

Consultant Process - Schedule of Events/Activities
(*Consultant Responsibility)

Before arrival:

- ___ Set up meeting dates, locations and times
- ___ Arrange for equipment needs for **each** meeting:
 - ___ Large projection screen
 - ___ 6' or 8' table
 - ___ Lapel microphone for large group meeting(s)
- ___ Have Information Survey Forms completed as appropriate (returned by _____)
- ___ Collect and forward articles, school board work documents, budget proposals, cut proposals, educational reform, and any other materials related to the current situation
- ___ Send list of all music teachers in the district
- ___ Send a list of all schools in the district
- ___ Meet with music dealers, asking for voluntary contributions
- *Analyze data; Formulate rough draft of Status Report (as possible with extant data)**

Day 1:

- ___ **Arr in**
- 4:00-6:30 p.m. (proposed)- Exclusive meeting with music teachers (2-1/2 to 3 hours)
 - *Present the schedule for the consultation**
 - *Review the situation and purpose for consultation**
 - *Uniting teachers/Empowering parents**
 - *Brainstorming on district - history of music, honors & awards, confirm statistics, develop "dream list", define issues**
- Gather and **analyze remaining statistical data as necessary to complete the Status Report**

Day 2:

- *Analyze data and configure the Status Report (cost benefit analysis) final draft**

Day 3:

- ___ TBA (two hours) – Open meeting with Community (Parents, teachers, public)
 - *Why we are there, give them the schedule**
 - *Go through (empowering) overheads as appropriate**
 - *Clarify specified and hidden issues**
 - *Ask for questions. (Observe for selecting Leadership Team candidates)**
 - ___ Have someone "pass the hat" during the question time
 - ___ Have people sign up names, addresses and telephone numbers if they wish to be involved in the process.
 - ___ Have them sign on a separate list if they wish to serve on the Leadership Team.
 - *See about organizing music boosters (and/or into committees)**

Meeting with Leadership Team (2-4 hours)

- ___ Order in refreshments
- ___ Proof read the report, edit and reprint
- ___ Set up strategies according to local needs
 - ___ Assign specific tasks to specific people as team determines needs ___ telephone banks
 - ___ administrative meetings
 - ___ music booster organizing
 - ___ Select key speaker(s) for presenting proposal to board and/or administration
 - ___ Request Task Force?

Follow-up:

- *Continued availability for assistance as necessary:**
 - *Advice, interpretation of issues, further consultation (without an additional site visit)**