

3. "Conflict check" table of entrants arranged alphabetically and by performance days/times:
 - a) print a copy and deliver to the Scheduler
 - b) print a second copy, with any changes made by the Scheduler and deliver to the Festival Secretary
4. Prepare and print the Volunteer Schedule (showing times, venues, and disciplines) and deliver to the Festival Secretary (*The Volunteer Chairpersons have been doing this manually.*)

Week Five after Entries Close:

1. Prepare and print Festival at a Glance for inclusion in the Program.
2. Print a copy of the program and deliver to the Festival Secretary for publishing.
3. Print program pages of Dance, School Band, School Music, and the Speech Arts Group classes; and second copies of the School Band, School Music, and Speech Arts Group discipline tables originally prepared for the Scheduler. Deliver this information to the Festival Secretary. (Not done.)

Week Six after Entries Close:

1. Email the Teachers' Entrant Lists, ensuring that all special notes received from the Festival Secretary have been included. Sorted by teacher.
- 1.5 When the schedule and program is finalized, e-mail the teachers the times of their student's performances. Send a hard copy to those teachers without e-mail. Also e-mail any participants that have e-mail. Participants without e-mail addresses will get their times from their teachers.
2. Prepare the Program pages for the scribes, without the introductory pages and providing lines for the entrants' marks.
3. Print certificates as follows:
 - One for each solo entry,
 - Two for each duet entry, including German Lieder,
 - Three of each trio entry,
 - Four for each quartet,
 - One for each larger group entry.
4. Print adjudication sheets, including two for each German Lieder entry. (One for each entry.)

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