MTNA/OMTA PERFORMANCE COMPETITION COORDINATORS

Coordinator for OMTA/ MTNA Collegiate Piano

Coordinator for OMTA/MTNA Collegiate Vocal and Non-Piano Instrumental Competitions

Revised 2020

Follow guidelines stated in the *MTNA Guidelines for Auditions* AND *OMTA* *Guides for Local Audition/Competition Coordinators*

Member of the OMTA Auditions & Competitions Committee.

See Website for FAQ Sheet on OMTA/MTNA Performance Competition – “Document” section

# Preparation for Competition

1. Piano Coordinator secures out of town piano judge

Non- Piano Instrumental Coordinator secures non- piano judges

1. Locate and secure competition facilities.
2. 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. Non-members may enter OMTA competitions (not auditions) by paying a fee of $120. Check with OMTA treasurer on how to handle this process.
3. Prepare competition schedule and email to each entrant and teacher.
4. Prepare adjudicator comment sheets.
5. Email the following to each adjudicator:
6. Guideline for Performance Adjudicators and repertoire requirements
7. Competition schedule including orientation, adjudication time, balloting, announcement of results
8. Copy of Adjudicator Comment sheet
9. List of repertoire
10. Prepare adjudicator packets.
11. Prepare entrant registration forms, award certificates, state winner letters (See OMTA Audition/Competition Handbook)
12. Prepare winner and alternate packets.
13. Secure/schedule help for the registration table and door monitoring.

 When making out the schedule, remind MTNA entrants facing no competition (representatives) that they have the option to advance to the next level as a 'state representative' without participating at the state level.

 However, in order to qualify for award money and a chance to play at the conference, they must play for critique at the state level. Judges must be informed of this process so they can designate the student entrant 'prepared to compete' by marking 'recital performer' on the critique sheet. This designation invites them to play on a recital with other 'winners' at the state conference. If the judge does not declare the student as a recital performer, he/she will not be able to perform at the conference. However, he/she may still receive a national travel grant if he/she wins the division video round and advances to the national competition. Any travel grant funds awarded to division winners competing at the national level will be mailed in advance of the MTNA conference.

# Competition Day

1. Arrive at least one hour early.
2. Examine all competition rooms.
3. Place signs as needed.
4. Review instructions with monitors.

# Registration

1. Prepare the setup for each competition room.
2. Register entrants.
3. Examine music.
4. Be available to solve problems and assist entrants, teachers and parents with questions and concerns.

**Announcement of MTNA and OMTA Winners**

Copy the winner's form in the OMTA Audition Handbook to pass out to all winners. (see NOTE below.) Contact the President-elect to obtain any known information about the conference recitals and write it on the form. Also include copies of the teacher's letter (also on the website) for the students to give to their teachers.

NOTE: Often the VP for Auditions and Competitions composes the winner’s letter and may use a different manner of communicating with winners, alternates, and teachers. Email is the general practice, beginning about 6 weeks before the state conference. (2014)

# After the Competition

1. Complete the appropriate competition and adjudicator reports. All reports for MTNA are to be completed online.

2. Send the President, VP for Auditions and Competitions and VP for Communications via email (.doc or .docx) a report of winners, repertoire, and contact info for both teachers and students. See VP for Auditions and Competitions for online form.

3. Be prepared to preside at one of the recitals of OMTA/MTNA winners at the state conference if asked.

4. OMTA financial reports are sent to the OMTA Treasurer within two weeks after the competition.

**Audition Chair for MTNA/OMTA Competitions—Suggestions from Heather Lanners**

1**) January or early February:**

Secure the facilities. I usually have to get on the concert calendar at least this early at

OSU. I wait until the football calendar is out :) to avoid a home game. It is generally held

on either the first or second weekend in November over a Friday evening (approximately

4:00 p.m. to 9:00 p.m.) and Saturday (approx. 8:30 a.m. to 5:00 p.m.). I have used our

concert hall for the piano categories and our large choir room and a few studios for the

chamber music, instrumental and vocal categories.

**2) Around the same time (early spring):**

Secure the PIANO judge. I have found over the years that in order to get someone for

two days, one really has to ask early. The piano judge is paid a flat fee of $500 for the two days. In addition to that OMTA pays for one night hotel and two meals (Friday dinner and Saturday lunch). I have a list of a few judges I contacted this year who could not do it - but who seemed very interested in being asked in a future year. The judge MUST be from out of state. I have drawn heavily from Texas, Kansas and Missouri. OMTA does not pay for travel, so flying someone in isn't currently an option.

**3) September**

This is usually when I make hotel reservations for the judge and the OMTA president.

MTNA takes care of all of the applications and deadlines for their competitions. As

coordinator, you would be sent all of the applications online. It is excellent - quite easy to

just print off all of the competitors and their programs. These are all pre-approved by

MTNA. This deadline is generally in mid-September. OMTA collegiate auditions all

went online this year as well, making it MUCH easier. Almost everything comes to you

via email and is in the same format. This was very helpful, as many of the college students didn't have checking accounts and payment was messy. Now it is done by credit card on the OMTA website.

The OMTA application deadline is usually shortly after the MTNA deadline. This

deadline would be set by you and the OMTA President once the facilities are secured.

Once you receive all of the entrants, you would then make up a judging schedule and

email that to all of the competitors and teachers.

\*\*\* Once you know who will be competing in the non-piano categories, you can then

secure the non-piano judges. These CAN come from in-state, however, for obvious

reasons you cannot ask someone to judge anyone from their own institution or city. For

example, some years there might be no entrants in voice, two entries in strings and then

four saxophone quartets and a solo trombone. You can see why there is no use lining up a

bunch of judges until you see who is competing. These judging responsibilities are far

less than the piano judge and are paid by the hour in addition to mileage.

**4) Approx. 2 weeks prior to the event:**

Contact the judges with the schedule and directions etc.

Post a sign up sheet for student volunteers. I have also received help in the past from

local piano teachers. You will need help with the registration table and "running"

competitors to their various rooms.

I also use piano studios and other teaching studios for warm-up spaces. I usually bug my

colleagues around this time to see who would mind us using their studios. There are

always monitors around and the competitors are generally really great, so I have

fortunately never had any problem with security.

At the competitions - I am always there for the whole time. Even with the volunteers

helping (OMTA President) you will need to help announce winners, take the judge to

meals, answer questions and "put out fires".

These are the basic list of duties. There are other details that I would be happy to help

with should you decide to host. For example there are timing rules for the various

categories that you would want to be aware of. I would also connect you with Linda

Stump - the MTNA national competition coordinator. She is quite helpful, and would

make sure that she listed the location and dates of the competition on the national portal.

\*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 Chair 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.