

CBMEA

Checklist for Organizing the Contest

1. Selected and hired the judges as well as reconsidered the number needed after all of the entry forms have been tabulated.
2. Arranged for piano moving, storage, and tuning (kept in mind temperature fluctuations in storage areas).
3. Made motel reservations for judges if necessary.
4. Sent confirmations letters to the judges.
5. Ordered adjudication forms, certificates, and ribbons from the CBMEA President.
6. Surveyed teachers, custodians, and administrators in the host school for rooms that will be available for use on contest day.
7. Informed teachers, custodians, and administrators of the rooms that will be used.
8. Set up procedures for handling finances. Questions? Contact CBMEA Treasurer.
9. Organize a schedule of performances.
10. Provide home room space (when possible).
11. Provide storage space for instruments and valuables.
12. Provide practice rooms or warm-up areas with pianos if possible.
13. Provide adequate areas for performance and run-offs, if needed.
14. Provide adult supervisor with master key for home room areas. Attempt to keep home rooms locked for each school while their large groups are performing.
15. Provide a central area for tabulating and posting results with a responsible adult in charge.
16. Provide a secretary and office personnel, bus guides, hail guides, room hosts, judges helpers, door monitors, area supervisors, runners, etc.
17. Provide sufficient music stands, choir risers, band risers, judges tables, chairs, acoustical shells, pianos, percussion equipment, lighting, podiums, etc. for the performance areas.
18. Provide a P.A. system and an announcer for introducing groups.
19. Arrange for recording (Video and/or Audio) of large group contest.

20. Lost and found department.
21. Provide personnel and a system to deliver score to adjudicators and return comment sheets to the office. One set of large envelopes to distribute information to directors upon their arrival and one set of large envelopes to collect the school's music, certificates, etc., to be handed to the directors at the conclusion of the contest.
22. A general troubleshooter besides yourself (if possible).
23. Provide information to local restaurants anticipating the influx of business for the day.
24. Provide coffee and doughnuts, etc. for the directors' lounge.
25. Provide food service for participants, if desired.
26. A program (quick print will suffice) to all participating directors two weeks in advance of the contest so they can notify their participants and arrange for transportation.
27. Organize a luncheon for judges, directors, helpers, etc.
28. Arrangements for bus unloading and parking.
29. Signs for all areas, arrows, maps, etc.
30. Notify vending machine company of influx of customers.
31. Stage hand for performance areas.