

RMTA Committee Chairperson Duties

1. Hire Judges

- a. Be sure to provide the judge with all of the expectations for the day of the festival or competition (time, location, payment, etc.)
- b. You must give the judge a copy of the judging instructions prior to the start of the event.

2. Check all registration forms (*These should be turned in 2 weeks before the festival or competition date – **accept no late submissions*)**

- a. Remind members of registration form due date ONE WEEK prior to the deadline
- b. All repertoire must comply with requirements from the repertoire lists when applicable
- c. Be sure all teachers have paid membership dues.
Check with treasurer for current membership enrollment
- d. Check to make certain you have the correct amounts submitted for fees
- e. Be sure the registration forms are filled out completely and correctly
- f. Contact teachers directly if we have to cancel or reschedule for bad weather.

3. Arrange for judge's assistants and monitors

4. Medals/Trophies

- a. Order appropriate number of medals and/or trophies based on registration enrollment