

INSTRUCTIONS FOR CONFERENCE PLANNERS 2012

- 1) Fill out **PAGE ONE** of the *Session Request Form* for the **FIRST** session request. Please give all requested information, including title of the session, description, clinician name(s), presider's name, and equipment needed. Also, don't get too wordy with the description. Save it for the clinic! Maximum 50 words.
- 2) Fill out **PAGE TWO** of the *Session Request Form* for **subsequent** session requests. Copy PAGE TWO as needed. Please place on forms in chronological order.

Smaller divisions and committees that have had only one or two sessions in the past will submit the same request form as others and will be assigned a room and time as in the past.

- 3) **Fill out a session request for all events, including clinics, concerts, business and committee meetings, luncheons, breakfasts, etc.**
- 4) THE SCHEDULE CHAIR WILL SCHEDULE ALL SESSIONS. **“Please do not promise any specific times to clinicians/performing groups.”** Sessions may be scheduled at any time during the blocks shown on the time format, except during General Sessions and lunch. Time should be reserved in the schedule for visiting exhibits.
- 6) Band, Choral, and Orchestra divisions are reminded to also leave a session vacant for college groups.
- 7) Please remember that SCMEA does not provide cassette or CD players or computers and LCD projectors.

Consider power cords, overhead projectors, projection screens, whiteboards (markers and erasers are included automatically), easels, risers (for how many), music stands, conductor's podium.

A speaker's podium and one corded microphone will be in every room. It is not necessary to request this one. Please make a request for any additional or wireless microphones. Keep in mind that wireless microphones are expensive.

- 8) Send a hard copy of the *Session Request Forms* to **EACH** of the following, no later than **September 1, 2011**:

SCMEA President: Christopher Selby, 274 Mountain Laurel Court, Lexington, SC 29072, cselby@richland2.org

Conference Chair: Sharon Doyle, 257 Hollis Drive, Spartanburg, SC 29307, doyles@spart6.org

Equipment Chair: Jason Sprankle, 1433 St. Andrews Terrace Rd., Columbia, SC 29210, spranklejb@cctech.edu

SCMEA In-Service Conference 2012
Session Request Form, PAGE ONE

Please return copies of this form to the SCMEA President (Christopher Selby),
Schedule Chairman (Sharon Doyle) and Equipment Chair (Jason Sprankle) by September 1, 2011

Division or Committee

Name of Person Responsible for Conference Plans

Title

Home Address, Town Zip

Home Phone

Work Phone

Fax

E-mail – print please

SESSION REQUEST: **Circle One:** **Fri** **Sat**

Starting Time

Ending Time

Session Title

Description:

Clinician

From

Presider

Title

Equipment needed: _____

Recommendation for General Session Performing Group
The SCMEA President will decide scheduling.

Name of Group

Director

Home Phone

Work Phone

Address, Town Zip

E-Mail

