

# TEACHER INSTRUCTIONS

Lehigh Valley Mall — February 23<sup>rd</sup> & 24<sup>th</sup>, 2019



## A. Parent Guide

- Make one copy per student and distribute.

## B. Studio Registration Form (complete and submit by scanning and e-mailing to Kristine Fosbenner or by regular mail)

- Complete the top portion of the form.
- Fill in the days and time slots of your program in order of preference, up to three choices. If you require two time slots on the same day or a slot on BOTH Sat. and Sun., be sure to check the box indicating that request and provide an explanation. Check the box next to your preferred venue. Times and venues will be assigned on a first come, first served basis.
- List each student's full name.
- Complete a separate registration for "orphans" - students who require a different time slot apart from your assigned studio block.
- Before February 8th, send the registration form to Kristine Fosbenner by scanning then e-mailing it or send via regular mail.
- Confirmation of your day(s) and time slot(s), including your Registration Desk time assignment, will be sent one to two weeks before the Playathon.

## C. Pledge Sheet and Student Donations

- Make one copy of pledge sheet per student and distribute. Each student will solicit sponsor donations for Playathon event. Parents should write a check for the total amount of cash pledges collected. Checks are made payable to LVMTA.
- Effective 2015, all donations are to be collected by each participating teacher and mailed to the Treasurer (Kristine Fosbenner) by March 10, 2019. Money turned in after the deadline date would not qualify the students involved for prizes, but of course any donations received after the deadline would be accepted.
- **Pledge sheets are to be brought to Playathon to be stamped with the LVMTA stamp and kept by the families as a record of their donation for tax purposes.**

## D. Registration and Performance

- All students must register at the official PLAY-A-THON REGISTRATION DESK located on the 1<sup>st</sup> floor between Macy's and Boscov's, 20 minutes before their performance time and before going to the performance site.
- Students will be checked in by the monitors using their names in the teacher's studio list. The student's performance location will be confirmed and the student will be directed to that location.
- The student's pledge sheet will be stamped by the monitors at the registration desk.
- Each student will receive his/her "goodie bag" at the Registration Desk and may enter a drawing for a free piano tuning

## E. Prizes

- The prizes will be awarded on or before March 17, 2019.
- An Amazon Gift Card in the amount of \$100 will be awarded to the top fundraiser. Other top fundraisers will be awarded \$50 Amazon Gift Cards. These prizes may be split in the event of ties. Additional prizes, if available, may also be given to other top fund-raisers.
- The winners of the free piano tunings will be announced at the close of the Play-a-Thon on Sunday afternoon.

## F. Some Suggestions

- Distribute copies of the map to the Lehigh Valley Mall
- Create your own cover letter to parents expressing your personal support for the program and its significance to the survival of the LVMTA.
- Remind your students to collect pledges in order to win one of the great grand prizes.
- Keep smiling and have fun!

Note to prospective Frank Chesebro Scholarship applicants and their teachers - the Play-a-Thon participation requirement has been eliminated for scholarship applicants by Board decision, but we hope those considering applying for the scholarship will support the Play-a-Thon and other LVMTA events.

### **Play-a-Thon Committee:**

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