

Learn To Play Day Checklist

Date	Saturday 12 March 2016
Event Organiser	
Event Location	
Partners (e.g. local music service or music shop)	
Name of person completing form	
Signature	
Contact for Event	
Event Contact email address	



	✓
Would you also like to run this event on Sunday 13 March 2016?	
Please like and share our Facebook page for the event at: https://www.facebook.com/learntoplayday	
Which instruments do you want to offer taster sessions/short lessons on?	
How many pupils can 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 (e.g. 10/15 minutes)?	
Will you have a pre-designed lesson of what to teach (e.g. a riff/tune)?	
What times will teaching start and what time will the day end?	
How many teachers will you need on the day? (that you would like us to help you find)	
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? (Making Music can do this for you.)	
How will you manage waiting pupils (eg. cards to come back at certain times/other activity e.g. trying out instruments)?	
Would you like us to help with suppliers who can assist you on the day (gear, demo staff, prizes etc.)?	
Can the local music shop assist you on the day (e.g. staff, instruments, prizes, vouchers)?	
What materials do you have to give to pupils to help them continue (e.g. local teachers' database, local amateur groups list etc.)?	
Can you offer a competition in order to capture pupils' details?	
Can you offer a special voucher to all pupils that can only be redeemed in your local shop/at one of your events/with your group? (Very important in tracking outcomes of the day)	
Can you offer a free ticket to your next concert or event?	
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) playing or singing in a busy high street to bring people to your event or to the local music shop if it is participating?	
Could any of the local shops also promote the event? (eg. HMV etc.)	
Can you organise a joint event with your local music shop and, for instance, 'busk' at the shop entrance/nearby to bring more people in?	
Will you be able to use posters for the day in your usual rehearsal or concert venue and on your website?	