

<b>S&amp;E - District Chair</b>			<b>S&amp;E - Host</b>		
<b>MUST</b>	<b>OPTIONAL</b>	<b>BOUGIE</b>	<b>MUST</b>	<b>OPTIONAL</b>	<b>BOUGIE</b>
Send judges information	Snacks for judges	Food for helpers (in FOA office)	Parking information	Site map	Concessions
Communicate # of rooms needed to host	Waters for judges	Coffee for judges	Reserve spaces: Rooms, warm up area, FOA office	Coordinate student helpers	Directions to the school from common local access points
Coordinate pianos or keyboard	Sharpener	Clock for judges (easy read digital -- helps keep them on time)	Arrange for piano tuning	Anything you can help the district chair with (see DC list for this event)	
Print judging sheets	Schedule printed	Individual judge bags: tissues, mint, cough drop, candy, whatever you feel relevant/have budget for/think will get them through the day more enjoyably as a person.	Unlock spaces		
Pencils	Medals on site		Post signage		
Pens	Printer		Provide required # of chairs per room		
Room signs	Extra paper: letter		Provide required # of stands per room		
Directional signs	Extra ink/toner if low				
Warm up room	File box/area to organize results by school				
Requisition forms	Extra pens & pencils				
Checkbook	Lunch orders				
District computer	Arrange for pick up/delivery of lunch				
Stand counts by room	Paperclips				
Chair counts by room	Scissors				
Judge zone in each room (table, teacher desk)	Sticky notes				
Tape to hang signs					
<b>MPA - District Chair</b>			<b>MPA - Host</b>		
<b>MUST</b>	<b>OPTIONAL</b>	<b>BOUGIE</b>	<b>MUST</b>	<b>OPTIONAL</b>	<b>BOUGIE</b>
Send judges information	Blank W9s	Coffee for judges	Parking & bus information	Anything you can help the district chair with (see DC list for this event)	Concessions
Warm up room	Blank stage ups	Food for helpers	Reserve spaces: Case area, warm up, stage, sightreading, FOA office	Instructions for groups having lunch on site	Directions to the school from common local access points
Stage/Performance area	Blank scripts	Laminated judge sheets & expo markers	Arrange for piano tuning		
Sightreading room	Printer/copier	Printed or QR program (from MPAOnline) for audience members	Unlock spaces		
Case area	Extra paper: legal (for judging sheets)	Individual judge bags: tissues, mint, cough drop, candy, whatever you feel relevant/have budget for/think will get them through the day more enjoyably as a person.	Coordinate student helpers		
Max. chair count	File box/area for results pick up by school		Post signage		
Max. stand count	Waters for judges		Site map		
Required Full Orch equipment	Snacks for judges		Provide required # of chairs		
Checkbook	Desk lamps for judges		Provide required # of stands		
Requisition forms	Stage recording (?)		Provide required full orch equipment		
Sightreading box	Notepad/scratch paper for judges				
Printed judge sheets	Calculator for judges				
Meal provisions for judges	Directional signs				
Audio recorders	Extra batteries				
Tables for judges in performance area	Tape to hang signs				
Pencils	Extra paper: letter				
Pens	Lunch orders				
Printed schedule for judges	Arrange for pick up/delivery of lunch				
Electronic copy of the handbook available	Paperclips				
Internet access (for MPA online results entry & upload)	Scissors				
District computer	Sticky notes				
Cords to connect audio recorders to computer for judge audio upload					

