

SJMEA Comprehensive Checklist for Event Organizers

1. Select and hire judges as well as reconsider the number needed after all of the entry forms have been tabulated.
2. Arrange for piano moving, storage and tuning.
3. Make motel reservations for judges if necessary.
4. Send confirmation letter to judges along with Contest Financial Report Form #2.
5. Copy adjudication forms and order certificates and or plaques from the Festival Coordinator.
6. Ask teachers, custodians and administrators which rooms would be available for use on the day of the festival.
7. Once agreements have been made remind teachers, custodians and administrators in writing one week prior to event.
8. Set up procedures for handling finances. Questions? Contact SJMEA Treasurer or President.
9. Organize a schedule of performances.
10. Provide a home room space if possible.
11. Provide practice rooms or warm-up areas with pianos if possible.
12. Provide adult supervision with master key for home room areas. Attempt to keep home rooms locked for each school while their group is performing.
13. Provide a central area for tabulating and posting results with a responsible adult.
14. Provide an adult secretary and office personnel. Students can participate as bus guides, group guides, judges' runners and door attendants.
15. Provide sufficient music stands, choir risers, chairs, judges tables, pianos, percussion equipment, lighting, podium etc. for performance areas.
16. Provide a P.A. system and an announcer for introducing groups.
17. Arrange for recording (Video and or audio) of large group contest.

Checklist for Event Organizers - page 2

18. Review with judges' runners the system to deliver scores to adjudicators and return comment sheets to the office.
19. Arrange for comment sheets, scores and certificate to be compiled in a large envelope for each director as they leave the contest.
20. Contact local restaurants to inform them of the influx of business for the day.
21. Provide coffee and doughnuts or fruit plate for directors lounge.
22. Provide food service if desired.
23. A program to all directors two weeks in advance of the contest so they can notify their participants and arrange for transportation.
24. Organize a luncheon for judges, directors and adult helpers.
25. Plan and arrange for bus unloading and parking.
26. Signs for all areas, arrows, maps etc.
27. Stage hands for performance areas.
28. Notify vending machine company of influx of customers
29. Organize judges' packets:

Adjudication forms(pre-typed information)	Extra Adjudication Forms
Program	Adjudication Expense Form #2
Sharpened Pencils	Name Tag
Map of School	
30. Arrange equipment in all performance areas.
31. Send a memo reminding teachers and administration of the event and to secure their valuables.
32. Remind the custodians of the heavy influx of very nervous people in the restrooms! (Extra supplies)