

## 2017 DMTA Festival Day & Honors Recital Teacher Instructions

### Report to sign in desk.

The volunteers at the desk can point you in the direction of the room to which you have been assigned, can tell you where to go for your volunteer work, or can direct you to Anna Showalter or Jan Perry.

### Pick up your folder with comment sheets, as well as trophies and book awards, at the end of the day.

- All teachers are responsible for retrieving their folders with comment sheets between 5:30 & 6:00 PM on day of the festival.
- Certificates and Honorable Mention ribbons will also be placed in each folder.
- Trophies and Book Awards will be available for you to pick up at the same time you receive your folder.
- Monetary prizes will be handed out at the Honors Recitals on Sunday, May 21.

If you can not be available at the end of the day, please ask someone to get all of your items for you.

We do not mail nor deliver.

N.B. Please be patient while you are waiting for your folder and awards. Compiling all items is a huge job. Once you have your folder, double check immediately to see if you have any 1<sup>st</sup> place winners or designated recitalists.

*If you do have a 1<sup>st</sup> place winner or designated recitalist then contact that student immediately so that he or she will be prepared to perform at the Honor's Recital.*

Folders, trophies and book awards, will be handed out at the end of the day, when all is completed. **NO EXCEPTIONS!**

### Honors Recital Performers

- If you have a 1<sup>st</sup> place winner or a recitalist please notify Jan Perry, 919 475-3654, **by 7:00 PM** as to whether your student will or will not play in the Honors Recital.

**REMINDER:** *If you do not call before 7:00 PM then the 2<sup>nd</sup> place winner will be notified of their eligibility to perform in the place of the 1<sup>st</sup> place winner. ALL RECITALISTS MUST CONFIRM THEIR INTENT TO PERFORM.*

- If you have a 2<sup>nd</sup> place winner, you will be notified by 8:00 PM if they are invited to play in Honors Recital.

Encourage your students to attend the  
**Honor's Recitals on Sunday, May 21 at 4:00 and 5:30 p.m.**  
in **Bone Rehearsal Hall** located in Biddle Music Building.