

CONFIRMATION INSTRUCTIONS

We are thrilled to bring Inside the Orchestra and Inside the Conductor's Head to your school.

To ensure that your school has the best possible experience with our programs, please make certain that you are able to provide the following for the ISO performances:

(Check off each item, please)

- a gym or multi-purpose room big enough for 300 children seated on the floor surrounded by a 15-piece orchestra (no lunchrooms – no exceptions)
- a public address system with microphone
- 15 chairs for the musicians
- Piano (recently tuned is preferable) and sturdy bench

Additionally, please make certain:

- The gym is available at least ½ hour prior to the performance time for set-up
- The students are assembled outside the gym 10 minutes prior to the scheduled start time so we may begin at the scheduled time
- To let your colleagues know about the assembly so all of your students can participate
- There are no other field trips scheduled the day ISO visits your school
- There are no bells, announcements or fire drills during the assemblies

After returning your confirmation form, you will receive the following supplementary teaching materials:

- **ISO Program Guide** – enhanced content to complement our ISO performance
- **ICH Outline** – enhanced content for Inside the Conductor's Head
- **IB5 Lesson Plan** – optional and additional content exploring Beethoven's 5th Symphony

You will also receive an **ISO Program Evaluation**. Please take a moment to fill out this feedback questionnaire – your thoughts about our program are important to us.

You may also find these materials on our website - www.insidetheorchestra.com/programs.

Please complete the CONFIRMATION FORM on the following page and return it via email to julie@insidetheorchestra.com as soon as possible in order to ensure your time on the schedule.

Thanks for your prompt attention to all of these details - we're looking forward to bringing ISO to your school!

Julie Weinstein, Director of Music Education

ISO CONFIRMATION FORM

SCHOOL: _____

ADDRESS: _____

CITY: _____ ZIP: _____

MUSIC TEACHER: _____

EMAIL: _____ PHONE: _____

PTO CONTACT: _____

EMAIL: _____ PHONE: _____

ARE YOU A TITLE 1 SCHOOL? % OF FREE/REDUCED LUNCHES:

IS A PIANO AVAILABLE? HAS IT BEEN RECENTLY TUNED?

ISO PROGRAM DATE: _____

FIRST PERFORMANCE TIME: _____

NUMBER OF STUDENTS: _____ GRADE LEVELS: _____

SECOND PERFORMANCE: TIME: _____

NUMBER OF STUDENTS: _____ GRADE LEVELS: _____

INSIDE THE CONDUCTOR'S HEAD DATE: _____

TIME: _____

PRINCIPAL: _____

EMAIL: _____ PHONE: _____

PRINCIPAL'S SIGNATURE: _____