

# Oregon Junior Bach Festival

## District Chair Guidelines 2012

1. Inform the teachers in your district that all forms and information are available on the OMTA website: <http://www.oregonmta.org>. The forms are editable, which will make your job a lot easier, so please inform the teachers to use this feature. Announce the deadline for entries and fees as **the second Friday of January** and do not accept any after that deadline. Please notify the State Bach Chairperson, as soon as possible, the estimate of entries in your district, preferably **six weeks before the date of the State Final Event Recital** to ensure that the correct number of medals is ordered.
2. Chairmen need to download the following:
  - Adjudicators Worksheet
  - Certificate (you are welcome to make your own)
  - Final Report Form
  - Guidelines for adjudicators for district events
  - Information regarding adjudicators
  - List of adjudicators
  - Official Winner's List
  - Student Evaluation Sheet
3. Reserve a location for the recitals with a good piano and organ, if needed. Have the piano tuned if necessary. If a second piano is needed and the district cannot provide one, teachers will have to furnish one at their own expense. The State OMTA is not responsible for tuning organs.
4. As soon as possible, engage an adjudicator selected from the List of Adjudicators. If you wish to call an adjudicator with expertise in Baroque style who is not on the list, you may consult with the State Chair. Remember that since all of the districts have their recitals at approximately the same time, adjudicators get booked early. Send the adjudicator a copy of the Guidelines for Adjudicators, Adjudicators Worksheet, Student Evaluation Sheet, Official Winner's List, a letter confirming the time of the recital and a map to get to the location. Make sure the adjudicators know that they are to select 40% from each Competitive Division. Inform them in the letter that they will receive \$40.00 an hour and mileage compensation *according to the current government standards*. **This figure is constantly in flux. You may contact the State Treasurer for the exact amount.**
5. Calculate your fees based on your district's expenses, such as venue rental, piano tuning, programs, adjudication, adjudicator's mileage, etc. Add \$2.00 per student to be forwarded to the State to cover the expenses of the Final Event. For students advancing to Regional the fee is \$15.00 plus \$2.00 for State Final Event (total \$17.00).

6. Collect entries and fees. **Do not accept any entry forms unless they are completely filled out on the 2012 Entry Form, downloaded from the website.** Teachers must make out one check for all of their entries, payable to OMTA. Give all of these checks to your District Treasurer, who will then send **one** check for the Final Event fee, (\$2.00 per student) along with the OMTA Remittance Form, to the State Junior Bach Festival Chair: **Gayle Bland**, 19059 S. Leland Rd., Oregon City, OR 97045-8512. All fees must be sent to the chair before the recital takes place.
7. Check the repertoire to make sure that it meets the requirements set in the Teacher Guidelines. If there is a question, contact the State Bach Chairperson. Inform the State Chair how many entries you have in each Division. **Any instrument having 10 or more entries will be considered a separate division and will be adjudicated by an adjudicator that specializes in that instrument.**
8. Fill out a certificate and the Student Evaluation Form for each student. Have these ready for the adjudicator to sign. The certificate on the website is not necessarily the one you must use; if you would like to design one of your own that is fine.
9. Prepare programs for the recitals. Number each entry to correspond with the entry number on the Student Evaluation Form. This is very important in selecting the winners. **Do not renumber if you have cancellations on the day of the recital.** Print at least three times the number of entries so that you don't run out of programs at the recital.
10. On the day of the recitals, provide the following for the adjudicator:
  - A comfortable place to sit and write
  - Adjudicator Guidelines
  - Adjudicator Worksheets
  - Certificates ready for the adjudicator to sign
  - Official Winner's List
  - Pens and pencils
  - Student Evaluation Forms, with the top information already filled out
11. **Tell the adjudicator if there are any students who have already won three medals. Remember that they are eligible to advance to the Regionals, but are not counted in the 40%. They are adjudicated in a division of their own and if they play well, they should be selected for Regionals. Duos are counted as two separate entries. Remember: under NO circumstances can more than 40% advance to the Regionals.**
12. Immediately following the recital, present each student with a certificate. Announce the time and place of the Regional Recital and invite everyone to attend. If the judge prefers, take them to a quiet place where they can deliberate. Do **not** stay in the room with them or allow any other participating teacher or student to be in the room when they are selecting the winners. A maximum of 40% of the eligible performers plus the alternates are invited to advance to the next level. When the adjudicator has made a decision, either you or the judge can announce the winners, or you may notify the teachers later. **Make sure they fill out the Official Winner's List and sign it. Send this form immediately to the State Bach Festival chair.**

13. Give all of the Student Evaluation Forms to the teachers. Collect the Regional fees (\$15.00) plus the \$2.00 Final Event Fee for each student selected for the Regional Recital. Send these checks to your District Treasurer who will then send **one** check to your Regional Chair and a **second** check to OMTA for the Final Event Fees, along with the OMTA Remittance Form, to the State Bach Festival Chair: *Gayle Bland*, 19059 S. Leland Rd., Oregon City OR 97045-8512. Students may not play in the Regional Recital until the fees have been received by the State Chair. The Regional Fee is \$15.00 plus the \$2.00 Final Event fee per student for a total of \$17.00.
14. **Immediately** send the entry forms of the students chosen for the Regional Recital and the alternates, to the Regional Chairperson. Also include a copies of the programs from your recitals.
15. Send the Final Report and the Official Winner's List to the Oregon Bach Festival Chair as soon as possible.
16. Send an e-mail or letter to the teachers of the winners selected for the Regional Recital informing them when and where the recital will take place.
17. Direct any questions or problems to the State Junior Bach Festival Chair.