

DIRECTOR'S CHECKLIST

Mail a copy of this form to all participating directors

FESTIVAL LOCATION: Santa Monica High School
601 Pico Boulevard
Santa Monica, Ca. 90405
Date: Band - Wednesday, March 23rd 2011
Orchestra - Thursday, March 24th 2011

- Complete field trip forms
- Arrange for additional chaperons
- Submit application forms for each performing group to the festival host.
- Submit entrance fee for each group to the festival host (before being scheduled)
- Follow rules for music and scores.**
 1. Provide three scores of each performance selection (order them well in advance of the festival). If photocopied scores are used, a copy of a letter from the music publisher or distributor must be submitted to each judge indicating that the scores are on back-order, out of print or unavailable.
 2. Number the measures on the scores.
 3. Mark folders and parts with a school stamp so they can be returned if lost
- Make sure your performance (including setting up and exiting the stage lasts no more than thirty minutes.
- Order bus transportation.
- Re-confirm bus transportation and times
- Arrange the schedule for the day so that your students will hear at least two other performances.
- Prepare your students for an educational listening experience.
- Discuss with students:
 1. that medals will be available for sale.
 - Medals - \$5.00
 - Cloisonné pins - \$5.00
 - Patches - \$3.00
 - Stickers - \$1.00
 2. to bring money for snacks
 3. the dress standards for festival performance.
 4. the rules for student behavior and conduct while performing and listening.
- Prepare two copies of a seating chart, one each for the stage crew and sight-reading aides.
- Confirm percussion requirements with the host (do not ask for more than the basic large percussion instruments).
- Arrange for your percussionists to go backstage of the performance area during the warm-up time, to be ready to set up the percussion section as soon as possible after the preceding group has finished.
- Confirm audio and video recording opportunities and possible payment for services.
- Send letter of invitation to parents (see page 12)
- Arrange for a substitute teacher.
- Invite administrators to your performance.