



Choir Teacher Checklist

2023 - Jacksonville, FL



November

- Remind families that results will be emailed soon. If accepted, there will be a quick turnaround to register and pay the \$300 fee. They can prepare by gathering emergency contact info, medical information including allergies and insurance (policy # - provider - group #)
- Mid-month - OAKE will email audition results to all teachers and then families. See your Opus dashboard for singers' status. Registration opens for singers - families of accepted singers will receive an email from OAKE, then a separate email from Opus with a registration link. ** 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 in December. Late registrations make this very difficult and costly. We truly appreciate your work with families to accomplish this!
- Start an email list of accepted families
- A "tracking sheet" is attached for your use if it's helpful to you.
- Check in with families that accepted students are on track for registration. If you have concerns, please contact info@oake.org BEFORE the registration deadline.

December

- 1st - DEADLINE for Student Registration and \$300 fee payment. Singers must be registered in Opus by this date to receive mailed music packets. Your Opus dashboard shows the status of each singer. Please be in touch with families and if there are any concerns, communicate with OAKE before this date.
- Mid-month - Music notation packets will be mailed to teachers of registered students. Part assignments will also be shared at this time and may differ from what you originally submitted.
- Visit www.oake.org/choirs for part assignments, audition notes, and rehearsal tracks. The password will be sent *only to teachers* so you can decide yourself when/how to share rehearsal tracks with families. Simply provide the password to them when you're ready for them to have access to the tracks.

January

- Suggest that families book hotel and travel if they've not already. Have you booked your hotel and travel?
- FYI regarding travel plans: Singers must arrive in time for choir check in open Wed 2-4pm and 5:30 Welcome & Orientation, followed by the first rehearsal! (There will be music checks at this time for High School musicians).
- 15th- DEADLINE for families and teachers optional "Extra Items" Order
- 20th- DEADLINE for Teacher Registration. Teachers with singers must register for the conference by this Early Bird date.
- Continue rehearsing and reading any OAKE communication.

February

- Rehearsal schedules will come out within two weeks of travel. *We are as eager as you to finalize the exact rehearsal schedule, but want to be sure there are no further changes before sending out to everyone. We will be sure you have a general outline in order to plan travel and excursion time. :)
- 15th- official closing date for special hotel rate. Note: the hotel block may fill sooner!
- In late February you and families will receive a Welcome Packet from OAKE including detailed choir schedule and maps, joining the Choir Text Alert system, and Conference app.

March

- Families will receive a printed Welcome Packet at Wednesday Check-in along with shirts and tickets.
- See the OAKE website about recordings from Image One Media.

More details

You'll receive emails with occasional updates. Visit www.oake.org/choirs for further details, links, and resources.

