**PROCEDURES FOLLOWING BALLOTING**

**Materials received from national for each competition category:**

1. Large white TYVEK envelopes with names of students, category and entrant number (page with URL/password for ordering pictures).

2. Carbonless forms for recording winner, 2nd, 3rd; also note Chopin winner for JR/SR and EBONY winner for JR/SR/YA.

3. Merit Award Letters for all below 3rd place (already in #10 letter envelopes; not yet personalized—for all below 3rd place);
These are not for CM

4. CM Finalist Letters

5. Printed on site:

 a. Winner, 2nd and 3rd place Letters

 b. Chopin letters for those who are eligible (JR/SR Piano)

 c. Ebony letters for those who are eligible (JR/SR/YA Piano)

 d. Folland award letter for Senior 2nd place piano. This is in addition to Senior Piano 2nd place letter.

6. SSN information note for EACH winner (multiples in CM) and 2nd place;

 No SSN information note needed for Junior 2nd, Duet 2nd, and CM 2nd, unless 2nd place CM is a trio

7. Labels with contestant names for use on #10 letter envelopes for winner/2nd/3rd place letters and merit envelopes.

8. Certificate holders for winner, 2nd, 3rd (not teachers)

9. Strips of MTNA seals to put on certificates of winner, 2nd and 3rd place~~s~~

10. #10 letter envelopes for winner, 2nd, 3rd place letters

**Following balloting:**

1. Carbonless forms:

 a. Fill out the information following the balloting (Junior & Senior, write Chopin/Ebony Winners on sheet as needed). Verify and include both entrant number AND name.

 • white copy to Marcie (give to Terri to take to Marcie)

 • yellow copy to Terri

 • pink copy for coordinator files

 b.Text Marcie (1-513-520-0521) the complete winner information so she can create and deliver letters and certificates (easiest to take a photo of top carbonless form).

2. Certificates:

 a. Receive appropriate letters and certificates for winner, 2nd, 3rd and teachers from Marcie.

 b. Put seals on certificates for student and teacher.

 c. Attach winner, 2nd, 3rd certificates inside provided folders (use pre-punched guides in folders).

 d. Place teacher certificate inside student folder, attaching one top corner so it doesn’t slip out.

 e. Do not put certificates in large white envelope! Coordinator brings CERTIFICATES to winner announcement for Terri to present.

 f. Put a small sticky note on outside of certificates (e.g. Piano 1st, Piano 2nd, Piano 3rd etc.)

 g. NOTE: Do not put #10 WINNER/Chopin/Ebony letters in large white envelope

3. Put in appropriate large white envelopes

 a. Comment sheets

 b. Merit Award #10 letter envelopes for 4th place and below. Attach name label

 c. 2nd & 3rd place:
 Put name label on #10 letter envelopes and enclose appropriate letter.
 2nd place #10 envelope: letter and SSN note in smaller envelope
 3rd place #10 envelope: letter
 NOTE: SSN information note for EACH winner (multiples in CM) and 2nd place; smaller

 envelopes.

 No SSN information note needed for Junior 2nd, Duet 2nd, and CM 2nd, unless 2nd place CM is

 a trio

4. Give Terri #10 letter envelopes for winner/Chopin/Ebony and SR. Folland letter to bring to winner recital and give to appropriate presenters.

**Winner Announcements:**

**Coordinators bring to announcement room:**

1. Large white envelopes for entrants, organized by competition category and entrant number

2. Winner, 2nd, 3rd certificates

Terri assists in giving large white envelopes to each finalist as coordinator calls them to the front and announces their name, state, division and teacher (teacher, if present) stands behind his/her student

As 3rd, 2nd and winners are announced, Terri hands the appropriate certificate

**After announcements coordinators:**

Give winners concert sound check schedules (have enough for each winner)

Verify what each winner will play on winner concert

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

NOTE: Chopin and Ebony winners also perform [Chopin piece or Black Composer piece] on winner concert. If Chopin and/or Ebony winners are also MTNA winner, they can elect to play 2 pieces.

**Winner Recital:**

Coordinators assist with photos with appropriate presenters, warm-ups and stage management with student helper

Terri will open each winner recital and make sure appropriate award envelope is given to appropriate

Presenter in advance. National office will inform Terri of the presenters. Presenters say a few words and present award letters following each individual performance.

National office will inform Terri of the presenters.