



Duties of CAMSA Workshop Leader:

1. Send out reminder email to CAMSA members 3 weeks prior with registration form for workshop. Deadline to register is 2 weeks prior to workshop.
2. Collect workshop registrations via registration form. Teachers should scan and send via email.
3. Determine the order of the performers and type the program listing the names of the teachers participating at the bottom; print off enough programs for the performers, parents, teachers, and friends you expect.
4. Arrive at the workshop site 30 minutes early to arrange the room and be ready. Colleen Katsuki (781- 259-1284) will have already unlocked the hall. You will need help from the parents to move the piano to the center of the room while being careful of the heater grate. Be sure to unplug the humidifier first!
5. Welcome people as they arrive and encourage each performer to warm up on their instrument / the piano before the workshop begins.
6. Make the workshop friendly so that students enjoy it and will want to participate again.
7. Collect the list of participants and the workshop fees (\$20 per performer or group).
8. Restore the room to the way it looked when you arrived, putting the chairs in the racks provided. Be sure to plug in the humidifier for the piano and replace the cover on it before you replace the lock on the piano. Turn off lights.
9. Mail the program and ONE check (made out to CAMSA) for the total of the registration fees paid to the CAMSA treasurer