

Beginning Instrumental Music Recruitment Checklist



6-12
Months

Six to Twelve Months Prior to Enrollment

- Schedule Demonstration Concert on master calendar
- Schedule instrument fitting dates on master calendar
- Schedule parent meeting date on master calendar
- Check for potential conflicts with desired dates
- Reserve needed rooms/ facilities for all events

3
Months

Three Months Prior to Enrollment

- Communicate with your music dealer about instrument and accessory preferences
- Confirm your instrument fitting and meeting dates with music dealer
- Order needed materials

2
Months

Two Months Prior to Enrollment

- Update your website with new information and current dates
- Set up Google Form for online sign-up
- Update or create introductory letter to send out to families
- Submit bus/ transportation requests for Demonstration Concert

1 Month

One Month Prior to Enrollment

- Contact guidance/ administration to get contact information for incoming students
- Contact feeder music teachers/ schools to share recruitment schedule and other information
- Hold Demonstration Concert
- Send out introductory letter/ email to all prospective families with link to online sign-up form for instrument fittings
- Monitor online sign-ups to close out time slots as they fill up
- Contact music dealer and/ or colleagues to arrange for helpers for instrument fittings
- Recruit student and parent volunteers for non-musical tasks at instrument fittings

3 Weeks

Three Weeks Before Enrollment

- Send reminder email to families who have not responded on online form
- Send reminder/ update of sign-ups to feeder music teachers so they can continue to encourage students to join
- Print testing forms and other documents
- Organize all materials for testing dates (signs, forms, sign-out cards, pencils, binders, etc.)
- Send reminder/ appointment confirmation emails to families. Include information about parking, process, etc.

1-2
Weeks

One to Two Weeks Before Enrollment

- Hold instrument fitting nights
- Make instrument recommendations for students based on preferences, instrument fitting notes and instrumentation needs
- Follow up with students who were “no shows” for instrument fitting appointments
- Schedule make-up date for no shows
- Contact music dealer to get updated pricing for accessories and instrument rentals
- Update recommendation letter and fact sheet
- Send recommendation letter and beginning band/ orchestra fact sheet to all families

Follow
Up

After Enrollment Occurs

- Cross reference course requests with those attending instrument fittings. Follow up with any discrepancies.
- Update administration on possible instrument inventory needs based on new enrollment figures
- Respond to parent questions, requests for instrument switches, etc.
- Update or create parent meeting presentation slides
- Send reminder email to families about parent meeting
- Hold parent meeting/ instrument rental night
- Follow up with families who did not attend meeting to confirm interest and send materials