



OMTA State Ensemble Festival

District Chairman Guidelines

1. Inform and encourage teachers in your district about the Ensemble Festival. Tell them to read the Teacher Guidelines posted on the OMTA website.
2. Inform the State Chairman of the date of your district recital. When you receive all of the entries, email those numbers to the State Chairman so that the medals can be ordered for the State Recital.
3. The entry forms are on the State website and are used for both the District Recital and the State Recital. When you receive the entries, check them carefully for the age group, repertoire and time limits.
4. Each district sets their own entry fee based on the expenses they will have for their district festival. If a student plays in more than one ensemble, they pay the entry fee for each ensemble.
5. The adjudicator may select up to 30% from each division, plus up to six alternates (two from each division) and as many honorable mentions as they wish. Inform the adjudicator before the recital starts how many ensembles may be selected from each division. It is helpful to the adjudicator to print the entry forms on different colors for each age division. Have the adjudicator write these names on the Official Winners List form posted on the website.
6. Immediately after the winners are selected, email the information for the State Recital to the State Chairman. Mail the entry forms of the winners and the Official Winners List the next day to the State Chairman. Ask the teachers if they need to request a morning or afternoon recital time, but only for legitimate reasons, such as religious. Then collect \$12 for each performer who was selected, send the money to your district treasurer who will then send one check made out to OMTA to the State Chairman. The winners will not be able to participate unless the money is received before the State Recital.

State Chairs:

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