



Recruitment Calendar

AUGUST

- ❑ Set Spring Recruitment Date
Date/Time _____
Location _____
- ❑ Set Spring Instrument Rental Meeting with BHV 2-3 weeks from Recruitment Day
Date/Time _____
Location _____

September-December

- ❑ Have your group be seen & heard through the school
- ❑ Announce concerts to all district schools
- ❑ Take pictures/videos of your students performing
- ❑ Create social media channels/logo for your program

January

- ❑ Get a list of every homeroom teacher for prospective string students from each school and the number of students in that homeroom
- ❑ Let the Education Representative at BHV know which book(s) & accessories will be used the following school year

February

- ❑ *Print orchestra opportunity flyers (* see website)
- ❑ Deliver to homeroom teachers boxes with a request to give them out to their students to take home

March

- ❑ *Have a **Recruitment Day** (* see website)
- ❑ *Print orchestra sign up forms (* see website)
- ❑ After the presentation give the sign up forms to the homeroom teachers to pass out. Inform the teacher and students they must return the form in 1 week because the class fills up fast |
One Week after Recruitment Day
- ❑ Call every parent that returned the sign up form to remind them of the upcoming Instrument Rental Meeting. **By getting commitments, results will be guaranteed**

April

- ❑ 2-3 weeks after Recruitment Day, have an evening Instrument Rental Meeting scheduled at the school
- ❑ *Send out a reminder to parents 2 days before the meeting via email and/or giving postcard reminders to the homeroom teacher (* see website)
- ❑ Bernhardt House of Violin will be there to set the students up for success by sizing them & providing a rental instrument & the required book/accessories for the next school year. The parents will have everything taken care of before summer begins

May

- ❑ Parents who miss the meeting can reserve an instrument for delivery in August until June 15th by visiting www.bernhardtviolins.com/rentals

STRINGS ARE OUR
SPECIALTY

