

FOA Host Site Guide - Solo & Ensemble

Thank you so much for hosting an event! Below is a list of items to think about that may be helpful, including sample sign up sheets and signs. Please feel free to adjust as needed to accommodate the specific event that is being hosted.

To Do -- as far in advance as possible:

- Determine where areas will be:
 - Warm up room
 - Judge rooms
 - FOA Office
- Reserve spaces on campus
- Arrange for piano tuning
- Alert the District Chair of any school requirements (site request? custodial charge?)
- Have a plan for alarm to be turned off/doors to be unlocked
- Think through the day as a visiting director who has never been to your school... how will you know where to go? What to do? What will you need?
- Where will parents park?
- Prepare a site map to share with the district
- Write directions to the drop off/pick up areas for directors to share with their parents & students
- Where should judges park?
- What site security elements need to be arranged or addressed?

To Do -- weeks in advance:

- Have students sign up for shifts/different jobs
- Determine & communicate how student helpers will be held accountable for following through with their commitment--we are relying on their help!!
- When can FOA office arrive to set up?
- Communicate plan to District Chair
 - Send maps & instructions to share with district
- Confirm with classroom teachers & admin of all arrangements made prior

To Do -- week of S&E:

- Arrange set up time with District Chair
- Be involved! Handle all hosting and site responsibilities, so the district leadership can handle MPA administration
- Coordinate and instruct your student help
- Post signage for lost directors/students/chaperones to find: FOA office, Warm Up, all Judge Rooms
- Post "Welcome" and "Quiet Please" signage where appropriate
- Think through as a visitor one last time. Is your experience seamless? What can you do (as a host) to improve the experience?

● Job/Task List

- Welcome Committee - *2-3 in warm up area, 1-2 near entrance*
 - Be a friendly face for visitors & be able to answer questions (especially, "where do I go?")
- Room Monitors - *1 per judge*
 - Monitor door to performance rooms & keep hallways quiet
- Score Runners - *1 for every 2 judges*
 - Collect scores from (assigned) judges & bring to FOA office

- Printable Signs

- Welcome (pg. 4)
- Warm Up (pg. 5)
- Quiet-Performance In Progress (pg. 6)
- FOA Office (pg. 7)

Welcome to
FOA Dist. 8

Solo &

Ensemble!

Warm Up

Quiet Please

Performance In

Progress

FOA Office