

Oregon Junior Bach Festival

Regional Chair Guidelines 2012

1. The District Chair should send you the entry forms of the students selected for the Regional Recitals immediately following their recitals. If you don't receive them within three days, call or e-mail the District Chair.
2. Download the following from the OMTA website:
 - Adjudicators Worksheet
 - Certificate (you are welcome to make your own)
 - Guidelines for adjudicators for regional 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 for events.
4. As soon as possible, engage an adjudicator selected from the List of Adjudicators. 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. Inform them in the letter that they will receive \$40.00 an hour and mileage compensation *according to current government standards*. **This figure is constantly in flux. You may contact the State Treasurer for the exact amount.**
5. The District Chairpersons collect the fees from the students selected for the Regional Recitals. These fees will be sent to the Regional chair to fund the Regional Recital. After you receive the fees, send \$2.00 per entry to ***Gayle Bland***, 19059 S. Leland Rd., Oregon City, OR, 97045-8512.
6. 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 Chairman.
7. Fill out a certificate and the Student Evaluation Form for each student. Have these ready for the adjudicator to sign.
8. 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.

9. On the day of the recitals, provide the following to the adjudicator:
 - A comfortable place to sit and write
 - 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
10. Tell the adjudicator if there are any students who have already won three medals. Remember that they are eligible to advance to the Final Event, but are not counted in the 20-30%.
11. Immediately following the recital, present each student with a certificate. Announce the time and place of the Final Event 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. When the adjudicator has made a decision, either you or the judge can announce the winners. Make sure they fill out the Official Winner's List and sign it. Send this form immediately to the State Bach Festival chairman.
12. Give all of the Student Evaluation Forms to the teachers. There is no additional fee for the Final Event Recital.
13. **Immediately** send the entry forms of the students chosen for the Final Event and **the alternates** to the Final Event Chairperson. Also include a copy of your programs.
14. Send the Final Report and the Official Winner's List to the Oregon Bach Festival Chair as soon as possible.
15. For students to be included in the Final Event Recital, the entry forms must be sent to the Final Event chairman and the signed Official Winner's List must be sent to the State Chairman one week before the Final Event Recital.
16. Send a letter to the teachers of the winners selected for the Final Event Recital informing them when and where the recital will take place. Also, stress that it is VERY important for them to notify you immediately if their student is unable to play, so that you can contact the alternate.
17. Regional Recitals must take place at least 2 weeks before the Final Event Recital.