FOA Host Site Guide - Concert MPA

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 -- months in advance:
- ❏ Determine where areas will be:
  - ❏ Case storage *(ideally, multiple spaces available… prepare & have a plan to host 8-10 ensembles at once)*
  - ❏ Warm up room
  - ❏ Back-up warm up room
  - ❏ Sight-reading Room
  - ❏ FOA Office
- ❏ Reserve spaces on campus
- ❏ Reserve auditorium space
- ❏ Make arrangements with displaced teachers to be accommodated
- ❏ Alert the District Chair of any school requirements (site request? custodial charge?)
- ❏ Arrange to have the bells/announcements turned off in performance areas
- ❏ Understand how the facilities work
  - ❏ Lights
  - ❏ Sound
  - ❏ Unlocking doors
- ❏ 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 busses drop off/pick up?
- ❏ Prepare a site map to share with the district
- ❏ Write directions to the drop off/pick up areas for directors to share with their bus drivers
- ❏ Where will parents/friends park and what will they need to do to come watch their orchestra perform?
- ❏ 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 displaced teachers & admin of all arrangements made prior

To Do -- week of MPA:
- ❏ 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, Case Storage, Warm Up, Stage, and Sightreading
- ❏ 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
  - Student Help-Area to Area
    - Students placed on this task escort groups from area to area- for example the busses to case storage, or warm up to stage.
  - Student Help in Rooms
    - Students placed on this task stay stationed in one room to help with the directors needs- for example to direct other schools in case storage or stay in warmup room and keep track of time.
  - Concert Score Runners
    - Students placed on this task run the scores from the office to the concert judges in the back of the auditorium. Also responsible for running the completed scores from the judge back to the office for processing.
  - Professional Development Score Runners
    - Students placed on this task run the scores from the office to the professional development judge (usually on the stage). Also responsible for running the completed scores from the judge back to the office for processing.
  - Sight Reading Score Runners
    - Students placed on this task hand out music for sight reading and set up the room for each group as well as run the scores from the sight reading judge to office for processing.
  - Recording Devices/CD Runners
    - Students placed on this task run the cleared recording devices from the office to the concert judges in the back of the auditorium. Also responsible for running the completed recordings from the judge back to the office for processing and downloading.
  - SD/Flash Drive Runners
    - Students placed on this task run the cleared SD Card or Flash Drive from the office to the professional development judge (usually on the stage). Also responsible for running the completed SD Card or Flash Drive back from the judge to the office for processing.
  - Seating Chart/Announcing Script
    - Students placed on this task go to the office to get the announcing script for the next group as well as the stage set up for the oncoming group.
  - Stage Set Up/Take Down
    - Students placed on this task receive the chart from the student who received it and set the stage for the correct number of stands and chairs for the oncoming group.

  - Announcers
    - Students placed on this task receive the script from the student who received it and announce the oncoming group.
  - Other Tasks/Extra Help
    - Students placed on this task go around to see if other rooms need assistance or if the office needs assistance.
- Printable Signs
  - Check In (pg. 5)
  - Warm Up (pg. 6)
  - Sight Reading (pg. 7)
  - Quiet-Performance In Progress (pg. 8)
  - Judge Table (pg. 9)
  - Scores for Concert Judges (pg. 10)
  - Scores for Professional Development Judge (pg. 11)
  - SD Card/Flash Drive (pg. 12)
  - Recording Devices (pg. 13)
  - Seating Chart and Announcement Script (pg.14)
  - Extra Supplies (pg. 15)

Sign Up List

Student Help- Area to Area (Ensemble Escorts)

9 am- 12 pm	12pm-3pm	3pm-6pm

Student Help in Rooms

9 am- 12 pm	12pm-3pm	3pm-6pm

Concert Score Runners

9 am- 12 pm	12pm-3pm	3pm-6pm

Professional Development Attendants

9 am- 12 pm	12pm-3pm	3pm-6pm

Sight Reading Score Runners

9 am- 12 pm	12pm-3pm	3pm-6pm

Stage Crew: Set Up/Take Down

9 am- 12 pm	12pm-3pm	3pm-6pm

Announcers

9 am- 12 pm	12pm-3pm	3pm-6pm

Other Tasks/Extra Help

9 am- 12 pm	12pm-3pm	3pm-6pm

Check In

Warm Up

Sight
Reading

Quiet Please

Performance In Progress

FOA Office:

Judge Table

Scores For Concert Judges

Scores for Professional Development Judge

SD Card/Flash Drive

Recording Devices

Seating Charts

Announcing
Scripts

Extra Supplies

IN/OUT