

# **MTNA PERFORMANCE COMPETITIONS**

## **ALABAMA CHAIR JOB DESCRIPTION**

The state chair for the MTNA Performance competitions should be a member in good standing and willing to work with national competition and teachers in the state. The national chairperson will send a detailed handbook on handling the competition and is very accessible for help. The judges' chair will get judges for the competition. The only responsibility of the state chair is to set up the students' competition schedule. The deadline for entrants is mid-September, and the forms will be sent electronically to MTNA. Each state chair will be responsible for taking the students' names and setting up the schedule for the day(s) of the competition. There are 3 divisions to compete: Junior, Senior, and Young Artist strings, winds, piano, and voice. Chamber music will compete at the Southern Division, so they will not be included in the state competition. Follow the handbook instructions and its timeline.

Timeline:

- 9-12 months before the competition – secure a location and date(s) for the competition. Generally, the dates should be Friday and Saturday in late October or early November. Inform the judges' chair of the dates so he/she can secure the judges.
- 6 months before the competition – send reminders through the SoundBoard and the membership chairperson of the dates and place of the competition.
- Follow the directions from the national chair and the handbook about the next steps.
- 3 months before the competition - Ask for helpers (monitors inside and outside each room, runners, and check-in desk)
- 2 months before the competition - Set in place any catering and other needs; send preliminary email to judges' asking for food needs and any other things they would need.
- After Sept. Deadline – Set up schedule for each competition; do not send anything to students until national has checked all of the music; decide if any categories do not have two students or more, and the one entry will be the representative.
- After schedule has been set, send letters to competitors and judges about their times and requirements. This is an open competition, and make certain students and judges know there will be an audience.
- Two Weeks before competition – check rooms and pianos in the facility.
- Day of competition – arrive 2 hours before it begins to put up signage and open rooms. Ask your helpers to arrive early to facilitate this.
- At the end of the competition – follow the rules from the handbook about judges' choosing winners and alternates; send results to the national chair.
- Follow the handbook rules about closing out the competition and alerting those involved. Send thank you notes to the judges and the facility.