



### **Duties of CAMSA Workshop Leader:**

- Take workshop registrations by phone or e-mail.
- 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.
- Get the keys for Bemis Hall and for the piano lock from Colleen's house. You will need to go to 226 Concord Road in Lincoln, but you will need to turn in at driveway number 218 and then turn right before the red barn. The keys will be on her green table on her front porch. If you need to call her, her cell number is (781) 775-8239. Please be sure to leave enough time to do this before the workshop as it will take another 15 to 20 minutes
- Arrive at the workshop site 30 minutes early to arrange the room and be ready. You will need help from the parents to move the piano to the center of the room, being careful of the heater grate. Be sure to unplug the humidifier!
- Welcome people as they arrive and encourage each performer to warm up on their instrument / the piano before the workshop begins.
- Make the workshop friendly so that students enjoy it and will want to participate again.
- Collect the list of participants and the workshop fees (\$10 per performer) from the Registrar.
- 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 all lights, and make sure the door is locked.
- Return the key to Colleen's front porch
- Mail the program and ONE check (made out to CAMSA) for the total of the registration fees paid to the CAMSA treasurer

### **Duties of CAMSA Workshop Registrar:**

- Arrive at the workshop site 30 minutes early to help the Leader set up the room and to get a desk or table set up for Registrar to sit at to collect registration fees.
- Bring some bills for making change (\$1's, \$5's, and \$10's)
- Welcome people, write their names down, and collect the registration fees (\$10 per performer).
- If anyone arrives late, make sure they wait until the end of a performance to enter.
- After the workshop, give the list of people along with the registration fees to the Leader.
- Help the Leader restore the room to the way it looked when you arrived.
- Turn off all lights, and make sure the door is locked.