

SAMPLE

RMTA SPRING FESTIVAL STUDIO SUMMARY SHEET FOR

Teacher Name: January Jones

Enter all information using a computer -- email the form to Millie Eben at mgeben@mac.com. Do NOT convert to a pdf file! Make note of time restrictions under comments; however specific time requests cannot be guaranteed. Final schedule cannot be changed. Then mail your judging sheets and check payable to RMTA for the total fees (\$15 per SOLO performance. \$10 per ensemble performance).		
EMAIL THIS FORM TO mgeben@mac.com (<u>DO NOT</u> CONVERT TO A PDF FILE)		
POSTAL MAIL OR DELIVER YOUR CHECK BY THE DEADLINE TO: RMTA Spring Festival Chair Millie Eben, 2052 Cleveland Ave., Reading PA 19609		
TEACHER NAME	January Jones	
PHONE	111-222-3445	
EMAIL	jjones@xxx.com	
TOTAL # PARTICIPANTS	10 total - 5 solo and 2 ensembles	
TOTAL FEES SUBMITTED	\$95	
Participating teachers are encouraged to help sometime either the day of the festival and/or the recital.		

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

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When noting performance time, add at least one minute for technique requirements.

Re Ensembles - yes we want all their names! But it's one \$10 fee per ensemble. Teacher decides how to share the expense amongst ensemble participants.

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.

