

**DUTIES OF THE TTCASC COORDINATOR**

When	Item Number	Description
3 yrs before	1.	Contact guest clinician, secure commitment, and obtain contract. Check to see if the clinician has any accompanist preferences. Honorarium is \$1,750.00. Secure a contract for All-State accompanist. Honorarium is \$1000.00
2 yrs before	2.	Maintain annual membership and attend annual meetings. Attend Executive Board Meeting if invited by TTCCDA President.
1 yr. before	3.	Maintain annual membership and attend annual meetings. Attend Executive Board meeting.
Apr 1, 1 yr. before	4.	Correspond with clinician and finalize the repertoire no later than April 1. Verify all publisher numbers are accurate. Send list to the Repertoire Committee with scans, cpdl or IMSLP links.
May 1, 1 yr. before	5.	All repertoire must be finalized no later than May 1. Send notice of final repertoire to all members. Send repertoire list to Webmaster. Send list of repertoire to AMC, JW Pepper, Penders and any other music stores deemed necessary.
Apr-May	6.	Correspond with clinician and accompanist. 1. Obtain bio and photo for clinician and accompanist, 2. Determine if instruments other than piano are needed. Send bios and photos to the Webmaster.
Apr.-May	7.	Verify instrumentalists are in the budget. Send Instrumental Coordinator, Edgar Moore, the information about instrumentalists needed so he can contract them. Also, send this information to the Logistics Chair so he knows the stage set-up for the concert.
May & August	8.	Send a letter to all region representatives reminding them of the audition/certification process. The auditions must be completed with all entry forms and fees sent to the TTCCDA Executive Secretary/Treasurer on or before December 5.
Oct. 1	9.	Send clinician's bio, and names of TTCCDA President and TTCCDA presenter (choir coordinator) to the TMEA person in charge of the program. Check with the Communications Manager, Karen Kneten at TMEA for the deadline which is normally October 1. Submit a scanned copy of the first staffed page of all selections on the program to TMEA. It must show the title and the copyright information. (If you have questions, contact Frank Coachman at TMEA.)
Oct. 1	10.	Correspond with the clinician and accompanist. 1. Tell them to bring receipts for all travel expenses. 2. Ask how many nights lodging they need. Communicate the number of nights they need lodging to the Executive Secretary/Treasurer.
Nov. 15	11.	Send final choir rehearsal schedule and rehearsal location to the executive director, TTCCDA web master, and the TMEA person in charge of the program.
Nov.	12.	Communicate with the Logistics Chair about all necessary equipment (stands, keyboards for rehearsal, etc) needed for the rehearsals, sectional rehearsals, concert, time for concert, etc.
Sept.-Oct.	13.	Obtain accompanists and directors for Wednesday evening sectionals. Check in meeting for all TTCASC members is usually 6:30 p.m. that evening.
Dec. 5	14.	After Dec. 5, contact the Executive Secretary/Treasurer to determine if alternates will be needed. Directors with alternates will be contacted by the Executive Secretary/Treasurer before the end of the fall semester if their alternates are needed.
Jan.	15.	Obtain rehearsal seating arrangement from the clinician. Tell the Executive Secretary/Treasurer and Logistics Chair the set-up for all rehearsal rooms. They need the number of chairs per row, number of sections, placement of piano or keyboard, placement of podium (platform), placement of stands. Be sure to add about 15 chairs for observing directors in the main rehearsal space and two additional chairs in sectional rooms.

Jan.	16.	The Executive Secretary/Treasurer will send the coordinator the student names of the choir to finalize the program. You should wait until the end of January to have the program printed in case there are changes. Note: you must include on the program the clinician's bio, the accompanist's bio, TTCCDA members' names with colleges represented, TTCCDA Executive Board names, and acknowledgments, and any other special inclusions. Print 500 copies of the program.
Jan.	17.	Make sure there is an efficient check-in and roll check procedure in place for rehearsals.
Jan.	18.	Verify facility arrangements for all sectional rehearsals on Wednesday evening and all regular rehearsals. Arrange with logistics chair for any equipment needed (stands, chairs, keyboards) who will communicate with the executive secretary/treasurer.
Feb.	19.	Coordinate the arrival and set-up for any equipment needed for rehearsals and performance. (Logistics Chair) The Logistics Chair should contact Frank Coachman at TMEA concerning equipment for the concert.
Feb. at meeting	20.	Remind clinician and accompanist that you need all receipts for expenses. Give these to the Executive Secretary/Treasurer for a reimbursement check. Have the clinician and accompanist complete a W-9 form and give completed form to Executive Secretary/Treasurer.
Feb. at meeting	21.	Coordinate any performance logistics (line-up, entering, instrument set-up, etc.) with the clinician.
Feb.	22.	Give checks to clinician and accompanist before the concert.
	23.	Stay in contact with the Executive Secretary/Treasurer, Jim Lee, at all times.

Year after Choir Coordinator, serve as TTCCDA President and two years after Choir Coordinator, serve as TTCCDA Past-President.