SACRED MUSICFEST CHAIRMAN

GOALS:
- Encourage students to participate in performance opportunities
- Provide trophies as incentives

Deadline for entries is February 14th

DUTIES:
- Confirm location and time prior to event
- Send reminder email to teachers for entry deadline
- Keep record of all returned entry forms and judge sheets and fees
- Submit all registration fees and any related bills with receipts to Treasurer
- Assign and schedule a time slot for each student
- Maintain sign-up and sign-off sheets at the event
- Confirm that students have numbered their measures
- Assign a volunteer to be door monitor
- Collect all completed judge sheets
- Contact Gold Cup Chairman to make arrangements for trophies

AMERICAN PARADE OF MUSIC - IDEAS AND SUGGESTIONS

- ✓ **No refreshments** to be served.
- ✓ Hold event over **2 days**--Saturday night and Sunday afternoon.
- ✓ **Volunteers** to work in shifts- Maybe next teacher scheduled just comes early or stays late. Some come early to organize and set out trophies by teacher.
- ✓ **Monitors**-- responsible for sign-in sheets, controlling noise/people traffic and answering questions.
- ✓ **Scheduling time** for students:
  Each teacher will be given allotted time
  Allow 5 minute transition time between groups
  Any student who cannot perform at scheduled time for his group will be given an alternate time slot.
  No walk-ins.

- ✓ **Only 1 piece per student**. Has to be strongly stated in letter to the teachers.
- ✓
- ✓ **Teacher Form** to include ☐Make checks payable to MFMC☐
- ✓
- ✓ **Information** for chair/co-chair to include:
  Sample registration form with deadline for registration
  Directions to event
  Information on trophies
- ✓ **Set up area for registration** and picture taking

- ✓ **Signs and decorations** (July 4th) to commemorate event; "QUIET PLEASE, RECITAL IN PROGRESS" sign if necessary
- ✓
- ✓ **Trophies**—order through gold cup chair. Allow 4 weeks processing time.
  Sort trophies and box by teacher name

- ✓ **Cost**-- include printing, mailing, trophies and any decorations or signs.
- ✓ **Contact teachers** with their allotted time slot

Include sample info forms