program Elements Overview for more details about facility requirements.
- Principal or Teacher Representative verify that classroom teachers have properly prepared their students for the lesson
 - **Minimum requirement:** have students listen to curated playlist of composer's music (provided) and share any supplemental materials (if provided) with students before their musician's lesson
 - **Preferred:** do at least one preparatory activity found in Teacher Workshop packet with students, and share facts about composer's life using Teacher Workshop packet, internet searches, or other appropriate resources

On the lesson day

- Reserve a parking spot for the musician and Ambassador (if applicable)
- Notify team members about parking restrictions (i.e., street sweeping days and other issues that could result in a parking ticket)
- Ensure the room is temperature-controlled, between 68 and 85 degrees.
- Go over opening and closing remarks (see script on next page)
- Meet the musician in the parking lot to help him/her carry in his/her supplies and instrument, sign in at the office (if needed), and locate the lesson space
- Go through the set-up checklist (below, and ask your Regional Manager for any clarifications. She will be happy to help!

Lesson Set-up Check List (may vary slightly for each musician)

- ✓ Accessible outlet
- ✓ Table or desk
- ✓ Chair and music stand for musician
- ✓ Masking tape or push pins (for hanging visuals on the board)
- ✓ Chalk or Whiteboard
- ✓ Extension cord
- ✓ Water for musician
- ✓ Additional Refreshments (not required, but appreciated)
- ✓ Additional set-up requests, as discussed in Scheduling Meeting

Parent Coordinator and Ambassador Lesson Script

Please check with your school's musician on their preference for opening remarks. Some musicians prefer to start their own lessons. Opening remarks should be a total of four sentences, no more. The purpose is to settle the class and focus them on the musician. Closing remarks should also be brief. Use this script as a guideline, but also feel free to create your own personalized text. You might also want to mention who you are (Ambassador, PTA President, your child's parent, etc.) and adjust content as appropriate for the students' age.

Opening Remarks

Good Morning! My name is _____. I am here because your school and the Pacific Symphony have partnered together to bring you Class Act! I would like to introduce your Class Act musician from the Symphony, who has adopted your school for this year: **(Musician's Name)** who plays the **(instrument)** in Pacific Symphony. Let's welcome her/him with a big hand...

(for younger students, "Let's begin by saying Good morning **(Musician's Name)**...")

For returning schools:

Now do you remember who the composer of the year was last year? (J.S. Bach) This year we are going to learn about composer Wolfgang Amadeus Mozart. With Bach you learned about Musical Conversations in music. This year we are exploring the theme "Musical Balance" with **(Musician's Name)**.

For new schools:

Today **(Musician's Name)** is going share with you the music of Wolfgang Amadeus Mozart and the theme "Musical Balance!"

Closing Remarks

For all students, especially Level I schools:

I know you've enjoyed listening to the music of Wolfgang Amadeus Mozart and thinking about what **(Musician's Name)** has taught us today. You will see **(Musician's Name)** again when you come to your Family Night Concert on **(date)** – She/He will bring four other Symphony musicians from her/his musical family to meet you and to present a concert just for you and your families.

For students grades 2 and higher in Level II (or 1st graders at some schools):

We'll also see you at our special Youth Concert in our beautiful concert hall in May.

For students in grades K and 1 in Level II:

We'll see you later this year for a special assembly just for your class and the other kindergarten and first grade students.

Now let's thank **(Musician's Name)** for the wonderful lesson he/she presented today!

FAMILY NIGHT

Set up Details and Preparation Summary

The **Parent Coordinator**, with support of the **Principal**, has primary responsibility for implementing and promoting Family Night. **Teacher Representatives** and **Ambassadors** often assist the Parent Coordinators as needed, and often additional Parents are recruited to assist. For more detail on Preparation for your Family Night, please see the Family Night Preparation Timeline, which follows this document.

Principals and Parent Coordinators will be responsible for arranging the following facility requests:

- Print and provide programs produced from a PDF sent by the Pacific Symphony. We suggest printing 200 programs. Please let your Regional Manager know if this requirement poses a problem for your school
- 5 chairs with **no arms**
- **6 black "orchestra-type" music stands**—may be borrowed from junior high or high school band/orchestra. **Please let your Regional Manager know ahead of time if you cannot provide 6 black music stands.**
- 1 microphone/speaker— please perform a sound check ahead of time
- Appropriate **white** stage lighting (lighting that allows the audience to see the musicians, their faces, and their instruments)—please test this ahead of time
- Temperature-controlled stage area, between 68 and 85 degrees
- "Green Room" (a place for musicians to relax and warm up before the performance) with water and 2 tables to store instrument cases. Also, bathroom access and 5 chairs close to the stage. Green room needs to be secured during the entire event
- 8 reserved, convenient parking spaces for symphony musicians and staff with space for unloading large instruments
- 5 Musician greeters/escorts (optional)
- Volunteers (to be arranged by the Parent Coordinators) for each of the following:
 - Translations as needed (i.e. for announcements and publicity)
 - Decorations
 - Parking attendants (depending on complexity and size of parking lot)
 - Door Prize Table (2 responsible volunteers, who can be trusted to handle money)
 - Refreshment Table
 - Ushers to hand out programs (number depends on the size of Family Night)

Pacific Symphony staff will be responsible for the following:

- Ensuring facility is appropriately set up for musicians, per guidelines stated above
- Providing insurance requirements for schools and facilities, as needed
- Formatting school program and sending PDF of complete program to Parent Coordinator(s) 1 week prior to Family Night
- Managing timeline of event
- Verbal acknowledgement of any VIPs
- Program acknowledgement of any contributors
- Providing flyers, announcements and other marketing pieces for schools from Pacific Symphony
- Managing door prize drawing process
- Assessing all aspects of the event (musicians, school team, audience)

- Collecting data on Family Night attendees (estimated turnout, VIPs in attendance, etc) for assessment purposes

Other Items of Importance

- Please fill out a **Family Night Information Form** at least **2 weeks** prior to your Family Night. Forms will be provided at your Parent Coordinator Meeting and sent via email to you by your Regional Manager.
 - Please include names of VIPs on this form if you would like to have them printed in the program
- If your school plans to have any kind of pre-concert entertainment, please consult with your Regional Manager. **All pre-concert entertainment is limited to a maximum of 15 minutes and must clear the stage no later than 6:45pm.**

Additional Suggestions

Some effective and fun ideas used by schools in the past include:

- Having a fundraising supper, school potluck/picnic, or donated dinner for the school community before Family Night
- Having the MPR or auditorium decorated with student artwork related to the Class Act curriculum
- Having teachers do a Class Act-related activity on the day of the Family Night (Teacher Workshop activity, internet search, art project)
- Encouraging attendance with homework passes, a special recess, or prize for the class with the highest attendance
- Having students twirl signs advertising Family Night at pick-up time at the end of the school day
 - We generally find that additional “marketing” is needed to promote attendance

A more detailed discussion about “best practices” will take place at your Parent Coordinator meeting.

Please note: Flash photography is **not** allowed during the performance. **There will be NO video or audio recording, unless pre-approved per the Class Act Photography, Video, and Sound Recording Policy (see page 15).**

On the next few pages, please find a detailed preparation and “night of” timeline for your Family Night.

FAMILY NIGHT

Family Night Preparation and “Night of” Timeline

Many years of Parent Coordinator experience went into the preparation of this document. We have borrowed ideas from Parent Coordinators, both past and present, to create this timeline. We hope that it will prove to be a helpful resource!

At least 4 WEEKS BEFORE (although earlier is suggested):

- **Select Family Night committee and assign jobs to committee members**
Tip: Family Night is a big responsibility for one or two Parent Coordinators to handle alone! Selecting a committee will help to keep the workload manageable for everyone and ensure a great event. Committee roles could include: graphic designer (in charge of publicity flyers), refreshment coordinator, volunteer coordinator, décor coordinator etc.
- **Send VIP invitations** to city council members, school board members or other VIPs in your community
- **Re-confirm with your venue** (if your Family Night is off-site and not at your school) to make sure the space is still reserved for your date and time. **If you need to change your Family Night venue at any time after your scheduling meeting, please notify your Regional Manager immediately.**
- **If planning pre-concert entertainment**, confirm performer(s), review timeline for pre-concert entertainment, and let your Regional Manager know of your pre-concert performers. **All pre-concert entertainment is limited to a maximum of 15 minutes, and must clear the stage no later than 6:45pm.**

3 WEEKS BEFORE:

- **Assign musician hosts.** These are volunteers who will meet the musician in the parking lot and show them to the greenroom and make sure that they have everything that they need. These volunteers can be either adults or responsible students, such as Student Council members
- **Send Save-the-Date flyer home with the students**
- **Secure donations for food and drinks**, if providing a reception after the concert.
- **Plan decorations**, if applicable
- **Confirm facility requests with your venue**, through your school if your Family Night is on-site or with your off-site venue, to make sure that the venue is aware of all of your needs. **Notify your Regional Manager if there are any problems with your venue or venue requests** (obtaining music stands, microphone, etc.).
- **Rehearsal Space for Musicians:** Musicians sometimes request rehearsal space before the Family Night concert. Check with your Regional Manager if your musician needs rehearsal space, or time on-stage before the audience is let in, so that you can also confirm these details with your venue and plan accordingly with any pre-concert performances.

2 WEEKS BEFORE:

- **Check-in with committee members** to make sure everything is on-track.
- **Send invitation home with students with details of the evening along with concert etiquette**
- Post Family Night on the school's marquee and make posters to display on the school grounds (great Student Council task)
- **Submit Family Night Information Form to Payal Swami (pswami@pacificsymphony.org)**
NOTE: This form is **due no less than two weeks before your Family Night**. Think through whom you would like to thank and which VIPs you would like to acknowledge ahead of time so that the process is quick, simple, and can be completed on time.

1 WEEK:

- **Follow-up with committee** and confirm all details with each committee member, including volunteer schedules for the Family Night day
- **Send half sheet reminders home with students** (consider putting Etiquette guide on back). Consider including talking points for teachers to get students excited to attend and to help them go over etiquette reminders.
- **Finalize your day-of timeline.** You are welcome to share a draft with your Regional Manager if you'd like feedback and to help keep your Regional Manager informed of your school's timeline.
- **Give volunteers their host assignments** along with instructions
- **Receive your program** over email from Payal Swami
 - **Print and fold programs (100 suggested)**
- **Confirm pre-concert performers** (if applicable), including timeline

WEEK OF:

- **Provide finalized concert night timeline** to your Regional Manager, your volunteers, teachers, and principal (proposed timeline can be found as part of the *Family Night Set Up and Preparation* document, which precedes this)
- **Provide Principal with their script** so they have time to review it and ask questions or make changes ahead of time.
- **Arrange drop-off time for refreshments** being donated by parents, if applicable
- **Purchase anything not being donated for refreshments** (paper products, beverages, etc.), if applicable
- **Send Reminders to VIPs and Special Guests**
- **Receive your program over email** from Payal Swami
 - **Print and fold programs** (100 suggested)

DAY OF:

- **Provide Day-Of timeline** for committee, principals, and anyone else involved in the Family Night
- **Reserve parking spaces** for musicians, Regional Manager, Ambassador(s) and special guests
- **Supervise Volunteers** and ensure that each is clear on his/her duties
- **Set up Green Room** with water/refreshments for musicians and Class Act staff

- **Set up refreshments** for audience
- **Have ushers/responsible students to hand out programs.**
 - **Tip:** If you have not had time to fold the programs yet, children of PCs or other volunteers who arrive early can help complete this task
- **Assign a responsible adult** to work the raffle/donation table at all times. **Door Prize form can ONLY be filled out by adults.**
- **Test sound and lighting BEFORE musicians or audience arrive.** Make sure you know how to troubleshoot sound system, how to control volume on mic, and how to adjust lighting, or assign and train a volunteer to be in charge of this during the concert
- **Check thermostat** to help keep room comfortable for musicians and audience, between 68 and 85 degrees
- **Provide Principal with their script.** Review script with principal including how to pronounce names of anyone being acknowledged. Go over list of VIPs expected with your principal and any last-minute changes to announcements or guest list.
- **Re-confirm with pre-concert performers what time they start and what time they must end by** (Family Night concert MUST start at 7:00pm). Consider coming up with some sort of signal ahead of time to give them a 5-minute warning or when they need to wrap up, so that no one must interrupt their performance.

SUGGESTED TIMELINE for Your Family Night Concert Evening:

Listed below is a **suggested** schedule for your Family Night. Please review it and inform your Regional Manager of any changes as soon as possible.

- **5:30pm**
 - **Parent Coordinator and Committee members arrive for set-up** (Green Room, Stage, Backdrop Panels (if applicable), Meet & Greet area, Welcome Table, pre-concert entertainment area (if applicable), rehearsal space (if applicable), and refreshment area (if applicable))
 - **Reserve Parking Spaces for Musicians, Symphony staff, Ambassador and any VIPs**
 - **Save seats for VIPs**
- **6:00pm** **Regional Manager arrives**
- **6:15pm** **Pre-Concert performers arrive and Set-up**
- **6:20pm** **Doors Open to Audience**
- **6:30pm** **Musicians arrive**
- **6:30pm** **Pre-Concert performers begin** (suggested to take place not on-stage or so that stage is already set for Family Night concert and does not have to be re-set)
- **6:40pm** **Give pre-concert performers 5 minute-warning**
- **6:45pm** **Pre-Concert performance ends**
- **6:50pm** **Clean-up of pre-concert performance space.** Ensure stage is fully set for Family Night.
- **6:55pm** **Musicians walked over from Green Room to stage area**

- **7:00pm*:** Principal welcomes audience and introduces any VIPs in attendance. Then introduces Regional Manager.

***All Family Nights concerts MUST start at 7:00pm (no earlier). If your school is having a pre-concert activity, especially if the stage is involved, the actual Class Act Family Night must still start promptly at 7:00pm.**

- **7:05pm:** Regional Manager provides an overview of the Class Act program and introduces the Class Act musician and ensemble members.
- **7:10pm:** Performance
- **7:55pm:** Regional Manager draws 3 door prizes and invites audience to stay for "Musician Q and A."
- **8:00pm:** Musician Q and A; refreshments served (approx. 30 minutes).
- **8:15pm (approx.):** Parent Coordinators and committee clean-up

Please remember to thank your volunteers, your team, and yourself for all of the hard work that went into making an incredible experience for your school community!

INTERACTIVE MUSICAL EXPERIENCE (IME)

Set-Up Details, Preparation, and Implementation

Generally the **Parent Coordinator**, assisted by the **Ambassador** (if applicable) will prepare and assist their **Regional Manager** and **IME Presenter** on the day of the assemblies. We strongly recommend that the **Parent Coordinator** or **Teacher Representative** send out a reminder to K and 1 teachers on the day before their IME Assembly, and **that the Principal and Teacher Representatives ensure that K and 1 classroom teachers properly prepare their students** for the Assembly using the Preparation Guide provided ten days before the assembly.

IME Check-list in the days leading up to your IME

- Verify the dates and times of the IME with your Regional Manager
- Verify that the MPR (or other agreed upon location) is reserved for that day, including set-up time (1 hour prior to the start of the first assembly)
- **10 days before each assembly:**
 - An email containing **Preparation Guidelines for all K and 1 teachers** will be sent to your head Teacher Representative and Principal.
 - These preparation guidelines are ready-to-use and all instructions are included in the email sent by your RM. Please assure your teachers that the preparation process is simple and easy to do with their students AND will add greatly to the students' experience
 - Teacher Representative and/or Principal distribute Preparation Guides to all K and 1 teachers
 - Principal confirms number of students in attendance at each assembly
 - There should be no more than 80 students at each assembly
 - If it is possible to divide students into groups of no more than 60, this is ideal
 - Parent Coordinator schedules/confirms the presence of parent volunteers at each assembly
 - *Volunteer Requirement:* at least one Parent Coordinator and one other volunteer
 - *Parent Coordinator should plan to arrive one hour early and stay through all assemblies on a given day*
 - *Other Parent volunteer(s) should plan to arrive ½ an hour early and stay through all assemblies on a given day*
 - Team Members review set-up requirements—listed in the “IME Checklist, Your Assembly Day(s)” and verify that all required items are available. **Contact your Regional Manager immediately if there are any issues with set-up requirement**
- **1-2 days before each assembly:**
 - Principal or Teacher Representative contact(s) your Regional Manager, letting her know the number of students and classes at each assembly
 - Please also include any information about SDC classes or specific class-based requests that you would like to share with us, as needed. This will allow us to provide the best experience for all students
 - Principal establishes a Single Entry Point for the Assembly
 - Regional Managers will seat students “Disneyland Style” by asking teachers how many students are in their group
 - In order for this to work, all classes should arrive through the same entry point, one class at a time, and with the teacher at the front of a single-file line of students
 - **Send out a reminder to those attending on a given day, specifying time and length of the IME**

- Ask teachers to arrive at the Single Entry Point, with their students following them in a single-file line. Remind teachers that they will be asked how many students are in their group upon arrival
- Let teachers know that they will be asked to participate with their students and should wear comfortable clothing that allows for ease of movement and sitting on the floor, for those capable of doing so (chairs will be provided for teachers not able to sit on the floor)
- **Principal or Teacher Representative verify that classroom teachers have properly prepared their students for the assembly**
 - *Preparation Requirement:* go through the REQUIRED PREPARATION as detailed in the IME Preparation Requirement email sent by your Regional Manager
- Parent Coordinators confirm the participation of parent volunteers, ensuring that there are at least two parents total, including at least one Parent Coordinator
 - **Parent Coordinator should arrive 1 hour ahead of the first assembly**, all other volunteer(s) should arrive ½ an hour before the first assembly
 - Remind all parents of preferred dress: All clothing and shoes should allow for comfortable movement and for sitting on the floor. Wearing Class Act t-shirts is always encouraged!

IME Checklist, Your Assembly Day(s)

- Reserve a parking spot for the Presenter, Class Act Musician, Regional Manager and Ambassador (if applicable)
- Notify team members about parking restrictions (i.e., street sweeping days and other issues that could result in a parking ticket)
- Parent Coordinator meets Presenter and Regional Manager in the parking lot one hour before the first assembly to help unload and assist in set-up
- Have the custodian available to help with issues concerning microphones, lighting or room temperature
- Verify that the room is cleared of extra desks and chairs (outside of items listed below on the Checklist)
- Team Members will not be required to provide an introduction, though the presenter may need the Principal or Teacher Representative to assist in focusing students before the start of the assembly
- **Go through the IME Set-up Requirements Checklist below**
 - ✓ Large Screen in front of the room (used for projection)
 - ✓ Projector capable of connecting to MacBook and that projects directly onto screen
 - ✓ Proper cables to plug MacBook into projector
 - ✓ Table or desk near Projector cables
 - for computer and CD Player—these items are provided by the Symphony, but we will need a place to put them
 - ✓ Accessible outlet
 - ✓ One long extension cord
 - ✓ One microphone for musician, preferably wireless (stage right if possible)
 - ✓ 5 Chairs, **with at least** one of these chairs without arms (for musician)
 - ✓ 2 Black “orchestra type” music stand, like those used for Family Nights, if possible
 - ✓ Water for musician, Presenter, Regional Managers and Team Members
 - ✓ Temperature-controlled facility, between 68 and 85 degrees
 - ✓ Make sure that all team members know the location of the Single entry Point

Please let your Regional Manager know immediately if you have any issues concerning the set-up requirements or are not able to provide any requested items

Creating a Bravo Assembly

What Is a Bravo Assembly?

The **Bravo Assembly** is one option for the culminating event of the Class Act program. It is intended to be an outgrowth of the work that teachers have done in their classrooms using the Class Act curriculum and inspired by Class Act events throughout the year. The Bravo Assembly looks different at each school. The one commonality among all Bravo Assemblies is that all students participate. The Bravo Assembly includes presentations from each grade level based around the composer and theme of the year: Wolfgang Amadeus Mozart and *Musical Balance!*

Many of the activities in the Teacher Workshop packet can be used as Bravo Assembly presentations. The object of the Bravo is not polished, artistic excellence, but full, enthusiastic participation! The most important aspect of the Bravo is that every student participates. Class Act's funders love to see how the program impacts our schools.

What Is the Bravo Assembly Philosophy?

As per the Class Act Handbook, the objective of the Bravo Assembly is:

*"To provide a meaningful culmination to **process-based** learning through a presentation that incorporates elements of the Composer of the Year's music . . . During the year-end Bravo Assembly, students use musical performance, drama, creative writing, dance and visual art as forms of expression to **demonstrate what they have learned** from their participation in Class Act. **All students participate** in this special assembly, coordinated by the Teacher Representatives. Often parents are invited to attend this special school-wide event."*

How Do I Plan the Bravo Assembly?

Every Bravo Assembly is different, but generally, each grade level will work together to create their presentation. One teacher may take over the leadership and planning with the help and support of the other teachers in that grade level. Once the lead teacher has come up with the idea for the presentation, classes get together for rehearsals, create props and costumes, and prepare for the event. It is a good idea to have lead teachers compare notes to make sure that each grade is using a different idea. It's not a problem if grades use similar concepts, but most schools prefer to have each grade's presentation be based on unique ideas.

The Teacher Representative(s) are like the committee chair(s) for the event, coordinating all teachers' efforts, checking in with lead teachers and ensuring that proper A/V equipment is available. If your school has a music teacher, he or she can be a great resource for ideas and may be willing to help plan a grade-level activity. There are many great activities you can use in your Teacher Workshop packet, and a great number of these provide an outstanding opportunity for cross-curricular learning.

Are the Students Required to Sing and Dance?

Absolutely not, although they are welcome to and truly enjoy it (even the older ones)! Students can display artwork or illustrated stories inspired by Wolfgang Amadeus Mozart's music. They can also create a living timeline, juxtaposing significant events in Wolfgang Amadeus Mozart's life with events in world history.

Bravo Assembly Suggestions

- Participation, in some form, by **every** student (**required**, including kindergarten students).
- A site (often outdoors) where the entire school can assemble for the performance.
- Narration, or a master of ceremonies is a great way to tie together a Bravo Assembly. This is often written by the Teacher Representative and can be narrated by upper graders, a teacher, or the principal. The text of the narration might include:
 - Welcome and opening comments.
 - A few lines about Class Act at the individual school and what the students have been learning and experiencing through Class Act.

- A short introduction to each act. For example: “The fourth graders have been creating their own playlists. Let’s listen as they share their music with us!”
 - A wrap-up where the school thanks the Class Act Musician and Pacific Symphony.
- FUN! We want you and the students to enjoy this from beginning to end: the preparation as well as the execution!

Suggested Bravo Assembly Activities from Previous Years

There are many great activities suggested in your Teacher Workshop packet that are based on the work of Johann Sebastian Bach. Below, you’ll also find some favorite activities used by our schools in previous years that could be applied to any composer:

- For schools with a music program: Students play a simple piece by the composer of the year on recorders or other instruments. (This is generally done with the cooperation of the music teacher. Often this will require the music teacher to create a simplified arrangement, so this may not be possible at all schools.)
- Students perform an original dance to one of the composer of the year’s pieces. Streamers, ribbons and other “movement” props can be used.
- Students create a living timeline, demonstrating important events from the composer’s life. This can also include short vignettes, songs, costumes, and artwork. A cross-curricular component can be added by juxtaposing events in the composer’s life with ones in American or world history.
- Students do a group presentation of an acrostic poem about the composer and his music.
- Students sing an original song or make up original words to a piece from the playlist.
- Students write and perform an original play about the composer’s life. (Student-created set pieces and props can be used.)
- Students perform one of the Teacher Workshop packet activities at a Bravo Assembly. There are a number of extensions in your Teacher Workshop packet, but some of the most creative Bravo activities come from teachers and students creating their own original extensions, inspired by Teacher Workshop packet materials.

Creating a Coda

What Is a Coda?

The **Coda** is the newest option for the culminating event of the Class Act program. The Coda is intended to be inspired by Class Act events throughout the year and their content. The Coda can be a compilation of work, such as videos, documents, PDFs, or PowerPoint/Google Slides presentations, an open house-type event, and can be submitted as digital files or physical copies sent to our Symphony office. Please contact your Regional Manager if you prefer sending physical files.

The work created for the Coda by Class Act schools will be shared with program funders to show the impact of the program. The Coda takes different forms at different schools. The one commonality among all Codas is that all students participate. The Coda should include presentations based on the composer and theme of the year, Johann Sebastian Bach and *Musical Conversations!* Although the Coda can include musical performances, it is not required. Many of the activities in this packet can be used as Coda presentations. The goal of the Coda is not perfection, but full, enthusiastic participation! We want to see your creativity and what you enjoyed this year.

What Is the Coda Philosophy?

As per the Class Act Handbook, the objective of the Coda is:

*"To provide a meaningful culmination to **process-based** learning through a presentation that incorporates elements of the Composer of the Year's music, the musician, and the theme of the year . . . During the year-end Coda, students use creative writing, visual art, and more as forms of expression to **demonstrate what they have enjoyed and learned** from their participation in Class Act. **All students participate** in this special event, coordinated by the Teacher Representatives. Schools are encouraged to share the activities for their entire community to see."*

How Do I Plan the Coda?

Every Coda is different, but generally, each grade level will work together to create their presentation. One teacher may take over the leadership and planning with the help and support of the other teachers in that grade level. Once the lead teacher has come up with the idea for the presentation, classes will work on their projects and prepare for the event. It is a good idea to have lead teachers compare notes to make sure that each grade is using a different idea. It's not a problem if grades use similar concepts, but most schools prefer to have each grade's presentation be based on unique ideas.

The Teacher Representative(s) are like the committee chair(s) for the event, coordinating all teachers' efforts, checking in with lead teachers, and assembling digital or physical files. If your school has a music teacher, they can be a great resource for ideas and may be willing to help plan a grade-level activity. Music and group activities are always welcome but not required, especially if health and safety are of concern. There are many great activities you can use in your Teacher Workshop packet, and a great number of these provide an outstanding opportunity for cross-curricular learning.

Are the Students Required to Sing and Dance?

Absolutely not, although they are welcome to and truly enjoy it (even the older ones)! Students can display artwork or illustrated stories inspired by Johann Sebastian Bach's music. They can also create a living timeline, juxtaposing significant events in Johann Sebastian Bach's life with events in world history.

Coda Suggestions

- Participation in some form, by **every** student (including kindergarten students) is **required**.
- A wonderful addition to a digital Coda (but by no means required) is narration that ties the different presentations together. The text of the narration might include:
 - Welcome and opening comments.

- A few lines about Class Act at the individual school and what the students have been learning and experiencing through Class Act
 - A short introduction to each act. For example: “The second graders have created organ pipes out of straws. Let’s listen to them play.”
 - A wrap-up where the school thanks the Class Act Musician and Pacific Symphony
- FUN! We want you and the students to enjoy this from beginning to end—the preparation as well as the execution!

Contact: Susan Kotses, Interim Class Act Program Director: skotses@pacificsymphony.org
Please contact Susan to connect directly with Teacher Workshop presenters.

Previous Bravo Assembly Activities from to use for your Coda

There are many great activities suggested in your Teacher Workshop packet that are based on the work of Johann Sebastian Bach. Below, you’ll also find some favorite activities used by our schools in previous years that could be applied to work in the current learning environment:

- Students create a living timeline, demonstrating important events from the composer’s life. This can also include short vignettes and artwork. A cross-curricular component can be added by juxtaposing events in the composer’s life with ones in American or world history.
- Students create acrostic poems about the composer and his music.
- Students create artwork that reflects the composer and his music.



Youth Concert Attendance Cheat Sheet



This cheat sheet is designed to be a quick reference to answer the most frequently asked questions about attending the Youth Concerts. Please remember that only students in grades 2 and higher will attend the Youth Concert—students in Kindergarten and 1st grade will participate in the Interactive Musical Experience on-site (unless space permits for schools that opted, during application process, to bring 1st graders to the Youth Concert). Please also remember that your school is responsible for arranging transportation and assuming all busing costs. If you have any additional questions, please feel free to contact your Regional Manager.

Preparing to attend the concert:

- Send in your Youth Concert Reservation Form by **Friday, September 27th, 2023**
- Receive your confirmed concert date(s) in October.
- **Reserve buses for the confirmed concert date(s)**
 - The concert location is the Renée and Henry Segerstrom Concert Hall (RHSC), 615 Town Center Drive, Costa Mesa, CA 92626.
 - **Schools assigned to 10am concerts MUST ARRIVE at 9:00AM and Schools assigned to 11:30am concerts MUST ARRIVE by 10:15AM.**
 - When reserving the buses, please allocate enough travel time for morning commute traffic.
- **Receive a confirmation email**, with all concert information, including your color section and busing information – 3 weeks prior to the concert
 - **Share the busing information with your busing company**
 - **Bring copies of busing instructions with you** to give each bus driver the morning of your concert. Failure to follow busing instructions can result in your school being late to the concert and possibly missing the concert completely.
- **Make plan for attending concerts - inform all instructors and/or chaperones of plan**
 - Divide students and instructors into color sections – only if assigned multiple seating sections
 - Create buddy system, name badges – if desired
- **Receive a phone call from your Regional Manager** confirming all your concert details – several days before your concert

Attending the concert:

- Remind all instructors, chaperones, and students of their color section
 - Give students name tags with bus number and color section – not required, but helpful
- Ensure students use the restroom before the concert.
- **Give each bus driver a copy of the driving directions and instruct him/her to follow them exactly**
 - We suggest one instructor on each bus have an additional copy of the driving instructions. In addition, it would be helpful for your school office to know the cell phone number for these instructors in case there is a problem on the way to the concert.
- **Arrive at Remote Bus Location, per bussing instructions, at 9AM for 10AM concert, and 10:15AM for the 11:30AM.**
- Follow all security, volunteer, and usher instructions for entering the hall.
- Enjoy the concert.
- Follow all security, volunteer, and usher instructions for exiting the hall.
- Board bus and return to school

Additional Tips:

- **Please do not bring backpacks, lunches, snacks, cameras, or any recording devices into the concert. Any/all food items should be eaten BEFORE entering the concert hall. Food and beverage is not allowed in the concert hall.**

- If your school is sending volunteers for Class Act on the same day as the concert your school attends, the parent chaperones who attend the concert with your school cannot be the volunteers your school provides for Class Act.
- Due to concert logistics, there may be extended periods of time where your students are seated on the bus, or in hallways at the concert hall. We suggest instructors have quiet activities in mind, such as reading, for their students during this time. Some teachers have brought small snacks for the students and distributed the snacks while the students are waiting outside in line before or after the concert. Please note: **no snacks may be consumed in the concert hall.**
- You may find it helpful to create a system for your students attending the concerts. For example, labeling all children with matching name badges, or having everyone wear matching clothing. Some schools have paired their older students with younger students in a buddy system.
- Some parents choose to drive their students to the concert, rather than having the student ride the bus. Pacific Symphony cannot be responsible for reimbursing parents for this parking cost. **Please let your Regional Manager know ahead of time if any students are going to be arriving or leaving separately from the rest of your school.**
- **Please note:** Failure to arrive at the designated remote-busing check-in location at the required arrival time may cause your school to miss part of or the entire concert. Late entrance into the concert is at the discretion of the Class Act staff and House Management. Schools late to the 10am concert may not be given the opportunity to register for the 10am concert next year. Schools consistently late to Youth Concerts may not be regularly rotated through lower seating levels of the concert hall, as late seating on these levels causes a great disturbance to other patrons of the concert.