Clinic Host Checklist

1. Arrange clinician, site and accompanist . Email this info. to chairperson by March 14th or bring to Spring Planning Meeting. Any TBA’s MUST be cleared up by May 30th so that everything is complete for the Choral Division committee chair meeting.
2. Packets with music for clinician and accompanist will be available at Choral Arts. **You then distribute music to your clinician and accompanist AT LEAST one month in advance.**
3. **NEW: ENTER in all clinic information into our Google docs Spreadsheet NO LATER than one month prior to your clinic date. This is to include:**

* **Site and address and site fee**
* **Clinician and address**
* **Accompanist and address**
* **Site max. #**
* **Site min. # (based on site fee)**

1. Committee chair will handle all check requests for clinician and accompanist provided you have given this information to the chairperson in a timely manner. Checks will be mailed to you for you to give out at your clinic.
2. YOU must request checks for mileage or lunch reimbursement within one week of your clinic to Glenda Snead/Treasurer and send directly to the clinician and accomapanist.
3. Contact attendees by email (should get this list one week after reg. postmark deadline) with date, time, location, schedule for the day and bus parking. See the example on the website done by Cheryl Felder.
4. Email attendees the clinic rules, sign-in sheet, clinic evaluation form and individual performance form.
5. Arrange volunteers for check-in and don’t forget we will be checking NAfME membership cards this year.
6. After the clinic, send any forms received and sign-in sheets to chairperson.