

EVMTA ASP TEACHERS' WORK ASSIGNMENT SHEET

Name _____ Phone _____ Email _____

This form must be submitted by February 15, 2022.

*****If this Work Assignment Form is not submitted on time, your students will be scheduled last.**

ALL teachers are needed during Study Program weekend in order to efficiently handle more than a thousand students and parents.
If you have students participating, you are expected to help during the Study Program weekend.

Please check ALL the areas that you are willing to work. Everyone needs to help in more than one way.

Site assistants:

_____ **Information Desk** in lobby of music building. Greeting, giving directions, providing missing paperwork, etc.

Friday: _____ 12:45 – 4:00 PM _____ 4:00 PM – close (7:00?)

Saturday: _____ 7:30 – 10:30 AM _____ 10:30 AM – 1:30 PM _____ 1:30 PM – close (4:30?)

_____ **Set Up - Friday** 11:00 AM

_____ **Clean-up - Friday** 6:30 – 8:00 PM (sign changing)

_____ **Clean up – Saturday** 5:00 – 8:30 PM (much car loading needed. Spouses, parents of piano students, teens welcome)

_____ **Theory Hall Monitor:** Escort students and control noise; **OR** _____ **Theory Room Monitor:** Supervise testing.

Available shift times:

Friday: _____ 12:45 – 4:00 PM _____ 4:00 PM – close (7:00?)

Saturday: _____ 7:30 – 10:30 AM _____ 10:30 AM – 1:30 PM _____ 1:30 PM – close (4:30?)

_____ **Ribbon Room Assistant:** Saturday 3:00 – 7:00 PM. Compiling ribbons, certificates, tests, and evaluation sheets for results pickup.

IN ADDITION, Can You Also:

Help prepare for ASP Weekend (this does not excuse you from helping Fri. or Sat.):

_____ **Preparation Work Gathering** (a work party designed to prepare all materials, boxes, binders, judging materials, etc.)
Wednesday, May 11, 2022 9:00 AM – 12:00 Noon

_____ **Moving Day** (Prepared ASP materials will be transported to ASU. Helpers needed to load/unload vehicles)
Thursday, May 12, 2022 approximately 9:00 – 11:30 AM

_____ **Miscellaneous Errands**

_____ **Office-type Work** (collating, filing, phoning, e-mailing, etc.)

Donate food for adjudicators (this does not excuse you from helping Fri. or Sat.):

_____ Items such as fruit/veggie plate, cheese plate, or beverages. You will be contacted with more information.

Other pre-assigned task(s) (this does not excuse you from helping Fri. or Sat.)

As previously discussed—please list below:

Thanks in advance for helping us make this event run smoothly!