



## DOROTHY SUTTON PERFORMANCE FESTIVAL

Recital Host Instructions

**PLEASE READ THIS IN IT'S ENTIRETY  
PRIOR TO THE START OF THE RECITAL.**

Thank you for agreeing to host and assist today! Your support of your students is very valuable to them. Inside this envelope are the programs, certificates, and medals (one extra in case something goes wrong). Please have one of your assistants hand out programs (Door Monitor), and have the other arrange the medals and certificates. If one of your assistants does not show up, please recruit another teacher in the room to help. Make note on the master envelope of who is absent.

Welcome people as they enter. Have performers to sit up front in order of performance. Take a roll call and mark any a missing performers on the master program. The student's are expected to play the repertoire that is listed on the program.

### **HOST'S PRE-RECITAL ANNOUNCEMENTS:**

- WELCOME to this year's DS Performance Festival sponsored by Pennsylvania Music Teachers Association.
- **All the students present are here because of their Superior performances at their local Festival.**
- TURN OFF all phones, pagers and beepers. (even a vibrate mode makes noise).
- Do not use flash photography.
- Filming is permitted as long as it is quiet and can be done from your seat
- Remind everyone to remain in the room until the recital is over. Students must be present to receive their certificate and medal.

### **POST-RECITAL ANNOUNCEMENTS:**

- Acknowledge teachers for their dedication.
- Acknowledge parents for their continued support.
- With your assistants' help: Call students forward to receive their medal and certificate. Read the name, shake their hand. Arrange students in line for photo-op at the end.
- Some recitals include winners of the student composition competition. Announce their placement in the contest, which is on their special certificate. **They do not receive medals.**
- Call for a round of applause for students.
- Photo-op for parents. But please stay on time to allow set-up time for next recital.
- Remind audience to attend other recitals and events.

**RETURN ANY LEFT OVER MEDALS AND CERTIFICATES TO THE DSPF CHAIR, INCLUDING ANY 'NO-SHOWS.'**

Thanks again for all your help.

Teri Smith  
DSPF Chair