**"How-To" for Festival Chairs**

**Before Registration Deadline:**

* Send article for publication in newsletter to publicity person
* Check on rooms with President. Be sure you have the exact room numbers that are reserved.
* Decide how many judges will be needed.
* Check that the judge person has hired the judges.
* Check that the Festival Certificates are available
* Check if pianos are tuned
* Check with social chair and provide information needed for refreshments/lunches

**After Registration Deadline:**

* Check that student repertoire selections are appropriate for festival.
* Communicate with "who-ever" for time allotments. Allow one-hour for lunch break for judge
* Be sure the schedule is posted on the website at least one week prior to festival
* Contact teachers to monitor or send monitor schedule for posting on website
* Be sure student information sheet and festival duties information is available on the website.
* Be aware if additional rooms may be needed, and contact appropriate board member.
* Contact Ribbon person to have ribbons ready and available for Festival.
* Late registration is left up to the direction of the chair.

**Festival "HOW-TO" Cont.**

* Find the "Festival in a Box"--This box contains pencils and desk supplies, organizational binders, clipboards and signs--check with previous Festival chair.
* Contact nametag person--nametags for teacher monitors and judges
* Print all the reports (see Document list for quantity)
* Prepare lists for binders--These should be sorted by Teacher, Student, and Time. Also needed are Monitor and Judge's Schedules
* Prepare envelopes for awards and certificates--be sure teacher # and a list of all students from that teacher's studio is on the outside of the envelope.
* Call teachers who have not paid their fees and collect all checks.
* Send completed deposit form (Itemized Summary form from yearbook) and checks to BMTA Treasurer one week prior to festival.
* Confirm number of judges needed.
* Make a final schedules for the judges.
* Judges must have a copy of musicianship requirements.
* Compile list of student ratings, and turn in to Trophies chairman