

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 semblance 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.**

Hosting Suggestions:

Please contact the adjudicator before the examination day.

- Verify directions and address.
- 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.

You may choose to offer a small plate of cookies or fruit and water or juice for students to enjoy after their exam. This is not required.

Participating teachers are required to provide a monitor while their students are playing. It is not required that the host remain home/at the studio all day. As host, you may want to contact the participating teachers ahead of time as well to confirm they know where to go and have a monitor.

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