



PIKES PEAK MUSIC TEACHERS ASSOCIATION
NON-COMPETITIVE FESTIVAL CHECKLIST

Below is a suggested list of duties and deadlines for the festival. Feel free to make additions or corrections. This is only a guideline to help the organization remain consistent from year to year. *Updated May 2024.*

DATE	TASK	COMPLETED
JUNE 1	BEFORE THE YEAR BEGINS: Prepare/revise a festival description (sample format included) and send to VP Student Activities, VP Publicity, Webmaster, and Alejandro Cremaschi (festival app creator – info@tenutoweb.com).	
	SIX MONTHS BEFORE: Contact prospective judges: two judges and one standby judge (see sample email in Appendix) and send them the festival description), the date, the location, the approximate time commitment, and the rate we currently pay our judges (this is found in the PPMTA Standing Rules on the PPMTA website at https://www.ppmta.org/bylaws-standing-rules--job-descriptions.html).	
	Detailed Tenuto Instructions are included in the appendix.	
	THIRTY DAYS BEFORE:	
	1) Receive Entries – Check the following:	
	<ul style="list-style-type: none"> • Teacher is a PPMTA member and joined by membership deadline. 	
	<ul style="list-style-type: none"> • Information is complete for every student entered. 	
	<ul style="list-style-type: none"> • Teacher check or amount paid on electronic registration is the correct amount. 	
	<ul style="list-style-type: none"> • Assign a teacher code (eg., last four digits of their telephone number) and keep a master list. (The Tenuto system will also do this automatically and you can print out the Teacher List.) 	
	<ul style="list-style-type: none"> • Complete a requisition/deposit sheet listing each teacher name, check number (if applicable), and paid amount and hand in to the PPMTA Treasurer for deposit (keep a copy for yourself) (see form in appendix). • Contact Treasurer with any questions regarding submission of receipts and invoices. • Contact treasurer to pay the % fee that Tenuto charges. The festival chairperson typically receives an email with the Tenuto statement. 	
	2) Schedule Entries – Scheduling Notes: <ul style="list-style-type: none"> • Teachers who have several students entered will need to be split into several recitals. If you are using more than one location for the recitals, make sure you don't split a teacher's entries into both locations. Keep the recital times consecutive so that you don't require a teacher to be in attendance for the entire day. • Decide whether you want/need 45-minute or 1-hour recitals; schedule a 30-minute break between each recital; lunch break is one hour. Add the total 	

	<p>number of performance time minutes from the entries received and divide by the length of time you want each recital. This will give you the number of recitals you need.</p> <ul style="list-style-type: none"> • Schedule 4-5 teachers per recital so that you have enough variety and also enough helpers. • Schedule experienced festival teachers with new festival teachers so that you can allow “mentoring” of the new teachers. • Try not to put the same piece more than twice at the same recital. Start and end with interesting pieces and more experienced (older) students, but not adults. • Mix levels in recitals - place 2-3 advanced, then 2-3 primer so alternating judges get to write for a variety of levels. • Please do not place very young students at the end of a recital. 	
	<ul style="list-style-type: none"> • On the Tenuto system create Recital Rooms based on the venue(s) being used, for instance “Graner Music Recital Hall.” 	
	<ul style="list-style-type: none"> • Create Recital Time Blocks and label them on the Tenuto System, for instance “9:30 Recital Ensemble Festival.” 	
	<ul style="list-style-type: none"> • Schedule siblings (in the same recital) and special requests first. 	
	<p>3) Awards:</p> <ul style="list-style-type: none"> • Order ribbons/medals once you have an accurate number of entries (most places require 25-30 days). You can use a local vendor (such as Blue Ribbon Trophies & Awards (719) 260-9911) or an online vendor (such as Crown Awards (https://www.crownawards.com/)). • Head/medal count – make sure that any ensemble performers EACH get an award/ribbon if they have each paid an entry fee. • Most catalogs request 30 days to process an order, so place your order as soon as you have a total number of participants/medals needed. Late orders may require additional shipping/handling charges. • Most recently we have been purchasing generic music-themed medals and adding a sticker on the back to include: <ol style="list-style-type: none"> 1. PPMTA (no periods between letters); 2. Name of Festival; 3. Month, Day, Year 	
	<p>4) Teacher Jobs for Day of Festival (see sample chart in appendix):</p> <ul style="list-style-type: none"> • All teachers are expected to help at the festival and be present when their students perform. If they cannot be present, then they MUST send a non-participating PPMTA teacher as a substitute and notify the festival chairs of the same. • Teacher jobs include: Registration Desk; Judges’ Assistant/On Deck (combined); Awards/Medal Assembly & Handout; Food/Snacks/Picking Up Lunch Order; Clean up after last recital (last working teachers help with this). 	
	<p>5) Judges:</p> <ul style="list-style-type: none"> • Write emails to judges confirming pay, time needed, length of recitals, and with whom they will be judging. Payment will include from time of arrival until the end of the last recital (see sample follow up letter in appendix). 	

	<ul style="list-style-type: none"> • Contact the PPMTA Treasurer NOW to ask for checks so that you have the judges' payments in a thank you card on the day of the festival. • Judges' payment is currently \$50.00/hour (as of 2022-2023) and they will receive a minimum of \$100.00 if judging less than two hours. Double check the Standing Rules on the PPMTA website for the current hourly amount. • Reserve at least one standby judge. Standby judges will be paid a fee of \$50.00; if the standby judge is used in the festival, he/she will be paid the regular judging hourly rate plus the standby fee. The standby judge can be a local member as long as they are not entering students in the festival. 	
	<p>6) Programs (see sample program in the appendix):</p> <ul style="list-style-type: none"> • Program must state: PIKES PEAK MUSIC TEACHERS ASSOCIATION is a 501(c)(3) nonprofit organization, which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association • It can be helpful to use different color paper for each recital but it is not required. • List participating teachers for the entire festival in alphabetical order at the end of all recital programs. • Should you intend to use the MTNA discount for printing at Office Depot, consider enrolling in the system ahead of time to save time the day you place the print order. Go to www.mtna.org. • Send digital copy of programs to the VP of Student Activities. These will be sent to CSMTA and MTNA (in accordance with NASCAP rules). • Send digital copy of programs to PPMTA Secretary and President. 	
	<p>7) Student Evaluation Sheets (see sample eval form in appendix) – download and print student eval sheets from the Tenuto system. These should be organized in performance order and clipped together by recital time. Print out extra copies (5-10) of blank evaluation sheets with the correct festival name in case of errors.</p>	
	<p>8) Food:</p> <ul style="list-style-type: none"> • Order lunches for the judges and have water bottles at their table. • It is ok to buy festival chairs lunch if enough has been earned from the festival; take teacher lunch orders, but teachers pay for their lunches if they want them. • Lunches can be ordered, picked up, and payment collected by a participating teacher if desired. This teacher should be delegated in advance. • Consider offering snacks during the day: soda, water bottles, cheese/crackers, veggies, fruit, etc. 	
	<p>9) Equipment/Supplies Needed:</p> <ul style="list-style-type: none"> • Judges Table (1): pencils/pens; pre-filled evaluation forms – one for each performance (can be printed from the Tenuto website; several blank evaluation forms; one set of recital programs; water bottle for each judge; bowl of mints. • Registration Table (1): pencils/pens; post-it notes; paperclips; one set of recital programs or a master schedule by student name—to use as student attendance check list; teacher work schedule with job descriptions, Photo Release Form. • Music Pick-Up Table (1) (by the exit): teacher evaluation envelopes (10 x 13) – label each with teacher code. • Signs for Festival: Welcome! Enter Here for the PPMTA _____ Festival!; Registration Table; Music Pick-Up Table; Teachers' Envelopes for Student Evaluations 	

	<ul style="list-style-type: none"> • Other supplies: tape, permanent marker, extra sign paper, scissors. 	
	<p>WEEK BEFORE THE FESTIVAL:</p> <ul style="list-style-type: none"> • Finalize and print programs for each recital (45-50 per every 20 students). Add in sets for registration table; judges' table; on-deck teacher; announcer. • Make signs if not already done. • Print pre-filled and extra blank evaluation sheets. • Collect payment for teacher lunches and finalize lunch order. • Contact and update standby judge of status. • Confirm recital date/time with venue and discuss planned arrival time as well as table/microphone needs. • Create and print Photo Release Form. • Create student Attendance Check List. • Assemble medals if necessary (this can be done by one of the participating teachers, if desired). • Write thank you notes to judges and enclose their check. 	
	<p>DAY OF THE FESTIVAL:</p> <ul style="list-style-type: none"> • Arrive 45 minutes-1 hour before first recital. • Turn on lights/heat, etc. if necessary. • Put up signs. • Set up registration table, judges' table, music pick-up table. • Lay out awards/medals/ribbons. • Set up refreshments. • Out of ourtesy, text standby judge with an update. Either confirm judges are available and the standby judge is no longer needed OR arrange the time they are to fill a judge position. • Greet judges and give them their thank you card with check. • Communicate with Registration Table Volunteers that Music Release Forms (along with the photocopied music) are to shown to the judge • Put out copies of programs at each station (registration, judges' table, on-deck chair, and on music stand by the entrance for audience). 	
	<p>DURING THE FESTIVAL:</p> <ul style="list-style-type: none"> • Announcer checks with registration to confirm that all students for each program are present. If any students are missing, announcer will include their absence in that recital's announcements – remember to notify judges of any absences before each recital and remove those evaluation forms from their table. (See sample announcement script in the appendix.) • Post a teacher by the entry door to prevent guests from entering during a performance. 	
	<p>AFTER THE FESTIVAL:</p> <ul style="list-style-type: none"> • Pay standby judge. • Mail any student evaluations not collected to teachers or leave at Graner Music for pick up. • Submit any expenses with a requisition form for reimbursement to PPMTA Treasurer. • Submit Final Festival Report to PPMTA Treasurer and verify that all numbers agree. • Complete a Final Festival Report Form (see sample form in Appendix) and send to the VP of Student Activities, President and Secretary. • Send digital copy of recital programs to the VP of Student Activities and Secretary. 	

	<ul style="list-style-type: none">• Attend the next PPMTA Board Meeting to present Final Festival Report; give report at PPMTA General Meeting.	
	NOTES FOR NEXT TIME:	

APPENDIX FORMS

- Festival Description Format
- Initial Judge's Request Letter/Email
- Follow Up Judge's Request Letter/Email
- Parent/Student Letter
- Program Format. Program must state: PIKES PEAK MUSIC TEACHERS ASSOCIATION is a 501(c)(3) nonprofit organization which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association.
- Student Evaluation Sheet Format
- Teacher Jobs
- Teacher Codes/Payments
- Music Release Form
- Announcement Format
- Requisition Form
- Final Report Form
- Detailed Tenuto Manager Instructions



PIKES PEAK MUSIC TEACHERS ASSOCIATION
(NAME OF FESTIVAL)

Date: _____ Online Entries Due: _____ (Day, Date, Time)
Location(s): (Location Name & Address) Online Submission Help: _____ (Name, Contact Info)
Entry Fee: _____

Chairs: (Name, Telephone, Email)
(Name, Telephone, Email)
(Name, Telephone, Email)

Students will perform one memorized piece to represent the festival theme of: _____ in a non-competitive recital setting for adjudicators. They will receive a written evaluation and a medal for participation. Feel free to contact festival chairs for guidance on particular repertoire or other questions. Method book pieces are acceptable but only from the "Performance" book of the series, NOT the "Lesson" book.

All are welcome to participate (voice, instrumental, piano). One grand piano and, if needed, one digital piano will be provided. The additional digital piano will only be provided if chairs are notified that it is needed by the entry deadline. Other equipment, such as music stands, should be brought by the performer.

The entry fee is _____ per entry. Fees are per person being adjudicated. A teacher or other accompanist not being adjudicated will not have an entry fee. Duets with both students wanting adjudication will have a fee for each student and each student will receive a participation medal.

Registration requirements:

1. **All PPMTA General and Festival Standing Rules apply to this event.** The PPMTA Standing Rules are available to view on the PPMTA Website/[Standing Rules](#).
2. Submit entries online only – to access the registration link go to the PPMTA Website/[Student Activities page](#). Online registration includes payment via Paypal or check. Festival chair must receive payment by the entry deadline (Festival Chair name and address). No late entries will be accepted. Each teacher will be notified as to performance times after all entries are received.
3. Only published music is accepted. Piano and vocal solos are encouraged, but not required, to be memorized. If a student is performing with music, a second published copy of the music must be provided for the judge. No photocopies will be accepted by the judges. Copies are only allowed to facilitate page turns. Music printed from online will require a [Music Release Form](#) signed by the student's teacher and parent which should be sent to the Festival Chair no later than one week before the festival.
4. Time limit is 6 minutes per performance including set up. Judges and/or festival chairs may stop performances if performance time exceeds the time limit.

INFORMATION YOU WILL NEED TO COMPLETE REGISTRATIONS FOR THE FESTIVAL

All PPMTA General and Festival Standing Rules apply to this event.

The PPMTA Standing Rules are available to view on the PPMTA Website/[Standing Rules](#).

You must log in or sign up to access the registration forms at <https://ppmta.tenutoweb.com/>.

- When prompted for your user name, please **use your full email address**.
- If you have never logged in here before, your password has been set up to a standard password. If you don't know the standard password, simply click Password reset!
- If your password doesn't work or if you don't know it, click **Password reset** and enter your email on record. Then check your email for a link to set a new password.

[Log In](#) [Password reset](#)

Student Information Needed to Register:

- Student's first and last name.
- Student's telephone number.
- Student's birthdate and year.
- Teacher name.
- Title of piece(s), composer, level (Primer, Elementary, Intermediate, Advanced).
- Performance time of piece(s).

For Festival Chairs: (delete before publishing)

Things to consider:

- Do you want a separate adult recital at the end of the day?
- Do you want to allow two short pieces for elementary students if their first piece is less than a minute long? (Both pieces together must still come within the 6 minute time requirement.)
- Artwork or other supplementary offerings to correspond with the festival theme?
- Costumes encouraged/acceptable?



PIKES PEAK MUSIC TEACHERS ASSOCIATION

Affiliated with Music Teachers National Association

(Date)

(Judge's Name)

(Judge's Address)

Dear (Judge's Name):

I am writing on behalf of the Pikes Peak Music Teachers Association to inquire whether you might be available to adjudicate for our (Name of Festival) this next (Fall, Winter, Spring). The date of the festival is (Date of Festival) and it will be held at (Location of Festival) in Colorado Springs.

This will be a non-competitive festival and students will perform one memorized piece that goes with the theme of our festival in a recital format. Each student will receive a written evaluation and a medal. There is no specific list of approved composers or compositions.

Thank you for your consideration.

Sincerely,

(Name of Festival Chair)

PPMTA (Name of Festival) Committee

(Festival Chair Contact Information)



PIKES PEAK MUSIC TEACHERS ASSOCIATION

PPMTA is a 501 (c)(3) nonprofit organization which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association

(Date)

(Judge's Name)

(Judge's Address)

(not needed of emailing)

Dear (Judge's Name):

Thank you for agreeing to write evaluations for our (Name of Festival) on (Date of Festival and Location of Festival with Address). (# of recitals) recitals will be held: (list recital times and include the designated time for lunch). Each recital has approximately (# of students) students performing. The recitals will consist of (for example: piano solos, duets and vocal performers.)

Each of you will take turns writing evaluations for each recital. A teacher assistant will wait for your signal before each student performs. Music will be handed to you before each student performs.

This is a non-competitive festival. We are looking for positive and constructive critiques and comments. There are many students, in all grade levels, who are performing for the first time. The levels of difficulty will vary within the various age groups.

Adjudicators will be paid on the day of the festival at (judge's hourly rate) per hour and lunch will be provided. Please feel free to contact me with any questions or concerns. Plan to arrive by (arrival time) a.m. if possible. Thank you again!

Sincerely,

(Name of Festival Chair)

PPMTA (Name of Festival)

(Festival Chair Contact Information)



PIKES PEAK MUSIC TEACHERS ASSOCIATION
Affiliated with Music Teachers National Association

FESTIVAL NAME

Dear Parents and Students,

Thank you for participating in the (Name Of Festival) to be held on (Day and Date) in the (Location & Address). The festival will be in recital format with multiple recitals throughout the day. Each recital will last between an hour and an hour and 15 minutes. **Please plan to stay for your student's entire recital.** Family & friends are welcome! Students will receive a judge's evaluation and a medal:)

Your student's recital time is: _____.

Please plan to arrive 15 minutes early. Bring your music with your name on the front, the page tagged and the first measure of each line of music numbered. Those students with copied music **MUST** have presented a signed and completed Music Release Form with their music.

ATTIRE: Proper recital attire is expected. **NO** jeans, athletic attire or shoes, t-shirts, short skirts, low-cut tops, or flip-flops.

REGISTRATION: Please look for the PPMTA sign and enter through (particular door?). (Location) is on a masks-optional status. There will be hand sanitizer available for students to use right before they perform.

It should be a very fun day and we can't wait to hear everyone's performances!

Sincerely,

(Festival Committee Names)



PIKES PEAK MUSIC TEACHERS ASSOCIATION

Affiliated with Music Teachers National Association

_____ FESTIVAL

Location

Date, Recital Time

Student's Name(s)

Composition

Composer

Participating Teachers: (List ALL teachers in the festival, not just in this recital.)



PIKES PEAK MUSIC TEACHERS ASSOCIATION

Associated with the Colorado State Music Teachers Association and
Music Teachers National Association, 501 (c) (3) organizations

_____ **FESTIVAL**

Date

Performer:

Composition/Composer:

Instrument:

Teacher Code:

Recital Time:

COMMENTS

Judge's Signature

_____ FESTIVAL TEACHER JOBS

Recital Time	Registration	Announcer	Judges' Assistant	Awards	Photo Area Monitor	Snacks/Medal assembly
Registration Desk	<ul style="list-style-type: none"> • Please be at the desk 30 minutes before the next recital. Keep crowd quiet and in reception area until previous recital has emptied. • Check student name off the roster. • Assure music includes student name, measures are numbered and the first page of the piece is marked. • Hand out programs. There will be a program for each student, one for parents, one for grandparents (generally speaking). • Request completion of photocopy form for student/parent's signature if they appear to have a copy with no proof of purchase. • Request signature on photo permission list (gives us permission to use student's photo on PPMTA/CSMTA media. • Let's announcer know if someone is absent and if they show up late so they can be placed at end of recital. 					
Announcer	<ul style="list-style-type: none"> • Welcomes students and guests and makes announcements given to them by the festival chair(s) to open the recital. • Informs the audience of absences or insertions. • Recognizes students one more time; thanks teachers; thanks everyone for coming; instructs on exiting (pick up music, etc.) to close recital. • See more detailed announcement form attached. 					
Judge's Assistant	<ul style="list-style-type: none"> • Receives music from student and assures book is open to correct page. • Sits with students in front row to control flow of students on and off stage. • Reminds them not to start performing until they are told the judges are ready. • Helps young students adjust bench/microphones. • Places open music on judge's table as they are ready. Retrieves music and replaces it with the next student's music. • Gives signal to begin performing if judge has not given signal directly to student. Sorts evaluations and stuffs them in teacher envelopes at end of the recital. 					
Awards	<ul style="list-style-type: none"> • Sometimes orders and assembles medals/awards. Gives each student their medal after they perform. Places it in their hand, not around their neck. 					
Food/Snacks/Lunch Pick Up	<ul style="list-style-type: none"> • Brings snacks for judges/teachers; orders lunches/collects payments/picks up lunches. 					



PPMTA FESTIVAL MUSIC RELEASE FORM (Page 1 of 2)

REPRODUCTION OF THIRD-PARTY WORKS THAT ARE SUBJECT TO COPYRIGHT PROTECTION CONSTITUTES COPYRIGHT INFRINGEMENT UNLESS A LICENSE TO REPRODUCE SUCH WORK HAS BEEN OBTAINED OR ANOTHER EXCEPTION TO COPYRIGHT INFRINGEMENT EXISTS.

You, the undersigned, declare under penalty of perjury, represent and warrant to PPMTA that (a) you are at least eighteen (18) years of age, (b) your intended use of the reproduced music will not confuse or mislead the public in any way and (c) at least one of the following is true: (i) You own the copyright of the music; (ii) you have been authorized as the agent of the owner of the copyright to have the music copied; (iii) you have been granted a license by the owner of the copyright to reproduce the music; (iv) you are a teacher or student (or parent or guardian of a student) and are using the copies for educational purposes in a not-for-profit educational setting*; or (v) the reproduced music is in the public domain.

*Copying under this exception is subject to the limitations contained in the "Guidelines for Educational Uses of Music" found below.

The undersigned shall indemnify, defend and hold PPMTA harmless from any suit, demand, claim or liability arising from a breach of the foregoing warranty or any other basis arising from the use of copies, including without limitation copyright infringement and unfair competition. The undersigned shall pay any judgment or reasonable settlement offer and PPMTA's costs and fees (including without limitation attorney's fees) incurred in connection with any such suit, demand, claim or liability, or in collecting upon this indemnification from the undersigned. PPMTA may provide a copy of this form to anyone claiming that use of these copies infringes such person's rights.

One copy of this form is to be signed by the student, parent, or teacher (must be at least eighteen (18) years of age.) This form should be shown to the judge/adjudicator with the photocopied music.

STUDENT SIGNATURE: (IF 18 YEARS OR OLDER) _____ Date: _____

ADDRESS: _____

PARENT SIGNATURE: _____ Date: _____

ADDRESS: _____

TEACHER SIGNATURE: _____ Date: _____

ADDRESS: _____

TITLE _____ **COMPOSER** _____

Signature of Festival/Competition Official

Date

GUIDELINES FOR EDUCATIONAL USES OF MUSIC

(Page 2 of 2)

The following guidelines were developed and approved in April 1976 by the Music Publisher's Association of the United States, Inc., the National Music Publishers' Association, Inc., Music Teachers National Association, the Music Educators National Conference, the National Association of Schools of Music and the Ad Hoc Committee on Copyright Law Revision.

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of HR 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying that does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

A. Permissible Uses

1. Emergency copying to replace purchased copies that for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
2. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole, which would constitute a performable unit such as a section, movement or aria, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.
3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
5. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.)

B. Prohibitions

1. Copying to create or replace or substitute for anthologies, compilations or collective works.
2. Copying of or from works intended to be "consumable" in the course of study or of teaching, such as workbooks, Exercises, standardized test and answer sheets and like material.
3. Copying for the purpose of performance, except as in A (1) above.
4. Copying for the purpose of substituting for the purchase of music, except as in A(1) above and A(2) above.
5. Copying without inclusion of the copyright notice which appears on the printed copy.

(sample announcement script)

_____ FESTIVAL ANNOUNCEMENTS

Recital Intro Announcement:

Hello everyone and welcome to the Pikes Peak Music Teachers Association _____ Festival! We're glad you are here today. This festival represents _____ students of _____ teachers! Students, listen to every performance in case there is a piece you think you might like to play some day! I'd like to introduce our judges for this recital, they are:

_____ and _____.

A few reminders to help the recital run smoothly:

- Please silence your cell phones.
- Students may sit with their families and guests, but two or three people before their performance should bring their music and come sit up front next to _____ (teacher name). They will take your music to give to the evaluator and will let you know when to go up on stage for your performance. After you perform, please go to _____ (teacher name) to get your medal and be seated again with your family. You may pick up your music on the back table after the recital.
- No flash photography will be allowed during the recital, though videos are acceptable.
- We have/do not have a change to the program: _____.

And finally, we'd like to thank Graner Music for supporting PPMTA for so many years. Please support them in turn by purchasing from their store!

End of recital announcement:

Wasn't that great? Thank you so much for participating in the _____ Festival today! We all really enjoyed your performances.:) We'd like to thank our judges again for their time and energy and expertise today (applause).

Your teachers will receive your evaluation forms and don't forget to pick up your music on the back table. Students, please turn and thank your parents and guests for supporting in you in your musical endeavors. And now students please stand one more time so we can thank you for sharing your music today (or if applicable, come up for a group photograph) – one more round of applause.

Thank you all so much for coming.

**Pikes Peak Music Teachers Association
Festival / Student Activity Report**

Name of Festival or Student Activity _____

Date of Event _____

Location (s) _____

Number of PPMTA Students Participating _____ Number of PPMTA Teachers Participating _____

Number of **NON**- PPMTA Students Participating _____ Number of **NON**-PPMTA Teachers Participating _____

Chair(s) _____

Judge(s)

Name: _____ Hours worked: _____

Name: _____ Hours worked: _____

Name: _____ Hours worked: _____

Name: _____ Hours worked: _____

Name: _____ Hours worked: _____

INCOME

Student Fees	\$	per student	\$
Teacher Fees	\$	per teacher	\$
NON -PPMTA Student fees	\$	per student	\$
NON -PPMTA Teacher fees	\$	per teacher	\$
Other			\$
Total Income			\$

EXPENSES

Pay Pal Fee	\$	
TenutoWeb Fee	\$	
Facility Fee	\$	
Facility Fee	\$	
Piano Tuning	\$	
Piano Moving	\$	
Judges Fees (\$50/hr)	\$	
Standby Judge (\$50)	\$	
Printing/Copying	\$	
Food for Judges & Workers	\$	
Awards	\$	
Supplies	\$	
Other	\$	
Other	\$	
Total Expenses		\$

Total Income \$ _____ Total Expense \$ _____ Net (+ or --) \$ _____

Prepared By _____ Date _____

Reviewed By Current Treasurer _____ Date _____

Forwarded to VP Student Activities (Date) _____

FESTIVAL INSTRUCTIONS FOR TENUTO MANAGER

<https://www.ppmta.tenutoweb.com>

Note: Those who have manager classification will see an additional menu above the menu that teachers typically see when they register students.

1. The Festival Description should already have been created and sent to Tenuto app creator, Alejandro Cremaschi who will set up the festival in Tenuto. Under Settings and then Non-Competitive Event Settings (be sure NOT to change any Competitive Festival Event Settings!) you will be able to review and edit entry deadline, activation/deactivation, date of festival, the text of the registration confirmation email that goes to teachers after they register their students, and the text of the scheduling email that goes to teachers after we have scheduled their students. These should be reviewed because festival chairs and the Tenuto manager changes and those names should be updated.
2. Add any new or non-member teachers to system: Click Teachers/Users; click Manage Teachers; Click Create Teacher; enter teacher info (teach code should be the last four numbers of their phone number). Be sure to note if the teacher is a non-member, this will let the Tenuto system to add the \$25.00 teacher fee and change the entry fee to 1½ times the regular member entry fee. This is also where you would edit existing teacher information, including teacher code.
3. Click Scheduling – then Manual Scheduling.
4. Create a Recital Room (if it is not already created), like “Graner Music Recital Hall.”
5. Decide how many recitals you will need: add total performance time of all entries and divide by the minutes you would like each recital to be (usually 45 min-1 hour) and that will equal the number of recitals.
6. Decide recital times: Add total recital performance time plus time you want between recitals (usually 30 minutes) and choose recital times. Create Time Blocks with recital time names (i.e., 9:00 a.m. Recital, 10:30 a.m. Recital). The default buffer time between individual performances is 1 minute, but you can change that when you create the time block. You can highlight each time block in a different color for easier recognition.
7. Drag and drop entries into time blocks from the “Not Assigned” Tab at the top right. Filter for entries that had a time preference, then filter for tags for siblings who should be in the same recital (choose “yes” under Tags). You can also filter for age to find all the adult students. If a teacher has many students, schedule them in different but adjacent recitals. Schedule 4-5 teachers per recital in order to have enough helpers. Schedule new teachers with more experienced teachers, if possible.

Start and end with interesting pieces and more experienced (older) students. Mix levels in recitals: for example, place 2 intermediate students, then 2 primer students so alternating judges get to write for a variety of levels. Please do not place very young children at the end of a recital.

To rearrange students within a recital, click on Scheduling, then Manual Scheduling. Click on the recital you want to rearrange, then at the top right click on the arrow next to Options, then click on Rearrange Students. You can hover over the cross to the left of each student and drag the entry to the location you want it.

To edit student info after entries have been submitted, click on Students, then Students in System. Click edit to the right of each student's information.

To edit student's repertoire information after submission, click on Pieces, then Pieces in Event. Click on edit to the right of each selection that you want to change.

To de-activate a student's entry if they cancel and you don't want them in the program, click on Scheduling, then Activate/De-Activate Registrations.

8. Check recitals for duplicate repertoire: Click on Pieces then Pieces in Event and sort by composer – avoid duplicates if possible or space them far apart in recital.
9. Count entries for number of medals needed and let festival chairperson know. If a teacher plays a duet with a student, that's only one medal, but if two students (or more) play and each paid an entry fee, they all get a medal.
10. Email teachers their students' recital times: Click Scheduling, then Email Schedules. Select all teachers and click Email Selected Teachers.
11. Communicate with PPMTA Treasurer the number of entries and income received (see Income Report below). The report below will tell you who paid by Paypal and who sent checks. The checks get sent to the Festival Chair who fills out a deposit/requisition form and sends to Treasurer.
12. The week of the recital download program files: Click Printouts, then Word Program. You will need to edit per last minute changes and cancellations, adding PPMTA Logo and MTNA header (see festival task list addendum.). List all participating teachers in alphabetical order at the end of each recital program, not just the teachers participating in that particular recital. Make copies of final recital programs (45-50 per every 20 students); add in 4 more copies for the following: 1 set for registration, 1 set for judges' table, 1 set for on-deck helper, 1 set for announcer.
13. Download judges' sheets as a PDF (see below), edit if necessary, and print out judges' sheets under judges sheets-pdf judges sheets and arrange in order of performance – clip each recital's eval sheets together for judges' table. Include 5-10 blank eval sheets in case of errors.

REPORTS TO CREATE FROM TENUTO FOR FESTIVALS:

Recital Programs in Word: Click Printouts then Word Program; edit to conform to PPMTA recital program format (see Festival Forms).

Judge's Evaluation Sheets: Click Judge Sheets then PDF Judge Sheets; save file; print and organize into recital groupings. Also send the pdf file for the blank evaluation sheet or print 5-6 copies.

Registered Teacher Information Report: Click Exports then Registered Teacher Emails. Print out one copy for the day of the festival to be put on the table with completed judges' evaluation sheets/teacher envelopes.

Front Desk Student List: Click Printouts then Front Desk Student List. The system will create a PDF – print for the Registration Desk on Festival Day.

Income Report for Final Festival Report and for PPMTA Treasurer: Click on Orders then Income then CSV (at the bottom). This will create an Excel document. Choose page layout – landscape/all margins 0.5. Alt+H+O+I to expand all columns; highlight teacher name column and sort by teacher; click on space under “Total” column and then Alt+= then Enter to total column. Highlight all columns/rows needed for chart; choose Acrobat then Create PDF then Selection – fit to paper width. Save as PDF.

Non-Member Fee Report: Click on Orders then Non-Member Fees and just right click and print the page. This will show any non-member teachers who had to pay the \$25.00 non-member teacher fee. This amount won’t be included in the Income Report above so it will need to be printed separately to get an accurate total income amount if there were any non-member teachers who entered students.