

ROTARY MUSIC CONTEST ROLES AND TASKS

DATES SHOULD BE ADJUSTED FOR INDIVIDUAL CLUB TIMELINE. ENTRIES DUE TO DISTRICT MUSIC CHAIR from AG by April 3, 2024

Contests Lead

- Create and Place District Flyer on Website
- Post Rules, Application, and Judging Criteria on Website
- Send material & message to Clubs, ask them to refer names of POCs to Music Lead
- Reminders to Clubs as needed
- Check with Music Lead re. contest progress

Music Lead

- Collect names of POCs on spreadsheet
- Send POCs Application, Rules & Judging Forms; also post on website
- Optional: Reach out to Music Associations, Music Stores, Private Schools to publicize contest; assign students to home-based
- Post press release in local papers
- Follow-up calls/Pmail to club leads re. contest progress & judge recruitment
- Build Judging Team for District Judging & message timeline for completion
- Notify POCs of any applications received
- If needed, create intermediate judging team
- Edit scoresheet to include judging criteria, YouTube videos
- Notify Club's 1st place winners of District competition date
- Send Finalists to District Judges and Receive Back Scorings
- Letters to winners, their AGs and club presidents, secretaries & treasurers
- Letters to finalists, their AGs and club presidents, secretaries & treasurers
- Announcement to all other AGs, club presidents, District leadership, Contest lead
- Post winners & finalists (name, instrument, club, level) on District site
- Send winners names to District Lead, along with selfies and club presidents' addresses
- Post-contest review; make any needed changes to contest rules, flyer, scoring sheets

District Lead

- Decide on and Post Amounts of Cash Awards to 1st, 2nd and 3rd Place Winners
- Create Certificates for Winners (may fall to Club)
- Prepare checks for winners
- Mail certificates and checks to Club Presidents
- Arrange winner's performance with District Conference

CLUB IMPLEMENTATION

Club president

- Decide on and request prize money from Foundation
- Nominate Club POC
- Report name of club lead to Music Lead
- Send letter with check (received from District) to District winners

Club POC

- Post Flyer on local Club's social media and website
- Contact local high school liason to disseminate flyer to students (incl. band orchestra and choral teachers)
- Provide suggestions to Music Lead of local music stores, programs, private schools to approach
- Build Judging Teams for Club Contest
- Invite applicants and parents to a Rotary meeting
- Manage judging and winner selection process at club level
- Arrange for club winner(s) to perform at upcoming meeting
- Send Scoring sheet to music lead
- Notify applicants of results
- Send Club checks to top three winners
- Notify school music teachers of results
- Notify music teachers if their students placed in District competition
- Press Release to Local Paper Announcing Winners

ALL ENTRIES DUE TO DISTRICT MUSIC CHAIR from AG by April 3, 2024