**Festival Responsibilities**

Prior to Festival

**President's Duties:**

* BBMTA President will provide chart of rooms and dates for festivals to be updated first of each month.
* President will reserve and confirm rooms for festivals.
* President will be sole liaison between the facility and BBMTA.

**Teacher Duties:**

* Teachers with 1 to 25 registered students will be required to work one 2-hour shifts.
* Teachers who enter more than 25 students may be required to work two shifts.
* Teachers may find substitute BBMTA members to work a shift. The name and cell phone number of the substitute teacher must be given to the festival chair.
* Teachers must inform students and parents to contact on BBMTA volunteers during events, not college personnel. Teachers, students, and parents must be on best behavior at all times during events.
* If there is a legitimate complaint, take it to the festival chairperson.
* Above all, stay calm, cheerful, and positive. The students performing are under enough strain without adding the burden of obvious discord among teachers, judges, and monitors.

**Day of Festival Responsibilities**

**All Monitors:**

* **Plan to arrive 15 minutes before you are scheduled to monitor.**
* Check in with the chairman and monitor you are replacing.
* Wear a nametag provided for you at the front desk.
* Please read all monitor duties to familiarize yourself with the entire process.
* Try to handle unusual circumstances as they arise. Contact chairperson with irresolvable problems.
* Be at your room atleast 5 min. ahead of time
* Check in all students for your room.
* TREAT EVERY STUDENT AS YOU WOULD YOUR OWN.
* Before the student goes into the room, make sure the music is opened to the correct page and that he has his certificate. Make sure they have their name and teacher # on the outside of the music. Make sure the measures are numbered.
* Take the student into the room, direct them to the piano and hand the music and certificate to the judge.
* Tell the student to adjust the bench or help the younger ones.
* Bring out any music (make sure certificates are not in the music) and return to students
* Leave certificates in the room for the Runner. The runner will stop by frequently to pick them up. Do not show the certificates to any student, parent, or teacher.
* Please keep things moving--as one student exits the room, you should be ushering in the next.--if two judges are in same room.
* Please be encouraging to the students. They are probably nervous and you can help by keeping things calm, quiet, and positive.
* Please ask parents and families in the hall to stay quiet. Loud noise is distracting to the students playing.
* Please remember: Do Not Engage the judge in conversation while he/she is listening to a student perform. Never discuss a student's performance with the judge.

**Ribbon Room Duties:**

* Only ribbon room monitors and rover are allowed in the ribbon room.
* A list of students will be posted on each teacher's envelope and checked off as certificates are received.
* Scores will be recorded on a separate sheet( provided by the teacher with the registered students) to be placed in the teacher's envelope at the end of festival.
* The festival chair will deal with any certificates not matched to the student on the registration list
* Tally the student's rating, put the certificate with the appropriate ribbon in the student's envelope. Also place info about the winners' recital if it applies.

**Information Desk:**

1. Make sure that the students have certificates and music.

2. Make sure measures have been numbered. If not, do it.

3. Direct students to their practice room.

4. Direct students to their scheduled room. There should be signs for each room in the hall.

5. Copies of the room schedules and a master schedule by teacher number will be at the information desk.

6. A teacher may switch students' playing times within their studio. If a student with a different name has the playing time, let the student platy as long as they have the same teacher number as the student listed on the schedule. If a student shows up at a room but has a different teacher number than that on the schedule for that time, then the monitor will send the student to the festival chairman to get approval to play in that room.

7. Escort the student to a open practice room to warm-up.

**Runner**

1. Frequently visit the audition rooms going into the room when a student is coming out.

2. Pick up the completed certificates and take them to the Ribbon Room.

3. As you leave the judging room, check to make sure the judges signed each certificate and gave a rating. If not, return it immediately to the judge for it to be completed.

4. Ask the judges periodically if they would like a drink from the hospitality room, food, sharpened pencils, etc. Keep them happy!

**Setup/Cleanup:**

Check with festival chairperson for duties