

SEMSBA Yearly Checklist for Music Teachers

In September:

- Update your and your colleagues' information at www.semsbama.org / Auditions / Registration Link
- Get approval from your school if needed for the Audition and Festival "field trips", see your school office for more info
- Talk up the SEMSBA Festival to students, send them this link: <http://www.semsbama.org/for-students.html>
- Send an intro letter to students and parents, editable template attached
- Talk to your colleagues about considering hosting auditions and festivals

In October:

- Attend the General Meeting, check meeting day and time on the website, www.semsbama.org . **All school systems in the SEMSBA family are expected to be represented at all three General Membership Meetings (October, Sr. Festival, & Jr. Festival) whether there are students involved in the festival or not.**
- Sign up for SEMSBA's **Remind** (if it's being used)
- Send students to www.semsbama.org to type out, print, and sign the medical form, to give to you
- Remind students who want to receive lesson scholarships before the audition to mail them in before the end of this month, and let them know they can find it at <http://www.semsbama.org/scholarships.html>

In November:

- Deposit student checks to your school as needed
- Send students to www.semsbama.org to fill out, print, and sign the medical form, to give to you
- Reserve transportation for the February audition, check www.semsbama.org Auditions/Registration for the audition date and your school's time slot

In December:

- Deposit student checks to your school as needed
- Send students to www.semsbama.org to fill out, print, and sign the medical form, to give to you
- Register students at www.semsbama.org as early as you can so there are no late fees for students, you, the music department, etc.

In January:

- Finalize transportation with the main office
- Collect medical and scholarship forms, and monies, from students
- Register students at www.semsbama.org as early as you can so there are no late fees for students, you, the music department, etc.
- Print out principal form from www.semsbama.org/auditions, have principal sign the principal form
- Make morning announcement/email/remind reminders for students about leaving and returning times for the audition
- Get **ONE** check from your school system made out to SEMSBA for audition fees in time for February
- Prepare your paperwork to hand in at the table at auditions: **ONE** Audition fees check made out to SEMSBA, signed medical forms in one pile, scholarship forms in another pile, signed principal form

Before February Auditions:

- Make sure you have:
 - Principal Form
 - **ONE** Check made out to SEMSBA
 - Medical forms
 - Scholarship forms
- When you arrive with your students, drop all of these off at the auditions table
- Let President-Elect know if students who registered aren't present (depending on the reason, these students might not be allowed to audition next year)
- Enjoy coffee and snacks in the director's lounge ... ahhhh ...

The week after February Auditions:

- As soon as possible, collect checks and register students on website who were accepted to the festival
- Checks should be made out to your school, NOT SEMSBA
- Have principal sign principal form for accepted students

From now until the festival:

- Reserve transportation *to and from* the Friday of the Festival, and *to* the Festival on Saturday
- Obtain ONE check made out to SEMSBA from your school
- Send link for online concert ticket purchases to families, link will be on the SEMSBA website

At the festival:

- Hand in principal form and ONE check made out to SEMSBA
- Enjoy coffee, snacks, etc. in the director's lounge ... ahhhh ...
- Hobnob with your colleagues, get to know someone new, get some reading or work done
- Participate in PDP offerings if available
- Come to the general membership meeting. **All school systems in the SEMSBA family are expected to be represented at all three General Membership Meetings (October, Sr. Festival, & Jr. Festival) whether there are students involved in the festival or not.**

Then ...

- Enjoy the rest of your school year! Thank you for all you do to support your advanced musicians by having them participate in SEMSBA.

Have suggestions for improvements to this checklist? Please Email secretary@semsbama.org