

How to Plan/Implement Your Own “Area School”

- Determine the purpose of the area school:
 - Share the coaching of a guest coach for choruses and/or quartets
 - Learn a new song, review regional songs, and so on
 - Visit with members of another chorus (or choruses)
- Choose a committee to brainstorm ideas, plan, and implement the event.
- Work with other potential attendees (interested parties) to select a date and a location.
- Determine the duration of the event – morning only, afternoon only, morning and afternoon...
- Locate a facility that meets your needs:
 - Main room that accommodates 70-80 people & seating for everyone
 - Adequate, safe parking
 - Easily accessible restrooms
 - Three additional breakout rooms (if sectional rehearsals)
 - Electric outlets appropriately placed for plugging in laptops, speakers, microphones, projectors, screen (or something that can be covered by a bed sheet to be used as a projection screen)
 - Technology needed
 - Access to a nearby kitchen facility
- Determine whether a fee will be charged to attendees.
- Determine whether food and beverages will be provided. If yes, will there be a cost to the attendees?
- Include fun ways to get to know each other and fun ideas for moving from one session to the next.