



Anchorage Keyboard Teachers Association

Membership

Handbook

The First Revision of Membership Handbook, 1995-1996.

The Second Revision of the Membership Handbook, 1998-2000.

The Third Revision of the Membership Handbook, 2005.

The revisions were created on an IBM/PC compatible computer using Microsoft Word 2000.
The master files are stored with Christine Kastanopolous.

Revision Committee: Connie McFarlane, Janna Preston, Gretchen Thomas and Christine Kastanopolous

The AKTA Board Members who participated in the revision:

1998-1999 Board

Ann Fernandez, President
Barbara Chadwick, Vice President
Connie McFarlane, Secretary
Janna Preston, Treasurer
Diane Moore, Membership
Christine Kastanopolous, Newsletter
Carolyn Rios, Member-at-large

1999-2000 Board

Barbara Chadwick, President
Linda Green, Vice President
Connie McFarlane, Secretary
Janna Preston, Treasurer
La Vella Briggs, Membership
Christine Kastanopolous, Newsletter
Ann Fernandez, Historian

The intent of the AKTA Membership Handbook is to provide information for AKTA members regarding the duties and responsibilities of:

- Office Holders
- Event Chairpersons
- Committee Chairpersons

The Membership Handbook also contains information regarding AKTA sponsored events by supplying:

- Event Information
- Event Rules
- Event Entry Forms
- Events Adjudication Forms

This version of the Membership Handbook has been edited and updated for use as an internet downloadable PDF document by Sally Laird, Alaska Music Teachers Association Web Site Chair, November 2006. This version does not include the outline of the AMTA approved Repertoire Level Definitions, and the Repertoire Level Definitions may be downloaded as a separate PDF document. Some information concerning events may change annually, and may not be accurately reflected in this Handbook version. Please check with the current AKTA President or event chair to confirm any possible changes.

AKTA Membership Handbook

Table of Contents

Using Your AKTA Membership Handbook	5
AKTA history	6
How AKTA Works	6
Board and General Meetings	6
Membership Benefits	7
By-Laws	8
Articles of Incorporation	9
Ethics and Policies	11
Conflict Resolution	11
Studio Policies	11
Performance Etiquette	12
Board Positions	15
President	16
Vice-President	17
Secretary	18
Treasurer	19
Historian	20
Newsletter Editor	21
Membership	23
General Membership Positions	24
Committee Chairperson Duties and Responsibilities	25
Assist List	26
Hospitality Coordinator	27
Audit Committee	28
Nominating Committee	29
Election Committee	30
Public Relations	31
Events and Event Chairpersons	32
General Information for All Event Chairpersons	33
Income Form	35
Expense Form	36

Christmas Mall Concerts Chair	37
Mall Concerts Information Sheet	38
Mall Concerts Entry Form	39
Downey Competition Committee	41
Downey Competition Rules	42
Downey Competition Code of Ethics	44
Downey Competition Application Form	45
Duet Festival Chair	47
Duet Festival Information Sheet	48
Duet Festival Entry Form	49
Adjudicator's Repertoire Evaluation Form	51
Keyboard Festival Chair	52
Keyboard Festival Information Sheet	53
Keyboard Festival Entry Form	54
Adjudicator's Repertoire Evaluation Form	56
Local Adjudications Chair	57
Adjudications Information Sheet	59
Adjudications Registration Form	60
Adjudicator's Repertoire Evaluation Form	61
Monster Concert Chair	62
Monster Concert Information Sheet	63
Monster Concert Entry Form	64
Adjudicator's Repertoire Evaluation Form	66
Sunday Recital Chair	67
Sunday Recital Information	68
Sunday Recital Entry Form	69
KPMS Repertoire Level Definitions	Not Included

Using Your Membership Handbook

Purpose of the Handbook:

- To supply AKTA members with information regarding organizational positions, rules, and events
- The Table of Contents supplies an overview of the Handbook contents.

Entry Fees, Dates & Locations:

- Some entry fee, date and location of events have been left out of this document.
- This information will be supplied to each member in the monthly AKTA Newsletter or via email.
- It is the member's responsibility to be informed about the event discussed.
- Questions may be directed to the Chair of that event.

Entry Forms:

- Use the Entry Forms in your Handbook as a master, making copies as needed.
- In this PDF version, you may enter information in the entry forms before printing. Changes you enter in the forms will not be saved, so print two (2) copies before closing the document.
- Check the newsletter for additional information or updates.
- Submit a completed packet to the event chair, and keep a copy of your entry information for your own records.
- Pay close attention to published entry DEADLINES.

Adjudication Forms:

- Use the Adjudication Forms in your Handbook as a master, making copies as needed.
- Check the newsletter for additional information or updates.

Lost Handbook Pages or Handbook Replacement:

- The first copy of the AKTA Membership Handbook is available to each member free of charge.
- A fee of \$25.00 will be charged for each replacement copy of the Handbook.
- Contact the current President of AKTA for instructions on receiving pages or a new Handbook.
- The Newsletter has the telephone numbers of all current AKTA Board members printed in each issue.

Using the KPMS Repertoire Definitions:

- The preface to the Repertoire Definitions explains the purpose and uses of the document.
- The blank pages are reference pages to list compositions that have been classified by a teacher.
- Questions and concerns may be addressed to the event chair.
- The newsletter publishes the contact information.

Who prepares updates and changes to the Handbook?:

- The current AKTA Board Members and the Chairs of events make the updates and changes.
- Please direct your comments, concerns and questions to these AKTA members.

The AKTA Monthly Newsletter is the LIFE LINE of the organization:

- It is each member's responsibility to read the newsletter and apply the information to the event discussed.

History of AKTA

In 1970, local piano teachers formed the Anchorage Keyboard Teachers Association as a volunteer organization to:

- Provide teachers opportunities to improve teaching skills and exchange ideas
- Provide students and teachers with non-competitive performance events
- Provide competitive performance events with cash awards or travel grants
- Provide events for students to expand their self-image by hearing other students perform
- Encourage growth through awareness for both the teachers and the students

The volunteer organization grew in membership from a small group to an organization representing approximately 75 teachers in Palmer, Wasilla, Eagle River, Anchorage, and Girdwood.

In 1981, articles of Incorporation were filed with the State of Alaska establishing AKTA as a nonprofit organization.

In 1985, AKTA and other local associations in Alaska form the state organization, Alaska Music Teachers Association.

The Alaska Music Teachers Association joined the national organization - Music Teachers National Association.

It is AKTA's goal to provide students with local, state and national performance and composition opportunities; and to provide teachers with local, state and national conventions, workshops and national certification.

How AKTA Works

Income: Funding for AKTA comes from the local membership dues. Additional income is secured from entry fees to local events, i.e. Duet Festival, Keyboard Festival, Christmas in the Mall, and the Downey Competition. The Treasurer's Report published each month in the newsletter shows the expenses AKTA incurs, and income received.

The Downey Competition has an Endowment Fund set in place by Mr. Richard Downey in memorial to his wife, Marguerite Downey. The endowment fund secures the competition's future. The fund is an **encumbered dedicated fund**. That means the money in the fund is to be used for the Competition, not for the general affairs of AKTA.

Events: Members of AKTA are asked to volunteer to chair, co-chair, and help out with all the AKTA sponsored events. An "Assist List" is published each year in the newsletter asking for teachers to sign up for events. The "Assist List" and the teachers who volunteer for a position are vital to the operation of the organization.

Board: Anyone may be elected to the AKTA Board who has been a member of AKTA. The February newsletter invites any member interested in joining the Board to place their name on the election ballot. A minimum of seven members is required for the Board. An election of officers is held at the April general meeting. Once elected to the Board, each member selects the position desired. The new Board begins functioning following the May general meeting. **The old Board will mentor the new board.**

AKTA Board and General Meetings

The AKTA newsletter will publish the date, time, location, agenda and program for all general, business and committee meetings.

- Board Meetings are open to the general membership.
- If you have ideas you wish to present the Board, contact the President to be placed on the agenda.

Membership

Membership in AKTA enrolls each teacher in:
Anchorage Keyboard Teachers Association (**AKTA**), Local organization
Alaska Music Teachers Association (**AMTA**), State organization
Music Teachers National Association (**MTNA**), National organization

Benefits of National Membership:

American Music Teacher

Bi-monthly periodical containing articles on many fields of music
Reviews of music and books
Gives information on State, Divisional and National activities.

Group Rate Insurance Programs

- Disability Income Protection
- Accidental Death and Dismemberment
- Term-Life
- High-limit Major Medical
- In-Hospital Indemnity
- Cancer Plan

National Competitions

Performance Competitions: Junior and Senior High School, and College level.
Student Composition Competitions: Elementary, Junior High, Senior High, and College level.

Adjudications

Twice yearly (Fall & Spring) opportunity to evaluate students with Nationally Certified Adjudicator.
Objectives: Give teachers and students goals
Provide an impartial non-competitive assessment of a student's work
Provide an objective evaluation of a teacher's work, promoting professional growth

National Certification

A national plan that recognizes and accepts the evaluation of qualified studio music teachers.

- Offering Certification for music degree holding members
- Programs for non-degree holding members to obtain National Certification

Conferences

Local, State and National levels hold conferences nationwide.

Anchorage Keyboard Teachers Association By-Laws

The By-laws published in the Membership Handbook are not the original document. The information is an accurate representation of the original document. Copies of the original documents may be obtained from the AKTA President.

Article I Name

The name of this organization shall be the Anchorage Keyboard Teachers Association (AKTA).

Article II Objectives

The objectives of this Association shall be:

1. To encourage and assist students in creative development and to offer opportunity for student performance.
2. To promote educational and cultural training, and improvement.
3. To assist those interested or involved in keyboard teaching.
4. To encourage high ethical standards of business and professional conduct.

Article III Membership

Section 1 Membership is open to all persons interested or involved in the profession of keyboard teaching.

Section 2 Dues are payable annually in June.

Article IV Meetings

Section 1 The regular meeting shall be on the first Wednesday of each month, September through May

Section 2 Committee meetings and special meetings may be arranged as needed.

Article V Quorum

Business may be transacted with the consent of a simple majority of those present.

Article VI Board of Directors

Section 1 A Board of Directors shall be elected from the membership and will number seven (7). This will take place at the April meeting.

Section 2 The officers of the Association shall be elected by the Board of Directors from its own membership and shall be: President, Vice-President, Secretary, Treasurer and Historian.

Section 3 All nominees for offices shall have been in the Association for at least one full school year.

Article VII Installation of Board

The installation of the Board will be at the May meeting.

Article VIII Duties of Officers

The duties of officers shall be such as are implied by their respective titles.

Article IX Committees

Committees may be appointed as needed.

Article X Fiscal Year

The fiscal year of this Association shall be from the first day of July to, and including the thirtieth (30th) day of June next succeeding.

Article XI Amendments

These By-Laws may be amended at any regular meeting by a simple majority vote of the members present.

Revised and Ratified 1988

Articles of Incorporation of the Anchorage Keyboard Teachers Association, Inc. Anchorage, Alaska

The Articles of Incorporation published in the Membership Handbook are not the original document. The information is an accurate representation of the original document. Copies of the original documents may be obtained from the AKTA President.

Article I

The name of this corporation shall be Anchorage Keyboard Teachers Association, Inc.

Article II

The purposes for which this corporation is organized are as follows:

- a. To encourage and assist students in creative development and offer opportunities for student performance;
- b. To promote educational and cultural training and improvement;
- c. To assist those interested or involved in keyboard teaching.

Article III

This corporation shall have perpetual existence.

Article IV

The membership shall consist of those persons interested or involved in the teaching of music who pay an annual participation fee, payable in May of each year. Active members shall have one vote at any meeting of the members.

Article V

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in article II. Nor substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on

- (a) By a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Revenue Law) or
- (b) By a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United State Internal Revenue Law).

Article VI

Upon the dissolution of the corporation, the Board of Directors shall after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation in such manner, or to such organization or organizations organized and operated exclusively for fine arts as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Article VII

The affairs of the corporation shall be managed by a Board of Directors of not less than three nor more than fifteen members who shall be elected and shall serve pursuant to the By-Laws of the Corporation. The initial Board of Directors shall consist of the incorporators who shall serve until their successors have been elected and qualified. The names and addresses of the Directors who shall assume office upon the issuance of a Certificate of Incorporation are as follows.

Suzanne Nelson	2721 Valley Forge Circle Anchorage, Alaska 99502
Judith Hunt	4800 Shelikof Street Anchorage, Alaska 99507
Bonnie Githara	2318 Success Drive Anchorage, Alaska 99504
Joyce Anglemyer	936 David Place Anchorage, Alaska 99501
Vicki Arnold	8506 Corbin Drive Anchorage, Alaska 99507

The officers who shall manage the corporation shall be elected annually by the Board of Directors. The officers shall be a President, Vice-President, Secretary, Treasurer and Historian. The Board of Directors may, in its discretion, create other offices and provide for the terms and define the duties and powers of such offices.

Article VIII

Before transacting any business or acquiring property, the members of the corporation shall meet and vote on the adoption of the By-Laws of this corporation. If a majority of all members in good standing vote to approve the By-Laws submitted at the meeting, the By-Laws shall be considered adopted. After adoption, the By-Laws shall be placed in a book kept by the corporation and shall be signed by all persons who become members of the corporation.

Article IX

These articles of Incorporation may be amended at any regular meeting of the members of the corporation or at any special meeting of the same called for that purpose by a vote of two-thirds (2/3rds) of the members present or represented at the meeting. No amendment of the Articles of Incorporation shall be made at any special meeting unless a notice is mailed to each member at his address of record, at least thirty (30) days prior to such regular or special meeting, stating that it is proposed that the Articles of Incorporation be amended at such regular or special meeting. Such amended Articles shall be executed and acknowledged by the officers in whom the management of the affairs of the corporation is vested, and shall be filed and recorded in the same place as the Original Articles.

Article X

The maximum amount of indebtedness or liability to which the corporation may be subject shall be no more than the amount in the organization's treasury.

Dated

Article XI

The initial registered agent of the corporation is Diane D. Moore, and the initial registered office of Corporation is 1515 East Tudor Road, Anchorage, Alaska 99507.

**Filed for Record State of Alaska, July 6, 1981,
Department of Commerce & Economic Development**

Ethics and Policies

Creed:

Members of AKTA recognize the worth and dignity of each student and associate member. We acknowledge the importance of striving for and encouraging the highest standard of musicianship possible. We affirm and accept the responsibility to practice the profession according to the highest ethical standards. We communicate pride in accomplishments and love of music to students, parents and colleagues.

Ethics:

- Solicitation:** Solicitation of another teacher's student is unethical.
- Libelous Behavior:** Open discussion of another teacher as to injure the professional reputation of that teacher is unethical.
- Transfer student:** A teacher will not publicly claim a transfer student until that student has studied with the teacher for not less than six consecutive months. Exceptions will be made if written mutual agreement between both teachers has been signed.
- Relearned works:** Transfer students will not present works learned with a former teacher in a competition.
- Dress code:** Students dress in proper attire. Sports clothing and jeans are not appropriate attire.
- Guest performers:** Teachers will not invite pupils of other teachers to perform with their studio without first receiving permission from that student's current teacher.
- Exploiting a student:** Teachers will refrain from exploiting a student primarily for the teacher's own prestige.
- Copyright laws:** Teachers will acquaint themselves with and adhere to the Copyright laws. Under no circumstance will illegally copied music be allowed at any local, state or national function.
- Studio policies:** Teachers will formulate studio policies and procedures that meet their particular teaching situation. Students and parents will be given copies of this policy.

Studio Policy Suggestions:

- Calendar:** Present a teaching year calendar informing students of holidays, recitals, Adjudications, etc.
- Newsletter:** Publish a studio newsletter reinforcing your calendar, upcoming events, deadlines, changes, etc.
- Tuition:** State your studio tuition. Clearly state how fees are paid. State the consequence of late payments.
- Termination:** Establish how termination of lessons will be handled, when or if a refund is offered.
- Cancellations:** Establish your policy toward make-up lessons, teacher cancellations, weather-related, etc.
- Practice:** Impress on students and parents the need for consistent quality practice at home.
- Studio:** Present a pleasant, well-equipped and maintained environment that projects a professional image.

Conflict Resolution:

- Resolving conflicts is a function of the AKTA Board members
- Grievances may be brought to the attention of the Board, which will act as an objective third party.
- A letter explaining the situation must be forwarded to the President a week before a Board meeting.
- If an Event chairperson is a member of the Board, he/she will be excused from the Board's vote.
- Any remedy proposed and voted upon by the Board will be the binding conclusion to the problem.

Performance Etiquette

Written by Juliana Osinchuk, July 1999, for AKTA Membership Handbook

This broad subject is divided into two main areas: the responsibilities and behavior of the performer(s), and the responsibilities and behavior of the presenter. Both aspects are equally important in the success of any public performance.

The Performer:

Definition of the word “etiquette”

“...forms, manners and ceremonies established by convention as acceptable or required in social relations, in a profession or in official life. The rules of such form of manners and ceremonies.” Webster’s Dictionary

First Impressions

As important as the playing is, a performer must never forget that the very first impression for an audience member of that performer is visual. The visual impression creates a basis for the receptiveness of the aural experience to follow. A performer’s appearance should be neat, clean and formally appropriate to the event.

Boys Attire

Hair: Neat, clean hair that is tied back if necessary

Attire: (From the least to the most formal)

Matching shirt, slacks, socks and shoes; include a tie, sport jacket or dark suit; tuxedo

Girls Attire

Hair: Neat, clean hair that is tied back if necessary

Attire: Long or medium length dress or skirt which allows freedom of movement, i.e. body support and pedaling

Black or subdued colors in solid, two-toned schemes or small prints

Neutral or matching socks

Low or no-heeled matching shoes

Coordinated style and color for ensemble playing

Prior To Performance

Try on selected clothing, shoes and hair style

Know as much as possible about the setting:

Location and commuting time, instrument, lighting, acoustics and temperature

Check and adjust position of the bench

Instrumentalist should place music and stand where needed (sometimes stage hand will do this)

Stage hand should set piano stick to appropriate position

Entering the Stage

Music is carried and placed by the page turner
Before entering, breath deep and low, focus thoughts on music
Smile and try to exude confidence
Focus on a neutral spot at the back of the performance hall
Walk slowly to the front of the piano bench
With knees slightly bend, arms loose at sides, bow from the waist and hold for the count of three;
 curtsies are suitable for young girls only
Controlled, fluid movements help maintain composure for the performance

For Ensemble

The soloist is followed by the accompanist
If the accompanist is female, she may enter first
The performer who is positioned most right on the stage, enters first
All arrive at the standing point then bow together

Before Playing the First Note

Think to yourself with conviction that this is YOUR time to share your music
Adjust bench height and distance
Take a deep breath or two to get centered
Position your hands on the keyboard and feel the tempo within yourself

For Ensemble

Pianist will play appropriate tuning note; "A" or D major or minor triad
Eye contact must be established before beginning
Performance begins only after audience is silent

Performance problems

If a memory slip occurs, maintain you posture and rhythm at the keyboard
Improvise, jump to the next section or rest with your hands poised deliberately in the air until you can get your bearings
Maintain composure and breathing
Chances are that the audience will not have noticed or minded, so assume this to be so

Encouraging or Discouraging Applause

Take responsibility to help audience applaud at appropriate points

Discouraging Applause

In multi-movement works, take short breaks
Try not to create motions of finality with arms, body or hands
Do not take hands off of keys
Keep focus on keyboard and prepare for next movement
If applause starts and does not subside, gently acknowledge with a smile or slight bow of head

Encouraging Applause

Remove hands from the keys, place hands on lap and wait for several seconds
If still no reaction, get up smile, bow and exit
Second bow can be taken at the keyboard or only halfway on stage

Encores

Encore is a French word which means again, an encore is required for a solo recital

Prepare an encore as part of the recital

An encore should never be more than a few minutes long

Performance No-No's

White sport socks

Athletic shoes

Platform or high heels

Mini skirts

Slit skirts

Jeans/overalls

Bold colors

Gum chewing

THE PRESENTER/TEACHER:

Auditorium/Instrument/State Personnel

Arrange premises for the concert

Acquire a key and unlock doors

Learn to operate the lights and thermostat

Arrange for backstage and stage hand work if necessary

Supply a page turner

Supply water and water glass for each performer

Insure the piano is in good working order and is in tune

Check all 88 keys with and without the soft pedal

Check all three pedals

Check for an adjustable bench - be prepared with something to adjust height

Publicity

Prepare publicity materials and invitations well in advance

Supply pertinent information to local paper

WHAT is the event

WHERE it takes place

WHAT date and time

WHO is performing

WHO is presenting

Ticket prices and availability

Program information

Name and phone number of contact person

Programs

Must set the tone of the performance and provide all pertinent information

Cover should include:

Performer or performance title

Date

Time

Place (include the city and state)

Program must follow order of performance:

Always include title, composer and opus or other identifying number

Refer to Baker's Dictionary or Grove's Encyclopedia for more exact information

Learn to pronounce each name correctly if needed.

AKTA

Board

Positions

PRESIDENT

Qualification: A member in good standing in AKTA selected by the general membership election process to serve on the AKTA board. The President shall have been an AKTA Board Member for at least one year prior to becoming President.

Duties and Responsibilities:

1. Presides at all meetings of the Board and the general membership.
When unable to attend a meeting, the President shall notify the Vice-President to become acting President of that event.
 - Refers to Roberts Rules of Order as necessary.
2. Prepares Board meeting agenda.
 - A copy of the agenda must be given to each Board Member.
 - Makes contact with Chairs, obtaining current status of events.
3. Plans and makes preparations for the Board meeting place and the general membership meeting place.
4. Calls special meetings of the Board and general membership when necessary.
5. Requests the resignation of a Board Member who becomes inactive for any reason.
 - Not attending two consecutive regular Board meetings or a total of three regular Board meetings throughout the year is sufficient inactivity to warrant such action.
6. Represents the issues, concerns and interests of AKTA, its officers, committees and membership.
7. Acts as spokesperson for the Association when necessary.
8. Appoints members to committees and chairperson to events as necessary.
 - Distributes an Assist List at the April and September meetings.
 - Notifies committee chairs of volunteers.
9. Acts as Professional Ethics and Policy Committee Chairperson in the event a member's actions need to be addressed.
10. Instigates revisions to the AKTA Handbook as needed with the assistance of the Board.
11. Goes over each Board position with each new Board Member reviewing the duties and responsibilities of that position.
12. Directs the Board in budget preparation for each new fiscal year beginning July 1st.
 - Appoints an Audit committee by July 1st. Informs Audit Committee that the audit must be completed on or before September 1st.
 - The budget is prepared by the onset of the new fiscal year with all Board Members taking part in the budget preparation.
13. Explores additional funding sources through grant applications, merchant donations or other sources.
14. Co-signs checks written for amounts over \$300.00.
15. Assigns church keys to event chairs and verifies the return of keys to the President or church.

VICE-PRESIDENT

Qualification: A member in good standing in AKTA selected by the general membership election process to serve on the AKTA board.

Duties and Responsibilities:

1. Attends all Board and general membership meetings, assists the President and acts as Program Chairperson.
 - The Vice-President insures that the site is prepared for the monthly program.
 - When unable to attend a meeting, the Vice-President shall provide the President with any reports that are due.
2. Assumes the duties and responsibilities of the President if the President is unable to attend a meeting.
3. Represents the issues, concerns and interests of AKTA, its officers, committees and membership.
4. Acts as spokesperson for the Association when the President is unable to attend an event.
5. Prepares and updates, with the assistance of the Board, the AKTA Membership Handbooks.
6. Acts as Program Chairperson in planning and preparation of monthly general meeting programs.
 - Introduces speaker
 - Gives payment to speakers for the general meetings.
 - Sends thank you notes.
 - Payments are made to all speakers who are not members of AKTA. The fee is negotiated with the speaker. The amount must be within the AKTA budget set for that year.
 - Obtains and reviews the budget for the event as prepared by the AKTA Board, making any necessary amendments to the budget **BEFORE** the event occurs. Any additional expenses not budgeted, which exceed \$50.00, must be present to the AKTA Board for approval.
 - Submits an Income and Expense Report to the Treasurer using the format of the budget within 30 days of the conclusion of the event.
7. Supplies detailed information to the newsletter editor each month regarding the next meetings program.
 - The information must be submitted before the **tenth of the month** prior to that program.
8. Keeps a master files containing copies of the Newsletter, Board Minutes and Meeting Minutes up to date for future reference.
9. Participates in budget preparation for each new fiscal year.
10. Explores additional funding sources through grant applications, merchant donations or other sources.
11. Co-signs checks written for amounts over \$300.00 when the President is not available.

SECRETARY

Qualification: A member in good standing in AKTA selected by the general membership election process to serve on the AKTA board.

Duties and Responsibilities:

1. Attends all Board meetings and general membership meetings.
 - Takes minutes and prepares the minutes for approval at the following meeting.
 - Distributes a copy of the Board and general minutes to each Board member.
 - Presents minutes of the general meeting to the Newsletter Editor on or before the printing deadline.
 - When unable to attend meetings, the Secretary shall provide the President with the minutes and reports that are due.
2. Prepares and sends any official correspondence from AKTA as directed by the President.
3. Follows-up on designated actions taken at the Board meetings and general membership meetings.
 - Informs the President of details of those actions.
4. Orders any letterhead, envelopes or folders necessary for each year.
5. Assists the Board in budget preparation for each new fiscal year.
 - Obtains additional donations through grant applications, merchant donations or other sources.
6. Explores additional funding sources through grant applications, merchant donations or other sources.
7. Represents the issues, concerns and interests of AKTA, its officers, committees and membership.
8. Prepares and updates the AKTA Membership Handbooks with the assistance of the Board.
9. Assumes the duties and responsibilities of the President if the President and Vice-President are unable to attend the function.

TREASURER

Qualification: A member in good standing in AKTA selected by the general membership election process to serve on the AKTA board.

Duties and Responsibilities:

1. Attends all Board and general membership meetings.
 - Presents an itemized monthly AKTA Checking Account Report and Investment Account Report.
 - When unable to attend a meeting, the Treasurer shall provide the President with any reports that are due.
 - Presents each event's income and expense and report summary.
2. Prepares the end-of-the-year report by July 31 of that year.
 - The end-of-the-year report includes a summary of income & expenses of the fiscal year 7/1 to 6/30.
 - The end-of-the-year report will be presented to the general membership in the next issue of the AKTA Newsletter.
3. Pays budgeted expenses within 10 days of receipt.
 - A signed and dated receipt, indicating the event, must be presented to the Treasurer to receive payment for expenditures made on behalf of AKTA.
 - The amount of the receipt must match the amount reimbursed.
 - All receipts and records of payment must be kept in good order.
 - Any additional expenses not budgeted, which exceed \$50.00, must be presented to the AKTA Board for approval before being paid.
4. Receives all fees for dues, events and workshops from the appropriate Chairperson or source.
 - Prepares "Statement for Receipt of Monies" when receipts are not available.
5. Prepares budgets.
 - Provides a budget for each event upon designation of Chairperson.
 - Receives and verifies an Income & Expense Report from each Event Chairperson.
 - Presents the reports at the following general meeting.
 - All income and expenses must be accounted for before giving a final report.
6. Two signatures are required on each check written for amounts over \$300.00.
 - The second signature may be that of the President or Vice-President.
7. Transfers money from the investment account to the AKTA General Fund checking account as needed for Downey Competition.
8. Prepares and gives to the Audit Committee all reports and financial information necessary for the fiscal year audit by the end of July after all disbursements have been made.
9. Assists the Board in budget preparation for each new fiscal year making a comparative analysis from the previous year's budget, actual income, and expenses.
 - Obtains recommendations from committee chairs for budget preparation.
10. Explores additional funding sources through grant applications, merchant donations or other sources.
11. Prepares and updates the AKTA Membership Handbooks with the assistance of the Board.

HISTORIAN

Qualification: A member in good standing in AKTA selected by the general membership election process to serve on the AKTA board.

Duties and Responsibilities:

1. Attends all Board and general membership meetings.
 - When unable to attend a meeting, the Historian shall provide the President with any reports that are due.
2. Collects and maintains a record of all activities of AKTA; i.e. photographs, programs, news articles regarding AKTA sponsored events such as workshops, competitions, festivals, etc.
3. Brings scrapbook(s) to the monthly general meetings.
4. Assists the Board in budget preparation for each new fiscal year.
5. Explores additional funding sources through grant applications, merchant donations or other sources.
6. Prepares and updates the AKTA Membership Handbooks with the assistance of the Board.

NEWSLETTER EDITOR

Qualification: A member in good standing in AKTA selected by the general membership election process to serve on the AKTA board.

Duties and Responsibilities:

1. Attends all Board and general membership meetings.
 - When unable to attend a meeting the Newsletter Editor shall notify the President and request another Board Member to take notes during the general meeting, summarizing the program for inclusion in the newsletter.
2. Assists the Board in budget preparation for each new fiscal year.
 - Obtains and reviews current newsletter budget.
 - Explores additional funding sources through grant applications, merchant donations or other sources.
3. Prepares and updates the AKTA membership Handbook with the assistance of the Board.
4. Attends all workshops, conventions and AKTA-sponsored events.
 - Presents an overview of the event in the newsletter for the general membership.
 - Attendance may be delegated to staff members.
5. Provides an address and all alternate methods for the general membership to communicate with the Newsletter Editor.
 - Collection Deadline: 10th of each month.
 - Mailing Deadline: 20th of each month.
6. Prepares, edits, writes and designs the newsletter.
7. Prints, staples, folds, stamps, addresses and mails the newsletter.
 - Aspects may be delegated to staff.
8. Address labels are received from the Membership Chairperson.

Newsletter Editor, continued on next page . . .

Newsletter Editor, continued

9. Receives and publishes:
 - All Board Member names, office and telephone numbers.
 - General meeting minutes
 - Board meeting minutes **are NOT** printed in the newsletter.
 - Treasurer's Report **not to be edited by the editor.**
 - The AKTA checking account report is published in the newsletter.
 - The investment account report **is NOT** printed in the newsletter.
 - The tentative agenda for the next meeting.
 - Location, address and directions to the next meeting place.
 - Paid advertisements (when applicable)
 - A monthly schedule of activities.
 - Overview of program presented at the last meeting.

10. Plans advertising:
 - Edits price list from the annual budget.
 - Sends information to all prospective advertisers.
 - Copy Deadline for advertisers is the 10th of the month.
 - Investigates new advertisers.
 - Receives printing master of advertisements.

11. Obtains articles:
 - From the general membership.
 - On votes and discussions resulting from committee and general meetings.
 - Encouraging membership involvement.
 - Presenting opportunities to respond to issues voted upon by the Board and the general membership.
 - Promoting positive and encouraging topics.

12. Other duties:
 - Keeps reference material for one year.
 - Encourages Board and committee members to be timely in meeting deadlines.
 - Keeps deadlines firm.
 - Sends a copy of the newsletter to the AMTA Newsletter Editor and AMTA President.

MEMBERSHIP CHAIRPERSON

Qualification: A member in good standing in AKTA selected by the general membership election process to serve on the AKTA board.

Duties and Responsibilities:

1. Attends all Board and general membership meetings.
 - When unable to attend a meeting the Membership Chairperson shall notify the President.
2. Receives the local dues rebate from National office and submits them to the Treasurer.
 - Contacts members with delinquent dues accounts.
3. Provides AKTA member with an up-to-date copy of the Membership Handbook and a current list of AKTA members names, addresses, telephone numbers, and email addresses.
4. Keeps a current account of AKTA Members who purchase the Activity Handbook.
 - Submits payments for Activity Handbook to the Treasurer.
5. Updates the membership list.
 - Provides an updated membership list to the Board Members.
6. Provides the Newsletter Editor with mailing labels each month the newsletter is sent to the general membership.
7. Provides the Keyboard Cache with:
 - Current Membership Handbooks
 - AKTA brochures
8. Assists the Board in budget preparation for each new fiscal year.
9. Explores additional funding sources through grant applications, merchant donations or other sources.
10. Prepares and updates the AKTA Membership Handbooks with the assistance of the Board.

General

Membership

Positions

Committee Chairperson

Responsibilities

In 1988, the AKTA Board passed a policy that regulates the receipt and disbursement of funds from any activity of AKTA. To satisfy the requirements of an auditor and the IRS, **dated receipts indicating the event must be signed by purchaser** and turned in to the Treasurer before reimbursement is made:

“Each and every committee of AKTA must ensure that a receipt for any disbursement of monies or for any income will be kept. Any individual member of AKTA, whether on a committee or not, must present an original receipt before reimbursement will be made by the Treasurer.”

Duties and Responsibilities:

- Communication:** Communicate with all committee members, the AKTA President and Treasurer, to ensure the successful completion of committee activities.
- Budget:** Obtain and review the budget for the event as prepared by the AKTA Board. Make any necessary amendments to the budget **BEFORE** the event occurs. **Any additional expenses not budgeted, which exceeds \$50.00, must be presented to the AKTA Board for approval.**
- Reports:** All Chairperson are required to submit an Income and Expense Report to the Treasurer using the form included in the handbook within 30 days of the conclusion of the event.
- Reimbursement:** The AKTA Treasurer, upon receiving an acceptable receipt of expenses, will reimburse expenses.
- Summary:** Present the AKTA Board with an event evaluation summary collected from written comments from adjudicators, teachers and participants.
- New Budget:** Make budget recommendations to the AKTA Board for the new fiscal year on or before April 30.
- Term:** One fiscal year.
- Conflict Resolution:** Assist the AKTA Board in resolving any conflicts that may arise.

AKTA Assist List

Please place a check mark (✓) in the areas that you will assist. Return this form to the AKTA President. Consult your membership Handbook for a details description of each event.

Your “assistance” is what makes the events happen! Assisting is a great way to get to know each other, learn about AKTA, and build lasting friendships.

Events without volunteer chairperson in place by October may be cancelled for that fiscal year.

Name: _____ Phone Number: _____

Hospitality: Chair _____

Check which month you will supply refreshments for the monthly AKTA general membership meeting.

Monthly Co-Chair: __Oct. __Nov. __Dec. __Jan. __Feb. __March __April

Public Relations: Chair _____ Co-Chair _____

Newsletter: Mailing _____ Advertising _____

Sunday Recitals: Chair _____ Co-Chair _____

Duet Festival: Chair _____ Co-Chair _____
__Adjudicate __Site Selection __Setup __Takedown __Monitor __Refreshments

Monster Concert: Chair _____ Co-Chair _____
__Site Selection __Setup __Takedown __Monitor __Refreshments

Christmas in the Malls: Chair _____ Co-Chair _____

Christmas in the Museum: Chair _____ Co-Chair _____

Keyboard Festival: Chair _____ Co-Chair _____
__Adjudicate __Monitor __Set up/Takedown __Refreshments __Programs

Downey Competition: Chair _____ Co-Chair _____
__Set up __Take down __Find financial sponsors __Type programs __Monitor

Committees: Nominating _____ Election of Board _____ Audit _____

AKTA meeting programs:

__I am interested in presenting a program: topic _____

__I am interested in adjudicating. I need to view the adjudicating training video. __yes __no

Hospitality Coordinator

Objective: To be responsible for obtaining refreshments, setting up, serving, and cleaning up at each AKTA function.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

1. Attends general membership meetings.
 - When unable to attend a meeting, the Hospitality Coordinator shall contact the President.
 - Obtains and reviews current hospitality budget.
 - Makes recommendations to the Board for budget preparation.
 - Obtains list of volunteers from President and assigns duties.
2. Greets and welcomes new members and visitors to the AKTA general meetings.
 - Provides nametags for all participants at each AKTA general meeting.
3. Receives list of hospitality volunteers from the President.
4. Coordinates with the monthly volunteer to provide refreshments for the general meeting.
 - The Monthly Volunteer will:
 - Come early to make the coffee.
 - Set up the refreshment table.
 - Stay after the meeting to assist in the cleanup.
5. Replenishes necessary supplies.
 - Requests funds from the Treasurer or submits receipts to the Treasurer for reimbursement.

Audit Committee

Objective: To examine the accounts of the AKTA Association and determine their accuracy.

Qualification: A member in good standing in AKTA. Has an understanding of simple bookkeeping.

Duties and Responsibilities:

1. Committee shall consist of three members; the Treasurer may not be included.
2. Meets after the 31st of July to review the financial records and completes the audit before September first.
3. Verifies that the bank accounts are balanced.
4. Justifies check book accounting, examines event income and expense reports.
5. Reviews documentation to verify if all were properly handled through the record keeping system.
 - Deposits
 - Checks written, signed and endorsed
 - Reimbursed expenses justified with proper receipts.
6. Submits a written report to the Board.
7. Makes recommendations to the AKTA Board.

Nominating Committee

Objective: To compile a list of members who are willing to serve on the AKTA Board of Directors. This Board shall consist of a minimum of seven members, and a maximum of fifteen.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

1. Attends general membership meetings.
2. Committee shall consist of no fewer than three (3) members.
3. Meets in February and March to compile a list of AKTA members who are interested in serving on the Board.
 - Contacts current Board members and identifies those wishing to remain on the Board.
 - Telephones teachers in the general membership inquiring if they would serve on the Board.
4. Submits the list of nominees and compiles biographical information on each nominee to be printed in the April Newsletter.
 - The newsletter deadline for the April newsletter is March 10.

Nominee Qualifications:

- A member in good standing in AKTA
- Nominee must be able to attend Board meetings and general membership meetings on the first Wednesday of each month September through May.
- Nominee must be able to attend Board meetings in May, June and July to prepare for general membership meetings.
- Nominee must be able to attend Board meetings when the President calls for a meeting.

Nominee Qualifications:

- Full name, address, telephone number, fax number and email address
- Years of membership in AKTA
- Past positions held
- Experience serving on other Boards of Directors
- Special interests including musical interests and non-musical interests, hobbies, and associations.

Election Committee

Objective: To ensure the correct, accurate and confidential tabulation of ballots for the April election of Board of Directors.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

1. Attends the April general membership meeting.
2. Committee shall consist of no fewer than three (3) members, one of which is a current Board member.
3. Upholds the confidentiality of the ballots.
4. Reads the ballot thoroughly and is familiar with the contents.
5. Arrives early at the April general membership meeting to accept ballots brought to the meeting by members.
6. Obtains mailed in ballots from the Election Committee.
7. Counts and reports a tally of mailed-in and written ballots at the meeting.

Public Relations

Objective: To provide AKTA information to the local newspaper, radio stations, and public service announcements on local television stations with information pertaining to current AKTA events.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

Submits timely information to the newspaper, radio and television stations regarding:

- Meetings
- Recitals
- Festivals
- Competitions
- Awards

Duties and Responsibilities:

Prepare publicity materials and invitations well in advance.

Include:

- What is the event.
- Where it takes place.
- What date and time.
- Who is performing.
- Who is presenting.
- Ticket prices and availability
- Program information
- Name and phone number of contact person

Events

**General Information for All Event
Chairpersons**

Income & Expense Report Form

Event Chairpersons

Event Information

Event Entry Forms

Event Adjudicator's Evaluation Form

Competition Rules

Competition Code of Ethics

Competition Application Form

General Information For All Event Chairpersons

List of Events:

- Christmas Mall Concerts
- Downey Competition Committee
- Duet Festival
- Keyboard Festival
- Local Adjudications
- Monster Concert
- Sunday Recital

Duties and Responsibilities:

1. Attends general membership meetings.
 - When unable to attend, communicates the status of the event to the AKTA President.
2. Past Event Chair will act as mentor to the new Event Chair.
3. Obtains event information and materials from past Event Chair.
 - Obtains list of volunteers from President and assigns duties.
4. Confirms with Membership Chair the membership standing of all teachers entering the event.

Event Scheduling:

1. Sets and/or confirms the place, date and time of the event.
2. Communicates the date, time and place of the event to the members a meeting and in the newsletter.
 - Newsletter publishing deadline is the 10th day of each month.
 - Notice must be placed in newsletter two months prior to the event.
3. Notifies all participating teachers that entries have been received in a timely fashion.

Event Preparation:

1. Arranges for the use of the piano and necessary seating in the facility.
2. Opens the facility in advance on the event day, ensuring the readiness of the room.
3. Has key for entry, knows security system, and lighting system.
4. Arranges, types, prints and passes out the event program.
5. Orders ribbons, certificates and plaques for event when supply is low.
6. Arranges for room monitors to:
 - Provide adjudicating teacher with session envelope and fill out participation ribbons
 - Take attendance and pass out programs
- Ensure that no one enters the room during a performance.

General Information for all event Chairperson, continued.

Rules:

1. Enforces the rules as stated in the event information sheet.
2. Contact any teacher who applicants are rejected from the event.
3. Event entries will be processed for inclusion in the order in which they are received.

Conflict Resolution: Refer to Ethics and Policies

Entries may be denied if:

1. Forms received past the deadline.
2. Event schedule is full.
3. At past events a teacher failed to conform to the event's rules.
4. The Event Chair will contact any teacher whose applicants are rejected from the event.

Site preparation:

1. Confirms facility use one month ahead.
2. Arranges on-site piano use in convenient location within the building.
3. Arranges for piano tuning.
4. Displays signs at the site: "Adjudications this way", "Quiet, Please"
5. Prepares a table and chair complete with pencils and pens, for the adjudicator's use.
6. Arranges for water, coffee and refreshment for the adjudicator.
7. Arranges seating for performers and guests.

Financial Report:

1. Obtains and reviews current event budget.
2. Keeps all receipts for expenses incurred.
3. Submits any expenses to the AKTA Treasurer for reimbursement.
4. Sends all entry fees to the AKTA Treasurer promptly following the entry deadline.
 - Adjudication entry fees are sent to the AMTA Treasurer.
5. Makes recommendations to the Board for budget preparation.

Conclusion of Event:

1. Report to general membership within one month of the conclusion of the event:
 - Number of participants
 - Income and Expense Summary
 - Any other pertinent information
2. Send thank you notes as desired.

ANCHORAGE KEYBOARD TEACHERS ASSOCIATION

INCOME & EXPENSE REPORT

Chairperson: _____ Telephone _____

Event: _____ Amount Budgeted for this event: \$ _____

Date of Event: ____/____/____ Date Report Submitted to Treasurer: ____/____/____ Treasurer's Initials _____

Return this report to the AKTA Treasurer. Deadline - 30 days following the conclusion of event.

Income Report

Date	Item/Description	Check Number or Cash Amount	Amount	Total
Total Income				

Expense information is documented on the reverse side of this form (page 36).

Christmas Mall Concerts - Chair

Objective: To offer students an opportunity to perform before the general public.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

1. Refers to General Information for All Event Chairpersons.
2. Attends general membership meetings.
3. Event Preparation:
 - Sets date
 - A Saturday, in December, between the hours of 11:00 AM and 8:00 PM
 - Contact mall managers for use of facility
 - Establishes a location within facility, setup dates, times and other pertinent information
 - Informs managers that AKTA is a non profit professional organization seeking public performance experiences for school-aged students.
 - Informs managers that pianos will be provided if none are available.
 - Sends a follow-up letter expressing appreciation for their involvement, and to confirm dates and times.
 - Communicates the dates, times and places to the general membership at meetings and in the newsletter.
 - Notice must be placed in newsletter two months prior to the event.
 - Newsletter publishing deadline is the 10th day of each month.
 - Prepares the facility in advance on the Christmas Mall Concert day.
 - Arranges for the use of pianos and benches in the mall
 - Acquires chairs for students who are waiting to perform.
4. Enforces the Christmas Mall Concert rules as stated on the Event Information Sheet
5. Scheduling:
 - Schedules blocks of times for each participating teacher
 - Entries received after the deadline will be scheduled if there is time available.
 - Prepares a master schedule for the day and individual schedules for each participating teacher
 - Gives participating teachers a copy of the schedule and event evaluation form.
6. Conclusion of the event day:
 - Inspects site after cleanup, prepare to return site in condition received.
 - Confirms that pianos and keyboards are secured and will be returned to stores
 - Be present at delivery and pickup times. (You are responsible for all equipment used in the event.)
 - Have the piano company sign that pianos were returned in satisfactory condition
 - Complies notes recommending event or budget changes for the event
 - Reports to AKTA Board
 - Sends Thank You note to contacts at the Malls where performances were played.
 - Thanks teachers involved.

Christmas Mall Concert Information

Objective: To offer students an opportunity to perform before the general public.

Qualification: Students of an AKTA member in good standing.

Rules of the Christmas Mall Concert:

- Students must perform works of E2 level or higher
- Music may be seasonal selections or other standard keyboard repertoire.
- Students prepare three solos or duets. The works are to be performed in succession without stopping.
- Duet teams may consist of 2 students, an adult and a student, or the teacher and a student.
- Students are not required to memorize the music.
- Dress Code: Student will conform to Performance Etiquette rules.

Music Requirements:

- The KPMS Repertoire Level Definitions should be used as a guide for classifying student level.
- Repertoire does not have to come from the Repertoire list, although literature should be of similar difficulty and quality.
- Students are required to provide legal copies of the music being performed.
- Students using photocopied music will not be allowed to participate.
- A photocopied page may be attached to a legal edition of the music to facilitate a page turn.

Entry Form:

- Uses AKTA membership Handbook to make a copy of the entry forms.
- Teachers complete entry forms, sending one check to pay all entry fees required.
- Submit completed entry forms to Christmas Mall Concert chair on or before the assigned deadline.
- Forms mailed to the Christmas Mall Concert Chair must be post marked on or before the entry deadline.
- The Christmas Mall concert Chair may reject forms turned in after the deadline.
- The Christmas Mall Concert Chair will notify any teacher whose entry form as been rejected.
- Teachers entering students are required to help with the event.
 - See selection of duties on the application form.
- Teachers entering students must attend their student's performances.

Downey Competition Chair

History:

Marguerite Downey was member of AKTA and served as president of the association from 1977-1979. She was actively involved in the musical life of Anchorage as a church organist, piano teacher and co-owner of the Keyboard Cache. After Marguerite's death in 1980, AKTA began a scholarship fund in her honor through contributions received as memorials. This fund provides for cash scholarships for junior and senior high students. The Downey Competition is held each spring.

Objective:

- To stimulate students to continue piano studies through their high school years.
- To encourage the students to practice and prepare compositions to the greatest extent of their ability as well as to prepare solo repertoire in order to compete for scholarships or other awards.
- To encourage accomplishment among students, parents and piano teachers.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

1. Refer to General Information for All Event Chairpersons
2. Attends general membership meetings.
 - When unable to attend meetings, communicates the current status of the event to the AKTA President.
3. Event preparation:
 - Selects judges.
 - Selects divisions
 - Screens applications and music selections to meet eligibility requirements.
 - Prepares certificates, ribbons and plaques for participants.
 - Plans in advance with AKTA Treasurer for scholarship awards.
 - Opens the facility in advance on the Downey Competition day, ensuring the readiness of rooms, registration desk, and refreshment area (if applicable).
4. Enforces the Downey Competition rules as stated on the Event Information Sheet.
5. Scheduling:
 - No late entries accepted.
 - Prepares a master schedule for the day and individual schedules for each participating teacher.
 - Gives participating teachers copies of the schedules and event evaluation form.
6. Conclusion of the event day:
 - Place all completed adjudication forms in appropriate teacher's envelope identified by the assigned teacher number. Envelopes are deposited at the Keyboard Cache for teachers to retrieve.
 - Inspect site after cleanup; prepare to return site in condition received. Return key.
 - Compile notes recommending changes to the event and/or budget. Presents report to AKTA Board.

Marguerite Downey Memorial Piano Competition Rules

Intermediate Junior Young Artist Division Senior Young Artist Division

Teacher Eligibility

- The teacher must be a current member of AKTA, having paid dues by September 30th. It is the teacher's responsibility to see that these requirements are met.
- Direct questions and concerns to the committee chair.

Student Eligibility

- Entrants must study regularly with an AKTA member.
- The student must have taken lessons with the teacher submitting the application for a minimum of six months prior to the competition.
- Any student through age 18 may enter any division
- First place winners may not compete again in the same level, and shall compete at a more advanced level.

Participation

- In the event that fewer than three students enter, that level will be canceled, teachers will be notified and application fees will be refunded.
- Teacher must assist in monitoring or supply a substitute.

Judging

- The judge will select a first, second and third place winner in each division adjudicated.
- Winners will play one piece (chosen by the judge) at the Honors Recital.
- In the case of a tie, prize money will be equally divided.
- Places may be combined at the judge's discretion and all decisions of the judge are final.

Awards

- All entrants will receive certificates of participation from their teacher.
- Trophies will be awarded in each division following the Honors Recital with scholarships in the following amount:

	First Place	Second Place	Third Place
Intermediate	\$100.00	\$75.00	\$50.00
Junior & Senior	\$300.00	\$200.00	\$100.00

Applications and Fees

- Applications will be available at the February AKTA meeting and at the Keyboard Cache.
- Fees are announced in the AKTA Newsletter, and in a letter sent by the Downey Committee.
- The application fees are nonrefundable.

Screening

- Each application will be screened by the Committee to ensure that entrants meet all requirements.
- The Committee reserves the right to change the student's category after the repertoire has been evaluated.
- In order to equalize the repertoire level of the competing group, the screening committee may override specific recommendations in the KPMS Repertoire Level Definition.

In all matters of eligibility or procedure, the Committee's decision is final.

Repertoire

- The KPMS Repertoire Level Definitions (Kastan™ Piano Musicianship Syllabus) should be used as a guide for classifying student level.
- Repertoire does not have to come from the Repertoire list, although literature should be of similar difficulty and quality.
- Arrangements and simplifications are not allowed in any category.
- “Popular” styles are not recommended.
- Repeats, even when dictated by the publication, are not recommended.
- Repeats in Sonatinas and Sonatas are not recommended.
- Selections must be memorized.
- Participants must furnish copies of the music for the judge; measures must be numbered and identifying marks removed.
- Photocopies are not allowed.
- Teachers are responsible for seeing that time and literature requirements are met.
- A composition from either the Baroque or the Classical period must be performed.
- Multiple movements of a composition by one composer are acceptable if the program length does not exceed the time limit.

Intermediate

- Repertoire will consist of at least two and not more than three compositions.
- Each composition performed must be from different musical periods. Two compositions from one period will not be allowed.
- Programs time limits: there is no minimum time limit, however program length may not exceed 10 minutes.

KPMS Syllabus level: Intermediate 6

Junior Young Artist

- Repertoire will consist of three compositions.
- Each composition performed must be from different musical periods. Two compositions from one period will not be allowed.
- One selection must be chosen from the Baroque or Classical periods.
- Programs time limits: there is no minimum time limit, however program length may not exceed 15 minutes.

KPMS Syllabus level: Advanced 7-8

Senior Young Artist

- Repertoire will consist of three compositions
- Each composition performed must be from different musical periods. Two compositions from one period will not be allowed.
- One selection must be chosen from the Baroque or Classical periods.
- Programs time limits: there is no minimum time limit, however program length may not exceed 20 minutes.

KPMS Syllabus level: Advanced 9 and above

Dress Code: See Performance Etiquette rules

Marguerite Downey Memorial Piano Competition

Code of Ethics

In order to insure that the Downey Competition maintains a high professional standard of integrity and a reputation for fairness, the following policies have been adopted.

Downey Competition Committee:

- Any changes to the rules that the Committee wishes to make must be made by October prior to the competition and the AKTA Board of Directors must approve the changes.
- Committee members must refrain from commenting on participating teachers, students, or styles of teaching.
- The playing of any contestant and/or literature programmed may not be discussed with the judge.
- Committee members may not read adjudication comments.
- The Committee may not invite a judge to return for the Competition within three years.

Teachers and Students:

- There should be no marks identifying the teacher or student on the contestant's music.
- Teachers, students, and parents must refrain from talking with the judge before and during the competition.
- Teachers should avoid behavior that overtly identifies their students to the judge.
- Teachers and families should not leave competition rooms before all performers in the scheduled group have played.
- All entrants must have studied with their AKTA teacher for a minimum of 6 months prior to the competition.
- Teachers are responsible for adherence to all competition rules.

Judge:

- The judge will sit alone during all phases of the competition.
- Teachers, students and families are not allowed to speak with the judge before or during the competition.
- Judges may not ask for information about contestants or teachers until after the competition.
- Judges' written comments should be respectful to the students and teacher. They should be specific enough to give some guidance on interpretation or technical development.
- Judges should refrain from criticism of the teacher or the selection.
- Judges are respectfully asked to report to the Chairperson any unethical or troublesome situation that may arise.
- Committee members may not advise the judge regarding selection of finalists or winners, or division of prize money. However, questions regarding application of the rules should be addressed to all committee members who are present.

Marguerite Downey Memorial Piano Competition Application

Teacher _____ Phone _____

(1) Student _____ Phone _____

Please list repertoire in program order. Include opus number, movement and other identification for each piece.

Intermediate Junior Young Artist Senior Young Artist

Title _____ Level _____

Composer _____ Time _____

Title _____ Level _____

Composer _____ Time _____

Title _____ Level _____

Composer _____ Time _____

Teacher _____ Phone _____

(2) Student _____ Phone _____

Please list repertoire in program order. Include opus number, movement and other identification for each piece.

Intermediate Junior Young Artist Senior Young Artist

Title _____ Level _____

Composer _____ Time _____

Title _____ Level _____

Composer _____ Time _____

Title _____ Level _____

Composer _____ Time _____

Teacher _____ Phone _____

(3) Student _____ Phone _____

Please list repertoire in program order. Include opus number, movement and other identification for each piece.

Intermediate Junior Young Artist Senior Young Artist

Title _____ Level _____

Composer _____ Time _____

Title _____ Level _____

Composer _____ Time _____

Title _____ Level _____

Composer _____ Time _____

I, _____, Phone _____, prefer to assist as:

Monitor Set-up (day or night before) Clean-up Assist Chair in scheduling

Assist Chair in publishing programs Other: _____

I am unable to participate. My substitute is _____ Phone _____

Total number of competition entrants: _____

Entry fee per entrant: \$ _____ X No. entrants: _____ = Total entry fees due: \$ _____

Total entry fees: \$ _____ + Teacher non-participation fee: \$ _____ = Total amount due: \$ _____

Signature _____ Date _____

Please submit **one check for payment in full to AKTA** when submitting entry forms.

Please make one-sided copies of the entry form and submit it with your entry fees. Keep a copy of your entry forms for your records.

Return completed application and entry fees to the Competition Chair on or before the published deadline. Consult your AKTA Newsletter for details.

Duet Festival Chair

Objective: To offer students a positive and noncompetitive opportunity to perform in ensembles.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

1. Refer to General Information for All Event Chairpersons.
2. Attends all general membership meetings.
 - When unable to attend meetings, communicates the current status of the event to the AKTA President.
3. Event preparation:
 - Opens the facility in advance on the Duet Festival day, ensuring the readiness of rooms, registration desk and refreshment area (if applicable)
 - Prepares a master schedule for the day and individual schedules for each participating teacher.
 - Groups students by performance level and age, with consideration given to participating siblings.
 - Prepares, types and prints recital programs.
 - Fills out Adjudication form with student information.
 - Prepares an envelope for each performance session containing ribbons, programs and adjudication forms.
 - Arranges for room monitors to:
 - Provide adjudicating teacher with session envelope
 - Fill out participation ribbons
 - Take attendance and pass out programs
 - Ensure that no one enters the room during a performance.
 - Arranges for teachers to adjudicate each duet session whose duties include:
 - Self introduction
 - Filling out adjudication form, being positive and encouraging
 - Closing the program, giving out ribbons and giving thanks to those assisting.
4. Enforces the Duet Festival rules as stated on the Event Information Sheet.
5. Scheduling:
 - Schedules duet times for each participating teacher.
 - Sends each participating teacher:
 - Festival schedule
 - Event evaluation form
6. Conclusion of the event:
 - Places all completed adjudication forms in appropriate teacher's envelope identified by the assigned number.
 - Informs teachers that completed adjudication forms may be picked up at the registration desk at the event.
 - Mails to teachers if not retrieved by the teacher at the event.
 - Inspects site and return site to prior condition.
 - Returns key.
 - Files AKTA reports.
 - Compiles notes recommending changes to the event.
 - Reports to AKTA Board within one month of the conclusion of the event.

Duet Festival Information Sheet

Objective: To offer students the opportunity to perform ensembles in a non competitive environment.

Qualification: Students of an AKTA member in good standing.

Duet Team Requirements:

- Each duet team prepares two duets of similar difficulty, but contrasting in style.
- Teams may consist of 2 students, an adult and a student, or the teacher and a student.
- Students are not required to memorize the duets.
- Students and family members are required to stay for the entire scheduled block of time.
- Dress Code: Students will conform to Performance Etiquette rules.
- People may not enter the concert room while a performance is in progress.
- Criticism of any performance is inappropriate.

Music Requirements:

- The KPMS Repertoire Level Definitions (Kastan™ Piano Musicianship Syllabus) should be used as a guide for classifying student level.
- Repertoire does not have to come from the Repertoire list, although literature should be of similar difficulty and quality.
- Teachers use the Repertoire list to define a level of a piece, not a student's overall performance level.
- Each team is required to provide two copies of the duets being performed.
 - One copy used to perform
 - The other to be given to the adjudicating teacher.
- Students using copied music will not be allowed to participate.
- A copied page may be attached to a legal edition of the music to facilitate a page turn.

Application Forms:

- The adjudicated report of each performance will be available to teachers at the conclusion of the event.

Entry Form:

- Use AKTA Membership Handbook to make a copy of the entry forms.
- Teachers may enroll as many duet teams as they wish.
- Teachers complete entry forms, sending one check to pay all entry fees required.
- Completed Entry forms should be submitted to Duet Festival Chair on or before the assigned deadline.
- Forms mailed to the Duet Festival Chair must be postmarked on or before the entry deadline.
- Teachers are required to help with the event. See selection of duties on the application form.
- Teachers entering students, but unable to help at the event are required to pay a \$75 non participating fee.

Duet Festival Entry Form

Teacher Name: _____ **Festival ID #** _____

Address: _____ **Phone:** _____

Student Name:	_____	_____	Age _____
	First	Last	
Student Name:	_____	_____	Age _____
(Duet Partner)	First	Last	
Performance Level:	Primer	E1 E2 E3	I4 I5 I6 A7 A8 A9
1. Selection Title:	_____		
Composer:	_____		
Approximate time:	_____		
2. Selection Title:	_____		
Composer:	_____		
Approximate time:	_____		

Student Name:	_____	_____	Age _____
	First	Last	
Student Name:	_____	_____	Age _____
(Duet Partner)	First	Last	
Performance Level:	Primer	E1 E2 E3	I4 I5 I6 A7 A8 A9
1. Selection Title:	_____		
Composer:	_____		
Approximate time:	_____		
2. Selection Title:	_____		
Composer:	_____		
Approximate time:	_____		

Total number of duet teams: _____

Entry fee per team: \$ _____ X number of teams _____ = Total entry fees due: \$ _____

I will participate in the event as: Adjudicator Monitor Setup Cleanup Refreshments

Assist Chair in scheduling Assist Chair in publishing programs Other _____

I will not participate and am including a \$75.00 fee.

Total entry fees: \$ _____ + Teacher non participation fee: \$ _____ = total amount due: \$ _____

Signature _____ Date _____

Please submit one check for payment in full to AKTA when submitting entry forms.

Print out a copy of this entry form to fill in by hand, or complete information using this interactive document and print before closing the document. If you are entering more students than entries printed on this form, please make a copy of the second side and submit it with your entry. Or, you may close the document after printing, reopen it and use the second page for additional entries (print before closing - changes will not be saved.)

Level	Festival Date	Recital time	Room	Teacher ID

Anchorage Keyboard Teachers Association Duet Festival Adjudicator's Repertoire Evaluation

Partner 1	Age
Partner 2	Age

+ Outstanding	✓ Satisfactory	- Needs improvement
---------------	----------------	---------------------

(If a category is marked "Needs Improvement", please specify what needs improving.)

First Selection
Composer

READING SKILLS		TECHNIQUE		INTERPRETATION	
Accurate Notes		Clarity		Imagination	
Rhythm		Even Touch		Phrasing	
Legato		Tone Quality		Style	
Staccato		Posture		Conviction	
Dynamics		Hand Position		Balance	
Tempo				Pedaling	

General Comments:

Second Selection
Composer

READING SKILLS		TECHNIQUE		INTERPRETATION	
Accurate Notes		Clarity		Imagination	
Rhythm		Even Touch		Phrasing	
Legato		Tone Quality		Style	
Staccato		Posture		Conviction	
Dynamics		Hand Position		Balance	
Tempo				Pedaling	

General Comments:

Adjudicator Signature

Keyboard Festival Chair

Objective: To offer students a non competitive opportunity to perform and receive an individual evaluation of their performance.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

1. Refer to General Information for All Event Chairpersons.
2. Attends all general membership meetings.
 - When unable to attend meetings, communicates the current status of the event to the AKTA President.
3. Event preparation:
 - Opens the facility in advance on the Keyboard Festival day, ensuring the readiness of rooms, registration desk and refreshment area (if applicable)
 - Prepares an envelope for each performance session containing ribbons, programs and adjudication forms.
 - Orders ribbons for event when supply is low.
 - Arranges for room monitors to:
 - Provide adjudicating teacher with session envelope
 - Fill out participation ribbons
 - Take attendance and pass out programs
 - Ensure that no one enters the room during a performance.
 - Arranges for teachers to adjudicate each session whose duties include:
 - Self introduction
 - Filling out adjudication form, being positive and encouraging
 - Closing the program, giving out ribbons and giving thanks to those assisting.
4. Enforces the Keyboard Festival rules as stated on the Event Information Sheet.
5. Scheduling:
 - Schedules duet times for each participating teacher.
 - Sends each participating teacher:
 - Festival schedule
 - Event evaluation form
6. Conclusion of the event:
 - Places all completed adjudication forms in appropriate teacher's envelope identified by the assigned number.
 - Informs teachers that completed adjudication forms may be picked up at the registration desk at the event.
 - Mails to teachers if not retrieved by the teacher at the event.
 - Inspects site and return site to prior condition.
 - Returns key.
 - Files AKTA reports.
 - Compiles notes recommending changes to the event.
 - Reports to AKTA Board within one month of the conclusion of the event.

Keyboard Festival Information Sheet

Objective: To offer students a non competitive opportunity to perform and receive an individual evaluation of their performance.

Qualification: Students of an AKTA member in good standing.

Student Requirements:

- Students may perform at any level: Primer to Advanced Levels
- Students and family members are required to stay for the entire scheduled block of time.
- Students must demonstrate proper stage etiquette.
- Dress Code: Students will conform to Performance Etiquette rules.
- People may not enter the concert room while a performance is in progress.
- Criticism of any performance is inappropriate.

Music Requirements:

- The KPMS Repertoire Level Definitions (Kastan™ Piano Musicianship Syllabus) should be used as a guide for classifying student level.
- Repertoire does not have to come from the Repertoire list, although literature should be of similar difficulty and quality.
- Teachers use the Repertoire list to define a level of a piece, not a student's overall performance level.
- Each student is required to provide a copy of the composition being performed for the adjudicating teacher.
- Students using copied music will not be allowed to participate.
- A copied page may be attached to a legal edition of the music to facilitate a page turn.

Application Forms:

- The adjudicated report of each performance will be available to teachers at the conclusion of the event. Adjudication forms not retrieved at the event will be mailed or made available for pickup at the Keyboard Cache.

Entry Form:

- Use AKTA Membership Handbook to make a copy of the entry forms.
- Teachers complete entry forms, sending one check to pay all entry fees required.
- Completed Entry forms should be submitted to Keyboard Festival Chair on or before the assigned deadline.
- Forms mailed to the Keyboard Festival Chair must be postmarked on or before the entry deadline.
- Teachers are required to help with the event. See selection of duties on the application form.
- Teachers entering students, but unable to help at the event are required to pay a \$75 non participating fee.

Print out a copy of the following entry form to fill in by hand, or complete information using this interactive document and print before closing the document. If you are entering more students than entries printed on this form, please make a copy of the second side and submit it with your entry. Or, you may close the document after printing, reopen it and use the second page for additional entries (print before closing - changes will not be saved.)

AKTA Keyboard Festival Entry Form

Teacher Name _____	Festival ID# _____
Address _____	Phone _____

Student Name _____	Age _____
First _____	Last _____
Siblings names if performing _____	Age _____
Performance Level: Primer E-1 E-2 E-3 I-4 I-5 I-6 A-7 A-8 A-9	
Selection Title _____	
Composer _____	Approximate Time _____

Student Name _____	Age _____
First _____	Last _____
Siblings names if performing _____	Age _____
Performance Level: Primer E-1 E-2 E-3 I-4 I-5 I-6 A-7 A-8 A-9	
Selection Title _____	
Composer _____	Approximate Time _____

Total number of students participating: _____

Entry fee: \$ 20.00 X No. Students: _____ = Total entry fees due: \$ _____

I, _____, Phone _____, prefer to assist as:

Adjudicator
 Monitor
 Set-up (day or night before)
 Clean-up
 Refreshments
 Assist Chair in scheduling
 Assist Chair in publishing programs
 Other: _____

_____ I will not participate and am including a \$75.00 fee.

Total entry fees: \$ _____ + Teacher non-participation fee: \$ _____ = Total amount due: \$ _____

Signature _____ Date _____

Please submit **one check for payment in full to AKTA** when submitting entry forms.

Additional entry forms are located on the reverse side of this form.

Keep a copy of your entry forms for your records.

Return completed entry forms and fees to the Festival Chair on or before the published deadline. Consult your AKTA Newsletter for details.

Level	Festival Date	Student recital time	Room	Teacher ID

**Anchorage Keyboard Teachers Association Keyboard Festival
Adjudicator's Repertoire Evaluation**

Student Name	Age
Title	
Composer	

+ Outstanding	√ Satisfactory	- Needs improvement
---------------	----------------	---------------------

READING SKILLS		TECHNIQUE		INTERPRETATION	
Accurate Notes		Clarity		Imagination	
Rhythm		Even Touch		Phrasing	
Legato		Tone Quality		Style	
Staccato		Posture		Conviction	
Dynamics		Hand Position		Balance	
Tempo				Pedaling	

(If a category is marked "Needs Improvement", please specify what needs improving.)

Adjudicator's Signature _____

Local Adjudications Chair

This is a guideline only. Adjudications are a state (AMTA) event, and specific duties and responsibilities may be slightly different from these guidelines. Current policy, rules and procedures will be provided by the State Adjudications Chair to the Local Associations Chair(s).

Objective: To offer students of AKTA members the opportunity for individual evaluation. The Adjudications are part of the AMTA (state) program. An adjudicator outside the local area usually evaluates participants.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

1. Attends all general membership meetings.
 - When unable to attend meetings, communicates the current status of the event to the AKTA President.
2. Works closely with the AMTA and AKTA Presidents
 - Time frame: Twice yearly, usually mid November and mid May.
 - Checks ribbon supply, orders more if necessary.
 - AMTA President selects the adjudicator.
 - Receive adjudicator's biographical information from the AMTA President or Adjudications Chair
 - Submit adjudicator's biographical information to Newsletter Editor for publication.
 - Confers with AMTA President for audition schedule.
 - Works with AKTA President when selecting a local judge to accommodate overflow registration.
 - An adjudicator may not be scheduled to work more than 7 hours per day. This total includes adjudicating, workshop presentation, teacher conferences, and 10 minute breaks for every 90 minutes of adjudicating. One hour or 90 minute lunch break is not included in the 7-hour day, but must be included in the daily schedule.
3. Responsibilities to the adjudicator:
 - Coordinates audition scheduling.
 - Solves scheduling problems or any other problems as they arise.
 - Arranges housing.
 - The cost incurred while housing the Adjudicator will be reimbursed by AMTA.
 - Submit a request for funds to the AMTA Treasurer.
 - Provides transportation to and from the airport.
 - Coordinates travel to and from Adjudications site.
 - Schedules hosts for adjudicators lunch breaks.
 - Arranges nightly dinner invitations with AKTA teachers or interested individuals from the community.
 - On the first morning, opens the site for the adjudicator, gives the adjudicator a key, and shows how to prepare room lighting for Adjudications.
 - Prepares an information packet for the adjudicator to include:
 - Cover letter
 - General information
 - Master schedule
 - Two time sheets (one for judge's records, one for AMTA file)
 - Two expense sheets

4. Scheduling:
 - Schedules blocks of audition time for each participating teacher.
 - Schedule assignments are on a first come, first served basis.
 - Resolves all scheduling conflicts.
 - Teachers are required to schedule a 10-15 minute conference time with the adjudicator.
 - Sends each participating teacher:
 - Schedule
 - Evaluation forms and ribbons for each student participating.
 - Reminders: (Judge to lunch or dinner; transportation to or from the adjudication site)
 - Adjudicator evaluation form

5. Financial Report:
 - Sends all entry fees to the AMTA Treasurer.
 - Keeps an accurate record of all local surcharge fees as income.
 - Keeps all receipts for local expenses.
 - Submits all information to the AMTA Treasurer using the Income and Expense Summary Form
 - Sends a copy of the report to the AKTA Treasurer.
 - Sends a copy of the report to the AMTA President.
 - All reports must be sent within one month of the completion of the Adjudications

Alaska Music Teachers Association Adjudications
Member and Adjudicator Guidelines

OBJECTIVES:

- * To provide goals for both students and teachers.
- * To provide an impartial, non-competitive assessment of a student's work.
- * To provide an objective evaluation of the teacher's work to promote professional growth.

QUALIFICATIONS:

- * Teacher must be a current member of the local, state and national associations with all dues paid in full by October 1st of the current membership year.
- * Each student must have studied for at least six months with the participating teacher.
- * It is strongly recommended that students be at or beyond the second-year level of study.

RULES and REQUIREMENTS:

1. The teacher has each student prepare and memorize two pieces in contrasting styles and/or periods. One of the two pieces may be “in process” and not memorized, but this piece still needs to be well learned. Repertoire should be original solo or ensemble literature rather than arrangements. (See Alaska Piano Mastery syllabus.) **STUDENTS WHO USE PHOTOCOPIED MUSIC WILL NOT BE ALLOWED TO PARTICIPATE.**
2. Each time unit purchased can be used for only ONE student and cannot exceed 35 minutes.
3. It is **no longer required**, but still recommended that each teacher purchase a conference time of 15-minutes for a private consultation with the adjudicator to be held after his/her students have played. *Please note: The lunch hour is NOT an appropriate time to conduct a teacher conference. Adjudicators are not paid for their lunch hours and they need the rest and rejuvenation a lunch hour provides.*
4. Except in cases of extraordinary circumstances, adjudications must be held in the location determined by the adjudication chairperson.

FEE SCHEDULE:

15 minutes (Elementary 3) - \$ 15.00

25 minutes (Intermediate) - \$ 25.00

35 minutes (Advanced) - \$ 35.00

SURCHARGE:

There is a local association surcharge for each participating student. There is no surcharge for teacher conference time.

Alaska Music Teachers Association Adjudications
REGISTRATION FORM

Please return this completed form no later than _____.

Send to: _____

Include one check payable to AMTA with this form.

1. My students will require:

____ periods of 15 minutes @ \$15.00 = \$ _____

____ periods of 25 minutes @ \$25.00 = \$ _____

____ periods of 35 minutes @ \$35.00 = \$ _____

____ **Total #of students / Total student fees** = \$ _____ **(a)**

2. Teacher Conference time with adjudicator (**recommended but not required**)

____ 15 minutes @ \$15.00 = \$ _____ **(b)**

3. Student surcharge: (*No surcharge for teacher conference time*)

Total # of students X \$3 = \$ _____ **(c)**

TOTAL FEES TO AMTA = \$ _____ **(add lines a,b,c)**

4. Total Teacher Conference and Student Adjudication time is:

Total Minutes _____ = _____ hours _____ minutes

5. _____ My check, payable to AMTA, is enclosed.

6. _____ I will be present during my students' adjudications and will act as monitor.

_____ I can't be present but I will appoint another responsible person to act as monitor.

7. Of the dates and times available for adjudications, I prefer:

8. The individual student evaluation forms for my students will have all required information completed in advance, and will be arranged in the same order as the students are to be adjudicated. I will also furnish a master list (or program) of my students with their time allotments and repertoire for the adjudicator.

9. My current year dues for AKTA, AMTA and MTNA have been paid. My students and I are in good standing for participation in adjudications.

Member's Signature: _____ Date _____

MTNA Member Number: _____ Member phone _____

Member mailing address _____

Teachers' schedules, ribbons, and adjudicator forms will be available for pick-up as of

_____ at _____. For questions, call or email the AMTA Adjudications Chair
date location

AMTA ADJUDICATIONS -- STUDENT EVALUATION

Student: _____ age: _____ grade: _____ time: _____

Length of study with present teacher: _____ Total Study: _____

Teacher: _____

=====
The following factors may be considered in the performance:

Rhythm - Accuracy - Technique - Hand Position - Pedaling - Posture

Phrasing - Interpretation - Memorization - Dynamics - Articulation, etc

=====
1. Composition:

Composer:

2. Composition:

Composer:

SIGNED _____

Adjudicator

Monster Concert Chair

Objective: To offer students a positive competitive opportunity to perform in ensembles. Monster Concerts incorporate the use of multiple keyboard instruments simultaneously. This is a competitive event. Students will be selected to perform in the ensembles by invitation of the judge.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

1. Refer to General Information for All Event Chairpersons.
2. Attends all general membership meetings.
 - When unable to attend meetings, communicates the current status of the event to the AKTA President.
3. Event preparation:
 - Selects a site for the competition, rehearsal and performance.
 - Secures the use of multiple digital keyboards with local piano stores.
 - Establishes a competition day, rehearsals, and concert day.
 - In October, with the aid of a committee:
 - select music, establish tempos, and assign difficulty level for music selected.
 - Coordinates the list with the Keyboard Cache making certain that the music will be available.
 - Opens the facility in advance on the Competition Day and Monster Concert Day, ensuring readiness of room, registration desk, and refreshment area (if applicable).
 - Arranges for room monitors to:
 - Provide adjudicating teacher with session envelope
 - Fill out participation ribbons
 - Take attendance and pass out programs
 - Ensure that no one enters the room during a performance.
 - Arranges for teachers to adjudicate each duet session whose duties include:
 - Self introduction
 - Filling out adjudication form, being positive and encouraging
 - Closing the program, giving out ribbons and giving thanks to those assisting.
 - Selects which teams will be included in the Monster Concert.
 - Gives session envelopes to Monster Concert Chair.
4. Enforces the Monster Concert rules as state on the Event Information Sheet.
5. Scheduling:
 - Schedules duet times for each participating teacher.
 - Sends each participating teacher:
 - Monster concert schedule
 - Event evaluation form.
6. Conclusion of the event:
 - Places all completed adjudication forms in appropriate teacher's envelope identified by the assigned number.
 - Informs teachers where completed adjudication forms may be picked up.
 - Inspects site and return site to prior condition.
 - Returns key.
 - Compiles notes recommending changes to the event.
 - Reports to AKTA Board within one month of the conclusion of the event.

Monster Concert Information Sheet

Objective: To offer students a positive competitive opportunity to perform in ensembles. Monster Concerts incorporate the use of multiple keyboard instruments simultaneously. This is a competitive event. Students will be selected to perform in the ensembles by invitation of the judge.

Qualification: A member in good standing in AKTA.

Student Requirements:

- Each duet team prepares two duets from the Duet Selection list.
- Teams may consist of 2 students. Adult and student, or teacher and student teams are not permitted.
- Students are not required to memorize the duets.
- Students and family members are required to stay for the entire scheduled block of time.
- Students must demonstrate proper stage etiquette.
- Dress Code: Students will conform to Performance Etiquette rules.
- People may not enter the concert room while a performance is in progress.
- Criticism of any performance is inappropriate.
- Teams selected to perform in the Monster Concert must attend the rehearsals as well as the final performance.

Music Requirements:

- Each team is required to provide two copies of the duets being performed.
 - One copy used to perform
 - The other to be given to the adjudicating teacher.
- Students using copied music will not be allowed to participate.
- A copied page may be attached to a legal edition of the music to facilitate a page turn.

Application Forms:

- The adjudicated report of each performance will be available to teachers at the conclusion of the event.

Entry Form:

- Use AKTA Membership Handbook to make a copy of the entry forms.
- Teachers may enroll as many duet teams as they wish.
- Teachers complete entry forms, sending one check to pay all entry fees required.
- Completed Entry forms should be submitted to Monster Concert Chair on or before the assigned deadline.
- Forms mailed to the Monster Concert Chair must be postmarked on or before the entry deadline.
- Teachers are required to help with the event. See selection of duties on the application form.
- Teachers entering students, but unable to help at the event are required to pay a \$75 non participating fee.

Teacher Number _____

AKTA Monster Concert Date _____

Anchorage Keyboard Teachers Association Monster Concert Adjudicator's Repertoire Evaluation

Partner 1	Age
Partner 2	Age

+ Outstanding	✓ Satisfactory	- Needs improvement
---------------	----------------	---------------------

(If a category is marked "Needs Improvement", please specify what needs improving.)

First Selection
Composer

READING SKILLS		TECHNIQUE		INTERPRETATION	
Accurate Notes		Clarity		Imagination	
Rhythm		Even Touch		Phrasing	
Legato		Tone Quality		Style	
Staccato		Posture		Conviction	
Dynamics		Hand Position		Balance	
Tempo				Pedaling	

General Comments:

Second Selection
Composer

READING SKILLS		TECHNIQUE		INTERPRETATION	
Accurate Notes		Clarity		Imagination	
Rhythm		Even Touch		Phrasing	
Legato		Tone Quality		Style	
Staccato		Posture		Conviction	
Dynamics		Hand Position		Balance	
Tempo				Pedaling	

General Comments:

Concert Performance ___Yes ___No

If yes, check work(s) to perform: ___#1 ___#2

Adjudicator Signature

Sunday Recital Chair

Objective: To present a performance opportunity for students, and to offer teachers a forum to present a limited number of students needing a performance venue.

Qualification: A member in good standing in AKTA.

Duties and Responsibilities:

1. Refer to General Information for All Event Chairpersons.
2. Attends all general membership meetings.
 - When unable to attend meetings, communicates the current status of the event to the AKTA President.
3. Sunday Recital Dates:
 - October, December, February and April
 - Second Sunday in a month from 3:00 to 4:00 PM
4. Enforces the Sunday Recital rules as stated on the Event Information Sheet.
5. Event Preparation:
 - Arranges, types, prints, and passes out the recital program.
 - Programs to include work, composer, performer(s), teacher and location of recital
 - Takes attendance, ensuring that all performers are in attendance (if necessary)
 - Closes the program and gives thanks to those assisting.
6. Scheduling:
 - Schedules each participating in the one hour concert.
7. Conclusion of the event:
 - Inspects site and returns site to prior condition.
 - Returns key.
 - Compiles notes recommending changes to the event.
 - Reports to AKTA Board within one month of the conclusion of the event.

Sunday Recitals Information Sheet

Objective: To present a performance opportunity for students, and to offer teachers a forum to present a limited number of students needing a performance venue.

Qualification: Students of an AKTA member in good standing.

Recital Dates: The 2nd Sunday in October, December, February and April

Time: 3:00 to 4:00 PM

Place: Anchorage _____

Student Requirements:

- Students are required to memorize music, however, duets are not memorized.
- Students using copied music will not be allowed to participate.
- Students and family members are required to stay for the entire recital.
- Students must demonstrate proper stage etiquette.
- Dress Code: Students will conform to Performance Etiquette rules.
- People may not enter the concert room while a performance is in progress.
- Criticism of any performance is inappropriate.

Entry Form:

- Use AKTA Membership Handbook to make a copy of the entry forms.
- Teachers may enroll up to four (4) students in each recital.
- Teachers complete entry forms.
- Completed Entry forms should be submitted to Sunday Recital Chair on or before the assigned deadline.
- Forms mailed to the Sunday Recital Chair must be postmarked on or before the entry deadline.
- Late entries will not be included in the program.

Performance Time Limits:

- Elementary Levels P, 1, 2, & 3 - one to two minutes
- Intermediate 4, 5, & 6 - three to four minutes
- Advanced 7, 8, & 9 - five minutes
- The KPMS Repertoire Level Definitions should be used as a guide for classifying student level.
- Repertoire does not have to come from the Repertoire list, although literature should be of similar difficulty and quality

Long Compositions that do not fit into the time limits:

- If a composition is in three movements, or the length of a composition requires more time, enroll that student as three (3) of the teacher's entries.
 - Student 1 is the first movement.
 - Student 2 is the second movement.
 - Student 3 is the third movement.
- Teachers may manipulate the time they are allotted, but may not increase the overall time. (Maximum total time for any one teacher is 20 minutes)

