

Dear Region Chairpersons!

Thank you for all of your fine work on your Region's Performance Evaluations. This contains reminders of the next steps to take before your Performance Evaluation date. Forms you will need may be found on the utahmta.org website. Please feel free to contact me if you have any questions or need clarification on anything.

Within a few days of registration deadline:

1. Verify each teacher's membership on the UMTA website.
2. E-mail a list of the participating teachers and student's names (along with level, solo or duet, and piece(s) to be performed) to Shawn Bastian at shawn.design.music@gmail.com so she may make the certificates. Please send a CC: of this e-mail to me at seansteiner224@gmail.com. Please include your region's performance date so Shawn knows the deadline of when you need the certificates. It is nice to have your room monitor hand each performer their certificate as they exit the evaluations.
3. Create a schedule for your evaluations day. Assign each student a number. (Judges should not see performer's names, only their assigned number.)
4. MAIL the following to me within 5 days of your registration deadline: (Mail to: Sean Steiner, 4666 South 1050 East, Ogden, UT 84403)
 - Student fees (1 check per teacher)
 - Teacher Registration papers (please make copies and retain copies of these on your end)
 - Region Cover Form: Check to be sure fees match the number of students enrolled

- A copy of the judging schedule you have made

Communicating with your teachers:

1. Be sure each teacher has a copy of the [Instructions for Teachers and Participants](#). You may fill out the top part and send this along with the performance schedule you created to each teacher.
2. Remind teachers of the importance of bringing an *adjudicator form* with their *original music* (measures numbered) to the performance evaluations and arriving 15 minutes prior to their scheduled time. (Do not write students' names on form or music. Use only assigned numbers.)
3. Remind teachers that the judge's comments will be sent to them in a few days and notification will be made about the selected students for Honors Recitals to those teachers who have students involved.
4. (The Instructions for Teachers and Participants should answer most of their other questions.)

Communicating with your adjudicator:

1. Send the form Instructions for Adjudicators to your judge about 1 week prior to your evaluations.
2. Reiterate the importance of making students feel comfortable and at ease and to write as many positive and helpful comments as they possibly can. Focus on quality of the performance rather than the material selected.
3. Ask the judge if they would like any snacks provided, or if the judging time is lengthy, a meal should be offered. (Keep receipts and add to your regional chairperson's expenses.)

4. Remind the judge that at the end of the Evaluations, they may select up to 20% of the total number of students who have auditioned from each category and level to be recommended for the Honors Recitals. (You will have this form ready at the evaluations for the judge to fill out. See below.)
5. Payment will be mailed in a week or two to the judge following the evaluations from the state treasurer.

During and After the Evaluations:

1. You may post a short biography of the adjudicator on the door to the evaluations so that parents and students may read it if they wish.
2. Set up early and have the space ready. Check the piano, bench, and have a writing surface available for the adjudicator.
3. Have extra judging forms ready (printed from the website), in case students forget theirs.
4. Have the performance schedule available for both judge and monitor.
5. Print out the [Judge's Nominating Form](#) and the [Judge's Check Request Form](#). Both of these forms should be completed by the judge before he/she leaves the judging area at the end of the evaluations.
6. Keep schedule running on time as much as possible.
7. Collect all judging forms and paperwork at the end of the evaluations.
8. AS SOON AS POSSIBLE following the evaluations, mail adjudication forms to teachers so they can have them to go over with their students. You may also let the teacher know if their student(s) qualified for the Honors Recitals.

(State Chairman will be in touch with the specifics on the recitals.)

9. ASAP, e-mail all judge's nominations to State Chairman: seansteiner224@gmail.com: Student's name, Title of selected piece, Composer, Time, Level, Solo/Duet, and Teacher name.
10. MAIL to Sean Steiner: Honors Recital Nomination Form, Judge's Check Request Form, and your own Reimbursement Form (for mailing, snacks, copying, etc. expenses), printed from the UtahMTA.org website. Include all receipts.
11. Thank you for all your hard work. These evaluations prove to be valuable to teachers and students throughout the state and fill a need to have a quality performing experience for all ability levels.

Please let me know if you have any questions.

Sean Steiner

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