

## Instructions for Regions Festival Chairs

1. Have the judges fill out the Judges Information Sheet (Virtual Audition judges do not have mileage)

2. Mail the Judges Sheets, Student Fees and Region Chair Expenses to the **ASMTA Treasurer**

Tim Smith  
1005 Ridgewood Drive  
Russellville, AR 72801

The Treasurer will send checks to judges, and to Region chairs for their expenses.

3. E-mail Region Report Form and Festival Winners Report to **State Festival Chair** by **May 1st**

Lauren Schack Clarke    [lsclark@astate.edu](mailto:lsclark@astate.edu)

Regional Festivals winners advance to compete in the State Audition. For Levels 6 through 10, all Alternates also compete in the State Audition.

\*\*\*\*State Audition Student numbers are assigned once we receive the Festival Winners Report (Due May1st). You will receive this information within 48 hours after we receive this report. We will need your help to send this information back to the teachers. Please check your email frequently!