

Solochair Help for Elementary Chorus Chairpeople

Solochair Duties

- Collects population data and distribute numbers and part assignments
- Collects registration data, fees and invoices
- Provide chair with data file of names and all required information
- Communicates with chairpeople as to which schools did not adhere to deadlines
- Send playing permits to chairpeople
- Send program information to President

Chairpeople Duties

- Consults solochair as to how many should be in the group and how many per voice part
- Follows the elementary chorus chair guidelines to select conductor and prepare music
- Uses the information file to create the following:
 - Folders
 - Seating Chart by Height
- Sends all materials to schools

Solochair Help for Junior High Chorus Chairpeople

Solochair Duties

- Open festival and allow online registration for auditions
- Creates the audition schedule and posts it through solochair
- Enters scores from the festival into solochair and provides chairpeople, conductors and executive board with scores
- Once the ensemble is assigned by the chairpeople, creates the ensemble on solochair and posts roster
- Provides program information to President

Chairpeople Duties

- Follows the chair guidelines document to select conductor and prepare music
- Helps with selection of audition song and sends music files to webmaster
- After audition day, takes scores from solochair and works with conductor to select ensemble
- Send ensemble choices to solochair so they can print roster
- Send all materials to schools

Solochair Help for Senior High Chorus Chairpeople

Solochair Duties

- Open festival and allow online registration for auditions
- Creates the audition schedule and posts it through solochair
- Enters scores from the festival into solochair and provides chairpeople, conductors and executive board with scores
- Once the ensemble is assigned by the chairpeople, creates the ensemble on solochair and posts roster
- Provides program information to President

Chairpeople Duties

- Follows the chair guidelines document to select conductor and prepare music
- Helps send out audition quartet information and music
- After audition day, takes scores from solochair and works with conductor to select ensemble
- Send ensemble choices to solochair so they can print roster
- Send all materials to schools