

List of items to create, order, and/or distribute each year:

District Auditions

- Certificates: Provided digitally via Tenuto system. Paper copies can be made available upon request.
- Ribbons (Purple “Outstanding Student”)
- Seals: Included on digital certificates. Hard-copy sticker seals can be made available upon request.

State Auditions

- Certificates and seals: Now provided digitally via Tenuto system.
- Ribbons (blue, State Audition, State HM, and State Winner)

Annual Conference

- ASRA (Alabama State Recognition Award) Certificate for Division III Piano
- ASRA HM Certificates for Division III Piano
- ASRA Certificate for Collegiate Piano
- Masterclass Certificates (Lower Division Piano, Upper Division Piano, Strings, Voice)
- Plaques
- T-Shirts
- Other Miscellaneous Certificates as needed

District Auditions

- 1) Mid to Late January, contact all ***eight*** District Chairs to ask about quantities of ribbons they will need.
 - a. Email addresses are found at www.almta.org under “AMTA Auditions.” Audition Deadlines are here as well.
- 2) Create supplies to mail to District Chairs well before their audition dates.
- 3) Depending on year-to-year needs and supplies, you may or may not need to order more ribbons. Ribbonsgalore.com is recommended.

- a. Log-in Information: **PLEASE CHANGE**
 - i. hannah.roberts@ua.edu
 - ii. Password: AMTA2022
 - b. Past orders are saved on the website. Simply log-in, and reorder.
 - c. Examples of past ribbons are included in the Awards Chair supplies box.
- 4) Mail using UPS or USPS. Make sure to save all your receipts as copies along with a financial report will need to be sent to the State Treasurer for reimbursement.

State Auditions

- 1) Late February, email State Chairs (see www.almta.org) regarding their ribbon needs. (Contact Strings Chair, Pre-College Piano Chair, Concerto Chair)
- 2) State Auditions are often not until late April or May, so State Chairs may have to estimate.
- 3) As with District Auditions, examples of State Audition ribbons are included in the Auditions Chair folder as well as the supplies box. There is also a thumb drive with past designs, logos, clipart, and other useful files.
- 4) Three types of ribbons are needed for State Auditions (see above overview).
- 5) Mail supplies well in advance of audition dates.
- 6) 2024 Update: Pre-College piano ribbons may now be distributed at the State Conference. Discuss with State Auditions Coordinator about how ribbons will be distributed.

Annual Conference

- 1) All students who perform at the Annual Conference will receive both a plaque and a t-shirt.
- 2) In an effort to make things fair, it is the official policy that students who do not perform at the conference do not receive a t-shirt or plaque, even in the event of a family emergency, etc.

- 3) You will receive information from the Vice President regarding who will be performing at the conference. You will need to collect t-shirt and winner information for the following categories:
 - a. AMTA Pre-College Piano Auditions
 - b. AMTA Pre-College Voice and String Auditions
 - c. AMTA Collegiate Piano Auditions
 - d. AMTA Concerto Piano Auditions (Pre-College and Collegiate)
 - e. MTNA Performance Competitions
 - f. AMTA and MTNA Composition Competitions
- 4) Plaques
 - a. Before you have finalized numbers, contact a trophy shop to explain upcoming needs. They may want to see past designs. These can be found on the thumb drive in the Auditions Chair folder and also in the supplies box.
 - i. **Gene Lary's Trophy Shop** in Tuscaloosa is recommended. They are easy to work with, reasonably priced, and have a file with AMTA.
 1. (205) 339-5616 – phone
 2. (205) 339-5041 – fax
 3. 2724 Lurleen B. Wallace Blvd.
Northport, Alabama 35476
 - ii. You may use a different shop, but AMTA has used Gene Lary's for many years.
 - iii. You may be able to surrender left-over plaques from past conferences for a discount on upcoming orders. (They can reuse the wood backings if they are in good shape.)
 - b. There is usually a very fast turn-around between State Auditions and the Annual Conference, and the trophy shops will usually need 10-14 days to complete such a large order. Be mindful that things move quickly during this window.
 - c. Each student performer will receive a 4x6 plaque with their winning category (*not their name*). If a student performs in multiple categories, they will receive multiple plaques.
 - d. Order a few extra generic plaques to ensure all winners receive awards.
 - e. There are awards for both AMTA and MTNA. (These will be specified by the Vice President.)

- f. The **Commissioned Composer** receives an 8x10 plaque.
- g. The **Teacher of the Year** and **Distinguished Service** (outgoing President) awards alternate each year and are 9x12 in size. Past designs are found within the Awards Chair folder and on the thumb drive therein.

5) T-Shirts

- a. Every student who performs at the conference (except Honorable Mention masterclass) receives one t-shirt. Even if a student performs multiple times, only one shirt is given.
- b. The design for the t-shirt is provided. The AMTA logo should be on the front. See the provided t-shirts as examples.
- c. Eyecatcher's Screen Printing in Northport is recommended. Magic City Sportswear in Birmingham has also been used in the past. Past receipts, found in the Awards Chair folder, can be used to help make new orders.
- d. You may choose the style, color, and t-shirt brand. Gildan is an affordable brand and good quality.
- e. Order a few extra t-shirts to ensure all winners receive one.
- f. Order Large t-shirts for students whose sizes were not sent.

6) Certificates

- a. Make sure to include the ARSA Certificate. This winner will be determined at the conference, so the certificate will need to be prepared on site in order to include the winner's name.
- b. Prepare Honorable Mention certificates (2-3) for the ASRA Division III Award as well. The guest artist has the option of selecting Honorable Mention recipients if desired.
- c. All performers in masterclasses receive certificates. The clinician may change, so extra paper and the thumb drive may prove handy in case updated certificates are needed.

7) Distribution

- a. You will be in charge of distributing awards to students at the end of each recital and masterclass.
- b. It is helpful to put materials in order before each recital or masterclass to streamline delivery.
- c. Be ready to help with other details such as seating students, etc.

Further questions may be addressed to: Hannah Roberts, hannah.roberts@ua.edu