

# BAROQUE FESTIVAL

## 2022 District Chair Guidelines

1. Inform the teachers in your district that all the information is available on the OMTA website: <http://www.oregonmta.org>.
2. Reserve a location for the recitals with a good piano, and organ if needed. Have the piano tuned if necessary.
3. As soon as possible, engage an adjudicator. Remember that since all of the districts have their recitals at approximately the same time, adjudicators get booked early. Inform the adjudicator that payment is \$41.00 an hour and mileage is compensated *according to the current government standard*. **This figure is constantly in flux. You may contact the State Treasurer for the exact amount.** Email the adjudicator all the information regarding the recital.
4. District recital fee is determined by the district. Add \$4 per entry for Leggiero registration. Collect entries and fees. Teachers must make out one check for all of their entries, payable to OMTA. Send all of these checks to your District Treasurer, who will receive an invoice from Leggiero for the district registration fee.
5. Check the repertoire to make sure that it meets the requirements set in the Teacher Guidelines. If there are questions, contact the Baroque Festival State Chair. **Any instrument having 10 or more entries will be considered a separate division and will be adjudicated by an adjudicator that specializes in that instrument.**
6. Prepare programs for the recitals. Print at least three times the number of entries.
7. On the day of the recital, provide the following for the adjudicator:
  - A comfortable place to sit and write
  - Adjudicator Guidelines
  - Adjudicator Worksheets
  - Certificates ready for the adjudicator to sign
  - Official Winners sheet
  - Pens and pencils
  - Student Evaluation Forms
8. The adjudicator may select up to 30% from each age division of the competitive

division who will advance to the Final Event ; districts with 12 participants or less may select up to four winners total, along with one honorable mention per division. Three-time Baroque Festival winners are not included in the 30%, but they are adjudicated, and with the approval of the adjudicator advance to the State Final Event and receive a medal. Calculate the number of students in each level of the competitive division who will advance to the Final Event. Please inform the adjudicator before the recital who the three-time medal winners are.

9. After the recital, do not approach the adjudicator or allow any other participating teacher or student to do so while the adjudicator is selecting the winners. When the adjudicator has made a decision, either you or the adjudicator can announce the winners. Present each student with a certificate and announce the time and the place of the Final Event. **Make sure the Official Winners sheet is filled out and signed.** Give all the Student Evaluation Forms to the teachers.

10. Teachers will send the Final Event recital fees directly to the Baroque Festival State Chair:

Craig Hanson  
3339 NW Teal Pl  
Corvallis, OR, 97330  
541-908-4477  
Email: pipe\_organist@mac.com

11. Direct any questions or problems to the Baroque Festival State Chair. Please notify the Baroque Festival Chair immediately if your student cannot participate and mail the \$10 fee for the medal to the Baroque Festival State Chair (contact information above).