

FORM 1
GIMTA Piano Ensemble
Teacher Responsibilities Checklist

Pre-Registration:

- All teachers must be active status (dues paid) GIMTA members before registration is accepted **or** must have paid the fee for non-GIMTA teacher participation. The fee for non-GIMTA teacher participation is \$60 and may be paid along with the registration fee for student fees (see FORM 2: Registration Instructions for Paypal payment or details on mailing in a paper check to our treasurer).
- Performers registered should have at least 1 year of piano lessons and the teacher's confidence that they can successfully play with an ensemble partner.

In placing your students:

- Listen to audio/video recordings or YouTube videos posted on the GIMTA Piano Ensemble website
 - Make sure to use the links provided; there are many YouTube performances to avoid with incorrect titles and poor performances!
- Look at the previews of each part, on the far right of the Repertoire List. These visuals will help you determine appropriate parts for each student.
- Select a piece which will not push the performer to the maximum of their ability; they should be able to focus on being part of a balanced ensemble and following a conductor.
- Remember that memorization is **NOT** required.
- Read with your students/parents the Performer Rehearsal and Concert Form and inform them of the following:
 - Make sure parents/performers can commit to the rehearsal and concert date.
 - The rehearsal is **mandatory**.
 - The performer must remain for the entire concert.

- If an issue arises, all communications from the performer/family must be with the teacher and not the members of the Ensemble Committee.

REGISTRATION: August 1 - September 1

- Non-refundable registration fee: \$40.00 per student (not per registration; a student may be registered for more than one piece, and the fee will remain \$40 for that student).
 - Registration is capped at \$100 per family.
 - If the registration fee is prohibitive to a family, please send an email with details to gimtapiano@gmail.com for scholarship consideration.
- All registrations must be submitted online. FORM 3, a registration worksheet is available on the website to prepare in gathering information before submitting registration online. Print and fill out Form 3 so you will know all the information to gather to prepare for the online submission.
- After submitting the online registration, please immediately submit payment via Paypal at <https://www.paypal.me/GIMTApiano> or via mailed paper check to the GIMTA treasurer (see “Registration Instructions” form for mailing details).
- After the registration and payment have both been submitted, a **“Receipt of Registration”** confirmation email will be sent to the teacher.
- The teacher must wait to receive a second email, the **“Confirmation of Ensemble Music Selections and Parts”** email, before beginning instruction of the piece.
 - If the minimum number of registrations have not been submitted for a music selection, that group will be canceled. Students registered for the canceled piece: their teacher will be contacted with options of other pieces on a similar level.

Preparing for Rehearsals:

- Once you have received **“Confirmation of Ensemble Music Selections and Parts”**, purchase the music for your students.
 - *If a student is registered for a piece labeled with “GIMTA Provides the Music”, please contact gimtapiano@gmail.com to request the score.
- Go to the GIMTA Piano Ensemble web page for Repertoire Recordings.

- Audio Recordings: Listen to and share with your students. These will be at performance tempo and may be used in preparation, either with listening in early stages or for rehearsing with during later stages of preparation.
- Ensure that your students are able to play their piece comfortably, observing all dynamic and articulation markings, **at the metronome setting designated on the repertoire list**
- Timeline (*recommended*) participants should be very comfortable with their music: by the end of September.
- Timeline (*required*) for submission of a recording of each student playing their piece with the metronome turned on at performance tempo: by October 25.
 - This is for the convenience of teachers and families, allowing us to not take up your time on a separate weekend for another rehearsal.
 - It is recommended teachers use lesson time the week of October 20-25 to record students and submit the recordings.
 - Recordings can be audio only - they do not need to include video.
 - Submit recordings by Oct. 25 one at a time to gimtapiano@gmail.com or 317-646-1096. An accompanying text/email message OR the file title should state the student's name and piece they are playing.
 - No response will be received for submissions. The teacher will be contacted if any student recordings have not been submitted.
- Prepare Performer's ½ inch black binder containing the following:
 - The original music. All digital downloads require proof of purchase at rehearsal check-in.
 - If a copy needs to be made for ease of page-turning, the original should be stored in a pocket of the binder.
 - If the piece is more than two pages, place a piece of strong black cardstock on the inside of each binder cover. Tape along the vertical edge of both the binder and the cardstock, which will allow the cardstock to be unfolded like a wing or folded back into the binder. This will support the additional pages without weighing them down.
 - Siblings only need one copy of music if performing in the same group.
 - Complete FORM 4: the Performer Rehearsal and Concert Form and place it in the student's binder (pp.1&2)

- Read and share with your student and/or parent the Performer's requirements as stated on p. 2 of the "Performer Rehearsal and Concert Form".
- Make clear to them that failure to abide by these required policies could result in removal from this year's ensemble program and ineligibility to perform in future ensemble concerts.

Rehearsal and Concert:

- Rehearsal is at the same location as the concert. The rehearsal schedule can be found on the GIMTA Piano Ensemble website.
 - Students should be in the building 20 minutes before their rehearsal time. Rehearsal time is when they will walk on the stage to begin working with the conductor.
 - They will check in, pick up their ensemble shirt and wear it (if they purchased one), be directed to their seat, then line up in the hallway to prepare for their rehearsal.
- The concert will take place in the evening. The specific time can be found on the GIMTA Piano Ensemble website.
- Teachers must be available to volunteer the day of the event** and will be notified by email concerning their assignment. If you have a volunteering preference, please communicate that via email to gimtapiano@gmail.com .