

## State Concerto Contest Chair

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### General duties:

- Serve as a non-voting member of the State Executive Board.
- Attend State Competitive Events board meetings as called.
- Refer to the *2000 Edition of the Handbook for Student Activities*, its updates or applications and supplemental information to answer questions about the event.
- Evaluate competition guidelines and forms annually to make any suggested changes to Board.
- Prepare and mail to District Concerto chairmen a packet including District and State Concerto contestant application forms and guidelines.
- Be available to answer questions from District Concerto chairmen regarding procedures and policies.
- Advertise competition through organizations communiqués and by direct mailings to possible teachers who may be interested in entering students.
- Work with VP for FSMTA Competitive Events to establish deadline for competitions.
- Make all preparations for the day of the competition except hiring of judges and printing of certificates.
- If Chair has students entered in the competition they should secure another chair to work with the competition with briefing judges and judges balloting procedures.
- Maintain current job description and Manual of Procedure to be passed along to successor.

### A suggested time-table for duties follows:

#### November - odd year (incoming)

- Attend the State Conference.
- Attend Student Activities Board meeting.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

#### December

- Prepare and mail to District Concerto Chairmen a packet including District and State Concerto contestant application forms and guidelines.
- Give VP for FSMTA Competitive Student Events names and addresses of judges you would recommend for the competition.

#### January, May, October

- Prepare a written report for Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to Vice-President for FSMTA Competitive Student Events to present.

## **February, June, November**

- Attend State Executive Board meeting.

## **April**

- Receive and process applications for competition including mailing checks from entrants to FSMTA Treasurer.
- Check applications for accuracy, age requirements, etc. Notify teachers of any disqualifications or errors.
- Notify alternates if they are to perform instead of District winner.
- Contact State Membership Chair to verify that teachers of entrants have paid membership dues by October 1 of fiscal year.
- Transmit information to State VP for FSMTA Competitive Student Events to assist with scheduling competition, including timing of event, student entrant and teachers names.
  - Allow additional minutes for strings competition due to needed tuning time.
- Work with State VP for FSMTA Competitive Student Events on scheduling rehearsal times for entrants and room locations.
  - Make sure that none of the categories/levels start at the same time.
- Prepare the rehearsal schedule and competition schedule for student entrants.
  - Determine order of contestant's performance by lottery. After preliminary schedule is made check to make sure there are no conflicts with accompanists.
  - Mail these schedules, along with information you have already received from the Vice-President including a map of the community, competition site, and hotel/motel info, to the student entrants.
- Prepare competition program to be distributed at time of competition.
  - Do not list names of students - only times, alphabet letter and repertoire/composer.
  - Make copies for 2-3 per family plus extras.
- Prepare a general "Welcome" letter to be given to contestants on rehearsal day including the following:
  - Competition site location including building and room.
  - Location of warm-up rooms - available times, sign up, etc.
  - Awards ceremony time and location.
  - General information (proper number of scores to bring, no photocopies, bring bio to give chair right after awards ceremony, any other information that has changed since initial mailing to them)
- Prepare all adjudicators folders with the following:
  - Copy of program.
  - Blank paper.
  - State judges' sheets marked with contestant's letter.
  - Ballots marked with each category/level.
  - Pencils.

## May

- Day of rehearsals:
  - Put sign-up sheets on warm-up rooms.
  - Put up signs for competition warm-up on Saturday.
  - Put up copy of Friday rehearsal schedule on competition room door with request to check off their names as they enter to rehearse.
  - Put up copy of actual competition schedule on competition room door.
- Place at registration table on Friday before rehearsals begin:
  - Welcome letter to students.
  - Copies of competition schedules (reserve some for competition day).
  - Tape to table a copy of Friday rehearsal schedules.
- Be on hand to answer student questions or transmit information to persons at information table.
- Get from State VP for FSMTA Competitive Student Events to have available for use on Saturday:
  - Checks for adjudicators.
  - Certificates in folders organized by competition category and level.
- At end of day take down all Friday rehearsal schedules, signs and sign up signs.
- Day of event:
  - Chair event, unless chair has a student participating in the competition (this includes working with judges in any capacity). In this case, ask another Chair to take over competition.
  - Put out programs at competition rooms.
  - Meet judges at scheduled time to brief them on competition guidelines and decision making procedure.
  - Pay judges with check from VP for FSMTA Competitive Student Events prepared by FSMTA Treasurer.
  - Officiate at event with welcome to audience, instructions regarding no taping of any kind during competition or applause following student performances.
  - Compile judges' ballots at end of competition and work with them if necessary to come to a decision.
  - Finish preparation of certificates for awards ceremony.
  - Distribute certificates and judges rating sheets to all participants during awards ceremony.
    - Give certificates to all non-winners first, then honorable mention, 2<sup>nd</sup> place and finally Winner.
    - Begin with Junior, then Intermediate and Senior levels.
  - Announce you will collect bios from winners immediately following the awards ceremony and do so.
    - Signed Photo Permission Forms must be collected for each winner who has submitted a photo (downloadable from the FSMTA website).

## June

- After event:
  - Prepare any suggestions regarding competition procedures for VP for FSMTA Competitive Student Events.
  - Submit Foundation Winners Award Request Form to the Foundation Treasurer (form can be found in the “Forms” section of this Manual - Page Q1).
  - Send in any bills to FSMTA Treasurer by June 30<sup>th</sup>.
  - Submit winners’ biographical info and photographs with article about the competition to FSMTA newsletter Editor and Webmaster.
    - Signed Photo Permission Forms must be included for each winner who has submitted a photo (downloadable from the FSMTA website).
  - Transmit information on winners to Conference Recital Chairman
    - Include suggested repertoire the students might use from the competition for the recital program.

## November

- Attend the State Conference and Student Activities Board meeting.

## November - odd year (outgoing)

- Attend Executive Board meetings, at last meeting turn over Manual and materials to incoming Chair.