

# **AMTA Composition Competitions and Commissioning Chair**

(Created June 2023)

## **AMTA Composition Competition Timeline:**

- July/August: Send updated guidelines, registration form, and entry deadlines to AMTA Website Coordinator.
- August: Send AMTA Composition Competition information to Soundboard editor, to be included in upcoming events.
- January/February: Confirm with State Judges Coordinator that a judge has been secured.
- February/March: Send email blast to AMTA members. Include registration form, guidelines, and deadline.
- April 1: Touch base with judge to provide upcoming competition details.
- April 15: Compile all submissions after deadline. Upload to digital file-sharing platform. Share with judge. Request rankings and comments from judge. Also request judge's mailing address to send payment.
- May 1: Release results and send comments to winners and teachers. Invite first-place winners to perform at the state conference in June. Send results to Soundboard editor and State First Vice-President (to include in the conference program book and invite to perform).
- Also May 1: Send entry fees to state treasurer. Request judge's payment check from state treasurer. Judge will be reimbursed \$30 per entry.
- Also May 1: Invite winners to participate in the fall MTNA Composition Competition. AMTA will underwrite the application cost to MTNA entrants.  
*Per Spring 2023 Board Meeting Minutes: "Composition Chair oversees the submission of all AMTA winners to MTNA Competition in the Fall."*

## **MTNA Composition Competition:**

- July/August: Send updated deadline to AMTA Website Coordinator.
- August: Confirm with State Judge's Coordinator that a judge has been secured.
- September 1: Touch base with judge with upcoming competition details.

- September 15: After submission deadline, enter state officer portal. <https://members.mtna.org/mtnacompetitions2023/Login.aspx>. (Updated link should be provided yearly by the National Composition Competitions Coordinator. Contact the national MTNA office if you need assistance). Complete instructions as sent by National Composition Competition Coordinator.
- October: Release results to students via Reporting Portal. Send results to Soundboard editor and State First Vice-President (to include in the conference program book and invite to perform). Invite winners/representatives to perform at the state conference the following year.

### **AMTA Commissioned Composer:**

- July/August: Send updated guidelines and entry deadlines to AMTA Website Coordinator.
- July/August: Advertise as needed with composers in the state.
- December: Compile all entries. Choose a recipient in coordination with the State President. Notify recipient. Confirm the execution of the contract with the National MTNA office. Portal: <https://members.mtna.org/MTNACommissioning/Default.aspx>
- 6-8 weeks before the performance: Request a performance date/time from the State VP. Notify the Commissioned Composer.
- 6-8 weeks before the performance: Request headshot, bio, performer information, and program notes from the Commissioned Composer. Send to State Vice President for inclusion in the conference program book and website.
- 4-6 weeks before the performance: Send Commissioned Composer information to the Awards Chair. They will need to order a plaque to present to the composer.
- 4-6 weeks before the performance: Confirm the receipt of the finished score from the Commissioned Composer.
- 2-3 weeks before the performance: Request a check from the MTNA National Office. MTNA National office will mail their portion of the check to the State Treasurer. Coordinate with State Treasurer to be sure the check (\$1000) is ready to give the composer at the conference.
- At the conference: Coordinate a rehearsal time in the performance space for the commissioned composer. Present the plaque and monetary check to the composer.
- After the conference: Submit scores and a recording from the conference performance to the MTNA Portal.