



Guidelines for Offering your Studio and Hosting Syllabus

Hosting Syllabus is an important part of this program's success. There is **always a need** for host studios, so please consider opening up your teaching space for students. Many teachers feel their studio is not equipped to handle the needs of Syllabus. With a little creative thinking, most teaching spaces will work quite well. While there has been a tradition of providing lunch and snacks for adjudicators, this is not a requirement. With the changing teaching environments for many teachers, it is most important that we have studios to adjudicate in. Adjudicators are flexible and can provide for themselves. Simply make sure to communicate so all involved can come prepared.

Offer Your Studio:

Please provide a space for participants and the adjudicator that includes:

- Piano
- Table in a well-lit area
- Chair
- Some semblances of privacy – does not need to be a separate room

Please provide a separate space for families and teachers to wait.

Host at a Location other than Your Studio

- You may have access to a church or school environment that is suitable for Syllabus exams. Do not limit yourself to hosting in your own home.

***Remember that a Grand Piano is required for Upper Division Exams.**

Communicate with the Adjudicator:

- Exchange cell phone numbers with the adjudicator, and make sure you are reachable by cell phone the day of the exam, especially before the exams begin.
- Verify the street address where the exams will take place.
- Decide if you are going to offer lunch to the adjudicator. If so, inquire as to dietary needs.
 - **Providing lunch and food is not a requirement.** Many teachers make lunch for adjudicators and take advantage of the time to get to know one another better. If you are unable to provide lunch, let the adjudicator know so they can be prepared.
 - Some hosts and adjudicators will go out to lunch together nearby.
- Optional: Provide snacks and drinks for the adjudicator. Again, this is not a requirement. Just make sure the adjudicator knows what to expect so they can come prepared.
- If the host needs to be away from the location for any part of the exam day, the host needs to let the adjudicator know, and make sure cell phone numbers are exchanged, so everyone can easily communicate if there's a problem.

Communicate with the Teachers:

- Participating teachers are encouraged to attend their students' exams. Teachers should introduce each student to the adjudicator before the exam and stay through the end of the exam.
- If for some reason the teacher is unable to attend, a parent or other qualified person can fill in for the teacher. Teachers should let the host know if they will be unable to attend and should let the host know who will be standing in for them.
- If for some reason the host needs to be away for part or all of the day, the host needs to communicate with each teacher (and the adjudicator), and exchange cell phone numbers so everyone can communicate during the exam day.

Syllabus Day is a big deal for all involved. As host, you can be part of this special day, getting to know more teachers, adjudicators, and families in our communities. Take the chance and open your doors.