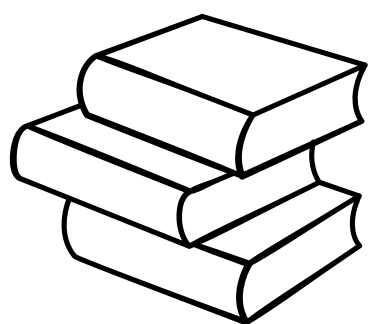# CHECKLIST
FOR MUSIC TEACHERS

CLASSROOM SETUP

- ☐ Decorate bulletin boards and walls.
- ☐ Set up instrument storage and label shelves.
- ☐ Organize classroom instruments.
- ☐ Create seating plan or riser plan.
- ☐ Prepare name tags / folders / music binders.
- ☐ Set up music stands, chairs, piano bench.
- ☐ Post daily routine/warm-up posters.

PLANNING & CURRICULUM

- ☐ Map out long-range plans for each grade/course.
- ☐ Choose/review repertoire for vocal/instrumental ensembles.
- ☐ Prepare first week of lessons/activities.
- ☐ Update or finalize unit plans.
- ☐ Make copies or prep digital files of first unit handouts.
- ☐ Prepare diagnostic or baseline assessments.
- ☐ Plan icebreakers / team-building activities.
- ☐ Review accommodations for IEPs and ESL students.

ADMIN & TECH

- ☐ Update classroom website / LMS.
- ☐ Upload syllabus and course outline.
- ☐ Input assessment categories into your gradebook.
- ☐ Test classroom technology.
- ☐ Print or laminate QR codes for digital access.

COMMUNICATION & COMMUNITY

- ☐ Send intro email to families / students.
- ☐ Create or update classroom newsletter template.
- ☐ Plan your Back-to-School Night / Open House materials.
- ☐ Make a "Meet the Teacher" slide/poster or video.
- ☐ Review concert dates and input into school calendar.
- ☐ Connect with colleagues (arts team, admin, custodians).
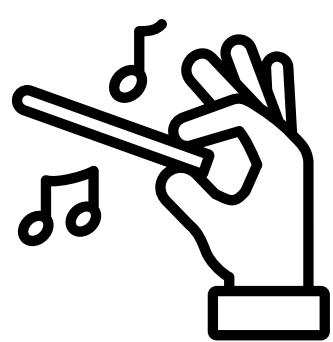
PERFORMANCE & EXTRAS

- ☐ Schedule piano tunings and equipment maintenance.
- ☐ Confirm accompanists / sectional leaders.
- ☐ Organize choral/instrumental folders and assign numbers.
- ☐ Plan first performance goal or event.