



Choir Teacher Checklist 2024 - Chicago, IL



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 template “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 and they received both OAKE and Opus emails. 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; opens Wednesday from 2 - 4pm, then early evening Welcome & Orientation followed by the first rehearsal!
- 15th- DEADLINE for families and teachers optional "Extra Items" Order including well-wishes in the printed concert program
- DEADLINE for Teacher Registration. Teachers with singers must register for the conference by the Early Bird date. Registration and attendance is required of all teachers of OAKE National Choir singers.
- Continue rehearsing and reading any OAKE communication.

February

- Note the official closing date for the special hotel rate. Don't wait, the hotel block may fill sooner!
- In late February, you and families will receive a Welcome Packet from OAKE including a detailed choir schedule, maps, and joining the Choir Text Alert system.
- 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. :)

March

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

More details

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

Accepted Singers	NOV Confirmed families are getting OAKE emails	DEC 1 Registered OAKE sends reg. link email from Opus	DEC 1 Reg Fee Paid Date by credit card or check #	DEC Music Packet Received mailed to teachers	DEC Part Assignments password page online when music ships	Notes

Feel free to make additional copies of this page for your own personal records