

Guidelines and Checklist for Program Chairs

* A: Chairmanships and Terms

1. Branch Program Chairmanships shall include:
 - Achievement Award
 - Bach Festival
 - Certificate of Merit
 - Community Outreach
 - General Recitals (October & January)
 - Masterclass
 - Spring Festival
 - Theme Recital
 - VOCE
 - Winterfest
2. Branch Program Chairs are appointed by the President to two-year terms. The term may be extended on final year, at the discretion of the Branch Board. To ensure that terms of service start in the even-numbered years, the following will apply:
 - a) If a program chair position is changed during the first year of the two-year term, the new Chair's time will count from the beginning of the term.
 - b) If the Chair is replaced during the second year of the term, that year shall not count as part of the new chair's two-year term, since he or she is serving out of the previous chair's term.

*B: Responsibilities:

1. The Chair is to carry out the program according to the Branch Program Guidelines. The chair is not allowed additions or amendments of the Guidelines without the approval of either the President or Board.
2. The Chair has the authority to reject the applications that do not comply with the program guidelines and is not obligated to handle special scheduling needs requested by the teacher (with the exception of siblings). Chair may comply at his/her own discretion, paying strict attention to program times.
3. If the programs exceed the maximum time allowed due to a large number of applicants, the Chair has the right to filter the applications by the number of participants per teacher (maximum of 8 students per teacher, and also by the date when the applications were received).
4. The Chair is responsible for the individual student event Chair's efficacy. In addition, the Chair will provide a report at each Board and General meetings regarding student event progress, success, and/or problems.

5. Since the Branch programs are the Diamond Bar Branch events, they should be run by only the teacher members of the Diamond Bar Branch, not other personnel.
6. With the Board's approval, the Chair can appoint an Assistant Chair to help with the Chair's tasks.
7. The Chair needs to submit announcements to the Branch Secretary regarding details of the upcoming event, including but not limited to, guidelines for the event, date, venue, **application deadline***, application fees, to be published in the newsletter 1-2 months prior to the date of the event.
8. The Chair needs to send email reminders to all Branch Members a month and half prior to the event of the program as well as application deadlines.
9. The Chair needs to confirm and update the Vice-President regarding detailed information of the scheduled program at least two weeks prior to the event.
10. For any competition event, the Chair needs to request branch checks (for judges) from the Branch Treasurer.

***Application deadline** is usually set one month prior to the event. However, chairperson can use his/her own discretion and adjust application deadlines. For example, busy holiday seasons.

C. Tasks:

1. TWO WEEKS prior to APPLICATION DEADLINE (One and half months prior to the date of the event), the Chair needs to announce details of the event via email, including but not limited to, guidelines for the event, date, venue, application deadline, application fees, whom and where to mail applications* and checks to. (*Applications can be found on our branch website www.mtacdiamondbar.org. Click on "Branch Programs," then "Application Forms." Please use the appropriate form.)
2. The Chair is responsible for collecting Application and Fees. (Fees should be made payable to MTAC Diamond Bar Branch. There should be ONE check per teacher, which should include the total amount for all of his/her participating students.)

* Branch Recital Fees: \$ 14 for up to 5 minutes

\$ 16 for between 5 and 7 minutes

* Achievement Awards Recital Fees: \$ 25 for up to 5 minutes

\$ 27 for between 5 and 7 min.

* Festival Fees: \$ 28 for up to 5 minutes

\$ 30 for between 5 and 7 minutes

* Branch Bach Festival Fee: \$ 30 (time limit: 5 minutes)

- * Masterclass Fees: \$ 35
- * VOCE Branch Fees: \$ 45 for Competitive Solo
 - \$ 35 for Competitive Ensemble (per Performer)
 - \$ 30 for Non-Competitive Solo
 - \$ 25 for Non-Competitive Ensemble (per Performer)
- * VOCE State Finals Fees: \$ 55 for Solo
 - \$ 40 for Ensemble (per Performer)
- * Community Outreach Recitals: \$ 0 (Free)

3. The Chair needs to submit collected checks to the Branch Treasurer within 5 days of application deadline. The Branch Treasurer will then give the chairperson a budget for the event within 3 days after check submission. The budget should cover all the costs associated with the event, including but not limited to the following: printing of programs, etc. (For Winterfest, Bach Festival and Spring Festival, the budget should also cover items such as payments for the judges, trophies/medals, refreshments and supplies for judges.) More details regarding check submission and budget can be found on the branch website, under the tabs “Branch Program” → “Checklist for Program Chairs”.

Please be sure to save all the sales receipts (itemized receipts). Reimbursement forms are available upon request from the Branch Treasurer. All receipts must be submitted along with a thoroughly filled out reimbursement form in order to be reimbursed. Receipts older than 90 days will be void.

The reimbursement form looks like this:

REQUEST FOR REIMBURSEMENT
Music Teachers' Association of California
 Diamond Bar Branch

Name: _____
 Address: _____

Purpose of Expense	Purchased from (Name of store)	Program name	Amount
TOTAL			

Please Note: All reimbursements must be documented by itemized receipts.
 Receipts more than 90 days old are void.

Requested by (Signature): _____
 Date Requested: _____

Branch Use Only
Date _____

Check # _____
Date _____

* Please remember: without prior approval, any additional amount of money spent outside of the approved budget will not be reimbursed.

4. Chairperson is responsible for scheduling each program, and each program should run about 45 minutes in length. To do this, the chairperson will need to calculate the total duration of the performances, based on the information provided by teachers on the applications. Please keep in mind “sibling requests.” The chair is NOT obligated to grant any other special scheduling requests from teachers (See *forgoing Section B2*).

** Special instructions for Winterfest & Spring Festival Chairs:

- a) Programs should be organized based on CATEGORIES, according to the AGE of student as of the DATE of the Festival. (Sibling requests may not be honored because of this restriction.)
 - b) Add additional 30 – 60 seconds per student in order to allow sufficient time for judges to write comments. (Additional 30 seconds for Category I. Additional 60 seconds for Categories II – VII)
 - c) Please allow sufficient amount of time in between programs to:
 - Collect music scores (original scores only, ABSOLUTELY NO PHOTOCOPIES)
 - Line students up according to Student Numbers
 - Tune instruments (Strings, Woodwinds, etc.)
 - Judges can deliberate during breaks, but they can continue to do so until the end of the day if break time is not sufficient.
5. The Chair is responsible for arranging the order of performances in each program. This is *usually* done according to the difficulty level of pieces performed by the students. Chair should allow a variety in programming when applicable. (e.g., NOT placing students of one teacher all in one program; good mixture of variety of instruments; NOT placing same pieces back to back). * Live accompaniment only for non-piano instruments.
 6. Participating teachers have ONE week after application deadline to make changes or corrections to student’s repertoire. A late fee of \$ 10 (per student) applies if the application is received during this one-week grace period.
 7. The application fee is non-refundable, except under extenuating circumstances. A refund request must be made within a week after the application deadline.


8. The Chair needs to e-mail the Branch Vice-President a program draft for approval on the format of the program (before it gets sent out and circulated among participating teachers).
9. The Chair is responsible for e-mailing program drafts to participating teachers for editing purposes at least TWO weeks before the event. (Checking for any errors on spelling and etc.)
10. The Chair is responsible for reporting updates on the event when addressed at General Meetings, and providing information such as program start times and number of participants. The Chair is also responsible for answering questions at the meeting pertaining to the program.
11. The Chair will e-mail the final draft of the program to participating teachers for final confirmation purposes and print programs 5-7 days before the event.

* Programs should be printed front and back. Folded in half. The branch logo must be on the front cover. The list of Branch Officers and upcoming events must be on the back cover. The following is an example of the program (both front and back pages):



* Program templates are available upon request from the Branch Vice-President. The following is what the templates look like. All you have to do is fill in the appropriate information in the “< >”, and delete the parenthesis afterward. Please be sure our branch logo is included on the front cover of the program.

<Name of Event> Chair
<Name of Chair>



DIAMOND BAR BRANCH
Affiliated with MUSIC TEACHERS ASSOCIATION OF CALIFORNIA

Participating Studios

<Teacher's Name>	<Teacher's Name>
<Teacher's Name>	<Teacher's Name>
<Teacher's Name>	<Teacher's Name>
<Teacher's Name>	<Teacher's Name>
<Teacher's Name>	<Teacher's Name>
<Teacher's Name>	<Teacher's Name>
<Teacher's Name>	<Teacher's Name>
<Teacher's Name>	<Teacher's Name>
<Teacher's Name>	<Teacher's Name>
<Teacher's Name>	<Teacher's Name>

Board of Directors

President	Hester Kim
Vice President	Ann Linn Lobagano
Treasurer	Anna Day
Secretaries	Margie Dwyer & Cara Kim
Membership Secretary	Jennifer Hunt

<Name of Event>

Upcoming Events

<Name of Event>	<Date>
<Name of Event>	<Time>
<Name of Event>	<Venue>

<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>
<Title of Piece>	<STUDENT NAME>	<Composer>	<Title of Piece>	<STUDENT NAME>	<Composer>

12. The Chair will be responsible for preparing certificates and/or awards 5-7 days before the event (Please keep in mind that awards may require extra time for production and shipping). The following is an example of the certificate:



The following is what the certificate template looks like. Please be sure our branch logo is included. Please type student names and print the certificates individually, then sign your name on the bottom. Certificates must be printed on certificate paper. The certificate paper is provided by the branch.



13. The Chair will obtain the list of volunteers for the event from the Branch Attendance Clerk (usually the Branch Membership Secretary), and assign tasks for the day of the event and then notify those teachers of those tasks.

14. The Chair is responsible for obtaining the Teacher Attendance Sheet from the Recording Secretary and turning it back in after the event.

Additional Special Instructions for Festival Chairs:

1. Provide comment sheets for the judges. The following is an example of what the comment sheet looks like:

Winterfest 2012
Mt. San Antonio College, Walnut, CA

November 17, 2012
2:30 pm

Comment Sheet

Student Number: 22
Title: Ronde Sonata in C Minor, Op. 10, No. 1, Prestissimo
Composer: L. v. Beethoven
Category V (14 - 15)

COMMENTS:

Signature of Adjudicator

A comment sheet template is available upon request. The following is what the template looks like. Please print the comment sheets individually for each student, with appropriate student numbers and repertoire information typed.

Winterfest 2014
Mt. San Antonio College, Walnut, CA

November 15, 2014
«Program Time»

Comment Sheet

Student Number: 1
Title:
Composer: _____ Category 7 («age range»)

COMMENTS:

Signature of Adjudicator

2. Provide the judges with the following document (it is a template) for them to put down the winners in each category. Each instrument has its own list of winners. One copy per instrument. The judges will sign on the bottom. This is an official document and should be turned in to the Vice-President when the festival is over.

Winterfest 2014 Winners

Please select first, second, third place winners as well as honorable mention(s) for each category. Ties are allowed. Students are identified by numbers.

Piano Category I (Time?) First Place: Second Place: Third Place: Honorable Mention:	Piano Category V (Time?) First Place: Second Place: Third Place: Honorable Mention:
Piano Category II (Time?) First Place: Second Place: Third Place: Honorable Mention:	Piano Category VI (Time?) First Place: Second Place: Third Place: Honorable Mention:
Piano Category III (Time?) First Place: Second Place: Third Place: Honorable Mention:	Piano Category VII (Time?) First Place: Second Place: Third Place: Honorable Mention:
Piano Category IV (Time?) First Place: Second Place: Third Place: Honorable Mention:	

«Name of Adjudicator»

«Name of Adjudicator»

3. Festival Chairs should secure judges' availability and confirmation at least 4 weeks prior to the event.
4. Festival Chair needs to obtain judges' biographies and include them in the program.
5. Festival Chairs need to e-mail final confirmation to judges 1-2 weeks prior to the event (confirming date, venue, call time, time of program and program guidelines).

6. Festival Chairs need to prepare a “packet” (a large manila envelope) for each judge. Place comment sheets (in order of students’ performance) and group them according to time of the program. Please also include appropriate stationaries in the packet.
7. Festival Chairs need to prepare light refreshments for the judges.
8. Under no circumstances should the Chair reveal the identity of participating students and teachers during the event, including the mentioning of names. Students are identified according to “Student Numbers,” thus, only STUDENT NUMBERS will appear on any paperwork provided for the judges, including but not limited to documents such as comment sheets, winners list, etc.
9. Please request payments (branch checks) for the judges from the Branch Treasurer 1-2 weeks before the day of the Festival. Our Branch pays the judges \$48 an hour. Each judge also gets additional \$25 for traveling. Our Branch reimburses parking fees, if any, for the event. Please calculate the payment starting from the judges’ call time (15-20 minutes before the starting of the 1st program) up to 15-20 minutes after the anticipated end time for the final program of the day. Please enclose the check in an envelope, along with a thank you card for each judge.

* Please do not hesitate to contact BOTH the Branch Vice-President and the Branch Treasurer should you have any questions regarding payments for judges.

On the day of the event:

1. Arrive early at the venue to meet ushers (if any).
2. Provide set-up instructions for ushers
3. Assign 1-2 teachers to check-in students at the front entrance. Students are asked to arrive at least 20 minutes prior to their scheduled program time. For all programs, ensure students adhere to dress code and recital rules.
4. Arrange seating of students in order of the names listed on the program.
5. Instruct parents to wait outside until they are allowed to enter.
6. REMINDER: Videotaping is to be taken at the back of the auditorium.
7. **For Competition/Festival Chairs:** Meet and greet the judges upon their arrival. Show them the assigned section where they will be judging, as well as the green room. After the music scores (only original scores, no photocopies) are collected from the students, place them on the judges table in the order of performance. Make sure all measures are numbered.
8. Preside over event:
 - a) Welcome greetings, closing comments, and introduce judges, if applicable
 - b) Oversee program (keep track of time, handle any issues, supervise students – ensure that they follow the Recital Rules, especially the Dress Codes)

- c) Dismiss judges to green room for deliberation, if applicable
 - d) Assemble students on stage after program, if time permits, to be recognized
 - e) Present awards, if applicable
 - f) Acknowledge participating teachers at the end of program
 - g) Dismiss audience
 - h) Check the hall for forgotten items and any trash to throw away
- * Special instructions for competition/festival chairs:
- i) Collect music from students (no Xerox copies). Make sure all measures are numbered. Arrange music in students' numerical order.
 - j) Assign students a number according to program order.
 - k) Return music back to students after the program.
 - l) Collect judges' evaluations & results
 - m) Secure payment allotted to judges with "Thank you" card, if applicable.

After the event:

1. Submit a copy of the report to the Branch Secretary to be published in the newsletter.
2. Submit a reimbursement form and all receipts to the Branch Treasurer to receive reimbursement for all expenses incurred from the program (awards, printing, judges, etc.)
3. File all records pertaining to the specific program event to be transferred to the new chair.
4. Report results of program (progress, success, problems) at the next meeting.
5. Contact teachers of those students who had issues during the program event (e.g., Not adhering to Recital Rules or Dress Codes, improper stage etiquette, etc.) Please contact the Branch President and Vice-President if there are additional concerns or the problem cannot be resolved.
6. For competition chairs:
 - a) Post winners online/ email results to teachers within 24 hours
 - b) Obtain awards and medals and distribute to teachers at the next scheduled meeting
 - c) Submit the winners list doc (the one the judges signed) to Vice-President