COORDINATOR TIMELINE – NATIONAL FINALS

Decide on hours for registration (determined in advance and sent to finalists).

Arrive day early to tour facility and locate all rooms.

**Registration Day:**

* Have all registration materials ready (registration forms, Conference Books, Competition Books).
* Remind students about dressing up for announcements
* Ask what selection they would play on winner recital if chosen (10 minutes)
* [voice students may perform two selections]
* Get contact information (phone number)

**Competition Day:** (Breakfast and lunch are provided [except no monitors lunch for Junior on Saturday])

* Conduct all judge orientations (30 minutes before start of each competition), bring:  
  - Orientation schedule,
* Judges and monitor packets
* Programs
* Conduct balloting following end of each competition. Have enough ballots for several rounds in each competition and have list of competitors/teachers to hand out after balloting is complete.
* Winner announcements – be there no later than 4:45 (5:15 for Jeff) to check on room set-up and lay out envelopes and certificates for presentation. **(Rooms 204-205)**

- Have envelopes, certificates for students, Announcement Form (winners list), script, concert

selections

- Check registration/orientation notes for name pronunciation (judges, teachers, entrants)

- Have sound check schedule prior to winner concert (bring enough copies for all winners)

- Following announcements, verify repertoire for recital with winners and hand out sound   
check schedule

* Decide on order of program (JR coordinator consults with CM coordinator) and inform. Marcie. Possibly stay to help enter the program on computer.

**Concert Day:**

* Be there for sound checks at designated time.
* Make sure to run sound checks on schedule.
* Mark program for stage assistant with what type of stage set-up each student needs (music stand(s)?

position of piano lid? chairs?)

* Make sure all the appropriate sponsors are in the pictures taken at 3 p.m. (verify list with Dir.)

Chamber Music String: Allen I. McHose Scholarship Fund

Chamber Music Wind: Allen I. McHose Scholarship Fund

Elementary/Junior Composition: Alfred Publishing

Junior Piano: Kawai America

Junior String: MTNA Foundation

Junior Woodwind: MTNA Foundation

Chopin Award, Junior: Chopin Foundation

Ebony Award, Junior: Ebony Music Inc.

Senior Composition: MTNA Foundation

Senior Piano: Yamaha

Senior Piano Duet: Weekley and Arganbright

Senior Voice: MTNA Foundation/Jane Snow Memorial Scholarship

Senior Brass/Piano 2nd place (Folland Endowment Fund)/String/Woodwind: MTNA Foundation

Chopin Award: Chopin Foundation

Ebony Award: Ebony Music Inc.

Young Artist Composition: MTNA Foundation

Young Artist Piano: Steinway

Young Artist Voice: Gary Ingle and/or Jeanne Grealish

Young Artist Brass/String/Woodwind: MTNA Foundation

Ebony Award, Young Artist: Leah Claiborne

Be available to help other coordinators with their balloting and taking results to office staff.

Breakfast with committee Tuesday 8:00 a.m. **Room 206**