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:

 a. Have all registration materials ready (registration forms, Conference Books, Competition books).

 b. Remind students about dressing up for announcements

 c. Ask what selection they would play on winner recital if chosen (10 minutes)

 [voice students may perform two selections]

 d. Get contact information (phone number)

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

1. Conduct all judge orientations (30 minutes before start of each competition), bring:
-Orientation schedule,

-Judges and monitor packets
-Programs

 b. 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.

 c. 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. (Orchestra Ballroom C)

 - 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 students)

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

 schedule

 - Give repertoire to Dir. for program immediately following announcements

• Concert Day:

 a. Be there for sound checks at designated time.

 b. Make sure to run sound checks on schedule.

 c. Mark program for stage assistant with what type of stage set-up each student needs (music stand(s)?

 position of piano lid? chairs?)

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

 Chamber Music String: MTNA Foundation

 Chamber Music Wind: MTNA Foundation

 Elementary/Junior Composition: Alfred Publishing

 Junior Piano: Kawai America

 Junior String: Karen MTNA Foundation

 Junior Woodwind: MTNA Foundation

 Chopin Award, Junior:

 Ebony Award, Junior:

Senior Composition: MTNA Foundation

Senior Piano: Yamaha

Senior Piano Duet: Weekley and Arganbright

Senior Voice: Jane Snow Memorial Scholarship and Jeanne Grealish

Senior Brass/Piano 2nd place/String/Woodwind: MTNA Foundation

Chopin Award: Chopin Foundation

Ebony Award: Ebony Music inc.

 MTNA CEO will present Foundation, Chopin and Piano Duet awards during the concert.

Young Artist Composition: MTNA Foundation

 Young Artist Piano: Steinway

 Young Artist Voice: Brian Shepard

 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. (Symphony Ballroom IV)