Scheduling Performances Advice

*For teachers only*

1. Establish a secretary that will take calls and schedule performances for you from the front office or the attendance office.
2. About two months before you would like to perform, send out letters to the principals of nearby elementary schools.
3. The letter should contain dates and times of your performances. (For example, we performed throughout the month of April on A days during 4th period.)
4. Include prices of each performance. (We charge $25.00 for one performance and $35.00 for two—a lot of elementary schools like us to perform for the lower grades separately from the higher grades.)
5. Make sure you add the phone number and the name of the secretary who will be scheduling for you.
6. If after a few weeks you still have some performance slots available, ask your secretary to call some of the schools who have not responded. (Make sure your secretary has a copy of the letter you sent out and a list of all the schools you sent them to.)
7. When your secretary schedules, make sure she gets a contact person name and a phone number.
8. Once you are satisfied with your scheduled performances, type a master list of dates, times, schools, addresses and phone numbers.
9. Make sure each student has two copies of the master list. One for himself and one for her parents. Parents like to come to the performances if possible and if they have the information.
10. Once you are finished with all performances, give a list of participating schools to your book keeper and have her/him bill the elementary schools for the performances. (Most usually need an invoice or receipt anyway.)