

AWARDS CHAIRPERSON

January 2013

Prior to the festival:

1. Meet with the Fundraiser in October to review scholarship /prize needs, and again in March to confirm.
2. Meet with the Adjudicator Coordinator to review and edit adjudicator sheets for awards.
3. Arrange for return of all plaques to Awards Chairperson no later than one week prior to the festival. Arrange for repairs if needed.
4. At least 4 weeks prior to the festival, order the minimum number of engraved medallions required (currently 40, if entries in all areas) with a few extra unengraved. Arrange to have additional medallions engraved the morning of the Grand Concert if needed.
5. Check with the Fund-raiser re arranging to obtain the \$500 Rose Bowl scholarship from Battle River Community Foundation. Also arrange for a representative from Battle River Community Foundation to present the Rose Bowl and scholarship at the Grand Concert. (Only one person contact the Foundation.)
6. Obtain # of classes from Festival Secretary or Computer Operator to aid in ordering the # of medallions.

Week of the Festival

- 7 Collect the marks daily from the festival secretary, and review them.
8. Determine medallion winners as various events are finished by criteria as outlined in the by-laws.
9. Meet with the adjudicators at the close of their discipline. Obtain their recommendations for trophies, Rose Bowl, Multi Talent, scholarship and prize winners. Also obtain their Grand Concert recommendations. Ask adjudicators to break ties if needed.
- 10 Assist the adjudicators by providing such information as which performers in their discipline might qualify for awards such as Multi Talent, CAPTA Piano Award for Summer Study, etc.
- 11 Obtain alternate choices in the event that their choices are recommended for several awards e.g. the Rose Bowl.
- 12 Present the Concert Recommendations to the committee to assist the choices for concert performers.
- 13 With the assistance of the Committee, decide the Rose Bowl and Multi Talent recipients. Take notes on comments the adjudicator(s) make on their recommendations to assist in making the decision.
- 14 Friday morning, notify schools of awarding of trophies if possible. Request to have no more than two student representatives to accept the trophy on behalf of their class at the Grand Concert.
- 15 Notify all medallion, scholarship, prize and trophy winners and arrange to have recipient or a representative receive award at Grand Concert.
- 16 Multi Talent and Rose Bowl are kept confidential until announced at the Grand Concert.
- 17 Notify CAPTA of Piano Summer Study Scholarship winner. Notify recipient of this award.
- 18 Prepare cheques along with a letter of Congratulations to scholarship and prize winners, including Multi Talent and Rose Bowl
- 29 Prepare certificates and letter of congratulations with engraving instructions for trophy winners.