

PPMTA Competitive Festival Chair

Job Summary: Coordinates festival activities from planning stage through final report.

Essential Functions:

Follows all Standing Rules regarding festivals.

Coordinates festival locations, dates, and times with VP for Student Activities who reserves locations.

Provides Website Manager with Festival Description, sample entry form, Festival Agreement Form and any other information by August 1 deadline. This is to be posted on the PPMTA website.

Hires judges, submits check requests to Treasurer, and gives checks to judges (\$50/hour; \$100 minimum if judging less than 2 hours). Hire at least one standby judge. Standby judges will be paid a fee of \$50; if the standby judge is used in the festival, they will be paid the regular judging hourly rate plus the standby fee.

If requested, attends Board Meeting prior to festival to inform Board of progress/problems.

Attends first Board Meeting and General Meeting after festival with written final accounting report (found on PPMTA website under Festival Chairs). Email the written festival report to the PPMTA President, VP for Student Activities, and Treasurer.

Utilizes the TenutoWeb system for registration, scheduling, and sending audition schedules to teachers. Most teachers will pay entry fees online on TenutoWeb. Receives any other entry fee checks and submits to Treasurer with a requisition form for deposit. The entry fee is \$30 for each solo entry, \$20 for each ensemble participant. Non-member teachers pay a \$25 fee to be able to enter students in the festival. Each student of a non-member teacher pays one and one-half times the normal entry fee (\$45 for solo entry; \$32.50 for each ensemble participant).

Receives all Festival Agreement Forms and Music Release Forms.

Prepares/edits for TenutoWeb all related documentation: entry forms, adjudication forms, room rosters, programs. All programs must include "PPMTA is a 501(c)(3) nonprofit organization, which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association."

Emails an electronic copy of each recital program to the PPMTA President and PPMTA VP for Student Activities. Any music release forms from the festival will be given to the PPMTA VP for Student Activities to keep for one year.

Suggested Checklist:

Please delegate as many of these responsibilities as possible.

Suggested areas are TenutoWeb/computer coordinator; Scheduling; Facilities setup; Judges; Food; Trophies; Programs; Tuning

June 1of the preceding year:

Prepare/revise a festival description and sample entry form and send to VP Student Activities, VP Publicity, Webmaster, and Alejandro Cremaschi (TenutoWeb creator - argiepiano@yahoo.com). Edit the most recent Sonatina Festival documents for a new Sonatina

Festival; edit the most recent Historical Era Festival documents for a new Historical Era Festival.

August 1:

Contact prospective judges. Give a general description of the festival, the date, the location, the approximate time commitment, and the rate we currently pay judges (found in PPMTA Standing Rules on the PPMTA website at www.ppmta.org).

Provide Website Manager with description of festival, sample entry form. and any other information by August 1 deadline.

One month before or stated registration deadline:

Receive Entries on TenutoWeb. TenutoWeb will assign a teacher code to each teacher. Keep a master list of the codes. Verify and update member teachers on the Tenuto website. Add any non-member teachers to the TenutoWeb system so they are allowed to enter students. Make certain to designate them as “non-member” teachers.

Order trophies for the maximum possible number of winners and honorable mentions. It may take 30 days to get the trophies.

Schedule Entries

* Decide how many judging sections are needed for each class. Decide how much buffer time (typically 3 minutes) should be added to each entry within each Class. Decide when to schedule judge breaks. TenutoWeb will try to accommodate siblings in a reasonable time frame, but this is not always possible.

* It is much easier to schedule if NO option is given for special time requests.

* If it is possible, try to avoid back-to-back auditions with the same repertoire.

4. Edit previous year’s Teacher Work Assignment Spreadsheet and email to teachers.

5. Arrange for piano tuning a day or two before the festival.

6. Food

* Order lunches for the judges and put water bottles at their tables.

* Take teacher lunch orders, but teachers pay for their lunches.

* Consider offering snacks during the day: coffee, water, cheese/crackers, veggies, fruit)

7. Equipment

*Judge’s table: pencils, pencil sharpener, several blank pieces of paper, judge schedule, judging packets with evaluation forms and winners sheet for each class, water bottle, mints.

Judges are not to see anything that identifies a teacher with a student.

*Registration table: pencils, post-it notes, master chronological schedule, master alphabetical schedule, chronological schedule for the particular building location, teacher work assignment schedule, Music Release Forms

*Signs for festival:

Welcome! Enter Here for PPMTA Competitive Festival

Adjudication room names or numbers

Registration Table

Quiet Please

*Other supplies: tape, permanent marker, extra sign paper

Contact venues to arrange unlock and arrival time for Saturday auditions and before the Sunday

afternoon recitals.

Week before festival:

Print all judges schedules, evaluation sheets, winners sheets, student participation certificates and room schedules. Label and stuff a manila envelope for each judging class (winners sheet and individual adjudication sheets) and for each door monitor (include student certificates for that particular judging room).

Make signs if not already done. Label a manila envelope for each teacher with teacher code.

This is for completed adjudication sheets.

Collect payment for teachers lunches and finalize lunch orders.

Write thank you note to each judge and to the venue provider(s) and include check.

Day of festival auditions:

Arrive 45 minutes before festival begins

Turn on light/heat if necessary

Put up signs

Set up registration table, judges' tables, door monitor (certificate envelopes, tape room audition schedule and teacher work assignment sheet to the door or wall nearby). Check location of piano and put lid up. Bring a foot stool for the Primer and Elementary auditions.

Set up refreshments

Greet judges and give them their thank you card with check.

Brief judges at 8 am for 8:30 adjudication start.

Pickup/deliver lunches

Contact Webmaster (Susan Marten) to post results on the PPMTA website front page and FaceBook page. Send results several times during the day to Susie Marten and to Emily Giles so that she can begin to work on programs.

Sort student adjudication sheets by teacher code and stuff in labeled envelopes.

Decide on order of recital program when the results come in. Proof the programs. Send email to teachers with times of recitals and which students/pieces are on each recital.

List teachers in alphabetical order on each recital program. Check teachers on program for NCTM, CSMTA certified, Dr. Perhaps this could be added to the Tenuto registration?

Here is a starter list, but check each year against the CSMTA directory.

Dr: Karine Garibova, William Lipke, Jan Saffir, Joan Sawyer

NCTM: DeeAnn Brown, Cathy Cox, Janet Davidson, June Ewell, Angelia Frame, Jill Hanrahan, Sylvia Holt, Jodie Jensen, Carol Jilling, Bonnie Litten, Norma Lubbers, Lynn Maloy, Sara McDaniel, Emily Melgr, Darla Mote, Mary Beth Shaffer, Elizabeth Shoemaker, Linda Stump, Brenda Tagen, Chee-Hwa Tan, Barbara Taylor, Elizabeth Zawadowski

CSMTA Certified: Karen Dandino, Linda Skaret

Set up recital venue, if possible.

Print the programs.

Day of Recitals:

Arrive 30 minutes before first recital.

Do any remaining setup, including table for trophies in the front and table for teacher packets in the rear of the room.

Set out programs on music stand.

Keep track of any Honorable Mention trophies that are not picked up at the recitals.

Clean up after recital.

After the festival:

Send any student evaluations not collected to teachers or request them to come to you to pick up evaluations/Honorable Mention trophies.

Email an electronic copy of each recital program to the PPMTA President and PPMTA VP for Student Activities. Any music release forms from the festival will be given to the PPMTA VP for Student Activities to keep for one year.

Complete a Final Festival Report Form and send to VP Student Activities, President, Treasurer.

Attend the next PPMTA Board Meeting to present Final Festival Report; give report at General Meeting.