**CHAPERONE NAME**

Thank you for chaperoning our Orchestra MPA!!

# Objective

Our goal today is to get all students to and from the MPA safely, both physically and emotionally.

# Responsibilities

Please see to the following as you go through the day with your assigned orchestra.

* Do what you can to keep students focused, professional, and excellent representatives of our school.
* Help with equipment and supervise safe and efficient moves from location to location.
* Keep track of your assigned students at all times.

You will supervise the **[ORCHESTRA NAME]** throughout the day. Please stay with the group and follow the schedule detailed below, unless instructed otherwise by [TEACHER NAME] or FOA Leadership.

# schedule

| **Time** | **Chamber Orchestra** | **Concert Orchestra** |
| --- | --- | --- |
| **3rd Period** | Report to Orchestra Room | |
| 11:30 | Depart for [School] | |
| 12:15 | Arrive at [School] | |
| 12:30 | Bag **Lunch** (bring your own) | |
| **1:00** | **Warm Up** | Finish lunch/get ready to watch orchestras |
| **1:30** | **Stage Performance** | Sit quietly in auditorium  (Watch [Schools] perform) |
| **2:00** | **Sightreading Evaluation** |
| 2:30 | Take a break—have a snack, use the RR, deal with cases | |
| **3:00** | Sit quietly in auditorium  (Watch [Schools] perform) | **Warm Up** |
| **3:30** | **Stage Performance** |
| **4:00** | **Sightreading Evaluation** |
| 4:30 | Gather belongings | |
| 4:45 | Depart for [School] | |
| **5:15/5:30** | **Parent Pick Up at [School]** | |

# student roster

VIOLIN 1

* [STUDENT 1 NAME]
* [STUDENT 2 NAME]
* [ETC]

VIOLIN 2

* [STUDENT 1 NAME]
* [STUDENT 2 NAME]
* [ETC]

VIOLA

* [STUDENT 1 NAME]
* [STUDENT 2 NAME]
* [ETC]

VIOLA

* [STUDENT 1 NAME]
* [STUDENT 2 NAME]
* [ETC]

BASS

* [STUDENT 1 NAME]
* [STUDENT 2 NAME]
* [ETC]

**Notes**

# End of Day

* Load the buses
* Ride the buses to school
* See the students return to the orchestra room if necessary
* Wait with your group until all are picked up by their parents (if dismissing after school hours)
* **PLEASE “SIGN OUT” YOUR STUDENTS.** This will serve as verification that all students returned to their parents (or class) safely.