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Subject: Info for You. . .

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Hi Everyone!

Just wanted to provide you with some information before today's meeting.

1. At today's meeting, teachers will receive supplies to be used over the course of the year. Be sure to divide your supplies into thirds and use one-third as needed per rotation. At the end of the year, please turn in all remaining supplies to the Mariachi Heritage Society (MHS).
2. Items which are in shipment and still to be received by MHS and distributed to you include the following:
 - Simplemente Mariachi books for Team 1 (Chuy and Liz)
 - Libro Acompañante books for Team 1
 - Simplemente Mariachi books for Team 3 (Maira and Christian)
 - Libro Acompañante books for Team 3
 - Trumpet Grease (1 each for Melodia teachers: Liz, Oscar Maira)
 - Sani-Spray (1 each for Melodia teachers: Liz, Oscar Maira)
 - Sponges (10 each for Melodia teachers: Liz, Oscar Maira)
 - Medium Finger Picks (15 each for Armonia teachers: Chuy, Santiago and Christian)
 - Microfiber cloths for all (to be ordered)
3. The full instrument inventory with recorded serial numbers will be posted on our Mariachi Academy site. Just a reminder that you are responsible for these instruments. Do not lend them to anyone or allow them to leave the building for any reason.

4. Armonia teachers: Please record the serial numbers for your 10 guitars and email them to me as soon as you get on site.
5. Armonia teachers: Each guitar comes in a gig bag. The zipper pocket in the front contains a tuner and a CD with guitar lessons. Please be sure that these are always returned to this zipper pocket each period or as you use them. You'll need to teach the students how to use the tuners.
6. Armonia teachers: All guitar, vihuela, and guitarron STRAPS must be distributed and then collected back after each class so find some sort of procedure to ensure that they don't disappear—the straps should stay with the instruments—maybe in the cases? At the end of each rotation, the straps thus go along with the instruments to the next set of schools.
7. Armonia teachers: Regarding picks, each of you is receiving a package of 100 guitar picks (blue) to last the whole year. You are also receiving 30 LARGE finger picks and 15 SMALL finger picks at today's meeting. An additional 45 SMALL finger picks are on back order. When they arrive, each of you will thus get an additional 15 SMALL finger picks (ref. above).
8. Armonia teachers: To review, the following are provided for EACH of you for the year:
 - 10 guitars in gig bags with supplies in front pocket as indicated above
 - 20 sets of guitar strings
 - 100 guitar picks
 - 5 vihuelas in hard shell cases
 - 10 sets of vihuela strings
 - 30 LARGE finger picks
 - 30 MEDIUM finger picks (15 still to arrive)
 - 20 classical guitar/vihuela straps
 - 5 guitarrones in hard shell cases
 - 5 sets of guitarron strings
 - 7 guitarron straps
 - 20 microfiber cloths (being ordered)
9. Melodia teachers: To review, the following are provided for EACH of you for the year:
 - 10 Trumpets
 - 3 bottles Blue Juice valve oil
 - 1 trumpet grease
 - 1 8 oz bottle sani-spray
 - 10 Violins
 - 10 sets violin strings
10. MHS has revised your report times. Please be sure to get this information from Teresa at today's meeting.

11. Teresa will review sub procedures at today's meeting.

12. BE SURE TO CHECK YOUR EMAILS DAILY FOR INFORMATION THAT WILL BE FORTHCOMING.

Thanks, everyone! I'm so excited for you!! Can't wait to get started!!!

Smiles ;-)

Marcia