

## Activities Checklist for Chairs/Hosts

The following list of responsibilities is outlined on a month-by-month basis to serve as a checklist for chairs and hosts of VCDA activities and a general reference for directors. Events are as follows:

- HC** = Honors Choir (October and November)
- DA** = All-District Chorus Auditions (October or November)
- DC** = All-District Chorus (February)
- VA** = All-Virginia Chorus Auditions (February)
- VC** = All-Virginia Chorus (April)
- DCA** = District Choral Assessment (March)

## SEPTEMBER

### District Representative:

- Compile roster of district choral directors and distribute to district directors, VCDA President, and VCDA Secretary.

### HC:

- Directors register students

### DA:

- Verify building use reservation (arranged in preceding April).
- Secure adjudicators.
- Secure accompanists or technology
- Select audition material.
- If virtual: create platform through which the audition uploads will be submitted
- Confirm that the audition date is on the host-school schedule or virtual audition window is confirmed with district
- Determine costs and establish budget; set up bookkeeping account through school finance office.
- Send information and forms to directors.
- Arrange for pianos and piano tuning (if necessary)/ or technology
- Obtain adult and student assistance for administrative support.
- Arrange student housing and student meals (if necessary).

### DC:

- Verify building use reservation (arranged in preceding April).
- Ask guest conductors for their preliminary repertoire list.

## OCTOBER

### DA:

- Obtain directors' registrations, financial forms, and fees.
- Secure necessary equipment.
- Arrange for meals for judges, accompanists, and support staff
- If virtual: Verify that all audition materials are uploaded

### HC:

- Auditions held.

### DCA:

- Determine costs and establish budget.
- Secure adjudicators.

## NOVEMBER

### HC:

- Directors register selected students

### DA:

- In person auditions:( by audition date)
  - Arrange for refreshments
  - Draw checks for judges
  - Check facilities and equipment

### DC:

- Contact music company/publisher to obtain music.
- Determine costs and establish budget; set up bookkeeping account through school finance office and send information/forms to directors
- Obtain list of participating students by sections.
- Advise directors of hotel facilities and other available information.
- Send music to accompanist(s)
- Send guest conductor a schedule and program information; request biography and picture for concert program; request preferred seating arrangements and specific requirements for accompanist(s).
- Arrange student housing and meals (if necessary)

### VA:

- Secure adjudicators.

### VC:

- Make flight reservations for guest conductor.

## DECEMBER

### DA:

- Pay bills and submit financial report within 6 weeks.

### DC:

- Make hotel reservations for guest conductor.
- Arrange for pianos and piano tuning.
- Obtain directors' registrations, financial forms, and fees.
- Obtain signatures required for certificates; order name tags, medals, and certificates

### VA:

- Verify building use reservation (arranged in preceding April).
- Ensure that audition selection is available online as PDF and mp3 files.
- Determine costs and establish budget; set up bookkeeping account through school finance office.

### DCA:

- Verify building use reservation (arranged in preceding April).

## JANUARY

### DC:

- Publicize event; invite administrators and supervisors
- Prepare printed/ virtual program.
- Prepare registration packets for directors.
- Secure necessary equipment.

### VA:

- Send information and forms to directors (including student commitment forms)

### DCA:

- Set up bookkeeping account through school finance office; send information to directors.
- Obtain list of participating schools and number of choirs.

### VC:

- Advise directors of hotel facilities and other available information.
- Obtain signatures required for certificates; order name tags, medals, and certificates.
- Send music to accompanist(s)

*NOTE: District Representative receive all information pertaining to All-Virginia Chorus for duplication and distribution at All-District Chorus*

## FEBRUARY

### DC:

- Set up stage.
- Assign host to meet guest conductor(s).
- Draw check to pay conductor(s) and accompanist(s).
- Provide refreshments for participants and directors; arrange for meals for guest conductor(s), accompanist(s), and support staff.
- Prepare list of selected All-Virginia participants.
- Select chair and/or host for All-District Chorus auditions for the following year.
- Turn records over to next year's chair.
- Check facilities and return equipment; pay bills and submit financial reports within 6 weeks.

### VA:

- By audition date:
  - Arrange for refreshments
  - Draw checks for judges
  - Check facilities and equipment
  - Set up registration and audition areas
- Following auditions: pay bills and submit financial reports within 6 weeks.

### VC:

- Send guest conductor a schedule and program information; request biography and picture for concert program; request preferred seating arrangements and specific requirements for accompanist(s).
- Send All-VA Chorus information/paperwork to District Representatives.
- District Representatives provide All-Virginia Chorus information/paperwork to directors.

### DCA:

- Advise directors of performance schedule.
- Prepare printed / virtual program.

## MARCH

### DC:

- Contract guest conductor for the following year.

### VC:

- Directors return All-Virginia financial forms and fees to District Representative, who shall then tally and forward to VCDA President.
- See that event is publicized.
- Prepare printed/virtual program.
- Prepare registration packets.
- Invite administrators and supervisors.
- Arrange for site for following year and place event on school calendar

### DCA:

- Make final arrangements for refreshments, meals, pianos, adult and student assistance, registration, tabulation, etc..
- Pay adjudicators and submit all bills/financial reports within 6 weeks
- Check facilities and return equipment

## APRIL

### DA:

- Arrange for use of building facilities for the following year and place event on school calendar.

### DC:

- Arrange for use of building facilities for the following year and place event on school calendar.

### VC:

- Secure necessary equipment and set stage as required
- Meet guest conductor(s)
- Arrange meals for guest conductor(s) and accompanist(s)
- Draw checks for guest conductor(s), accompanist(s), and other expenses.
- Contract guest conductor(s) for the following year.

## JUNE, JULY, & AUGUST

### VCDA:

- Prescient plans vocal/choral sessions for VMEA In-Service Conference

### VC:

- Initiate arrangements for housing and meals.