

Guidelines for CFLNATS Competition Hosts

1. Room Reservations

- a. A room for NATS meeting at 8pm the evening before competition
- b. A room for NATS meeting at 8am (may be used as a competition room) and again for a lunch room for adjudicators
- c. 8-10 rooms for competition
- d. Practice room for student and pianist warm ups (5-6)

2. Piano Tuning by Host School

3. Student volunteers

- a. Students to act as runners or direct people to areas of competition/warm-up rooms
- b. Two students should be at the check in table to assist registration.

4. A large common area to gather for registration and announcement of second round times and places. A large board for the posting is needed.

5. A room for the coordinator of the auditions. It should ideally have a printer available and the room be easily located.

6. Pianists

- a. It is helpful for the school to provide 2 or 3 pianists for the event. Please contact the coordinator if you find that you will have trouble providing additional names.
- b. Pianists are paid \$25 per singer
- c. There are no Xeroxed copies used in competition .
- d. Some students can serve as page-turners for colleagues in competition

7. A hall for the final announcement and recital needs to be reserved until about 7pm when the event typically is over. This can also be one of the rooms used for competition during the day.

8. Host School should provide -

- a. A list of hotels close to the site (reduced hotel rates may be available)
- b. A list of places to get lunch or dinner close to the site
- c. A map of the campus area with competition area and parking marked
- d. Some schools have the means to provide a lunch for the adjudicators and this is becoming less possible as budgets shrink. If you can, provide a continental breakfast for the early morning meeting before the adjudication takes place- coffee, tea, juice, bagels/fruit/juice or the teachers .

9. The designated school coordinator of the event will be excused from judging during the morning of the competition. This is so that he/she will be available to problem-solve things that may arise at the site with participants or parents or rooms. There is no need for the coordinator to provide a substitute judge.