

TMEA Orchestra Division Region Clinic/Concert Checklist

- _____ 1. expense forms for judges
- _____ 2. patches - Region
- _____ 3. programs, announcements and introductions
- _____ 4. seating charts
- _____ 5. extra music & parts
- _____ 6. extra scores for directors to borrow and return
- _____ 7. list of participating schools
- _____ 8. refreshments: coffee, hot water - instant coffee and tea, sugar, creamer, cups and spoons, napkins, doughnuts, cookies, etc., soft drinks
- _____ 9. arrange for recording company (use ONLY companies that appear on the TMEA vendor list)

Suggestion: At the Region Concert be sure to recognize students by schools, their directors, their parents, and their private teachers (either on the printed program or verbally). It is also good to publicly thank the host school, principal and appropriate administrators.