



Teacher Instructions for Enrolling Students in DEMTA Recitals

The deadline for entry is **2 weeks** prior to the recital date

- Please **consult the recital calendar** for Recital Coordinator and where to send your entries.
- Each studio may enter up to 10 performances per recital. The exception is Ensemble Recitals where each studio may enter up to 14 performances.
- If a teacher wishes to place more than 6 students in a particular recital, those students will be divided between the programs offered, in order to allow room for multiple teachers on each program. Each recital is scheduled to last approximately one hour.
- When making entries, please include complete information for the Recital Coordinator. Teachers should fill out the entry form completely for each student. Give composer's full name, arranger, opus and movement, where appropriate. If the performer is singing or playing an instrument other than piano, the Coordinator will need that information. The entry form is available at www.demta.org / FORMS
- Also, let the Coordinator know if a student would like to present a brief "Spotlight" with his/her piece, such as "What is Minuet & Trio?" "Spotlights" are intended to educate the audience about some area of music and are limited to one or two presentations per recital.
- Please send your \$5-per-student recital fee to DEMTA Treasurer, Denise Bunch, within two weeks after the recital. *Note that recital fees are non-refundable.* Teachers make out one check for the total of their participating students. The form is available at www.demta.org.
- If a student is not well prepared shortly before the event, the teacher may contact the coordinator to withdraw the student up until a few days before the recital. Please try to avoid "no-shows" when possible. If a student's name is on the program but you have learned that he or she will not be there, please inform the emcee before the start of the program.
- Time requests by students will be honored as possible, but we ask that these be limited to true conflicts with other important events. Please only tell your students their recital time after it has been confirmed by your Recital Coordinator.
- Teachers should dress appropriately for recitals. Your appearance makes a statement about your professionalism and the importance you place on the event.
- Teachers who enter students in recitals are expected to assist with the event as requested by the Recital Coordinator. Please plan to come early or stay for a few minutes afterward to help. Your coordinator will arrange a work duty for you.
- Teachers should not bring studio awards to recitals, since there are students of other teachers present.