



General Information for Teachers:

Playathon Committee Members:

Kristine Fosbenner, k.fosbenner@verizon.net, 215-380-2027

Susan Kuntz, susankuntz@hotmail.com, 484-695-0125

Rosemary Murdy-Haber, sharswoodmusic@gmail.com, 610-691-5417

Elizabeth Zemanek, ezemanek@rcn.com, 610-559-3905

Event: 2024 - Lehigh Valley Music Teachers Association Playathon – Saturday, February 24, 10 am to 6 pm and Sunday, February 25, 12 pm to 5 pm

Purpose: In this event, students seek sponsorships in the form of cash or check pledges from family, friends and neighbors for their performance at the mall. Students may perform for as long as their teacher permits. Our chapter deeply appreciates your encouragement, enthusiasm and above all, your participation in this very important event. We encourage all teachers to participate in order to share in this opportunity to raise money for our scholarships and other beneficial student programs.

****Note to prospective Frank Chesebro Scholarship applicants and their teachers** – the Playathon participation requirement has been eliminated for scholarship applicants by board decision, but we hope those considering applying for the scholarship will support the Playathon and other LVMTA events.

Donation/Registration procedure:

1. Teachers advertise Playathon early to mid-January and hand out **Pledge Sheet** and **Parent Information letter** to all families. Receive commitments from students and parents.
2. Teachers submit **Studio Registration Form**, listing preferences for days/times and venue.
3. Students solicit and collect donations PRIOR to the event.
4. Teacher collects donations BEFORE the event (if possible – this is the preferred method). All donations should be in the form of a check, payable to LVMTA.
5. Teacher completes **Student Registration Form** listing ALL participating students, and donation amounts that have been collected and submits to the scheduler by the Monday BEFORE the Playathon.
6. If there are any changes to the **Student Registration Form**, the teacher should bring an updated copy to the event to leave at the registration desk. This list is what is used at the registration desk to sign in each student. Additionally, the teacher should bring all collected donations to the event. A list of all checks included in the donation should accompany the checks. There will be a secure envelope at the desk for donations.
7. Registration desk volunteers will look up student name on the teacher's **Student Registration Form**. Check off that a donation has been made. If a donation has not been noted, the volunteer will ask what their planned donation amount is. It is possible to accept CHECK donations at the mall. NO CASH. Additionally, a tax receipt will be completed and handed to the parent based on the listed donation amount.
8. A goodie bag is given to each student and the family is directed to the performance venue.

Registration Location: The registration desk will be near the main entrance of the mall, near Barnes and Noble store and Cheesecake Factory. Students are to come first to THIS DESK at least 20 minutes before their assigned time. This will allow sufficient time to check in (which involves finding their names on the teacher's studio list, confirming the performance location and receiving a goodie bag).

Performance: All performances at the mall will be in studio recital fashion. Remind students to bring their music, if needed. To register students, please complete the **Student Registration Form** (found on the website, under Playathon). There are two forms to complete for registration, a **Studio Registration Form** where you request date, time and venues. The other form, a **Student Registration Form** is where you list each student and their donation amount that you have collected. Teachers may want to split their studios into different times/days to accommodate more students. Teachers must be present for their studio time slots. Exceptions may be made if it is just one or two students who need an alternate day/time. In this situation, the student will join another teacher's time slot.

Venue Time Availability: Due to the mall no longer being open prior to store openings for mall walkers, we no longer have the capability of starting the Playathon before the mall opens. Please do not offer times before mall opening to your students. The earliest available time to begin performances on Saturday is 10:00 am and on Sunday is 12:00 pm. We apologize for this inconvenience, but we are unable to have the doors unlocked early enough to allow early arrivals to enter the mall before the mall officially opens.

Students who need alternate times: For students unable to attend the studio's assigned time, use a separate **Student Registration Form** and indicate under their names the preferred day/time. They will be assigned a spot in another teacher's time slot that best fits their requests. Both teachers involved will be contacted about the assignments.

Volunteer time: Please note – Teachers will be assigned to work at the Registration Desk before and/or after their studio time slots, as needed. Your generous donation of time at the registration desk is greatly appreciated, as this is a big undertaking.

Registration Form Instructions: Please complete the **Studio Registration Form** by the beginning of February. Please complete the **Student Registration Form** one week prior to the event. Both forms can be forwarded to Kris Fosbenner at k.fosbenner@verizon.net as a PDF file or snail mail to Kris Fosbenner at 436 Lawn Ave, Sellersville, PA 18960. Please contact Kris with any questions. You will be given your assignments as soon as possible after the registration deadline.

Awards for Student Participation: There will be prizes awarded to students who collect the most money in donations. Additionally, everyone will receive a goodie bag. Additional benefits include discounts on field trips and other potential opportunities throughout the year.

Thank you for your support and participation!