

CHECKLIST TO HOST A GMEA EVENT

FACILITIES AND SUPPLIES		GMEA	
Chairs for Audience		W-9 Forms for Adjudicators	
<i>Chairs for Performers</i>		Adjudicator Contracts	
Performance Area		Expense Forms for Adjudicators	
Warm-Up Room		Sight Reading Music (From Division Chair)	
Choral Risers		Sight Reading Adjudicator Forms	
<i>Piano</i>		Performance Adjudicator Forms	
Performance Area		Copy of the GMEA Rules for the Event you are Hosting for the Adjudicators	
Warm-Up Room		FACILITIES AND SUPPLIES, CONTINUED	
<i>Conductor's Podium</i>		Room Designated for Performance Evaluation Office	
Performance Area		Large Envelopes Labeled With the Name of Each Participating School For Adjudicator Sheets and Scores	
Warm-Up Room		Seed Money for Change for Concessions	
Microphone/Amplifier/Speakers for Announcer		Direction Signs in Building	
<i>Music Stands</i>		Direction Signs on Highway	
Performance Area		Signs for Solo/Ensemble Panels	
Warm-Up Room		Instrument Repairman on Call	
Classrooms Open, As Needed		Parent Volunteers	
Recording Equipment for Performance		Student Assignments	
Tape Recorders for Adjudicators		Area Designated for Concessions	
Access to Electrical Outlets or Extra Batteries			
Sharpened Pencils for Adjudicators			
Desk/Table for Adjudicators			
Lighting, as Needed			
Lodging for Adjudicators			
Meals for Adjudicators			
Transportation for Adjudicators			
Custodians Notified			
Restrooms Open and Clean			
Ample Paper Products			
APS Security Notified			
Atlanta Police Notified			
Security for Parking Area			