



BERNHARDT HOUSE OF VIOLINS RECRUITMENT CALENDAR

AUGUST

- ☐ SET SPRING RECRUITMENT DATE
DATE/TIME _____ LOCATION _____
- ☐ SET SPRING INSTRUMENT RENTAL MEETING WITH
BHV 2-3 WEEKS FROM RECRUITMENT DATE
DATE/TIME _____ LOCATION _____

****Tips and Recruiting Materials
are available for download
bernhardtviolins.com/education/teacher-resources/***

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/LOGOS 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 SCHOOL COORDINATOR 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.
- ☐ CALL EVERY PARENT THAT RETURNED THE SIGN-UP FORM TO REMIND THEM OF THE
UPCOMING INSTRUMENT RENTAL MEETING.

APRIL

- ☐ HAVE AN INSTRUMENT RENTAL MEETING SCHEDULED AFTER SCHOOL 2-3 WEEKS
FROM RECRUITMENT DAY
- ☐ *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 VIOLINS WILL BE THERE TO SET THE STUDENTS UP FOR
SUCCESS BY MEASURING THEM FOR THE CORRECT SIZE; HELPING THEM RESERVE A
RENTAL INSTRUMENT, & REQUIRED ACCESSORIES/BOOK 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 1ST BY VISITING WWW.BERNHARDTVIOLINS.COM/RENTALS

