



ASMTA FESTIVAL CHECKLIST FOR REGION CHAIRPERSONS

1. Reaffirm Judges the week before Festival. Make signs for every door. **Judges are paid \$35 per hour and Federal Guidelines for mileage (but mileage not to exceed \$150) AFTER Festival.**

2. Make Repertoire Schedule for Students.

Levels	Time Allowance
Primary A – 2	5 minutes
3 – 5	10 minutes
6 – 10	15 minutes

3. Send information to teachers attending your Festival. Include the Time of all Student Performances & all schedules. Notify each teacher of where he/she will work.

4. Secure all helpers. **Student help is paid \$5 per hour by State Chair AFTER Festival.**

5. Have a folder in each test room with tests, master sheets, and pencils.

Musicianship Test	Test Givers	Suggest 3 rooms. Each student will be given 3 tests in this room – Keyboard, Sight Reading and Ear Test. The waiting lines can be very long if we run behind schedule. (Pencils!)
Written Theory	Test Givers	In a “Come and Go” room. Test Givers in this room will hand out tests. Chair will decide where grading will be held. Remember the answer sheets. Copy more than one set, so that two or more can grade papers.
Written Theory/ Musicianship/Repertoire	Test Recorders	Pencils!!!

6. Have a folder for each Repertoire Judge. (Remember to schedule “short breaks” for the judge.)

Folder should include: Rating Sheets Judges Information Sheet Student Schedule Pencils
Remember judges’ assistants and monitors!

7. After grades are filled in, make a copy for your own records and for State Records of the teachers’ original student registration sheets. **Be sure that State copies are clear and legible.**

8. Selection of Winners and Alternates for State Audition

Levels A – 5	Select ONE Winner & ONE Alternate for every 10 students entered for each level.
Levels 6 - 10	Select ONE Winner & ONE Alternate for every 5 students entered for each level.
Master Class students are selected from Levels 6 – 10.	

9. Front desk: Master Sheet All Schedules Monitors Pencils Badges

10. To Copy: Musicianship Tests Written Theory Tests Answer Sheets

11. Have large manila folders or small boxes for each teacher’s material to be placed in as tests are graded and recorded. Give each teacher a number, and write it on the back of each Rating Sheet. Everything is easy to sort after Festival if identified by teacher. Without teacher ID, it’s Bedlam!

12. Count the participation certificates **before** Festival. The **Teacher’s Box** should include:

Participation Certificates Theory Honor Roll Certificates Musicianship Certificates
Student Tests Original Student Application Sheets

Be sure that you have a **legible copy of original application sheets** to send to state with your report