



General Guidelines for Chairperson

- Select a date and venue
- Arrange for evaluators for competitions.
- Submit all information to Upbeat by required printing deadlines (10th of the month).
- Submit brief email updates to the president by the 1st of each month. Give update at general meetings.
- All applications will be submitted online. ...no paper application forms accepted.
- A link to the online student application forms will be emailed to each teacher (Except CM & Bach Festival)
- Set and adhere to postmark deadline. No late entries or incomplete forms or fees will be accepted. Retain postmarked envelopes until event is over.
- Collect and submit all fees to the treasurer within one week of the application deadline.
- Assign teacher jobs as needed.
- Utilize and organize all participating teachers. Attending as an audience member does not constitute as participating. Each teacher must be willing to do whatever jobs are requested by the chair in order to make event run smoothly.
- Prepare, print and fold programs; there need to be two+ programs per student. Keep costs around \$.12/2-sided page. Color is not necessary.
- Create a binder for each evaluator, with complete forms, timeline, and score sheets. (Include Yazbeck score page)
- Get necessary checks from treasurer before day of event, i.e. evaluators, facility technician...
- Bring envelopes with checks and Thank You cards.
- Arrive 30 minutes before event to have room open and ready.
- Check to see if piano is clean and positioned correctly. Make sure room is attractively set up.
- Check to see if there is a music stand and/or duet bench.
- Arrange judges table with pencils and water.
- Provide a break room with table and snacks/drinks for judges between programs.
- Make sure announcements to be read are printed for each presider.
- Have numbers to place on student chairs.
- Collect and return all student music.
- Enforce all guideline rules consistently...no exceptions for anyone...teacher, student or family member. Chair person has the responsibility to ask students, family members, or teachers to leave the recital hall if they are causing distractions or disturbances.
- Treasurer will return teacher fee checks to participating teachers. Non-participating teachers' fees will not be returned.
- Order trophies
- Return evaluation forms to all teachers within one week of event. These will be returned before trophies are awarded.
- Give final report at general meeting following event and submit receipts for reimbursement to treasurer.