

**SJMEA Honor Festival, Solo & Ensemble Contest, Large Group Festival**  
**Time line for Event Chairperson**  
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**PREVIOUS SPRING OR VERY EARLY FALL**

1. Notify principals of event dates and locations and determine budget considerations.
2. Schedule the use of necessary facilities with teachers and administrators.
3. Procure a program from the previous event to be able to approximate the number of judges or clinicians and performance areas that will be needed.
4. Contact previous chairperson for any information or questions concerning event.

**Fall**

1. Select judges or clinicians and hire by phone. Minimum of 90 days in advance.
2. Schedule taping for large group contests. This is optional but very helpful.

**EIGHT WEEKS BEFORE EVENT**

1. Send a reminder to participating directors.
2. Finalize arrangements regarding school facilities.

**FOUR WEEKS BEFORE EVENT**

1. Send confirmation letter to judges (see example) with adjudication form enclosed for review.
2. Schedule times and locations of entries.
3. Notify administrators, teachers and custodians of facilities that will be used.
4. Hire extra judges if necessary.
5. Arrange for the certificates, banners, etc. Contact SJMEA President regarding this. In the past we've used Bob and Cindy's Banner in Ferndale

**TWO WEEKS BEFORE EVENT**

1. Send programs to all schools via first class mail. List the equipment availably.
2. Send judges final information, SJMEA expense sheets, directions to festival location.
3. Organize local help of students and parents.
4. Send articles to local news media.
5. Notify vending machine people of the event.
6. Notify local restaurants and /or food service people of the event.
7. Arrange for the noon luncheon for directors.

## SJMEA EVENTS

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#### ONE WEEK BEFORE EVENT

1. Type certificates, leaving only the rating to be filled in.
2. Copy and type adjudication forms for each entry.
3. Place adjudication forms, pencils, programs, name tags and an extra adjudicator's expense form in an envelope for each adjudicator.
4. Make signs for homerooms, director lounge, performance areas, directional arrows (if needed), room numbers, "Quiet Please", "Do Not Enter During Performance", post a large print version of the performances.
5. Plan the directors' lounge refreshments.
6. Arrange for the printing of the program.

#### ONE DAY BEFORE EVENT

1. Organize the equipment in each performing area.
2. Hang all of the signs.
3. Organize the main office.
4. Tape the performance schedule for each area near the doorway of that area.
5. Make certain the custodians have a program to unlock all needed areas for event day.
6. Organize the directors' lounge.
7. Remind teachers whose rooms are being used as homerooms. They should put all valuables away.

#### EVENT DAY

1. Have all helpers, students and adults, check in at the main office for pre-event meeting (about 40 min. before start of event). Go over expectations and plan on a few substitutes in case they will be needed.
2. Greet and instruct the judges on the event rules and necessity of a positive approach with the participants. **Collect adjudicator's expense form at that time.** This meeting should take place about 30 min. before event.
3. Sr. Solo&Ensemble State Qualifiers Only- Hold any runoffs if needed. **This is done at the end of day before people leave.**
4. Address all packets to directors who did not pick up comment sheets and or certificates.
5. Total gate receipts and give to the Treasurer. Please do not reimburse yourself from this money. We must have a proper paper trail for all funds

**SJMEA Event**  
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**AFTER THE EVENT**

1. Check with teachers about the condition of the homerooms and thank them for the use of their room. Notify appropriate individuals about problems if necessary.
2. Send thank you notes to all who helped and to the teachers of the rooms you used. A note to the custodians is also very wise.
3. Notify the state solo and ensemble contest finalists
4. Complete event financial summary and submit to the SJMEA Treasurer **no later than 4 weeks** after event so bills can be paid in a timely fashion and you can receive your much deserved stipend. Please include all receipts, and all 5 completed financial forms.
5. Compile a event manual including all forms, letters, the list of judges or clinicians used, program, etc. Also include a list of things you would suggest to improve the event. **These are required to receive stipend.** Please send these to the Event Coordinator. (Edd George – Sr. High, Jennifer Stroh – Jr. High)
6. Congratulate yourself on a job well done and .....
7. Come to the Spring SJMEA meeting prepared to present your event manual (with suggestions for improvement) to the next event chairperson.