

JOB DESCRIPTIONS

EVMTA BOARD MEMBERS

Updated August 16, 2023

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PRESIDENT

- The president's term is two years. It starts on July 1st.
- Act as the official representative of the organization and liaison to the public and to the ASMTA State Board. Make phone calls and send emails as needed.
- Attend three ASMTA State Board Meetings per year (Sep, Jan, and June). Prepare a short, written report on the activities of EVMTA. The EVMTA President is a voting member of the board and is also a member of the nominating committee for finding new ASMTA state officers. Transfer information from the state to the local organization.
- Preside over the EVMTA Board meetings. Hold them three times a year, (suggested months are Sep, Jan, and April or May, but there is flexibility according to the needs), and initiate any additional meetings if necessary. Prepare an agenda and send copies to all board members ahead of the meeting. Conduct board meetings.
- Preside over the monthly membership meetings. Prepare an agenda for monthly membership meetings. Conduct membership meetings. Act as an advisory assistant to the first Vice-President in planning monthly programs.
- Write articles for the EVMTA newsletter and write and submit articles to the ASMTA Musigram Mar, Aug, Dec.
- Appoint and work with the Chairs of the following events/jobs:

Organ Stop Pizza	Jason Sipe (Prize
Music Showcase	Performers) Competition
Composer Celebration,	Fall Recital
Ensemble	Spring Recitals
Nancy Spitzer Scholarship	Senior Recital
EVMTA Piano Competition	Senior Awards
	Membership and Yearbook

YEARLY SYNOPSIS BY MONTH FOR EVMTA PRESIDENT

July

- Compile EVMTA Yearbook.
- Obtain ads from the advertising chair.
- Write/type opening pages and EVMTA Calendar. Edit pages from chairpersons.

August

- Prepare a Kick-Off meeting and welcome new and old members. Coordinate with event chairs to prepare a presentation for each event.
- Plan an EVMTA board meeting.
- Write articles for EVMTA Newsletter.
- Send a complete event and workshop program for the new year to ASMTA 1st Vice President.
- Secure a copy of the Liability Insurance (and workers' compensation) from the MTNA website for Music Showcase events.

September

- Prepare an agenda and conduct EVMTA board meeting.
- Prepare an agenda and conduct monthly membership meetings.
- Attend State Board Meeting and prepare a report.

October

- Prepare an agenda and conduct monthly membership meetings.

November

- Write an article for EVMTA Newsletter.
- Prepare an agenda and conduct monthly membership meetings.

December

- Follow up with the chairs on past and future events. (Happy Holidays!)

January

- Attend a State Board Meeting and prepare a report.
- Prepare an agenda and conduct EVMTA Board meetings (this could be done in January or early February).

- Prepare discussion on nominating the ASMTA Teacher of the Year award and EVMTA Member of the Year Award. (Vote in the Board meeting).
- Prepare an agenda and conduct monthly membership meetings.

February

- Prepare an agenda and conduct monthly membership meetings.

March

- Prepares articles for EVMTA Newsletter (using information from state and local board meetings.)
- Prepare an agenda and conduct monthly membership meetings.
- Work with competition chairs to be sure all is going well.

April

- Meet with EVMTA 1st Vice President and 2nd Vice President to plan for the coming year.
- Prepare an agenda and conduct monthly membership meetings.
- New officers voted at the April luncheon meeting.

May

- Find and confirm event chairs for next year.
- Give the Yearbook page submission deadline to chairpersons.
- Send a report of the year's activities and financial report to ASMTA 1st Vice Pres.

June

- Send a list of new officers to the ASMTA Membership and Yearbook Chair.
- Attend the State Board Meeting during the ASMTA conference and prepare a report.

FIRST VICE-PRESIDENT/PRESIDENT ELECT

- The First Vice-President/President-Elect term is two years. It starts on July 1st.
- Substitute for President in his/her absence. Assist the President with conducting membership meetings.
- Attend EVMTA board meetings in August, November, and March. Attend a planning meeting with the President and 2nd Vice President in April.
- In the event that no one is available to serve a two-year term and is able to step up to be president, the term will be for one year.
- Act as Program Chair for monthly membership meetings. Get ideas for programs for the coming year from the EVMTA members via surveys or during membership meetings. Plan the workshops and prepare proposals to present them at the board meeting in the spring. By April and May, contact and secure speakers for next year's monthly workshops. In July/August, they send an email to all speakers confirming their information including the date, topic, and payment information. The speakers are given a fee for their workshop. (contact treasurer or president for a precise amount approved in the budget). Remind the speaker a month prior to the assigned date and ask if he/she has any special requests for a presentation. Send a written thank you to the speaker after the meeting and provide them with a payment.
- In late April, schedule a luncheon at a neighborhood restaurant (such as Cracker and Co.) one year ahead for the third Thursday of April.
- In June, email a workshop program for the EVMTA Yearbook. Confer with a 2nd Vice President for musicale programs if there are any. Send information to the Yearbook editor and the president.
- The First Vice-President does not need to act as chair, but sees that teacher's programs such as Master Classes, workshops, and enrichment activities happen.

SECOND VICE-PRESIDENT- STUDENTS' ACTIVITIES

- The term is for one year but may be renewed.
- Help the President conduct membership meetings.
- Attend EVMTA Board Meetings three times a year. Attend a planning meeting with the President and 1st Vice President in April.
- Coordinate duties of chairpersons for all student activities.
- In coordination with the president, recruit and appoint the following chairpersons and work with them:

Organ Stop Pizza	Jason Sipe (Prize
Music Showcase	Performers) Competition
Composer Celebration	Fall Recital
Ensemble	Spring Recitals
Nancy Spitzer Scholarship	Senior Recital
EVMTA Piano Competition	Senior Awards

- Obtain Yearbook pages from all the above Chairs and give them to the President and Yearbook editor by the beginning of July.
- Act as Chairman of the musicale programs at EVMTA membership meetings. In coordination with a 1st Vice President, in the Spring months, contact teachers who would be willing to have their students perform at membership meetings in the upcoming year's workshops. Provide musicale information to the 1st Vice President by the end of June so that they will be able to prepare a workshop program page for the Yearbook.
- The month prior to students' performances, call to remind the teacher and to give them details on the time and place of the meeting. Call the performance place where the meeting will be held each month to give them the time students will arrive to practice prior to the meeting. This also serves as a reminder to the store that the meeting will take place.
- Send a written thank you letter to the teacher after the performance.

IMMEDIATE PAST PRESIDENT

- The Immediate Past President term is two years and it starts on July 1st after the president's two-year term is completed.
- Attend EVMTA Board Meetings three times a year.
- Act as Parliamentarian according to Robert's Rules of Order-Newly Revised.
- Act as a voting member of the Board.
- Act as chair of the Nominating Committee.

RECORDING SECRETARY

- The term is for one year but may be renewed.
- Attend EVMTA Board meetings three times a year. Take the attendance of the members attending.
- Read the minutes of the previous meeting. Record the minutes of the meeting, type them, and send email copies to all board members. Keep a copy in the Recording Secretary's notebook and store it on the computer.
- Attend monthly membership meetings and read minutes of the previous meeting. Take minutes, type them, and keep a copy in the Recording Secretary's notebook.
- Take attendance of the members attending membership meetings. Keep the attendee list for future reference.

CORRESPONDING SECRETARY

- The term is for one year but may be renewed.
- Attend EVMTA Board meetings three times a year.
- Remind active members of monthly membership meetings with an email a week prior to the meeting (this could be included in newsletter information).
- Send newsletters every two weeks, preferably on Monday or Tuesday morning.
- The President, Board members, and event chairpersons are responsible for submitting all information to you a few days prior to the newsletter's release. You should send a reminder email to all the board members a few days ahead. (It is up to you to set the deadlines).
- You will get access to the Gmail account for EVMTA that you will be using for sending newsletters.
- The board members email list as well as all member email lists are usually set on Gmail so you don't have to worry about typing all the names.
- Newsletters are to be sent to all current members. (Just make sure to put emails under Bcc so they are not visible to everyone).
- Check if there are new members to add to the contact list. But usually, a membership chair does that. You should communicate with her occasionally if there are new members to add.
- Assist board members with any other official correspondence (in case something additional has to be sent).

TREASURER

- The term is for one year but may be renewed.
- Attend EVMTA Board meetings three times a year.
- Responsible for accounts receivable and accounts payable.
- Take care of a Wells Fargo account and of Quick Books entries.
- Responsible for the treasurer's report at the board meetings.
- Written treasurer's report to general membership three times per year-September, January, and April.
- The year-end report given at the September meeting.
- Submit annual filing to the Arizona Corporation Commission every February
- Complete and return dues verification form to MTNA every December
- File a 990-N with the IRS once every three years

MEMBERSHIP CHAIRMAN

- The term is for one year but may be renewed.
- Attend EVMTA Board meetings three times a year.

Active Members

- Keep a current membership record of addresses, phone numbers, and any other important information.
- The treasurer receives information from National and sends a copy to you. Keep track of who has paid their dues and who has not.
- Place a notice in the newsletter that members need to inform the membership chair as well as national of any changes of address or phone numbers.

New Members

- See that new members receive the East Valley Yearbook log in or a hard copy if requested, and enclose a welcome letter.
- Invite or have another member invite them to membership meetings and plan to greet and introduce them to the membership.
- Have new members fill out a personal information sheet. Write a short article about them to send to the corresponding secretary for publishing in the newsletter.

Prospective Members

- Send information to anyone inquiring about membership.
- Copies of "Application for New Members" are on the MTNA Website, www.mtna.org. If prospective members do not have access to the internet, print the application for them. Make certain they know the latest fees and inform them they need to fill in the application completely, including East Valley MTA for the name of the association.

ARIZONA STUDY PROGRAM CHAIR

- Serve on the Local EVMTA Board during the duration of the term as Study Program Chair.
- Attend EVMTA Board meetings three times a year.
- Duties are under the direction of the ASMTA ASP Chair.
- Responsible for getting all Study Program forms for the EVMTA Yearbook to the President and the Yearbook editor by the beginning of July.
- Write articles for the EMTA Newsletter concerning the Study Program.

ORGAN STOP PIZZA CHAIR

- The term is for one year, but may be renewed.
- Attend EVMTA Board meetings three times a year.
- Work directly with the Second Vice-President.
- Obtain a date a year in advance for the event with Organ Stop.
- Make a registration/information sheet for the EVMTA Yearbook, email it to the Yearbook editor by the beginning of July. If necessary, save it on the association online storage (Google Drive).
- In June (following year), call Organ Stop and confirm the date of the event again.
- Receive registration forms from the membership in July, and communicate any last-minute information to teachers.
- Give all checks to the EVMTA Treasurer (or follow up with the online registration) and get a check made out to Organ Stop for the event.
- Give the number attending the Organ Stop a week before the event so they will be prepared with the correct amount of pizza.
- Day of the event: Check students and teachers in as they arrive. Remain at Organ Stop until the last student has left, or assign someone to do this job.

MUSIC SHOWCASE CHAIR

- The term is for one year, but may be renewed.
- Attend EVMTA Board meetings three times a year.

June

- Obtain a date from the mall for two sites. The preferred date is the last Saturday in October.
- Fill out the contract with the mall, and make sure all requirements are met. Ask the EVMTA President to obtain insurance from MTNA. (Have MTNA send an insurance form directly to the mall.)
- A contract with a piano store for pianos to be delivered that day.

July

- Update Music Showcase pages for the yearbook. Send it to the President and the Yearbook editor.

August

- Write an announcement for the EVMTA Newsletter about the Music Showcase. Remind teachers of dates for registration to be turned in.

September

- Recheck with the piano store that all is in line for pianos to be delivered.

October

- Teachers send in registrations. Mail or give checks to the Treasurer or check on online registration.
- The chair begins to make schedules per teachers' requests. Requests are given on a first-come, first-served basis.
- Once the schedule is in place, write or phone teachers about the schedule and procedures.
- Contact the mall and let them know the exact schedule. Assign monitors. Pianos are never to be left unattended.

Week of the event

- Recheck with the piano store and make sure delivery men know the place and time to drop off pianos. Get a cell phone number of the deliveryman in case there are problems.
- Recheck with the mall.

- Copy certificates and place enough certificates in a folder for each teacher's students.

Day of the event

- Be there to meet piano movers and tell them where the pianos are to be placed. Have a monitor there at each site from the time pianos arrive until they are picked up in the afternoon.
- Have monitors give certificate packets to each participating teacher.
- Be there to meet piano movers when pianos are removed. Have a check cut and ready for them, depending on prior arrangements. (Sometimes this is paid directly to the store prior to the event.)
- Send thank you cards to those teachers who helped. Write a written report to send to the president.

COMPOSER CELEBRATION CONCERT CHAIR

- The term is for one year, but may be renewed.
- Attend EVMTA Board meetings three times a year.
- Come up with a theme for the concert each year, due in the summer before the yearbook comes out.
- Set up location, date and time for the event, book the venue for about 6-8 hours.
- Take online registrations, keep track of all student entries, email registered teachers to confirm their registration.

Program

- After registration closes, organize all students into 4 (or more) concerts.
- Accommodate concert time requests if possible.
- Assign duplicate pieces to different concerts.
- Make sure each concert has about the same amount of time.
- Make sure each concert has a wide range of ages in performers.
- If possible, provide a QR code for the program (print a few and put the codes at the entrance so audience can access recital program). No printed program is needed if digital is available.

Week before the event

- Ask participating teachers to sign up for volunteer positions. Each position will need 4 volunteers, 1 for each concert.
 - Typing concert program
 - Set up
 - Hall/toy drive monitor
 - Seat students
 - Photographer
 - Clean up
- Organize a toy drive for the event, make sure teachers and students and parents are aware of it.

EVMTA PIANO COMPETITION CHAIR

- The term is for one year, but may be renewed.
- Attend EVMTA Board meetings three times a year.

Summer

- Prepare competition rules (adjust the dates) for the EVMTA year book by mid-summer.
- Reserve the competition venue by the late summer (or earlier). Competition usually takes place on the first (sometimes second) Saturday and Sunday of March.

Fall and winter

- Send emails to teachers through the EVMTA newsletter in October to remind them to prepare students for the competition and to participate in one of the fund-raising events that are mandatory for competition participation.
- Find the judges by November (the latest is January 1st). Look for judges that are from other associations (like PTMA). You do not want them to be familiar with EVMTA students. Judges cannot enter their students in the competition.
- Send another email one week before the deadline to remind them to send applications.
- Order trophies or medals and prepare participants' certificates and winners' certificates. They can be ordered either from the local store or online. You can fill in the participants' certificates as soon as you have all the applications and print winners' certificates earlier by leaving the blank lines for names, dates, and signatures to be filled in later.

A few weeks before the competition

- Arrange with the EVMTA treasurer to arrive at the end of the competition day to write the checks for students. The treasurer should also mail or bring the checks for adjudicators a week before.
- Make a schedule for the competition upon receiving all the applications.
- Send emails to teachers a week before the competition to confirm the schedule of their students.

- Schedule the competition monitors (participating teachers and volunteers) and confirm that through email a few days prior to the competition.
- Send a reminder email to judges about two weeks before the competition and ask for their biographies which you will include in the program. Send another email several days prior to the competition with the full information on schedule and programs (without students' names) so they can prepare for adjudication.
- Prepare the forms for desk check-in, evaluation forms (three for each student), programs for each category, and bios of judges.
- Purchase supplies such as pencils, sticky notes, markers, name labels, judges name tags, large envelopes for comments to mail, thank you notes for judges, folders for judges, etc.
- Prepare judges' folders with: competition program, evaluation forms, scrap paper, thank you cards with a check, name tag, award paper to write on, and pencils.
- Prepare door signs, practice room numbers, winners' concert announcements etc
- Plan on food for judges

Day of the competition check-list (Saturday)

- Program with students' names (only for chair to use and for desk check in)
- Program without names (for judges and audience)
- Teacher's bio (it could be printed on the back of the competition program for each category)
- List of students for check-in desk (columns for: arrived, checked music score, and birthday)
- List of participating teachers and their students
- List for practice rooms with times. (Ideally, two practice rooms are necessary. Practice room #1 is for an odd number of students, #2 for an even number of students).
- Award certificates (winners)
- Participant certificates (all participants)
- Trophies or medals (Crown awards or Express medals online are good places to order or you can use the local stores, such as AZ trophies)
- Small piano pins for Honorable mentions (optional)

- Checks for students (the best is for the treasurer to arrive at the end of the competition and write the checks for students that will be awarded the next day).
- Checks for judges (get them earlier to prepare judges' folders on time)
- Thank you cards for judges
- Scrap paper for judges
- Evaluation forms for judges (3 total for each student)
- Schedule of monitors (teachers or volunteers) with their phone numbers
- Door signs: practice room, results will be announced after each category, winners' recital time, etc.
- Lunch and refreshments for judges (coffee, water, muffins, small snacks)
- A copy of competition rules (for the competition chair to have)
- Name labels for competitors, judges and chair
- Nice markers for writing signs and certificates
- Pencils for judges to write comments
- Clips for putting papers together
- Envelopes for collecting comments for each teacher individually
- Post announcements of the winners after each category
- Day of the winners' recital (Sunday)
- Prepare the Winners' Recital Program with the list of all awards (including both students' and teachers' names), and judges' names.
- Prepare checks for students, medals or trophies, winners' certificates, participants' certificates, and evaluations from the judges. The awards are given after the short recital of Gold Medalists.
- Small reception is fine if the budget allows it.

A check list for judges

- After each category is over, judges should choose their own competitors that should be considered for the awards. Discussion should take place and the competitors who receive at least two out of three votes should be considered for the award. No official points (in numbers) are required.
- The awards are given to the discretion of the judges and based on the number of students in each category.
- The awards for each category are:
 - **Gold medal** - one winner only
 - **Silver Medal** - up to two winners
 - **Bronze Medal** - up to three winners
 - **Honorable Mentions** - multiple Honorable Mentions are allowed.
 - **Special Awards**
 - One participant from the solo division will be selected to receive the Special Jury Award.
 - One participant from the solo division will be selected to receive the Award for a Best Performance of a Piece by an Underrepresented Composer.
- Medalists and Special Award winners play at the ceremony.
- Judges are strongly encouraged to award students in all the categories for motivational reasons.
- Judges should write evaluations for each competitor in a short, concise manner. Students always appreciate comments. Please, be generous with the comments and encourage rather than discourage.

PRIZE PERFORMERS (JASON SIPE) PIANO COMPETITION CHAIR

- Reserve the recital hall at AZ Piano (or another hall) for the event. The event usually takes place in April. Make sure to avoid Easter weekend and avoid conflicts with other EVMTA events. It is preferable to call Jason Sipe in June to reserve the recital hall for next year. DVMTA books two weekends in April for their competition, so you have to book before they do.
- Procure 2 adjudicators at the beginning of the school year in August.
- Once registrations are received in March, review the pieces and make sure that the level of the pieces matches with ASP repertoire levels. Some teachers decide on their student's recital level based on the actual ASP levels they are being evaluated on, but not the difficulties of the level of the pieces.
- Sort all the participants into 5 different recital levels. Elementary (Level 1 ~ 4), Early Intermediate (Level 5 ~ 6). Late Intermediate (Level 7 ~ 8), Early Advanced (Level 9 ~ 10), Advanced Level (Level 11 ~ 12). Most piano repertoire books go up to Level 10. The Level 10 of the most published repertoire books is equal to Level 12 of ASP. Level 4 is equivalent to Level 5 in ASP. (Please refer to the repertoire level comparison chart)
- Create a schedule for the entire day. (Use the past actual recital duration data to figure out the estimation of duration of each recital.)
- Based on the registered teachers' preferences, assign each participating teacher jobs.
- Send each participating teacher an email, notifying the recital times for each student and also notifying them what their volunteer job will be.
- Type the recital programs. (Or send the registration copy to the volunteers to type the programs for you.)
- Send the schedule and recital programs to two judges in advance. Notify them of the event start time.
- Create Recital Registration Sheets for all recital levels.
- Prepare 2 adjudication sheets per student.
- On the day of the event, with the help of the co-chair and volunteers, try to stick to the predetermined schedule.

FALL AND SPRING RECITAL CHAIRS

- The term is for one year, but may be renewed.
- Attend EVMTA Board meetings three times a year.
- Choose a date for the Recital by April and secure a hall for the Recital.
- Make a registration/information sheet for the EVMTA Yearbook and give it to the Second Vice-President and Yearbook editor in early July.
- Be sure the form includes lines for the program/piece name and composer for each student who will play and the performance time for each piece.
- Receive registration forms through online registration. (Online registration makes this so much easier! You will receive an email each time someone registers.)
- Review the Recital participant registrations.
- Arrange students in the order they will play, type a program and use QR codes, if possible, for easier access to the digital program. Print a small number of copies for those who prefer paper programs.
- Separate participants into 2 or more recitals, no more than 1 hour each.
- Email teachers regarding recital details and ask for a few volunteers to help at the recitals.
- Communicate any last-minute information to teachers of students who will play. Assign one or two teachers to greet recital attendees and hand out programs on the day of the recital.
- Create certificates for each student, then print and sign/organize them. Pass them out to teachers at the recitals.

Day of the recital

- Arrive at the hall early. Designate a spot for performers to sit in. Direct teachers on how to help pass out programs and check performers in. Emcee the recital (just thank everyone for coming at beginning and end). Pass out certificates. At the conclusion of the recital, pick up any programs that are left and make sure the chairs are left in the order in which you found them.

SENIOR RECITAL AND SENIOR AWARDS CHAIR

- The term is for one year but may be renewed. Work directly with the Second Vice-President.
- Obtain a place and date for the recital.
- Make a registration information sheet for the EVMTA Yearbook.
- Be sure the form includes lines for the program/piece name and composer for each student who will play, as well as the performance time for each piece. Form should ask for information about the senior: length of piano studies, list of teachers, plans after graduation, etc. .
- Receive registration forms via email or by mail.
- Arrange students in the order they will play, type a program, and make copies for those attending.
- Communicate any last-minute information to teachers of students who will play.
- Check applications to see if any student performing has qualified for an EVMTA Senior Award. If there are more than 5 students who applied for the scholarship, 80% of them could receive a scholarship. Check with the president and treasurer about the available budget for scholarships.
- Assign one or two teachers to greet recital attendees and hand out programs on the day of the recital.
- Purchase gift cards for each senior. EVMTA will reimburse for the cost. Check with the president and treasurer about the available budget for scholarships.

Day of the Recital

- Arrive early to make sure the recital hall is in good order. Conduct the recital proceedings.
- At the end of students' performances, ask piano teachers to introduce their senior students and present each student with a small gift. If a teacher is not present, read the included bio of the student.
- Present the EVMTA Senior Awards, if any of the participants have qualified.

- At the conclusion of the recital, pick up any programs that are left and make sure the chairs are left in the order in which you found them. Have a brief reception with refreshments, if it is allowed in the location.

EVMTA YEARBOOK CHAIR (EDITOR)

- Collect information from chairpersons. Announce a deadline for submission at the Spring Board meeting.
- Write introductory pages and a calendar.
- Edit pages from chairpersons and get ready for publishing.
- Print yearbooks as needed and distribute PDF online and via email as necessary. Send a copy to each advertiser and to the ASMTA President and 1st VP.

PIANO ENSEMBLE CHAIR

- The term is for one year, but may be renewed.
- Attend EVMTA Board meetings three times a year.
- An ensemble works best when there is a Chairman and a Co-Chairman, due to the magnitude of the event.
- First co-chair: (physical duties)
 - Rehearsal location, performance location, securing rehearsal pianos, securing performance pianos
 - Insurance for performance sight (from MTNA)
 - Dress rehearsal, awards, silent auction
- Second co-chair: (communication)
 - Yearbook information, registration, name tags, roll book

March-April

- Select a committee including co-chair, volunteer coordinator, and finding or selecting conductors.
- Set the date and location for the September Read-through with EVMTA vice president.

June-July

- Secure a date and place for performance and the final rehearsal. This includes obtaining a certificate of insurance from ASMTA and sending it to the performance venue when it is chosen and secured. The 2019, 2020 and 2022 performances were at Gilbert HS.
- Secure a location and dates/times for rehearsals. MCC was the rehearsal location for the 2022 Ensemble. (Radmila Stojanovic was instrumental in helping secure this location.) MCC is equipped with digital pianos in their piano lab. If MCC is not an option, The Music Store has been used in the past. However, 12 pianos or digital pianos are needed for the three weeks of rehearsals. This would require finding and renting the digital pianos.
- Meet with the Ensemble committee to select the music for each group in Ensemble.
- Order music from The Music Store (480) 831-9691 – this usually takes at least a month.
- Give dates for the Read-Through to the Music store so they can have a representative and music there for teachers to play and purchase.

- Type up sheets for the Yearbook and send this information to the Yearbook Editor.
 - Student Registration form
 - Ensemble schedule
 - Music list and dates when registration is open
- Send registration information to a web master to update the website, including dates when registration will open and close.

August

- Secure site for performance. (The request is made over the summer but they cannot reserve it until August.)
- Reserve pianos for the performance and last rehearsal.
- Check with the Music store on the status of music.
- Confirm the date, time and location of the Read-Through
- Advertise at the Kick-Off Meeting, promoting participation in the Ensemble concert as well as the need for all participating teachers (at least one parent in each studio) to be involved in fundraising.
- Email notices to directors (conductors) to write Director Notes (directions for teachers) for the pieces they are directing. Also, remind them of the date/time for the Read-Through.

September

- Confirm with the Music Store on the arrival of music and the date, time and location for the representative to be at the Read-Through.
- Confirm dates, times, and location of the Rehearsals and Performance.
- A week before the Read-Through, type up the Director's Notes.

October

- As registrations come in via email, enter each student into the spreadsheet for the indicated group, making sure to note the part they are playing on each piece. Note students that are playing as partners and those that need a partner.
- If a group is full, email webmaster to close online registration for that group.

December

- Follow up on any changes or dates for performance, rehearsals or piano rental.

January

- Send the Volunteer Coordinator the list of teachers and their volunteer choices to create a schedule for the rehearsals.
- Confirm dates and times of the rehearsal venue and performance venue.
- Confirm the delivery time and date of pianos for the performance.
- Print out Rehearsal check-in sheets, name tag for each student, and numbers for each piano
- Order ribbons, trophies, and certificates (early January) – This can be delegated to an Awards volunteer. Ribbons and Trophies have been ordered from A2Z Trophy (480-892-1516) for several years.
- Send the treasurer the names of students receiving cash awards.
- Contact ensemble program volunteer (Haley Schofield has done it for a number of years - h.c.schofield@gmail.com) and begin sending information for the Ensemble Program. She will send you a timeline of what and when to send to her. Initial contact must be made at least 30 days prior to the Ensemble performance.
- Print out Final Rehearsal Schedule – make copies to have available to hand out at the first or second rehearsal. Email this to all teachers as well.
- Make an envelope for each teacher with their student's participation ribbon.
- Create a schedule of teachers and job duties for the final dress rehearsal and performance.
- Contact and set up a time with the auditorium manager (Damon Carvalho for GHS) for delivery and pickup of pianos.

First Rehearsal

- Print out sign-in sheets for all students in each group for the notebook
- Print out and fold name tags for each student, and numbers for the pianos
- Signage for the Rehearsal venue should be put up
- Week of Performance and Final Rehearsal
- Have programs printed and picked up prior to the final rehearsal
- Pick up ribbons, trophies and set up on the display during final rehearsal (can be delegated)

- Make a seating chart to indicate where each student is sitting in the performance venue.
- Meet with piano vendor for piano delivery on Friday, as well as piano turning
- Set up the performance venue with letter signs indicating where each group will sit
- Ensure there are two volunteers to sell tickets the morning of the final rehearsal
- Final Performance
- Secure an MC who will announce each group and give a brief introduction of the pieces that will be performed
- Have the Co-Chairman open the program with a welcome and a thank-you to those who should be mentioned. The Co-chair could also end the program with a thank you.
- Post-Performance
- Ensure that all areas of the performance venue are cleaned up, and that pianos are picked up in a timely manner
- Write thank-you notes to all directors and other assistants.
- Make sure all invoices are paid and set up a time to do an evaluation for next year's concert.

Random thoughts

- Make sure the pianos are tuned after delivery. Know who to call if spot tuning is needed.
- Tape down all extension cords at the rehearsal site. Have directional tape on the floor at the concert site to direct students where to go on and off stage.
- Tickets: two people to sell tickets, two people to do electronic sales
- Those under 3 years old are free. Teachers: there have been questions about them paying. We are non-profit and remind them of that.
- Only one person hands out programs. One program per family. (350 programs in 2020)
- Remind teachers that registration is on a first come first serve basis. Groups fill up quickly - don't wait to register.
- The actual printed program should NOT have many different fonts. Simplicity is best.
- A person in charge of printing programs should have access to any changes in personnel up until the very end-things change.

- Person printing programs should have information to start typing by the second week of rehearsals.
- If the emcee is also directing a group, he/she should have their group early in the evening so they can concentrate on announcing each group.
- Name tags should be smaller than they were in 2020.
- Selling water and flowers at a concert is a great money maker.
- An option for a silent auction is also possible.

Volunteers, directors, MC

(All teachers who have students enrolled in this activity are expected to volunteer.)

- Nametags and rolls for rehearsal book
- Registration
- Awards and trophies - ordering trophies for each level, presenting awards
- Photos for the program (via email)
- Program typing, editing, and printing
- Organizing and scheduling volunteers
 - rehearsals
 - dress rehearsal
 - sitting with younger students at concert
 - clean-up or set up
- Stage manager volunteer
 - directs students on and off stage
 - keeps time for each group
- Master of Ceremonies
 - Prepares a speech and announcement of each group