

Learn To Play Day Checklist

17th and 18th of March 2018

**LEARN TO
PLAY DAY**

Saturday & Sunday
17-18 March
2018

learntoplayday.com



Music

for ALL

MAKING MUSIC CHANGES LIVES

Completion of all of top boxes is required

Date or dates	
Venue Name	
Event Location (Address) (in shop or otherwise)	
Address for Materials if not as above	
Partners (eg. Local music service)	
Contact for Event	
Signature	
Contact Telephone No.	
Contact email address	

Answers in this box if possible or on another sheet

Do you also want to run this event on Sunday 18 th March 2018? An answer is required	
Please like and share our Facebook page for the event at: https://www.facebook.com/learntoplayday	
Which instruments do you want to teach?	
How many pupils will take part in each lesson (eg. 3/4/5/6)?	
Will they be sitting or standing?	
Will you have different sizes of instrument available? (Plus left-handed)?	
How long will each lesson last (eg. 15 minutes)?	
Will you have a pre-designed lesson of what to teach (eg. a riff/tune)?	

What times will teaching start and what time will the day end?	
How many teachers will you need on the day?	
How many of the teachers can you source yourself?	
Can you factor in breaks for the teachers without stopping the flow of lessons?	
Are there any costs for the day which would you like MfA to possibly cover?	
Will all teachers be CRB/DBS checked? <i>Do you have a safeguarding policy? If so, please attach. Will all the teachers be CRB/DBS checked?</i>	
How will you manage waiting pupils (eg. cards to come back at certain times)?	
Which suppliers can assist you on the day (gear, demo staff, prizes etc.)?	
What materials do you have to give to pupils to help them continue (eg. local teachers, databases etc.)?	
Can you offer a competition in order to capture pupil's details?	
Can you offer a special voucher to all pupils that can only be redeemed in your shop? (Very important in tracking outcomes of the day)	
Please ensure you complete the Music for All Health and Safety document. This will be sent to you after we have received this one	
Do you have good relations with local press and radio to pre-promote the event?	
Do you have a local celebrity that you could invite to support the event (Even teach?)	
Could you encourage a greater 'happening' by (for example) getting the local samba band to march through town bringing people to the shop?	
Could any of the local shops also promote the event? (eg. HMV etc.)	
Can you 'busk' at the shop entrance/nearby to bring more people in?	
Will you be able to use posters for the day in the shop, on the website around the Town?	