

2 PAGE MONTHLY SPREADS

October

Sunday	Monday	Tuesday	Wednesday
27	28	29	30
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28
<i>Who hears music, feels his solitude peopled at once.</i> <i>~Robert Browning</i>			

October

Thursday	Friday	Saturday	TO DO
1	2	3	
8	9	10	
15	16	17	
22	23	24	
29	30	31	
Notes			

inspirational quotes
each month

additional space for
important dates & info

AT A GLANCE YEARLYS

2020-2021													
August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24		
23	24	25	26	27	28	29	27	28	29	30	1		
30	31												
October							November						
S	M	T	W	T	F	S	S	M	T	W	T		
27	28	29	30	1	2	3	1	2	3	4	5		
4	5	6	7	8	9	10	8	9	10	11	12		
11	12	13	14	15	16	17	15	16	17	18	19		
18	19	20	21	22	23	24	22	23	24	25	26		
25	26	27	28	29	30	31	29	30	1	2	3		
December							January						
S	M	T	W	T	F	S	S	M	T	W	T		
29	30	1	2	3	4	5	27	28	29	30	31		
6	7	8	9	10	11	12	3	4	5	6	7		
13	14	15	16	17	18	19	10	11	12	13	14		
20	21	22	23	24	25	26	17	18	19	20	21		
27	28	29	30	31	1	2	24	25	26	27	28		

2020-2021													
August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31												
October							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	29	30	1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	1	2	3	4	5
December							January						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	1	2	3	4	5	27	28	29	30	31		
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
31	1	2	3	4	5	6	28	1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	1	2	3	4	28	29	30	31	1	2	3
April							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31				25	26	27	28	29	30	1
							2	3	4	5	6	7	8
							9	10	11	12	13	14	15
							16	17	18	19	20	21	22
							23	24	25	26	27	28	29
							30	31					
June							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	29	30			
6	7	8	9	10	11	12	4	5	6	7			
13	14	15	16	17	18	19	11	12	13	14			
20	21	22	23	24	25	26	18	19	20	21			
27	28	29	30	31	1	2	25	26	27	28			

2020-2021													
August					September					October			
S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31												
November					December					January			
S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	27	28	29	30	31		
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30	31												
Important Dates:													
Notes:													

multiple yearly calendar formats

WALL CALENDARS



August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3					
9	10					
16	17					
23	24					
30	31	Not				



September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7					
13	14					
20	21					
27	28					

Notes:



October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5					
11	12					
18	19					
25	26					

Notes:



November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Notes:

full page wall calendars

CURRICULUM & LONG RANGE PLANS

Curriculum Map

GRADE/CLASS:

UNIT:

STANDARD

Scope & Sequence

Concept:

K 1 2 3 4 5 6

Scope & Sequence

UNIT/QUARTER:

K 1 2 3 4 5 6

PERFORM

CREATE

RESPOND

CONNECT

Monthly Map

August

September

October

November

December

January

customize your own long range plans

use sticky notes to adjust plans as you go

LESSON PLANS

Lesson Plan

Grade/Class		
Repertoire	Title: Source: CD/Book # Track/Page #	
Concepts	☐ Rhythm ☐ Melody ☐ Tempo ☐ Dynamics ☐ Timbre ☐ Form ☐ Texture ☐ Harmony ☐ Beat	Objectives:
Standards	State:	National:
Resources	Materials/Instruments:	Technology:
Assessment	☐ Whole Class ☐ Small Group ☐ Individual ☐ Other	Vocabulary

Lesson Plan

Grade/Class		
Repertoire	Title: Source: CD/Book # Track/Page #	
Concepts	☐ Rhythm ☐ Melody ☐ Tempo ☐ Dynamics ☐ Timbre ☐ Form ☐ Texture ☐ Harmony ☐ Beat	Objectives:
Standards	State:	National:
Assessment	☐ Whole Class ☐ Small Group ☐ Individual ☐ Other	Resources

editable daily lesson plans

CLASS LISTS

[illegible][illegible]

Keep track of students' IEPs and medical issues

ASSESSMENTS

[illegible][illegible][illegible]

customize data tracking for assessments,
instruments, & concepts

SEATING CHARTS

Class:
Grade:
Student Total:
Additional Notes:

[illegible]

Class:
Grade:
Student Total:
Additional Notes:

[illegible]

Class:
Grade:
Student Total:

[illegible]

moveable boxes in multiple setups with editable text

CLASS JOBS

Paper Manager



Supplies Manager

Clean-up Crew

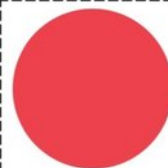


Peace Makers

Teacher's Aide



CLASS JOBS



Insert text here



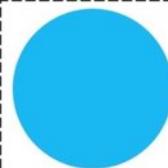
Insert text here



Insert text here



Insert text here



Insert text here

use the premade class jobs chart or customize your own

CONTACT LISTS

[illegible][illegible]

keep track of guardian emails & phone numbers

stay in contact with local musicians & colleagues

RESOURCES & FORMS

Leadership

Log

Event

Purchase

History

Item

Company

Order #

Quantity

Price

Music

Library

Item Description

Borrower's Name

Date Borrowed

Date Returned

Inventory

Checklist

Item

Type

Quality

Quantity

Performance

Checklist

What?	When?	✓
Choose repertoire for the concert that includes varying skill levels	As soon as possible	
Finalize dates/times for dress rehearsal & concert	As soon as possible	
Consult colleagues/community members to assure there are no conflicts with dates/times	As soon as possible	
Reserve performance space for dress rehearsal & concert	At least six months prior	
Add concert dates/times to master schedule	At least six month prior	
Send practice schedule and concert info home with students	At least three months prior	
Begin concert rehearsals	Two or three months prior	
Finalize repertoire for concert	At least two months prior	
Double-check the reservation of performance space	One month prior	
Develop program flyer	One month prior	
Assign/request concert helpers and backups (stage manager, lights & sound)	One month prior	
Send home reminder of dress rehearsal and concert information	Three weeks prior	
Advertise the concert within the school and community	Three weeks prior	
Finalize program flyer (including acknowledgements) and send to printer	Two weeks prior	
Send home final concert reminder to students and concert helpers	One week prior	
Go over performance space & adjust set-up if needed	Day before	

customizable forms

pre-filled & editable
performance checklist

SUBSTITUTE BINDER

Welcome to *Music*

Thank you for substituting for me!

At the end of the day, please fill out the enclosed "Substitute's Notes" form to record how the day progressed.

Enjoy your time in music class!

Substitute's *Notes*

for you today?

Please keep in *Mind*

The following students do NOT work well together

Emergency *Cheat Sheet*

Expectations & *Rules*

Entering Classroom:

Exiting Classroom:

Restroom:

Classroom Supplies:

Instruments:

Other:

own:

In case of soft lock down:

ther:

In case of fire:

ence:

Emergency support contacts:

editable forms for your sub binder

TO DO LISTS

Sticky Note
To Do List

The template features a white background with a decorative border of colored dots (pink, purple, blue, teal, green, yellow, orange, red) along the top edge. A large, light blue diagonal line runs from the top right towards the bottom left. The main area is divided into four large, empty square boxes by thin black lines, arranged in a 2x2 grid. A faint, large, light blue watermark reading 'ROAD' is visible across the top half, and another faint watermark reading 'easy' is visible in the bottom left corner.

use sticky notes to move tasks from week to week

DESKTOP ORGANIZERS



backgrounds to organize the folders on your desktop