CHECKLIST FOR CHAPTER MAP CHAIR

DATE	STEP COMPLETED
_____	Confirmed dates with Visiting Artist(s), contract sent and returned with signature.
_____	Arranged for hall, checked on condition of piano.
_____	Request MTNA liability insurance through Kirsten Carlson at WSMTA office.
_____	Preliminary Report **filed online** on or before Nov. 1st
_____	Studied Chapter MAP Booklet and made Chapter meeting presentation.
_____	Checked information in State Recital Competition Booklet (if handling this also).
_____	Remind to download or distributed to teachers: Chapter MAP Booklet, and Parent Information Sheet, Request for Excused Absence. **Teacher registration will be filed online.**
_____	CONFIRMED, WITH CHAPTER TREASURER, PAYMENT OF MTNA/WSMTA DUES BY OCTOBER 15, FOR CONTINUING MEMBERS AND JANUARY 10, FOR NEW MEMBERS.
_____	Set deadline for filing online Teacher Registration Forms for your chapter. Remind teachers to submit by the date. Late registration will not be accepted.
_____	Received Chapter Summary Sheet from WSMTA website.
_____	Prepared Chapter Schedule.
_____	Sent one Chapter check for Passing Time Form, High School Credit Form(s), and Chapter Time Schedule to State MAP Chair. (Postmarked FIVE weeks before MAP event starts).
_____	Distributed to participating teachers; Student Evaluation Sheets, Certificates, Teacher Information and Schedule, and the Visiting Artist Evaluation Form.
_____	Checked with the visiting artist concerning lunch, snack and motel preferences.
_____	Made assignments for visiting artist hospitality: snacks, chauffer, etc.
_____	Met with visiting artist at beginning of MAP event.
_____	Met with visiting artist at end of MAP event (Check presented).
_____	Sent Final Chapter MAP Chair Report and Visiting Artist Evaluations to State MAP Chair (MAY 1 DEADLINE).