

MUSIC · ADULT TEMPLATE

# Music Coordinator Handover

Everything the next person needs

**Why this matters**

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**Section 1 — Subscriptions and recurring contracts**

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**Section 2 — Instruments inventory**

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**Section 3 — Annual events with deadlines**

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**Section 4 — Key contacts**

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**Section 5 — Curriculum and CPD**

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**Section 6 — Pending and in-progress**

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**Final-week handover checklist**

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| ■ Written handover document complete (sections 1-6)                         | ■ Instrument inventory updated and signed off                    |
| ■ All peripatetic teachers introduced (if possible) to incoming coordinator | ■ Subscription login transfer process explained to head          |
| ■ Any pending invoices flagged  | ■ Christmas production progress documented (if leaving mid-year) |
| ■ Scheme of work, year plans saved to shared drive                          | ■ Repertoire bank exported and saved                             |
| ■ Final budget statement prepared   | ■ Cupboard tidied and labelled                                   |
| ■ Final 1:1 with head to walk through document                              |  |

