

DSPF STUDIO SUMMARY SHEET FOR
 Teacher Name: _____

Enter all information on the computer -- email the form to Millie Eben mgeben@mac.com. Then print and include a copy with your judging sheets and check payable to RMTA for the total fees. (Do NOT convert to a pdf file!) Make note of time restrictions under comments; however specific time requests cannot be guaranteed. Indicate if student has RSYO rehearsal. Final schedule cannot be changed.	
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EMAIL THIS FORM TO mgeben@mac.com (DO NOT CONVERT TO A PDF FILE) POSTAL MAIL YOUR CHECK TO: PMTA DSPF Solo/Ensemble Local Festival Scheduling Coordinator Millie Eben, 2052 Cleveland Ave., West Wyomissing PA 19609	
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TEACHER NAME		
PHONE		
EMAIL		
TOTAL # PARTICIPANTS		
TOTAL FEES SUBMITTED	\$	

Participating teachers must help on the day of the festival. If you have any parents who can help, make note in the comments section. You will be notified of their work assignment to pass on to them.	
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Some notes about this form....

Using this form helps eliminate potential mistakes during the transfer of info to the various records/forms/etc used to manage the event.

Please DON'T convert to a pdf.

Indicate performance time by "minutes : seconds" (separate w/colon)

Re Ensembles - yes we want all their names! But it's one \$15 fee per ensemble. Teacher decides how to share the expense amongst ensemble participants. However if there is a non-member student in the ensemble, there is an additional \$25.

Re Scheduling: Strings/voice/guitar/instruments all share one room. Voice kids are generally scheduled late morning. Strings are generally scheduled in the afternoon to accommodate RSYO and RSJSO kids.

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Teacher Name: _____

Student_Last_Name	Student_First_Name	Time min:sec	Test Level	Solo(S)_ Ens(E)	Comments	\$ Fee
Smith	Jane	2:10	P		has sibling	20
Smith	Joe	5:20	5		sibling above	15
Brown	Bessie	3:40	4		also doing violin	20
James	Jimmy	5:00	6		also doing voice/has sibling	20
James	Jesse	7:00	8		sibling above/also doing enser	15
ENSEMBLES						
James	Jesse		2		also doing solo/has sibling	
Justan	Joe	8:00	3			15
Evers	Elliott		3		non-member student	25
Merry	Melody					
Samson	Sue		5			
Trane	John	9:30	4			15

Ensemble members can take the same level test (using the lowest level) or different level tests. It's up to the teacher to decide.