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MEPAA
Music Education &
Performing Artists
A s s o c i a t i o n

ROCK ORCHESTRA

WORKSHOP GUIDE

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WHAT IS ROCK ORCHESTRA?

Rock Orchestra is a music workshop for under-21 youth in groups of 15-35 participants, as well as special workshops for smaller groups or company team-building events. We provide all equipment, instruments, and teachers, so that everyone can leap right in and jam! Through listening and playing along, and with the guidance of experienced musicians acting as mentors, youth learn the skills they need to perform popular songs they know and love. The open format accommodates all levels of musical experience from first-time beginners to advanced. The workshops encourage hands-on learning, ear training, as well as team-building and self-confidence.

TYPES OF ROCK ORCHESTRA

There are several ongoing weekly drop-in Rock Orchestra programs that run throughout the school year, as well as one-time special workshops:

GRRRL JAMZ AT OPHELIA'S PLACE

Location: Ophelia's Place
1577 Pearl Street, Eugene, OR 97045

Workshops: Electric Jam: Wednesdays 3:30pm - 5:00pm
Acoustic Jam: Thursdays 4:00pm - 5:30pm

GRRRL Jamz are girls ages 10-18. They're run in partnership with Ophelia's Place, a "prevention based organization dedicated to helping girls make healthy life choices through empowerment, education and support."

Note: only female and non-binary music mentors may volunteer with the GRRRL Jamz, out of respect for the Ophelia's Place gender-specific services mission.

KIDZ ROCK UNDER-21 JAMZ

Location: Music Masters
380 East 40th (Donald & 40th)

Workshops: Sundays - time TBA

KIDZ ROCK Under-21 Jamz are open to all youth. They are geared towards rock jams, though we incorporate acoustic instruments as well if participants are interested.

MOBILE ROCK ORCHESTRA

Mobile Rock Orchestra travels to locations to work with various youth organizations and schools. Previous workshops have been held at Petersen Barn Community Center, Girls Rule! Conferences, the YES youth symposium, and Cottage Grove's Lincoln Elementary School.

SPECIAL AND PRIVATE EVENTS

We do special events such as adult workshops for team-building, or smaller groups of youth. Team-building and other adult workshops are the same as any youth event, and we encourage adults to let go of any pre-conceived notions about music and what they can or cannot do!

ROLES AND RESPONSIBILITIES

WORKSHOP LEADER

The workshop leader is in charge of the overall workshop, from setup and coordination, to welcoming participants, to leading the Rock Orchestra group through songs. The workshop leader works with the music mentors and support volunteers to divide up and assign responsibilities before and during the workshop, and makes sure that all the needed resources are in place.

Requirements and Skills

- Extensive experience with teaching the Rock Orchestra workshop format
- General basic knowledge of most instruments common to Rock Orchestra
- Solid knowledge of music and foundational skills
- Comfortable leading and organizing a team of 10-20 people
- Comfortable leading and conducting a group of 15-35 youth

Specific Duties and Responsibilities

- Choose and prepare songs for workshops
- Pick up and transport equipment and materials to workshop (for mobile Rock Orchestras only)
- Coordinate with venue
- Orient music mentors and support volunteers and assigning stations
- Welcoming participants as they arrive
- Act as conductor for playing through the songs
- Gather feedback from participants and music mentors
- Return equipment and materials from workshop
- Fill out and return Event Report + attendance

MUSIC MENTORS

Music mentors are the one-on-one workshop teachers. They focus on their specific instrument section, and are responsible for making sure all instruments and equipment are in working order, tuned, and that all support materials like chord/fingering charts, picks, stands, tuners, etc are set up available. Pre-workshop, music mentors assist with load-in of equipment, setup, and planning. Post-workshop, they assist with cleanup load-out, and feedback on the successes and improvements needed to the workshop.

Rock Orchestra Stations

- Keyboard
- Guitar
- Ukulele
- Bass
- Drums & Rhythm Instruments
- Vocals
- Floaters (work between sections assisting where necessary)

Requirements and Skills

- Solid musical skills and knowledge of one or two specific instruments common to Rock Orchestra
- Able to improvise both personally and musically, able adjust according to youth abilities and song requirements
- Can follow a chord and lyrics chart (do not have to read music notation)
- Comfortable working one-on-one with youth of all ability levels and learning styles in a patient, respectful manner

Specific Duties and Responsibilities

- Meet at venue 90 mins before workshop starts for planning and setup
- Set up equipment and instruments
- Prepare workshop materials such as chord charts, tuners, picks, fingering guides, etc
- Maintain and tune instruments throughout workshop
- Work with participants individually and in small section groups
- Clean up and load out equipment and materials

Personal Equipment

You can bring your own instrument with you for teaching purposes. You are responsible for its care at the workshop. If you are bringing an instrument that requires an amp, please bring your own amp and cables. It's helpful to tag your equipment with colored tape or a name tag so that it doesn't get mixed in with Rock Orchestra equipment.

If you do not want participants to use your instrument, please keep it separate from the other instruments, or put it away in a case while not using it.

SUPPORT VOLUNTEERS

The support volunteers help with all aspects of the Rock Orchestra outside of teaching. They help with pick up of equipment and materials, loading in and out, setup and cleanup of materials, welcoming participants, and supplying workshop leader and music mentor with additional materials as needed.

Requirements and Skills

- Familiar with MEPAA and our other programs
- Comfortable working with the public and a team of volunteers
- Able to work independently to fulfill position tasks and periodic requests

Specific Duties and Responsibilities

- Set up the welcome table with workshop packets, Event Report sign-in sheets, and other promo and print materials
- Photocopy or print song and support materials (for weekly workshops only)
- Hand out workshop packets
- Set up snacks and water if necessary
- Get any needed/missing equipment and materials as necessary
- Act as greeter and monitor sign-in for all participants
- Handle any donations received during the workshop
- Collect feedback forms from participants and music mentors

MOBILE ROCK ORCHESTRA TIMELINE

This will give you an overview of running a mobile Rock Orchestra, where we take all our equipment and teachers out to a school, community center, or other organization to run a workshop.

2-3 WEEKS PRE-WORKSHOP

Preparation for Workshop: Workshop Leaders

- Coordinate with music mentors and volunteers by email/text
- Introduce yourself to the venue as the point of contact on the day
- Make a plan for equipment pickup and transport
- Plan songs to play
- Prepare music mentor and volunteer workshop packets with relevant songs
- Add songs to be learned to the iPod if they're not there

DAY OF WORKSHOP

Equipment and Supplies Pickup and Transport 3-4 hours pre-workshop (allow extra time)

- Pick up Rock Orchestra equipment materials from storage
- Equipment checklist: make sure you have everything you need.
- *Important: if any equipment is missing at the start, make a note!*

Set Up the Workshop Space 90 mins pre-workshop

- Check in and coordinate with venue
- Meet and sign in music mentors and support volunteers on the Event Report
- Load-in and set up PA and equipment
- Set up sign-in table with Event Report attendance sheet, name badges, workshop packets, promo, volunteer recruitment, feedback forms, etc
- Make sure all instruments, amps, cords, music stands, etc. in each section are working

Workshop Leader and Music Mentor Intro Meeting 60 mins pre-workshop

- Introductions: name, musical background and experience
- Compare your strengths and interests so that you know how to best support each other and the participants
- Hand out music mentor packages - songs, teaching tips, other materials, name tags
- Listen to the song together and play along
- Discuss any challenges or teaching concerns in the song

Individual Preparation Time 45 mins pre-workshop

- Tune all instruments in each section
- Get familiar with the songs in the session – chords, timing, structure, etc.
- Coordinate with other music mentors in your section to make teaching plans
- If relevant, set up fingering charts and reference material at each station
- Relisten to the song as needed

As Participants Arrive 15 mins pre-workshop

- Sign in participants
- Give out participants name badges and packages
- Music mentors: Talk and mingle with participants to get them comfortable

WORKSHOP OUTLINE

Circle Meeting: Introduction

5 mins

- Gather all participants and mentors together in a seated circle
- Leader and music mentors introduce themselves
- Show of hands: which participants have musical experience? If yes, remind them they can help others and be strong group leaders
- Familiarize participants with their packages and assign instruments

Instrument Orientation

5 mins

- Music mentors give a quick introduction to instruments and music tabs
- Participants familiarize themselves with instruments
- Music mentors learn participant names and answer questions

First Time Through: Listen Only, No Playing

10 mins

- Rock Orchestra leader plays workshop song while participants listen
- Music mentors verbally walk participants through chords, rhythms, transitions, etc. and show how to follow along on the music charts
- After listening, instructors demonstrate how to play chords, rhythms, etc
- Rock Orchestra leaders moves around to check in and support music mentors and answer questions as needed
- When Rock Orchestra leader has confirmation from all music mentors, move on to second time through

Second Time Through: Play Along Quietly

10 mins

- With guidance, music mentors lead participants through playing along
- Focus on getting one part right - a chord, a transition, a stop/start point, etc
- When Rock Orchestra leader has confirmation from all music mentors, move on

Repeat and Play Along

15-20 mins

- As many times as possible, play along with the recording
- Leader: check in with music mentors so as not to rush into the next repeat

Play Without Recording

5-10 mins

- Lead participants through playing the song without the recording
- Music mentors should provide leadership by playing along
- Leaders provide a solid beat and conduct the song
- Play through again if time allows

Circle Meeting: Wrap-Up

5 mins

- Put instruments and equipment down/away
 - Feedback forms for participants, hand out volunteer recruitment info
 - Thank yous and goodbye
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POST-WORKSHOP

Cleanup

- Pack up equipment, put instruments in cases, wind cables, etc
- Sweep area for picks, tuners, drumsticks, rhythm instruments, music handouts, etc
- Coordinate load-out and wrap-up with venue as needed

Workshop Leader and Music Mentor Meeting

- Feedback from volunteers - check in verbally to see how it went
- Feedback forms from volunteers
- Thank yous and goodbye

Event Report (Workshop Leader)

- Date
- Location
- Number of participants
- Names of volunteers
- Volunteer hours per volunteer
- Income, if any
- Notes, if any (Feedback from volunteers, problems, concerns, new volunteer sign-ups, etc)

Return Equipment and Supplies to Storage

Submit Event Paperwork

- Event Report
- Sign-in Sheet
- Participant and music mentor feedback forms
- Volunteer Recruitment forms (if any)
- Equipment and Materials Checklist - with notes on missing/broken equipment

CHECKLISTS FOR ROCK ORCHESTRAS

The following pages are the checklists you'll need for preparing, setting up and running a Rock Orchestra:

- **Equipment and Materials Checklist**
- **Rock Orchestra Room Layout**
- **Workshop Packet Checklist**

EQUIPMENT AND MATERIALS CHECKLIST

Sound System

- ☐ PA board
- ☐ Extra-long XLR Cables X 2
- ☐ Speakers X 2
- ☐ Speaker Stands X 2
- ☐ Power Cables X 2
- ☐ iPod with required mp3s
- ☐ iPod cable
- ☐ iPod charger

Vocals

- ☐ Vocal Mics x 4 # Out: ____ # In: ____
- ☐ Mic Stands x 4 # Out: ____ # In: ____
- ☐ XLR Cables x 4 # Out: ____ # In: ____

Keyboard

- ☐ Keyboards x 3 # Out: ____ # In: ____
- ☐ Power Supplies x 3 # Out: ____ # In: ____
- ☐ Keyboard Stands x 2 # Out: ____ # In: ____
- ☐ Amps x 2 # Out: ____ # In: ____
- ☐ ¼" Cables x 2 # Out: ____ # In: ____

Guitar

- ☐ Guitars x 4 # Out: ____ # In: ____
- ☐ Amps x 4 # Out: ____ # In: ____
- ☐ ¼" Cables x 4 # Out: ____ # In: ____
- ☐ Instrument Stands x 2 # Out: ____ # In: ____

Bass

- ☐ Bass x 2 # Out: ____ # In: ____
- ☐ Amps x 2 # Out: ____ # In: ____
- ☐ ¼" Cables x 2 # Out: ____ # In: ____
- ☐ Instrument Stands x 1 # Out: ____ # In: ____

Drums

- ☐ Full Drum Kits x 2 # Out: ____ # In: ____
- ☐ Drum Throne x 2 # Out: ____ # In: ____
- ☐ Cocktail Kit x 1 # Out: ____ # In: ____
- ☐ Drumsticks x many # Out: ____ # In: ____

Rhythm Instruments

- ☐ Hand Drums # Out: ____ # In: ____
- ☐ Shakers # Out: ____ # In: ____
- ☐ Claves # Out: ____ # In: ____

Ukulele

- ☐ Ukuleles X 5 # Out: ____ # In: ____

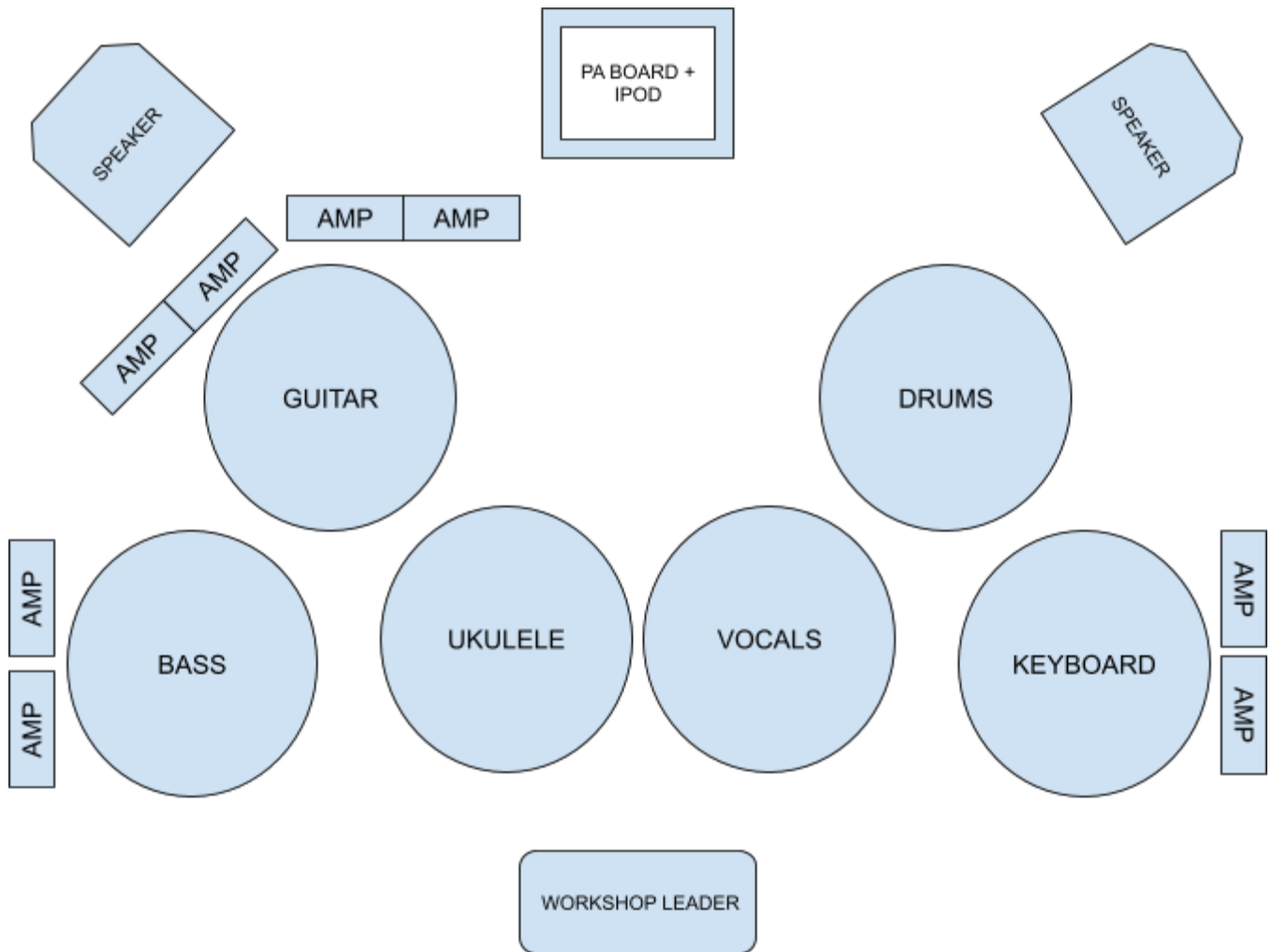
Other Equipment

- ☐ Power Strips x 3 # Out: ____ # In: ____
- ☐ Extension Cords x 2 # Out: ____ # In: ____
- ☐ Music Stands x 8 # Out: ____ # In: ____
- ☐ Tuners # Out: ____ # In: ____
- ☐ Picks # Out: ____ # In: ____
- ☐ Extra cables # Out: ____ # In: ____
- ☐ Extra guitar straps # Out: ____ # In: ____
- ☐ Earplugs # Out: ____ # In: ____
- ☐ Other equipment:

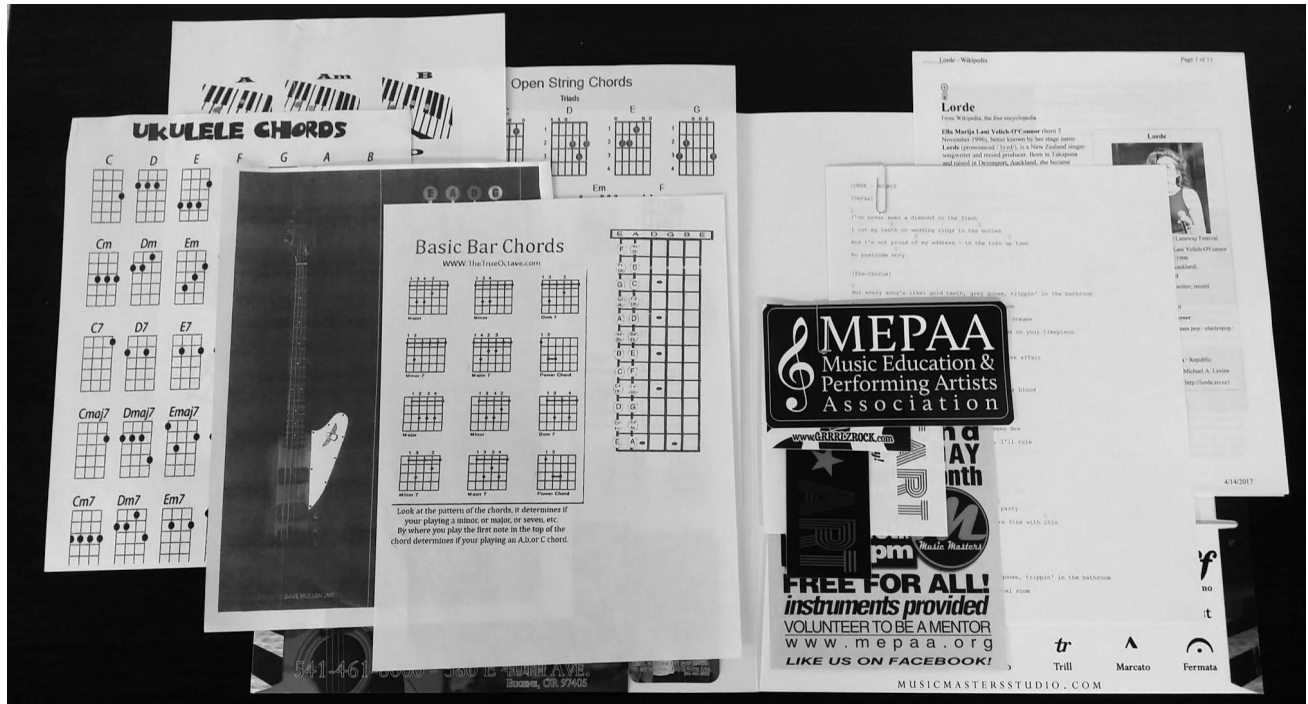
Workshop and Table Materials

- ☐ Participant Packages
 - ☐ Songs
 - ☐ Song Artist Info Sheet
 - ☐ MEPAA Promo
 - ☐ Various Chord/Fingering Charts
- ☐ Music Mentor Packages
 - ☐ Songs
 - ☐ Workshop Guides
 - ☐ Teaching Tips
- ☐ MEPAA Info box
 - ☐ Stickers
 - ☐ Volunteer recruitment info
 - ☐ Program Info
 - ☐ Handbills and flyers
 - ☐ Donation bucket
- ☐ Event Report + Attendance Form
- ☐ Feedback Forms for Participants and Music Mentors

ROCK ORCHESTRA ROOM LAYOUT



WORKSHOP PACKETS CHECKLIST



Left Side:

- Bar Chord Chart for Guitar
- Open String Chord Chart for Guitar
- Bass Fingering Chart
- Ukulele Chord Chart
- Piano Chord Chart

Right Side:

- KIDZ ROCK Under-21 Jam @ Music Masters Flyer
- GRRRLZ Jamz Flyers
- Stickers: MEPAA, GRRRLZ ROCK, KIDZ ROCK, MuseArt
- GRRRLZ ROCK Festival Promo (if applicable)
- Song chord/lyric charts for the workshop
- Song artists information sheets

To Add for Music Mentors:

- Teaching Tips

ATTACHED DOCUMENTS

Workshop Leaders, please make sure you always have the following in your Rock Orchestra kit:

- Event Report + Attendance Form
- Teaching Tips for Music Mentors
- MEPAA Program Overview Info Sheet
- Participant Feedback Forms
- Music Mentor Feedback Forms