**"How To" for Festival Chairs**

**Day of Festival:**

* Call the if doors are not unlocked.
* Check that each room has a piano.
* Put out monitor schedules on clipboards and pencils. A desk is needed outside each door.
* Put judges' schedules, supplies, and goodie bags on their tables.
* Be sure that a binder with all "lists" as well as nametags are available at the Information table.
* Hold a meeting with judges just before the festival. Ask the president to meet and greet the judges. The Judges Chair should let judges know that although our standards and expectations are high, festivals are intended to be a positive, nurturing experience for our young musicians., Provide each judge with a schedule to help them do their best to stay on time.
* Pay the judges!
* A teacher must be at the BBMTA information table area at all times. These tables and chairs will be placed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* After festival, return all furniture to original locations.
* Provide BBMTA Membership VP with names of teachers who did not show up for duties.
* Go home and crash!