

Piano Ensemble 2024

Teacher Responsibilities Checklist

Pre-Registration:

- All teachers must be active status (dues paid) PMTA members before registration is accepted.
- Read and abide by the **PMTA Students Events Overview and Agreement** included in the PMTA Yearbook.
- Performers registered are at least 8 years of age by 9/2023.
- In placing your students,
 - Listen to audio/video recordings of the Music Selections posted on the PMTA Piano Ensemble web page.
 - Read carefully the **Group Level** of each piece listed on the Piano Ensemble Music Selection form.
- Read with your students/parents the Performer Rehearsal and Concert Form and inform them of the following:
 - Make sure parents/performers can commit to all the rehearsal and concert dates.
 - All rehearsals are mandatory. If an emergency health issue arises, the teacher may submit a request to the Ensemble Committee for an excused absence. Emergency is defined as last-minute and no alternatives.
 - Performers must be available to perform in both concerts if asked. There will be **two concert performances: 6:00 and 8:00**. The decision of concert placement is that of the committee and will be announced in mid-November. Performer must remain for the entire concert(s).
 - If an issue arises, all communications from the performer/family must be with the teacher and not the members of the Ensemble Committee.

Registration – September 1-October 15:

- All teachers must register their own students e.g., applies to schools/studios with multiple teachers.
- Non-refundable registration fee: \$25.00. Admission is free for the performer.
- All registrations must be submitted online. A registration worksheet is available on the website and yearbook.
- After the registration has been submitted, a “Receipt of Registration Payment” confirmation email will be sent to the teacher.
 - The teacher must wait to receive a second email “Confirmation of Ensemble Music Selections and Parts” before beginning instruction of the piece.
 - If eight (8) or more registrations have not been submitted for a music selection, that group will be cancelled. Students registered will be given an option to choose another piece.

Preparing for Rehearsals:

- Go to the PMTA/Piano Ensemble web page for Music Selections, Notes and Audio Recordings.
 - Read and share with your students.
 - Primo & Secondo Audio Recordings: Listen to and share with your students.
- Prepare Performer's ½ inch black binder containing the following:
- The original music. All digital downloads require proof of purchase at rehearsal check-in.
 - Siblings only need one copy of music if performing in the same group.
 - By late November you will receive an email containing the **Rehearsal Schedule** and **Teacher's Database Link**. With this information, you may now complete the **Performer Rehearsal and Concert Form** and place it in the student's binder (pp.1&2)
 - Read and share with your student and/or parent the Performer's requirements as stated on p. 2 of the "Performance Information and Agreement Form".
 - Make clear to them that failure to abide by these required policies could result in removal from this year's ensemble program, ineligibility to perform in future ensemble concerts and to receive PMTA Scholarship awards.
- Performers, including adults/alumni, who have participated 5 or more years in PMTA Ensemble may have their photo in the program booklet.
- Email photos (JPEG or TIFF format only) to Francisco Naranjo at franciskonaranjojr@gmail.com.
 - Performer's photo must include the student name, teacher name and the number of years the student has participated in the ensemble.
 - Performer may use a picture from the previous year. Please contact Francisco.
- Performers (including adults and teachers) will submit a video recording of their individual part, with the metronome playing, no later than January 14, 2024.
- Audition video submission instructions will be posted to the website AND emailed along with the audition video submission **upload link** to the teachers.

Rehearsals:

- Rehearsal #1 – Audition Video Submission.
- Rehearsal #2 & #3 - Camelback High School or Arizona Conservatory for Arts and Academics (ACAA), (see Music Selection or Performer's form for dates). Times TBD.
- Final Rehearsal – Arcadia High School, February 10, 2024. Times TBD.
- Concert – Arcadia High School, February 10, 2024, 6:00 p.m. and 8:00 p.m.
 - Concert Tickets \$15.00.
 - Every person, no matter the age, must purchase a ticket except Performers.
 - Must be at least 4 years old to attend the concert.
- Teachers must be available to volunteer at rehearsals and/or the concert and will be notified by email.