

AIM Chair Suggested Checklist

3 months ahead

- Set up online registration form.
- Secure festival location and rooms for aural theory tests, written theory tests, keyboard skills / sight playing, and repertoire.
- Send AIM information to teachers. Include a document to advertise to other teachers and one for parents.
- Ensure AIM teachers have access to syllabus for AIM preparation. Access can be requested from Jennifer Keeley (musicjenkeeley@yahoo.com).
- Start securing paid judges. For 200 students, hire at least 5 or 6 pairs of judges (Repertoire and Sight-playing/Keyboard Skills judges).
- Check to see if there are any conflicting local events on AIM day.
- Email Jennifer Keeley (musicjenkeeley@yahoo.com) to get the tests/keys images and all forms needed from IMTA. Have her update the state website with deadlines.

2 months ahead

- Teachers will submit student entries online by a set deadline.
- If needed, submit online form through MTNA for General Liability Insurance for site location.
- If needed, receive the Insurance statement from MTNA

1 month ahead

- Gather "AIM Teacher Data" for note taking (name, email, phone number).
- Send AIM teachers a welcome email with info.
- Scheduler send confirmation of students and levels to AIM Chair.
- Scheduler finish master schedule by a deadline to AIM Chair.
- Email AIM judges/teachers the following: **MOST CURRENT VERSIONS**
 - "Guidelines for Evaluators"
 - "Guidelines for Evaluating Sightplaying"
 - "AIM Guidelines for Repertoire Evaluators"
 - "Guidelines for Grading AIM Theory Tests"
- If needed, secure piano tuner.
- Order medals from Jennifer Keeley, State AIM Coordinator. She will ship them to the AIM Chair or whoever they designate. If needed, sort medals for each teacher.
- Confirm judges, including local volunteers. It is best to choose AIM teachers that have few students entering for scheduling purposes.
- Locate and schedule student volunteers as hall monitors, registration table, graders, etc. Then send them a welcome email with festival information.

Month of Festival

- Send reminder email to parents, teachers and student volunteers. Include scheduling information.
- Assign AIM teachers and volunteers to their duties for the day and email them the information.

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- Assign 2 workers at the Registration table. These people can become runners to collect sheets at the end of the day.
 - Greeter/grader in each theory room
 - Tabulation room / table workers to help organize medals, certificates, and judges' sheets
- Copy repertoire evaluation sheets per student / level.
 - Copy Keyboard Skills form per student / level.
 - Copy answer keys for written theory and aural skills tests for administrator and grader.
 - Copy or print certificates (per # of students) on certificate paper. Certificate form is available from Jennifer Keeley, State AIM Coordinator, (musicjenkeeley@yahoo.com).
 - Print off list of medals per teacher for Tabulation room / table when distributing medals
 - Acquire a final list of judges/times/rooms from Scheduler.
 - Purchase AIM supplies: Ziploc bags (for medals); large envelopes for evaluation forms; pencils, pens (if needed)
 - Obtain name tags for each student, judge and teacher / adjudicator. Alphabetize.
 - Arrange Repertoire sheets in hour order and alphabetize within each hour.
 - Arrange all other sheets by level order and then placing the label on the corresponding sheet.
 - Sheets can then be arranged by hour and then alphabetized within the hour.
 - Staple Keyboard Skills and Sightplaying forms together with Keyboard Skills ON TOP
 - Combine the Repertoire sheet with the Keyboard Skills / Sight Playing sheets and paperclip name tag; file this packet (not including theory tests) in the order of hours, in the registration file box. (*Registration table can paper clip the nametag to each student's "packet" of evaluation sheets (not including theory tests) and alphabetize the rest.*)
 - Written** and **Aural Skills** tests can be paired together or organized by level separately. File in the theory box / folder

One week before AIM day:

- Contact Judge coordinator to make sure she has been in touch with judges
- If necessary, make arrangements for food for judges.
- You will need 2 copies of the Room Rosters. One is for the judge's packet. **DOUBLE CHECK THAT THERE IS A ROSTER FOR EACH ROOM.** Cross out any students that will not be coming and make note of any special needs students.
- You will need a "Full Student Schedule" for the registration table. Cross out any students that will not be coming.
- Make copies of list of judges and room numbers from schedule.
- Email all AIM teachers and volunteer students to remind them of their commitment and duties to help on AIM day.
- Email all Aural Skills persons access to Aural Skills test recordings. Alternatively, email "Guidelines for Administering the Aural Skills Test for AIM", the examples for major and minor melodies along with the Aural Skills tests and answer keys that they will be administering.
- Email teachers asking for students not coming and mark information on rosters (deadline by mid week before festival)
- Confirm how room will be unlocked (rooms need chair and music stand if no desk)
- Put up directional signs.
- Sharpen pencils

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- Prepare Theory Rooms:
 - Room rosters and pencils / red pens
 - Copies of “Guidelines for Grading Theory”
 - If not using recordings, one copy per room “Major and minor Melodies”
 - Answer keys for each room
 - Schedule Aural Skills judges and theory helpers meeting
- Prepare teacher’s send home packets with a student checklist/certificates/medals

One Day Before AIM:

- Mark on ALL rosters any final students that will not be coming or have special needs
- Review material for judges meeting and theory helpers meeting

AIM Day!

WHAT TO BRING:

- Registration file box
- Theory file box
- EXTRA PENS/PENCILS FOR JUDGES and TAB room
- DOCS: Medal Count, Judges room schedules, AIM Teachers info
- Medals, medal list insert and Ziploc bags for medals
- Large envelopes and certificates

AT LOCATION

- Put signs up around
- Set-up registration table and chairs
- Lay out judges and teachers nametags
- Prepare for judges meeting; organize clipboards, pencils, room rosters
- Prepare Theory Rooms
- 8:30am conduct JUDGES MEETING
- 9am conduct THEORY HELPERS MEETING
- Spread out teacher envelopes and medals in tabulation area. Start check-off process on teacher check-off list.
- RUNNER check on rooms

Judging Chair

On AIM day give judges:

- Room rosters
- Sample of evaluation sheet – showing good judging from the past
- Two extra evaluation sheets
- Guidelines for judges
- Letter explaining what they do

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- Summary pages

At the end of AIM Day

- Move all chairs from hallway back into rooms
- Make sure judging rooms have been locked

After AIM Day

- Submit "Final Festival Report" to Jennifer Keeley (IMTA AIM Coordinator)
- Send check to Maria Mann (IMTA Treasurer, address on report form)
- Send thank you email to all teachers and helpers