

Chair Duties: MTAC Long Beach Branch

September

- 1) Obtain the correct Date and Time(s) (please confirm times with the Branch President) for the Festival/Competition you are chairing. This information can be found on the Branch Website Calendar (mtaclb.com) and in the Branch Directory.
- 2) Create a Google doc Application and Event Rules & Guidelines to post on the Branch Website. Step by step instructions are included in the “Creating a Google form” document you will receive at the beginning of the year.

Two Months Prior to your Event

- 1) Send an announcement to the Newsletter Editor. The deadline is the 25th of the month. Include: Date, time(s) and place of the event (if event is at Newcomb please confirm time (s) with the Branch President); application deadline; where to find the application and rules; the fee per student, how to pay for the Festival/Competition online and any other information that you feel is important for teachers to know.
- 2) Ask the Web-master to post the registration form (Google doc) and PayPal button on the website.
- 3) Send an announcement along with a link to the Website Application to our Branch Communications Chair for email distribution. This is the 1st Vice-President of our Branch.
- 4) If your event requires publicity, this would be the time to take care of that. Create a flyer and send it to the Publicity Chair for distribution. Be sure to include important details about the event: Date, time & place; suggested donation amount; perhaps list some of the composers who will be represented on the program.
- 5) Arrange for an evaluator for your event, if applicable.

One Month Prior to your Event

- 1) Send a reminder announcement to members through the Communications Chair (1st Vice President) and the Newsletter Editor. Make sure to include deadlines and instructions on how to register.

3 Weeks Prior to the Event

- 1) Send a reminder announcement through the Communications Chair (1st Vice President) reminding teachers of upcoming registration deadline.
- 2) Pick up a check for the evaluator(s) of your event (if applicable), or have the treasurer mail you the check well before your event occurs.

1 Week Prior to Event Registration Deadline

- 1) Send a reminder announcement through the Communications Chair (1st Vice President) reminding teachers of upcoming registration deadline.

Once Registration has closed

- 1) Log-in to our gmail account to check which enrolled teachers have paid their fees. Compile a list of teachers who have registered, how many students are enrolled, and email the treasurer for verification of payment.
- 2) Type the program and make copies (enough for 2 or 3 per family.)
- 3) Pick up a check for the evaluator(s) of your event (if applicable), if you have not already done so.
- 4) Pick up the piano lock key from the President.
- 5) Notify teachers of their students' performance times.
- 6) Assign teacher duties for the day of the event:
(Checking in students, seating students, announcements). You may also delegate teachers to help with the program, or anything else you need assistance with. If you are unable to be present for the duration of the event, please communicate with the President which participating teacher(s) will represent you.

Day of the event

- 1) Plan to arrive at Newcomb at least 30 minutes prior to the event start time. The custodial staff will be there to answer any questions.
- 2) Move the piano to the center of the stage and any props on stage may be rolled to the sides. Curtains maybe be drawn to hide what is back stage. Have teachers help you with this.

- 3) At the end of the event, give the evaluator their payment (if applicable).
- 4) Please return piano benches to where you found them and lock, cover, and roll piano back. No need to move stage props back. Custodial staff will take care of the rest.

After the event

- 1) Return the piano lock key (along with 3 copies of the program) to the President.
- 2) Submit Reimbursement Form along with receipt(s) to Treasurer for reimbursement. These are posted on our website on the member page.
- 3) Send a report and any pictures to the Newsletter Editor.
- 4) Submit a report to Branch President (due two weeks after your event). Include the following in your report:
 - Date and times of the event
 - Number of students and teachers involved
 - Income and expenses
 - Other pertinent information
- 5) Put copies of programs, flyer, end-of-year report, etc. into the Chair Notebook as reference for future chairs.
- 6) Send one copy of program to Branch ASCAP chair.