**Making Music – Weekly Activity Plan**

This ‘Weekly activity plan’ template is part of the Making Music [‘Planning online activity’](https://www.makingmusic.org.uk/resource/planning-online-activity) recourse. There are two other templates documents that go alongside weekly activity plan:

* Resource Planner
* Activity Plan Overview

There is also an accompanying resource that explains more about how to use the templates. We suggest you read this resource and the other templates before using this template.

**About the Weekly Activity Plan**

We have based the plan on a 12-week term, but it is meant as a sample, a starting point to give some ideas and a framework of how to go about it. You do not have to follow them to the letter and can adjust it to suit your own needs and activities. This document is now yours to use and change as you wish.

The plan includes various types of activities and works towards a final performance or guest night – you can find out more about these in the accompanying resource.

**Zoom:** The plan is based on using Zoom for your activities – but can be used with other platforms too. It assumes you have already created a free Zoom account and know how to schedule a meeting and send out the invitation, and your group members know how to print their own music, and have access to devices for Zoom. Sessions are based on 40 minutes as that is the limit for a free Zoom account.

If you are new to Zoom read the accompanying resources for more information.

**If you would like this document in larger print, please contact us at** [**info@makingmusic.org.uk**](mailto:info@makingmusic.org.uk)

*We hope you find this Making Music resource useful. If you have any comments or suggestions about the guidance please*[*contact us*](https://www.makingmusic.org.uk/about-us/contact-us)*. Whilst every effort is made to ensure that the content of this guidance is accurate and up to date, Making Music do not warrant, nor accept any liability or responsibility for the completeness or accuracy of the content, or for any loss which may arise from reliance on the information contained in it*

**Online Activity plan – week one**

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| **Week One** | **Activity One** | **Activity Two** | **Activity Three** | **Activity Four** |
| **Meeting**  **“Break Zoom!”** | **Break Zoom! (15m)**  A chance for all your members to play with Zoom, switch their cameras around, play with the background, mute and unmute, post in chat, do thumbs up and so on  Explain and practice how you want them to ask questions (see ‘decisions’) | **Warm Up (10m)**  Choose a warm up familiar to your group, (for vocal groups, one that you can do a cappella)  Open the mics, give them a start note if necessary and let them hear each other. It’s a really good laugh as they’ll all be out of time. but it also reinforces the need to be muted while they play or sing. | **Past Favourite Piece One (15m)**  Work on an old piece, one the group know well. Ensure all participants are muted.  Go through the different parts one by one to remind people. Unmute between each for questions.  Perform the piece all together at the end. | **Celebrity Play/Sing-Along One (5m)**  Share the screen and sound directly from YouTube. |
| **Advance Preparation** | Learn Zoom Yourself!  Choose a **co-host**, someone who can help manage the meeting.  Plan a zoom meeting with the two of you to get used to the controls. If you have a paid account, you can decide who is going to do what job on the day- mainly **admitting** people/ **muting** and **unmuting.**  If possible, have a person who is available on the phone during the meeting (not you!) in case people get stuck! | Choose a warmup. | Choose a recording of the group from the past. Tell the group in advance they will need their music. If they do not have the music you could email it to them provided you have the copies in storage, share it via a cloud device such as Dropbox or Google Drive or you could use **screen share**.  You will need to **share sound**  and ensure people remain **muted** | Choose a YouTube video of a funny or happy celebrity song/piece.  Either send the music and lyrics to the group in advance by email, or choose a video where they are already on the screen. |
| **Skill Links** | Co-hosting  Admitting People  Muting/ Unmuting  Chat  Gestures |  | Screen Share  Share Sound |  |
| **Resources**  **Checklist** |  | Warm up track/ sheet music/ lyrics if needed, or a way to give a start note. | Past Favourite One Recording  Past Favourite One Sheet Music and/ or Lyrics | Celebrity YouTube Video  Music/lyrics for play/sing along |

**Online Activity plan – week two**

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| **Week Two** | **Activity One** | **Activity Two** | **Activity Three** | **Activity Four** |
| **Meeting**  **“That’s Not My Name!”** | **Warm Up (10m)**  Allow for a longer warm up as there will be people struggling to remember how to get into the meeting.  Again, choose familiar warm ups as this is reassuring when there’s already a lot to think about! | **Rename (5m)**  Teach them how to rename themselves on Zoom. At the moment some of them will be called “i-pad” for example. Encourage them to use both names.  **Play/Sing 5m**  Perform Past Favourite One piece, once through. | **Star Turn of the Week One (5m)**  Live performance by one group member  Keep the rest on mute until applause! | **Teach New Piece One (15m)**  New piece of music  Choose a small section |
| **Advance Preparation** | Start to think who else you might add as **co-hosts**. Ideally you need one member of each section of your group, plus one other (so if you have SATB you would need 4 + 1 + yourself) Plan a meeting with them to show them the meeting controls. If you have a paid account, be clear about who is doing what (mainly admission and mute/unmute for now)  Teach them to **share their screen and sound** | Learn how to **Rename** people, and how they can do it themselves  Perhaps allow one of your new co-hosts to practice sharing with this track | Choose a member of the group who is confident and ask them if they will perform a piece live on the night.  Have a practice with them to check mic levels and clarity. Arrange a soundcheck on Zoom and teach them to **enable original sound**. If they want to use a backing track, don’t ‘share’ it as it may be out of time with them - just ask them to play it next to them in the room.  If you want to, you could send lyrics/music out to the group so they can play/sing along at home. | Choose a piece with fewer parts than you would normally, keep it simple.  You need to purchase music as you would normally (enough copies for your group members) but you can distribute a scanned pdf version during these unusual times.  Ideally you will need a recording of the piece to be able to play whilst the group plays or sings.  If you can, you might want to record each section (or ask different voices to) and multi-track it as you will need separate parts. |
| **Skill Links** | Co hosting  Screen Share | Renaming | Original Sound |  |
| **Resources**  **Checklist** | Co hosts | Past Favourite One Recording/ Sheet music/ lyrics | Lyrics/music for piece | New Piece One recording/ sheet music/ lyrics |

**Online Activity plan – week three**

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| **Week Three** | **Activity One** | **Activity Two** | **Activity Three** | **Activity Four** |
| **Meeting**  **“Getting Good”** | **Warm Ups (10m)**  Do new warm ups this week | **Play/Sing – (25m)**  Rehearse New Piece One in sections first, one at a time.  Then perform it all together |  | **Celebrity Play/Sing-Along Two (5m)**  Share the screen and sound directly from YouTube. |
| **Advance Preparation** | Find new warm ups. There are loads of ideas on you tube or Making Music. This will keep things fresh for the group. Perhaps choose one with actions!  Encourage them to rename themselves again. | Again, allow your new co-hosts to practise **sharing the screen** and sound. They will all need to be confident with it for next week. |  | Choose a YouTube video of a funny or happy celebrity song/piece.  Either send the lyrics/music to the group in advance by email or choose a video where they are already on the screen. |
| **Skill Links** | Warm Up Ideas | Screen Share |  |  |
| **Resources**  **Checklist** | Warm Up plan/ track/ lyrics | New Piece One track/ lyrics/ sheet music |  | Celebrity Play/Sing-Along You Tube Video  Music/lyrics for play/sing along |

**Online Activity plan – week four**

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| **Week Four** | **Activity One** | **Activity Two** | **Activity Three** | **Activity Four** |
| **Meeting**  **“Break Out!”** | **Warm Ups (10m)**  Repeat the new warm ups  Ask the group to rename themselves using a letter to denote their section at the start  EG: T Joe Bloggs S1 Pam Ayres | **Break Out and Play/Sing! (20m)**  Put the group into their sections in breakout rooms and practise New Piece One. Allow for chatting time!  Co-hosts will share individual tracks. | **Come Back and Play/Sing! (5m)**  Give warning five minutes before (use the breakout room message broadcast function to message all breakout rooms)  Perform the piece together in the main room. | **Introduce New Piece Two (5m)**  Play a recording of the piece you will start next week. |
| **Advance Preparation** | Learn how to use **breakout rooms**. Practise with your co-hosts in advance. Ensure all your co-hosts can share sound in their rooms. Renaming with the letter will ensure people can be put in the right room very easily, as the list will be in alphabetical order.  Make sure someone stays in the main room (one section could stay) to let people into the meeting. Meeting leader should not **assign breakout rooms**- this can be done by host during warm up. **Make someone else the host** to do this. | Ensure co-hosts have access to tracks ready to play them in the room using **screen share** |  | Choose a second new piece |
| **Skill Links** | Breakout Rooms  Transfer Hosting  Rename | Screen Share | Message Breakout Rooms |  |
| **Resources**  **Checklist** | Warm Up tracks/ lyrics/ sheet music | Individual tracks for each part of New Piece One | New Piece One Track/ Lyrics/ Sheet music | New Piece Two Track/ Lyrics/ Sheet music |
| **Check in** | Are you still happy with the decisions you have made? Is it suiting your group? Do you need to pay for zoom so you can have a longer meeting (or restart the meeting so you have longer?)  Start to plan your final performance or guest night, now you know what you can do. Do you want the group to record themselves? Do you want to use all live performances? Do you want to use historical performances of the group? This will take a while to do so plan ahead. | | | |

**Online Activity plan – week five**

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| **Week Five** | **Activity One** | **Activity Two** | **Activity Three** | **Activity Four** |
| **Meeting**  **“New Pieces”** | **Warm Up! (10m)**  Invite a member of one of the sections to run the warm ups this week. | **Breakout and Teach- New Piece Two (20m)**  Start the new piece- learn the first bit. Send them out to breakout rooms to learn their part.  Come back together for 5m to play/sing it through | **Star Turn of the Week Two (5m)**  Live performance by one group member  Keep the rest on mute until applause!  **Social Prep 5m**  Ask for volunteers to prepare a quiz round for the social. You only need three for 40m. Try to make one musical! | **Play/Sing- New Piece One (5m)**  Revise it! Start thinking about dynamics and expression. |
| **Advance Preparation** | Ask a member to prepare warm ups. Send them the resource ideas. Check they’re ok! | Ensure co-hosts have access to tracks ready to play them in the room using **screen share** | Choose a member of the group who is confident and ask them if they will perform a piece live on the night.  Have a practice with them to check mic levels and clarity. Arrange a soundcheck on Zoom and teach them to **enable original sound**.  If they want to use a backing track, don’t ‘share’ it as it may be out of time with them - just ask them to play it next to them in the room.  If you want to, you could send lyrics/music out to the group so they can play/sing along at home. |  |
| **Skill Links** |  | Breakout Rooms  Screen share | Original Sound |  |
| **Resources**  **Checklist** | Warm Up ideas/ resources | Individual Tracks for New Piece Two  New Piece Two Track/ Lyrics/ Sheet music | Lyrics/music for piece | New Piece One Track/ Lyrics/ Sheet music |

**Online Activity plan – week six**

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| **Week Six** | **Activity One** | **Activity Two** | **Activity Three** | **Activity Four** |
| **Meeting**  **“Singing Together”** | **Warm Up! (10m)**  Invite a member of one of the sections to run the warm ups this week.  Remember to have the mics open! | **Break Out- New Pieces One & Two (20m)**  Send the group to breakout rooms to revise the two new pieces. | **Come back and Play/Sing! (10m)**  **New Pieces One and Two** | **Celebrity Play/Sing-Along Three (5m)**  Share the screen and sound directly from YouTube. |
| **Advance Preparation** | Ask a member to prepare warm ups. Send them the resource ideas. Check they’re ok! | Ensure co-hosts have access to tracks ready to play them in the room using **screen share** |  | Choose a YouTube video of a funny or happy celebrity song/piece.  Either send the lyrics/music to the group in advance by email or choose a video where they are already on the screen. |
| **Skill Links** |  | Breakout Rooms  Screen share |  | Screen Share |
| **Resources**  **Checklist** | **Warm Up ideas/ resources** | Individual Tracks for New Pieces One and Two | New Pieces One and Two Track/ Lyrics/ Sheet music | Celebrity Play/Sing-Along You Tube Video  Music/lyrics for play/sing along |

**Online Activity plan – week seven**

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| **Week Seven** | **Round One** | Round Two | **Round Three** | Bonus Finder Rounds |
| **Social**  **“The Big Quiz”** | General Knowledge | Guess the musical.  Play short extracts of songs from various musicals.  Ask the group to name the show | What Colour are the Mr Men?  Show some Mr Men in black and white. Ask the group what colour they could be. | Finder!  In between each of the main rounds, run a bonus ‘finder’ round- ask the group to go and fetch an item, give them one minute, and ask them to hold it up to the screen.  Examples:  A Fork  A Hat  Put Socks on your Hands  A food beginning with ‘C’  A bottle of shampoo  A toilet roll |
| **Notes** | These are just suggestions. You can use rounds that your group already have - loads of them will have done Zoom quizzes.  You can ask different people to host different rounds, this will keep things interesting too. | Keep it moving!  Use PowerPoint to keep all your resources in one place. | Vary the method of giving answers (do some after each question, some at the end of the round, use ‘polls’ on Zoom for some | At the end of each round, you could ask them to change their name to put their score at the front so you can see how everyone is doing.  Be aware that some people may not want to share their scores. |
| **Skills** |  |  | Polls (which need to be enabled in your settings in advance) |  |

**Online Activity plan – week eight**

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| **Week Eight** | **Activity One** | **Activity Two** | **Activity Three** | **Activity Four** |
| **Meeting**  **“Future Plans”** | **Warm Up! (10m)**  Invite a member of one of the sections to run the warm ups this week.  Remember to have the mics open!  Don’t forget to ask them to rename themselves if necessary! | **Introduce New Piece Three**  **Breakout to learn first section (15m)**  Start the new piece- learn the first bit. Send them out to breakout rooms to learn their part.  Come back together for 5m to sing it through | **Final Performance or Guest Night Planning (5m)**  Explain what the night will entail- e.g. tickets, times, uniform or costume, that sort of thing. Answer questions! | **Play/Sing Past Favourite Piece One (10m)**  Play/Sing the piece all together. |
| **Advance Preparation** | Ask a member to prepare warm ups. Send them the resource ideas. Check they’re ok! | Ensure co-hosts have access to tracks ready to play them in the room using **screen share** | Plan whether you’re going to ask for volunteers to perform, or approach people and ask them directly.  Have an idea of your theme and what sort of pieces you’d like so you can suggest things. | Choose a recording of the group from the past. Tell the group in advance they will need music. If they do not have music you could email it or share it via a cloud service (e.g. Dropbox) provided you have copies in storage, or you could use **screen share**.  You will need to **share sound**.  Co-host will need to ensure people remain **muted** |
| **Skill Links** |  | Breakout Rooms  Screen share |  | Screen Share  Share Sound |
| **Resources**  **Checklist** | Warm Up ideas/ resources | Individual Tracks for New Piece Three  New Piece Three Track/ Lyrics/ Sheet music | Make a Final performance plan | Past Favourite One Recording  Past Favourite One Sheet Music and/ or Lyrics |

**Online Activity plan – week nine**

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| **Week Nine** | **Activity One** | **Activity Two** | **Activity Three** | **Activity Four** |
| **Meeting**  **“Work Hard!”** | **Breakout and Warm Up! (10m)**  Run the warm ups yourself, familiar ones, so you can get on with the work needed before the Final performance.  Remember to have the mics open! | **Play/Sing Past Favourite Piece Two (15m)**  Sing an old piece, one the group know well. Ensure all participants are muted.  Go through the different parts one by one to remind people. Unmute between each for questions.  Perform the piece all together. | **Star Turn of the Week Three (5m)**  Live performance by one group member  Keep the rest on mute until applause! | **Breakout- finish New Piece Three, return to play/sing (20m)**  Send them out to breakout rooms to learn their part.  Come back together for 5m to play/sing it through |
| **Advance Preparation** | Choose a warm up. | Choose a recording of the group from the past. Tell them in advance they will need their music.  If they do not have the music you could email it to them provided YOU have the copies in storage, share it via a cloud service (e.g. Drop box or Google Drive) or you could use **screen share**.  You will need to **share sound** and ensure people remain **muted** | Choose a member of the group who is really confident and ask them if they will perform a piece live on the night.  Have a practice with them to check mic levels and clarity. Arrange a soundcheck on Zoom, and teach them to **enable original sound**.  If they want to use a backing track, don’t ‘share’ it as it may be out of time with them - just ask them to play it next to them in the room.  If you want to, you could send lyrics/music out to the group so they can sing/play along at home. | Ensure co-hosts have access to tracks ready to play them in the room using **screen share** |
| **Skill Links** |  | Screen Share  Share Sound | Original Sound | Breakout Rooms  Screen share |
| **Resources**  **Checklist** | Warm up track/ sheet music/ lyrics if needed | Past Favourite Two Recording  Past Favourite Two Sheet Music and/ or Lyrics | Lyrics/music for piece |  |

**Online Activity plan – week ten**

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| **Week Ten** | **Activity One** | **Activity Two** | **Activity Three** | **Activity Four** |
| **Meeting**  **“Bring things Together”** | **Warm Ups (10m)**  Do new warm ups this week | **Break Out and Play/Sing- whichever new piece needs most work (15m)**  Send them out to breakout rooms to learn their part.  Come back together for 5m to play/sing it through | **Play/Sing Past Favourite Pieces One and Two (10m)**  Stay in the main room and perform the pieces together | **Celebrity Play/Sing-Along Three (5m)**  Share the screen and sound directly from YouTube. |
| **Advance Preparation** | Find new warm ups. There are loads of ideas on you tube or Making Music. This will keep things fresh for the group. Perhaps choose one with actions!  Encourage them to rename themselves again. | Ensure co-hosts have access to tracks ready to play them in the room using **screen share** |  | Choose a YouTube video of a funny or happy celebrity song/piece.  Either send the lyrics/music to the group in advance by email or choose a video where they are already on the screen. |
| **Skill Links** | Warm Up Ideas | Breakout Rooms  Screen share |  | Screen Share |
| **Resources**  **Checklist** | Warm Up plan/ track/ lyrics | Individual Tracks for New Piec - whichever one  New Piece whichever one Track/ Lyrics/ Sheet music | Past Favourite PIeces One and Two Tracks/ Lyrics/ Sheet Music | Celebrity Play/Sing-Along YouTube Video  Music/lyrics for play/sing along |

**Online Activity plan – week 11**

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| **Week Eleven** | **Activity One** | **Activity Two** | **Activity Three** | **Activity Four** |
| **Meeting**  **“Dress Rehearsal”** | **Warm Ups (10m)**  Do new warm ups this week | **Sing New Pieces One, Two & Three (15m)**  Stay in the main room and perform the pieces together | **Star Turn of the Week Four (5m)** | **Play/Sing Past Favourite Pieces One and Two (10m)**  Stay in the main room and perform the pieces together |
| **Advance Preparation** | Find new warm ups. There are loads of ideas on you tube or Making Music. This will keep things fresh for the group.  Perhaps choose one with actions!  Encourage them to rename themselves again. |  | Choose a member of the group who is confident and ask them if they will perform a piece live on the night.  Have a practice with them to check mic levels and clarity. Arrange a soundcheck on Zoom and teach them to **enable original sound**. If they want to use a backing track, don’t ‘share’ it as it may be out of time with them - just ask them to play it next to them in the room.  If you want to, you could send lyrics/music out to the group so they can sing/play along at home. |  |
| **Skill Links** | Warm Up Ideas |  |  |  |
| **Resources**  **Checklist** | Warm Up plan/ track/ lyrics | New Pieces One, Two and Three Tracks/ Lyrics/ Sheet music | Lyrics/music for piece | Past Favourite Pieces One and Two Tracks/ Lyrics/ Sheet Music |

**Online Activity plan – week 12**

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| **Week Twelve** |  |  |  |  |  |  |  |  |  |
| **Final Performance**  **“Celebration!”** | Past Favourite Piece One | Live Performer One | New Piece One | Live Performer Two | New Piece Two | Live Performer Three | New Piece Three | Live Performer Four | Past Favourite Piece Two |
| **Piece List** |  |  |  |  |  |  |  |  |  |