MANUAL OF PROCEDURES

JMTA STUDENT RECITALS

Three student recitals are typically presented each year by JMTA. Teachers may enter 4-5 students at all levels of performance, with a total of not more than 15 minutes per teacher. Teachers are expected to prepare students with the proper dress and performance etiquette. The number of students in each recital generally range from 25 to 45. Printed programs and refreshments are provided by JMTA and participating teachers. Recitals are typically scheduled in the months of October, December and March. These recitals represent a recital opportunity for young pianists to perform in an atmosphere of professionalism and appreciation.

STUDENT RECITAL CHAIRPERSON:

July / August

1. Secure sites and dates for recitals. Requirements include 1-2 grand pianos in tune, and tables and refreshment area.
2. At first summer board meeting, gather possible dates from members. At second summer board meeting, confirm the dates that you scheduled with the venue.
3. Send sites, dates and all recital information to High Notes chair to publish in first newsletter.

October

1. Gather complete performance information from participating teachers for printed program. 50-75 copies of program are usually printed.
2. Assign duties to teachers with students performing in recital. Duties may include bringing paper goods, ice, setting up reception, serving and cleanup, and seating students in the order of performance. Students should also be instructed on proper stage bows. All teachers should be instructed to bring a plate of cookies/brownies (ready to serve).
3. Recital Chair should welcome the parents at the beginning of recital.

4. Teachers pay a predetermined fee per student participating. Recital chair to submit this fee to the JMTA Treasurer within two week of the recital.

5. Before each recital, if so budgeted, collect donation check from JMTA Treasurer and ask Altruistic chair to write a thank you card. Card and check may be given directly to venue at recital, or mailed to the appropriate person if not procured in advance.

November

1. Send recital info to High Notes about December recital.

December

1. Same procedures as above.

February

1. Send recital info to High Notes about March recital.

March

1. Same procedures as above.

May

1. Make report of three recitals, including number of performers and amount of fees collected, to give to JMTA President.
2. Give copies of all three recital programs to Archivist.
3. Send copies of programs to MTNA for copyright performance purposes.

NEEDS FOR RECITALS

Printed programs
Tables (1-2)
Table cloth (1-2)
Paper cups
Paper napkins
Punch bowl and ladle
Extra trays (just in case)
Plastic wrap
Cooler
Ice (1-2 bags)
Refreshments:
- 1 gallon fruit punch
- 2 liter bottles of ginger ale

Cookies - provided by teachers