

COMPETITIONS - COMPOSITION

Updated 2005

Complete instructions, timetables, guidelines, rules, regulations, forms, letters and deadlines are found in the MTNA Handbook mailed in August; in the April/May AMT; and online at MTNA.org. Decide with your chair and coordinators how you are going to delegate responsibilities. (i.e. Chair: scheduling, student communication. Coordinators: securing judges, judge communications) Establish timetable that will work with all performance coordinators. Review composition coordinator's job and deadlines as well.

November

- Observe the aspects of the competition as closely as you can with your predecessor. Begin to think about the areas you will need to cover and things to be done to improve the procedure for next year.
- The current coordinator should send in the reports to National before you officially take office. A report should be sent to Competition Chair as well.
- Make sure the Competition Chair has your correct contact information including email. National has asked that all coordinators have access to email and the Internet.

FOLLOW THE TIMETABLE ESTABLISHED IN THE MTNA HANDBOOK. MAKE NOTE OF ALL DEADLINES. Some details to remember...

JUDGES

- The current allowable honorarium is \$200 per judge.
- The competition coordinator may not serve as an adjudicator.
- They need not be from Pennsylvania. They should be composers with teaching experience, preferably on the collegiate level.
- Confirm in writing with a letter of thanks. Include information concerning the approximate arrival date of the scores to be evaluated; length of time expected to complete the adjudication, or approximate number of scores expected; the postmark date set to return the scores (October 15 is suggested; National sets a November date, but because our winners are invited to play at our state conference in November, we need to notify them as soon as possible). *See samples.*
- Request bio information for conference program;
- Any other pertinent information

MTNA WEBSITE ACCESS

- MTNA will provide you with website access information late summer.

STATE CONFERENCE WINNER'S RECITAL

- Winners (only) are invited to perform at the state conference competition winner's recital.
- Be present to announce all winners and introduce those who are there to perform. Present them with certificates and checks.

AWARD CHECKS

- Checks for the winners will be available at the conference via State Treasurer. However, to expedite things, email her with the winner's names, levels, teachers names ahead of time.
- Award amounts are determined annually based upon what's available in the treasury and if we managed to obtain some outside funding.

CERTIFICATES

- MTNA provides you with blank certificates for all students, which you will complete. For ease, consider making up name clear labels ahead of time.

DSPF

- All composition winners and Honorable Mentions are invited to perform at DSPF Showcase Recitals. It is the teacher's responsibility to confer with his/her student and then contact the DSPF Chair of the student's intentions.

MEETINGS

- You are not required to attend the PMTA Board meeting or Leadership Summit; but are welcome.

NEWSLETTER

- Make note of deadlines so you can have a brief article in each promoting the composition event.

EXPENSES

- Begin a file for all receipts for costs incurred. At end of event, send all receipts along with PMTA Funding Request Form (download from website) to the State Treasurer.

PROCESSING ENTRANTS

- Follow the MTNA Handbook Guidelines explicitly.
- If recordings are received, verify that the accompanying score is for electronic composition according to the definition set by National. If not, retain the recordings; do not forward them to the judges, but simply keep them and return to teachers with manuscripts after adjudication is completed.
- Check the website to verify that each entrant has paid and their application approved by National.
- Keep containers that the scores arrived in to use in the return mailing. Mark each with the entrant's code in pencil.
- It may be helpful to have a set of manila envelopes for each judge, one for each level, and organize the scores by level and code number.
- Names and identifying marks will no longer need to be covered on any music. We trust that the judges are ethical and professional.
- Keep a list for yourself, which includes entrants' names and teachers' names.
- Make a separate list for the judges that **do not** include entrant and teachers' names.
- **Judges DO NOT receive copies of the applications or students'/teachers' names.**
 - Prepare Judges packets. Each packet should include:
 - Personal letter
 - List of composition titles and their corresponding codes.
 - A copy of Guidelines for Composition Judges.
 - One complete set of scores with one Composition Competitions Comment Sheet attached
 - One Composition Reporting Form.
 - Return label
 - Return postage for **U.S. Priority Mail** only.
 - Return delivery confirmation form (inform judges that they must have this scanned at the post office before shipping).
- Send packets to Judges through **U.S. Priority Mail with Delivery Confirmation Receipt ONLY** or hand deliver. (U.S. Priority mailing boxes are available free at the post office.)
- Confirm receipt of packages through USPS website or by contacting judges.
- Prepare a list of all entrants' names, and category to send to teachers (postal or e-mail) to confirm to them that all entries have been received and placed in proper category. Include information about expected date for announcing winners and date of winners' recitals.

POST-PROCESSING

- Send to each 1st place winner a personal letter congratulating him or her and requesting his or her performance at the State Conference. Winners will receive Judges Comment sheets from their teacher.
- Send copies of both these letters to each winner's teacher along with the Judges' Comment Sheets. Include a list of the Winners, title of winning compositions and corresponding teachers' names. **DO NOT** include checks or winners' certificates; they should be presented at the Conference.
- Be sure to get a personal response from each winner's teacher as to whether or not the student will be playing at the Winners' Recital. *A performance of the winning compositions is requested but not required at the State level.* (First place winners may opt to play at the Dorothy Sutton Regional Finals if travel the state conference is prohibitive.)
- Return all materials to teachers of entrants not declared a 1st place winner. Include cover letter, Judges' Comment Sheets and certificates.
- The MTNA Director of Competitions provides certificates that should be handed out.
- Complete info requested on the MTNA competitions management website.
- Send winner information to President-Elect/Student Competition Chair to be used in the recital program. Include the student names, teachers' names, and titles of compositions.
- Send funding request to state president with receipts for all incurred expenses.

Send announcement to PMTA newsletter with names of all winners, teachers of winners, all participants and all teachers of participants.