

ORGANIZING AN I.M.T.A.* PIANO FESTIVAL

*Iowa Music Teachers Association
(Revised in 2010)

DATE: Coordinate your Festival date between teachers' needs and dates available at your facilities. Some teachers prefer a date about a month before Auditions, to be used as a trial run for the coming event. Others like to see the Festival set in the semester apart from Auditions as an entirely separate activity, calling for preparation of different repertoire.

ADVANCE NOTICE: Get out an advance letter or email to all teachers who might enter students. Include the date, location, procedures, and fees. Set a deadline 2-3 weeks in advance so that you can secure an extra Master Teacher (Judge) if you see that one is needed. Have teachers make out their registration checks to you. The schedule of Festivals is printed in the fall Iowa Music Teacher magazine, but people may need reminders.

SCHEDULING: Allow Master Teachers morning and afternoon breaks and a noon-hour of at least 45 minutes. Schedule two minutes between each time slot. **All levels perform one-half of the time; the rest of the time allotment is for the Master Teacher to write comments and/or teach the student. Master Teachers appreciate someone responsible for keeping them on schedule; give them a one-minute warning to avoid delays for later students.**

You may receive requests for students to play at certain times in order to take part in other activities. Do what you can to satisfy these requests, within reason. Some chairpersons set up their schedules with students from the same teacher in blocks, making it possible for teachers to hear all of their students without long waiting periods. However, once the schedule is set, resist making changes that cause confusion. Mail copies of the schedule to participating teachers at least one week in advance so that the teachers can notify their students about performance times.

STUDENT FEES: 15 min.: \$13.00; 20 min.: \$18.00; 30 min.: \$26.00; 45 min.: \$39.00; 60 min.: \$52.00

PERFORMANCE REQUIREMENTS: Students should **memorize** their pieces. At least **one piece must be from the *IMTA Repertoire List (Syllabus)*; one piece may be a non-Repertoire piece.**

MASTER TEACHERS: Choose only I.M.T.A. teachers who hold an Iowa Adjudicator Certificate (formerly Master Teacher Certificate) or who are college faculty to adjudicate Festivals or Auditions. Eligible Master Teachers must have paid I.M.T.A. or M.T.N.A. (Music Teachers National Association) dues by September 1. They must hold M.T.N.A. Professional Certification in areas they wish to judge. Limit mileage reimbursement to 500 miles. You may employ out-of-state adjudicators provided they: 1) are M.T.N.A. members, 2) hold M.T.N.A. Professional Certification, 3) are known and recommended

by at least two I.M.T.A or M.T.N.A members, and 4) have had experience teaching and judging students of the ages they will be asked to judge. Any full-time college faculty of any community or four-year liberal arts college qualify to adjudicate in the areas of their teaching expertise provided they are I.M.T.A. or M.T.N.A. members. College faculty must request their names be listed as Adjudicators. Emeritus names will be listed as the status is made known to the certification chairman. Part-time faculty qualify to adjudicate provided they hold a masters or doctorate degree in the area for which they will judge, or hold an M.T.N.A. Professional Certificate in that applied area. Any person whose certification has lapsed for one year or more will be removed from the judging list. Certified members living outside the 250-mile radius of Iowa's borders will be removed from the judging list. Check the I.M.T.A. website for an updated judges list in the fall of the year.

MASTER TEACHER FEES: Pay Master Teachers **\$25.00 per hour** including the time for the 45-minute lunch and breaks, and **45 cents per mile** travel reimbursement. Overnight lodging is not reimbursed.

DISBURSEMENT OF FUNDS: Pay Master Teachers on the Festival day, and pay all other expenses before sending the surplus to the State Treasurer, along with all receipts, the Financial Report and the Judges Expense Form. Do not absorb out-of-pocket expenses, such as telephone calls, printing and postage. I.M.T.A. will underwrite any Festival that does not clear expenses, but most Festivals will have surpluses.

EXPENSES: Keep an envelope in which to save all expense receipts. Send these receipts to the Treasurer with your Financial Report to receive reimbursement. The maximum you may spend for Master Teacher lunches is \$7.00 per person. Expenses for coffee breaks are allowed for Master Teachers only. I.M.T.A. provides certificates for the Festivals, but additional prizes are not to be charged to I.M.T.A. Do consider having Festivals in teachers' studios to cut down expenses and make scheduling easier.

REPORTS: (PLEASE SEND IMMEDIATELY FOLLOWING YOUR FESTIVAL.)

- 1) **Financial Report:** make 3 copies-send one to the State Treasurer, including receipts and surplus money, one to the State Festival Chair, and keep one for your own records.
- 2) **Judges Expense Sheet:** send to the State Treasurer, along with the Financial Report, receipts and surplus funds.
- 3) **Projection Sheet:** send to the State Festival Chair, with the Financial Report and Repertoire List.
- 4) **Repertoire List:** send to the State Festival Chair, who sends it to M.T.N.A. to fulfill ASCAM requirements. You may want to ask participating teachers to submit a list of their students' pieces with their registrations, if you don't have a master repertoire list.

QUESTIONS? Contact the I.M.T.A. State Piano Festival Chair: Pam Sibbel, tel. 515-232-6198, email: pamsibbel@mchsi.com