

## VICE-PRESIDENT

January 2013

1. Be responsible for the production of the Grand Concert.
  - a. Arrange for facility requirements including chairs, tables for the stage, and risers.  
(The piano and sound system will be arranged by the Facilities Chairperson)
  - b. Appoint a master of ceremonies.
  - c. Arrange for ushers, an adequate stage crew, someone to marshal award winners, and people to hand out programs at the door.
  - d. Prepare a seating plan for use by the users, indicating seating for school classes and choral groups.
  
2. Ensure that recommended performers (or their teachers) are phoned asking them to perform at the Grand Concert. This is done with the help of the executive members at the Festival week meetings..
  - a. Performers are recommended by the adjudicators; nevertheless, it is important to achieve adequate representation and a crowd pleasing program. The following guideline is useful: (The festival secretary has a worksheet in a computer file.)
    - Band
    - Choral (non-school)
    - Choral Speech
    - Dance - two items, with representation from different studios
    - Instrumental Ensemble
    - Instrumental Solo
    - Piano - two items
    - School Music - four items (K-3, 4-6, 7-12, floater or instrumental; include items from city, county, and separate schools)
    - School Vocal Solo
    - Speech Arts Solo
    - String (separate from guitar)
    - Vocal Solo - two items
  
3. Prepare the Grand Concert program and have it printed.
  - a. Group similar events to avoid unnecessary stage movement, e.g. of risers or piano
  - b. Receive from the Fund Raising Chairperson the names of donors not included in the festival program.
  - c. Make printing arrangements in advance because printing must be done on the morning of the concert.
  
4. Keep a record of facility arrangements made for the Grand Concert.
  
5. When the Festival is over, bring any suggested changes in your job description to the attention of the Festival Secretary.
  
6. Present a written report of the Grand Concert to the annual meeting.