

**PMTA ANNUAL CONFERENCE SITE PROSPECTUS**

**Hosting University:** \_\_\_\_\_ ~ **Contact person:** \_\_\_\_\_

**Proposed Dates:** First or second weekend in November, Thursday evening through Sunday afternoon  
**DATE REQUESTED:** \_\_\_\_\_

**Accomodations:** To be secured by site coordinator. Approximately 60-80 moderately priced rooms convenient to conference site.

Hotel name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Price: \$ \_\_\_\_\_  
\*\*Thursday evening board meeting will take place at hotel.

**Meals:** Catering or meal service and rooms for the following:

- \_\_\_\_\_ Friday lunch (bag/box/buffet lunch)
- \_\_\_\_\_ Friday preconcert dinner (no program)
- \_\_\_\_\_ Friday artist reception (optional)
- \_\_\_\_\_ Saturday IMT Luncheon (served luncheon; with presentation; podium/microphone)
- \_\_\_\_\_ Saturday cocktail/social hour prior to banquet (\_\_\_\_on campus or \_\_\_\_at hotel)
- \_\_\_\_\_ Saturday banquet (\_\_\_\_on campus or \_\_\_\_at hotel); with entertainment
- \_\_\_\_\_ Sunday lunch (bag/box lunch)

Provide campus food service contact information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Parking:**

- \_\_\_\_\_ Friday for approximately 150 (members, clinicians, competitors/families)
- \_\_\_\_\_ Saturday for approximately 100 (members, clinicians)
- \_\_\_\_\_ Sunday for approximately 300 (members, clinicians, students/families)
- \_\_\_\_\_ Are parking passes required?
- \_\_\_\_\_ Is there handicapped parking?
- \_\_\_\_\_ Shuttle between hotel and campus

**Rooms for Conference Sessions:**

Competitions/Friday \_\_\_\_\_ (these rooms must be available Thursday afternoon/evening for rehearsals)

- \_\_\_\_\_ Room A - 1 grand, audience 50-100 (piano competition)
- \_\_\_\_\_ Room B - 1 grand, audience 50-100 (piano competition)
- \_\_\_\_\_ Room C - 1 grand, audience 50 (piano competition)
- \_\_\_\_\_ Room D - 1 piano, audience 25-50 (instrumental or vocal competition)
- \_\_\_\_\_ Room E - 1 piano, audience 25-50 (instrumental or vocal)
- \_\_\_\_\_ Balloting room - classroom/conference room (should accomodate refreshments)
- \_\_\_\_\_ 4-6 practice rooms reserved during competitions

Workshops/Friday/Saturday/Sunday

- \_\_\_\_\_ 2 classrooms each accomodating audience of 75; 1 grand in each
- \_\_\_\_\_ 1 classroom devoted to technology (lab; digitals; computers; etc)
- \_\_\_\_\_ Exhibitors area (preferably with registration)
- \_\_\_\_\_ Registration area (large open area preferably near exhibit area)
- \_\_\_\_\_ Artist recital auditorium (Friday or Saturday)
- \_\_\_\_\_ Certification testing classroom (small room; no instruments; desks/chairs required; Saturday only)

**Sunday Dorothy Sutton Performance Festival: Sunday only**

This event is for students K-12 and their families; generally attracts close to 800 students.

- \_\_\_\_\_ 4-6 recital rooms with grand pianos
- \_\_\_\_\_ 1 room with two grand pianos
- \_\_\_\_\_ 8 studios with grand pianos
- \_\_\_\_\_ Balloting room - Large classroom with tables, chairs (no instruments required)

**Equipment for workshop rooms:**

- \_\_\_\_\_ pianos
- \_\_\_\_\_ CD player
- \_\_\_\_\_ VCR
- \_\_\_\_\_ overhead
- \_\_\_\_\_ availability of copier (PMTA to reimburse for usage)

- \_\_\_\_\_ Powerpoint
- \_\_\_\_\_ large space for movement
- \_\_\_\_\_ blackboard
- \_\_\_\_\_ carousel projector

**Financial commitment from university:**

- \_\_\_\_\_ Piano technicians
- \_\_\_\_\_ Guest artist assistance
- \_\_\_\_\_ Refreshments
- \_\_\_\_\_ Other

**Convention Site Coordinator:**

- \_\_\_\_\_ Coordinator for duties per job description handbook (copy attached)
- \_\_\_\_\_ Coordinator for faculty recital (Optional!!!)
- \_\_\_\_\_ Coordinator for recruiting student volunteers

**Name**

**Local music contacts:** (on separate sheet)

- \_\_\_\_\_ Name/address/phone of local/nearest music distributor
- \_\_\_\_\_ Name/address/phone of local/nearest piano/keyboard dealer
- \_\_\_\_\_ Name/address/phone of other potential exhibitors

**Do have suggestions for a conference artist?**

Site Coordinator Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Information needed by January of conference year:**

- \_\_\_\_\_ Map of university and parking information
- \_\_\_\_\_ Driving directions
- \_\_\_\_\_ Info regarding school and music department
- \_\_\_\_\_ Names/phone/email of potential competition adjudicators
- \_\_\_\_\_ List of nearby restaurants/eateries and alternate hotel accomodations
- \_\_\_\_\_ Official hotel information (page)

Return to President: