Headstart Section Leader Teacher Leader Notes

1. Prep your sectional by taking a supply of backup mouthpieces and ligatures (if available from cupboard), as well as boxes of reeds (2, 2.5), valve oil, cork grease, tuning slide grease, strings, rosin,sponge, bow, etc., and method books (Essential Elements for Band--yellow--students may need to share today), (Essential Elements for Strings--Orange--we found more so all students should have their own). And don’t forget to bring some **stands**!!
2. There should be two of you leading each sectional. Use one person as the head teacher and demonstrator and the other as the assistant who helps more with one-on-one and can go get supplies from the music room as needed.
3. Once settled and set up in rooms, direct students to put cases on the floor, right side up (logo side usually), and to open case and check for all of their materials. (instrument, mouthpiece - brass), (all instrument parts, mouthpiece, ligature, cleaning cloth, - woodwinds), (rosin, sponge, elastic, bow-strings).
4. Direct students to go to washroom with mouthpiece and clean (without dropping it in the sink! Maybe make a little bed of paper towels in the sink before washing) with warm soapy water and then return back to you.
5. Go over instrument care in detail. What NOT to do to the instruments. For Brass, how to gently put in your mouthpiece and how not to get it stuck. For woodwinds, the instrument needs to stay as dry as possible, so the only part allowed to get wet is the mouthpiece, unless you play flute, in which case nothing can get wet! Do not give your instruments a bath over the weekend. This is only to take place under teacher supervision (Brass) or not at all (woodwinds).
6. Demonstrate how to put instrument together (woodwinds, this also includes demo on reed and ligature--tell students to be CAREFUL with their REEDS...don’t touch the tip), how to hold instrument properly, and names of basic parts.
7. Demonstrate how to make first sound on instrument (embouchure, air stream) and students join you to try long tones. Focus on posture and air support as well. Percussion-demonstrate first sounds on ALL main instruments and some auxiliary.
8. Demonstrate first few fingerings on instrument and everyone try.
9. Make sure everyone is having fun and feels supported! Some students will need more one-on-one assistance than others.
10. **BAND GOAL**--students know how to properly set up, hold, and make a basic sound on their instrument, as well as know how to take care of it enough to take it home over the weekend to practice. **STRINGS GOAL**: students are able to bow parallel, hold their bow properly, and know fingerings on the D and A strings.
11. Demonstrate and direct students on how to put their instrument away in their case. Check up on their work. (woodwind-show them how to disassemble their instrument and mouthpiece, and where the reed goes.)
12. Clean the classroom you were using thoroughly! Look for supplies that were left behind, and put chairs and desks back where they belong (take a picture of the room when you get there if you don’t think you can remember its set-up). Return all of the stands and extra materials to the music room.
13. **Fill out a sectional report and hand in to Ms. K. or Ms. R. today!** Make sure all attendance is clearly recorded on it. Return to the Music Room for fun after headstart activities and snacks! Ask everyone to wash their hands before they eat anything. :)