

# Year-End Checklist for Music Directors

## Administrative

- Grades submitted
- Obtain a list of students starting for the next year (instrument, contact info)

## Inventory Items

- Original music turned in and organized
- Music organized and ready for marching band/summer camps
- School instruments returned
- School instruments inspected for maintenance
- Inventory of percussion instruments and other auxiliary items
- Music stand maintenance (tighten loose bolts) and inventory
- Concert uniforms returned
- Locks turned in for instrument lockers

## Communication

Informational summer packets for current music parents to include:

- Private lesson teachers
- Summer camps
- Classes
- Concerts
- List of repertoire to study

Guide for summer practicing sent out to students to include:

- Warm-ups
- Suggested repertoire
- Suggested recordings

## Send out information to new students and parents

- Calendar for marching band/summer camps sent to students and parents
- Rental info and repair shops
- Concert and rehearsal calendars
- Expectations for the upcoming year

## Recruitment

- Meet with directors from "feeder" schools (if applicable)
- Schedule time for potential students to check out instruments

## Scheduling

- Venues booked for concerts and rehearsals next year

## Planning

- List of repertoire or supplies to purchase for the upcoming year

## Reflection

- Distribute anonymous end-of-year program evaluation to students
- Collect student evaluation forms
- Capture your top-level "will do differently next year" ideas
- Seek professional development (including at [smartmusic.com/training/](http://smartmusic.com/training/))

## Pure Fun

- Clean your classroom following your school's procedures (Only kidding about the fun)