

CHECKLIST FOR CHAPTER MAP CHAIR

DATE	STEPS COMPLETED
	Confirmed dates with Visiting Artist(s), <u>contract sent and returned with signature.</u>
	Arranged for hall, checked on condition of piano.
	Preliminary Report filed (under Member Dashboard) <u>on or before Nov. 1st</u>
	Studied Chapter MAP Booklet and made Chapter meeting presentation.
	Checked information in <u>State Recital Competition Booklet</u> (if handling this also).
	Remind to download or distributed to teachers: Chapter MAP Booklet, and Parent Information Sheet, Request for Excused Absence.
	Set deadline for filing online Teacher Registration Forms for your chapter. Remind teachers to submit by the date. Late registration will not be accepted.
	After registration deadline, downloaded MAP Registration Reports from WSMTA website (under Member Dashboard).
	CONFIRMED, WITH CHAPTER TREASURER, PAYMENT OF MTNA/WSMTA DUES BY OCTOBER 15, FOR CONTINUING MEMBERS AND JANUARY 10, FOR NEW MEMBERS.
	Prepared Chapter Schedule.
	Email Chapter Schedule to WSMTA MAP Chair for approval (due 5 wks before event).
	Request MTNA liability insurance at mtna.org. After login, paste in the following link: https://www.mtna.org/MTNA/Connect/Affiliate_Services/General_Liability_Request_Form.aspx
	Email to participating teachers: <ul style="list-style-type: none"> - Studio time slot assignment and venue information - Teacher Information and Student Schedule Form - Student Evaluation Form - Legal Copy Verification Form
	Checked with the Visiting Artist concerning lunch, snack and motel preferences.
	Made assignments for Visiting Artist hospitality: snack, chauffer, etc.
	Met with Visiting Artist at the beginning of event.
	Met with Visiting Artist at the end of event (check presented).
	Remind teachers to complete Visiting Artist Evaluation.
	File Final Report by May 1.