

AiM Performance: Level 12 Recital Procedures for the Teacher and the Level 12 Recital Coordinator

The Level 12 Teacher

Submit repertoire selections for approval by October 15 to Stephanie Myers (hisamimyvers@gmail.com). Then forward copies of this approval to both the Level 12 Recital Coordinator and the AiM Performance Chair.

Determine date, time, and location of recital: recital should take place within three months of the AiM Performance date, which is the second Saturday of March. Avoid scheduling on Wednesdays, during Spring Break weeks (mid-March through mid-April), and on weekends from mid-June through July, as judges are not readily available.

Submit date, time, and location of recital to both the Level 12 Recital Coordinator and the AiM Performance Chair, at least six weeks prior to the recital.

Oversee the preparation of program notes. (You may request samples from the Level 12 Recital Coordinator.) Send program notes to both the Level 12 Recital Coordinator and the AiM Performance Chair two or more weeks prior to the recital.

Be prepared to assist the Level 12 Recital Coordinator in acquiring music scores for judges, if needed, ahead of the recital.

At the recital location, reserve an area for the judges to view the performance. This location should be somewhat separated from the rest of the audience, provide a clear view of the performer, and include a place to display the music scores (a music stand, for example).

The Level 12 Recital Coordinator

In October, contact the AiM Theory Chair to determine which teachers have enrolled students in Level 12. Send this document to each of these teachers.

Upon request, send sample program notes to teachers.

Once you have received the repertoire approval, recital date, time, and location information, secure two judges to evaluate the recital. Use the *Level 12 Judges List*. Consult with the AiM Performance Chair regarding successful judge selection.

Once judges have been secured, send confirmation letter to include:

Date, time, location

Program notes (should be received two or more weeks in advance; indicate which selections are required)

Judging Instructions (include student's technique score)

Repertoire Score Sheet

Guidelines for Scoring Repertoire

Help the judges to acquire the music scores, if needed, ahead of the recital.

After recital, receive completed score sheets from judges. Record the average of the two scores. Forward score sheets to teacher. Communicate with treasurer requesting payment be sent to judges (\$50 each).

Communicate with teacher, judges, and AiM Performance Chair as needed to inform and to coordinate the recital.

Send receipts for expenses (printing, postage, envelopes) to treasurer for reimbursement.