

date	task	who (if applicable)
	chapter planning meeting	
	contact MusicEdAuditions@harp society.org for questions or advisor requests	
	deadline to hire advisor	
	deadline to receive signed advisor contract	
	advisor expectations and sample feedback form sent	
	deadline to find location	
	announcement/participants invitation sent	
	reminder for registration deadline	
	deadline for registration	
	contact MusicEdAuditions@harp society.org for theory or worksheets as well as certificate requests	
	participant schedule set	
	information sent to registrants-schedule, reminders of how to prepare, bring music, when to arrive, etc.	
	reminder to participants leading up to day one sent	
	confirmation/check in email sent to advisor	
	reminder to chapter of day one event	
	thank you emails for day one sent to participants, volunteers, and advisor	
	reminder for day two emails sent (bring music, comment sheets, etc.)	
	thank you emails for day two sent to participants, volunteers and advisor/s	
	post event chapter (or organizer) meeting	
	budget and chapter feedback questionnaire sent to MusicEdAuditions@harp society.org	
	news sent (newsletters, social media etc)	

A&E Day One

Date/time	
Location	
Set up time	
Participants arrival time	
Host/hostess	
Host/hostess contact info	
Where do covers/carts go?	
Who will tune harps?	
Warm up area	
Advisor	
Advisor contact info	
Who is paying the advisor?	
Who has evaluation sheets to give advisor? (top sections should be filled out)	
Who will copy/scan/photograph evaluation sheets before giving them to participants? (if needed)	
Who has theory/ear training/worksheets for performers?	
Who is supervising/helping during theory/ear training/worksheet time?	
Who is gathering/grading the tests/worksheets? (if applicable)	
Who is bringing refreshments/plates/napkins etc?	
Refreshments contact info	
Who has the schedule?	
Schedule coordinator contact info	
Who is helping to clean up?	



A&E Day Two

Date/time	
Location	
Set up time	
Participants arrival time	
Host/hostess	
Host/hostess contact info	
Where do covers/carts go?	
Who will tune harps?	
Warm up area	
Advisor	
Advisor contact info	
Who is paying the advisor?	
Who has evaluation sheets to give advisor? (top sections should be filled out)	
Who has the day one sheets copies to share with the advisor?	
Who has tests/worksheets to return?	
Who has the certificates?	
Who is bringing refreshments/plates/napkins etc?	
Refreshments contact info	
Who has the schedule?	
Schedule coordinator contact info	
Who is helping to clean up?	



Auditions and Evaluations Itemized Cost and Income Report

Income

Date	Item		Amount
		TOTAL	

Expenses

Date	Item	Quantity	Price	Total
			TOTAL	

Reimbursement information

Chapter name/location	
Make checks payable to	
Address	
Phone number	
Email	

Please fill out the following report and submit it to the Music Education Auditions and Evaluations Committee. Please include receipts for expenses. Reimbursements for loss up to \$100 will be given by the American Harp Society. Reports may be sent via email in a PDF format to MusicEdAuditions@harpociety.org or by mail to:

Sonya Yu, Chair
 AHS Music Education Auditions and Evaluations
 814 Oakgrove Drive
 San Jose, CA 95129



Auditions and Evaluations Certificate Request Form

Each Participant will receive a personalized high-quality certificate with a gold seal which includes the signatures of the President of the American Harp Society, the Chair of the Music Education Auditions and Evaluations Committee, as well as your Chapter President. Please send this request as soon as you can, and also allow time for these certificates to be made and sent. Certificates will be sent directly to the President unless otherwise specified.

To be filled out by your Auditions and Evaluations Coordinator:

Contact Information

Chapter Name	
A&E Coordinator	
Email	
Phone number	
Chapter President	
address	

I, _____ attest that all listed participants
Auditions and Evaluations Coordinator
 were/will be present for both days of the Auditions and Evaluations program and agree to deliver certificates only to students who have participated fully in the program.

signature

date

Request forms may be sent to the Music Education Auditions and Evaluations Committee via email in a PDF format to MusicEdAuditions@harpociety.org or by mail to:

Sonya Yu, Chair
 AHS Music Education Auditions and Evaluations
 814 Oakgrove Drive
 San Jose, CA 95129

Please list student names on the second page of this request form. Please type or write as clearly as possible to insure accuracy on the certificate.

Student Names

First	Middle	Last

day one date:	
day two date:	



Auditions and Evaluations Chapter Feedback Questionnaire

Name	
Chapter Position (ex. President, A&E organizer)	
Phone number	
Email	
Dates of A&E	

How many participants registered? _____

How many went to both days? _____

How many teachers were represented? _____

How many family/friends or observers attended (approximate)? _____

Is this your Chapter's first A&E? If not, about how many have you done? _____

Did you include any social aspects in the event? _____

If yes, what? _____

Who were your guest advisor/s? _____

Did you find the input of your guest advisor to be useful to the students? _____

Did you find format of the input given to be successful? Describe. _____

Would you benefit from more assistance in finding a guest advisor? _____

Have you asked for financial assistance through AHS or the AHS Foundation?

Which? _____

Did budgeting go as planned? _____

Please share any comments or reflections about the length of the event._____

Please share any comments or reflections about the amount of repertoire performed._____

Did you use the performer's worksheets, theory tests or ear training test?_____

Please share any comments or reflections about the worksheets/tests.

Were the online materials helpful in organizing your event? _____

Is there something more you would like to see in the materials?_____

Please share any thoughts on the certificates._____

Is there anything that did not go smoothly?_____

Is there anything else you would like to share with us? _____

Please send to the Music Education Auditions and Evaluations Committee via email in a PDF format to MusicEdAuditions@harpociety.org or by mail to:

Sonya Yu, Chair
AHS Music Education Auditions and Evaluations
814 Oakgrove Drive
San Jose, CA 95129