

# Florida Vocal Association



## All-State Director Check list

Dear Director,

In order to assist you in your last minute preparation for All- State, please use this check list before you leave for and during the clinic in January.

- \_\_\_\_\_1. Read your hand book concerning Allstate procedures carefully!
- \_\_\_\_\_2. Contact each student to verify that there are no problems with them attending EVERY rehearsal and the concert. If there are any conflicts- it is the **RESPONSIBILITY** of the director to contact the coordinator of the choir as soon as they are aware of the conflict. **THE TICKET MUST BE RETURNED to the choir coordinator!**
- \_\_\_\_\_3. Make sure that each student has their All- State music and a pencil at every rehearsal. If for any reason a student does not have music, it is the director's **RESPONSIBILITY** to purchase (by the next rehearsal) a new packet from Head's House of Music booth in the exhibits. Photo copied music is not permitted!!
- \_\_\_\_\_4. Make sure that each student has their All-State badge and ticket with them at every rehearsal.
- \_\_\_\_\_5. All chaperones need to be registered for the conference. Any parent/chaperone who is not registered and thus do not have a badge, will not be allowed into any all-state rehearsal. Chaperones must have their official badges no later than the second rehearsal.
- \_\_\_\_\_6. Rehearsal monitors are essential for the smooth running of the all-state rehearsals. If you are signed up to monitor, please arrive at least 15 min. prior to the rehearsal and sign in with the coordinator. If for any reason you are unable to attend, you need to ensure that there is another director that will take your place.
- \_\_\_\_\_7. During the convention, make it a priority to contact chaperones to make sure that all students are attending and are on time to every rehearsal and performance. If a student is ill or is late, it is the **RESPONSIBILITY** of the director to contact the coordinator of the choir to inform them of any problems. The cell phones numbers of the coordinators are listed in the handbook.