

## 2017 PLAY-A-THON GUIDELINES FOR MONITORS

### (REGISTRATION PROCEDURE)

1. Student arrives at main entrance and provides their full name and name of participating teacher/studio. Monitor will check off the student's last and first name on the Master List. Be sure to stamp pledge form with LVMTA stamp (for tax receipt).
2. Direct the student to his or her location (see "Venue" on master list). **BE SURE TO GIVE THE STUDENT A GOODY BAG!**
3. Encourage each registrant to fill out a slip for the drawings for free piano tunings and place the slip in the jar designated for that purpose.
4. Cash donations will be accepted in the Cash donations jar. Money from jar should go into envelope, "Cash donations-Sat. and Sun." will collect envelope on Sat. will collect same envelope on Sunday.