**FWMTA FALL & JAZZ FESTIVAL DUTIES**

**Updated 2018**

**June**

Choose date of festivals (October when TCU has an away football game) (Chairman)

Reserve rooms in ELH: Reception Room, B14, B15, 1st floor classrooms 113& 132 (Walsh choir room if 5th room needed) (Jennifer DeSantis can assist with this.)

Update pages for yearbook. (Chairman)

Secure judges (MaryAnn Fritz can assist with this.)

**September:**

After receive registration, count entries for each festival, check ribbon supply and order ribbons (Trophies & Awards on Camp Bowie, 817-560-2828, contact – Kevin). Make sure to order enough superior ribbons in case every entry receives Superior rating. (Chairman)

Schedule students and teacher monitor times. (Chairman-responsible for doing this or securing a service to help. For 2018, we are seeking the aid of Axel, who has the ability to program the scheduling for a modest fee.)

Email schedule, teacher letter & map to teachers. (Co-chairman)

**October:**

Pick up ribbons when arrive. (Chairman)

Check supplies from previous years and make supply list: breakfast, coffee, tea, water, diet coke, creamer, sugar, plates, coffee cups, napkins, plastic ware, table cloths, candy for judges rooms, cracker/snacks, pens, pencils, pins, Thank You cards… (Co-Chairman)

Arrange for pianos to be tuned (Jennifer DeSantis can assist with this.)

**Week of festivals**:

Print up final room schedules (Chairman)

Make signs (Co-Chairman)

Pick up supplies, lunch menus (Co-Chairman)

Arrange to get checks from treasurer for judges, expenses, lunch. Provide information to Treasurer of FWMTA. (Chairman)

**Day before festivals**: pick up keys from office, preliminary check/cleanup of rooms, make sure classrooms have a long table and nice chairs for judges & monitor station, decorate Reception room, make room packets:

Schedule for judges (without teacher names)

Schedule for monitors (with teacher names)

Monitor instructions

Extra critique sheets

Pens, pencils, pins, ribbons

**Day of festival**: arrive early and open rooms, set up monitor stations, post signs, prepare coffee, breakfast for judges, greet judges – have judges choose their lunch before judges meeting. (**All committee members**)

Judges meeting

Adjudicating begins…

Order lunch, collect receipts, get reimbursement checks & judges checks & turn in registration checks to Treasurer. Write thank you cards. Distribute judges checks/thank you cards after the afternoon break.

**End of day**:

Collect festival results from all rooms (Chairman), cleanup rooms & lock doors and remove all signs leaving the building as found it before the festival (**All committee members**).

**Week after festival**:

Prepare festival report and send to President and Treasurer. Prepare report for newsletter (article style).