

OAKE Choir Teacher Checklist



August

- Print *Choir Teacher Checklist* ☺ Review and print *Audition Instructions* at www.oake.org/choirs
- Gather family contact info, then print or email the Family Brochure to families of prospective singers. Consider writing a personal note. Clearly include your name and email address and help them understand the honor and commitment, should their singer be accepted. The attached check sheets may be helpful for you.
Going digital? Include the fillable Student Info Form which they'll return to you via email.

September

- Schedule auditions and any practice times
- Conduct auditions
- Is your OAKE membership current?
- Check whether all families have returned Student Information Forms to you and paid application fee either online or by check given to you.

October

- 15th - DEADLINE for submitting auditions and for families to submit \$25 fee.
- 15th - DEADLINE If submitting checks from families or the school, mail to the OAKE National Office (new Sepulveda address)

November

- Remind families that results will be emailed later this month. If accepted, there will be a quick turnaround to register and pay the \$250 fee. They can prepare by gathering emergency contact info, medical information including allergies and insurance (policy # - provider – group #)
- By 15th - OAKE will email audition results to all teachers and then families. Registration opens for accepted singers. ** OAKE NEEDS YOUR HELP with timely singer registration. This is a very fast turnaround for everyone and we are striving to get music packets to you before winter break. Late registrations make this very difficult and costly. We truly appreciate your work with families to get this done!
- Start an email list of accepted families
- Check in with families that accepted students are on track for registration. If you have concerns, please contact Director@oake.org BEFORE the Dec 1 deadline.

December

- 1st- DEADLINE for Student Registration and \$250 fee payment. Singers must be registered by this date to receive mailed music packets. If there are any concerns about registration, communicate with OAKE before this date.
- Early this month – Music notation packets will be mailed to teachers of registered students.
- Print any notation at www.oake.org/choirs Audition tracks can be found here, as well. The password will be sent to teachers so you can decide when/how to share rehearsal tracks with families.
- 10th- DEADLINE for Teachers of singers to register for the conference.
- FYI regarding travel plans: Singers must arrive in time for choir check in Wed 2-4pm and 5:30 Welcome & Orientation, followed by the first rehearsal! (There may also be music checks at this time for High School musicians).

January

- Suggest that families book hotel and travel if they've not already. Have you booked your hotel and travel?
- 15th- DEADLINE for families and teachers "Extras" Order Form and also Principal/Administrator Invitations.
- Continue rehearsing and reading any OAKE communication.

February

- Rehearsal schedules are being finalized by OAKE and will come out NEXT month. *We are as eager as you and families, but we want the schedule to be near perfect before going out to the masses in March :)

March

- In early March you and families will receive a Welcome Packet from OAKE with more details including detailed choir schedule and maps, joining the Choir Text Alert system, and Conference app.

Singers ACCEPTED by OAKE	Confirmed Fam receives OAKE email	Regis- tered	Paid Reg Fee (web /chk#)	Music Packet received	Part Assignment	Family in communi- cation?	Notes