**OMTA Composition Festival Coordinator**

Revised 2019

Review Competition Rules and Requirements located on the website.

Verify that all participating OMTA teachers are in good standing by checking the online membership directory. An Active Member whose dues have not been paid by June 30 shall pay a fee of $25 the first audition or competition in which he/ she enters students.

**July**

Update Rules and Form and send to Communications Committee to be posted on OMTA Website. Set entry deadline.

**August**

Secure a judge for the November competition. Inform judge of fee paid, $20.00 per composition.

**October**

Follow‐up with judge about judging dates and arrangements for receiving entries.

**November**

All entries, fees, music, and recordings are uploaded online. The entries are sent by email to the judge. Check ages for correct division and make sure names are not visible on the recording or score. Check the OMTA Website to make sure dues have been paid.

Assign an entry # for each entry (by division) and the composition for your coordinator worksheet. Record the student’s name, teacher, and the teacher’s email. Save a column for placing. You can then copy and paste the entry # by division, composition, and placing column for the judge’s worksheet.

Email scores, recordings, critique sheet and form to judge with judge instructions.

The judge may write his or her critiques for each student and save as a .doc.

Make sure the judge is aware of the deadline to return the critiques/results to you. Normally a two‐week window is ideal.

Notify the teachers of the winners via email. Also see copy of the email notification for non‐winners and 2nd/3rd place winners. This can be updated and pasted into the email to the teacher. Include the judge’s critique. Do not correspond with the students directly unless you don’t receive confirmation from the teacher.

For 1st place winners: attach the winner’s letter and critique. The VP for Auditions and Competitions will request the checks to be mailed to winners.

1st place winners have the option to perform at the OMTA State Conference in June. An e-mail and link to the recital registration form will be sent by the State Conference Recital Coordinator one month prior to the state conference.

Send out to the teachers the remaining notifications of the non‐winners and other placings with the attached critiques.

**Late November/December**Write a report of the winners’ placement and their teachers for the website and send to the Vice President for Communications and to the Vice President for Auditions and Competitions.

Financial reports are sent to the Treasurer within 2 weeks after event.

\*Check *Policies and Procedures* for more information

Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each Officer and C hair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.