<DATE>

Dear <NAME>:

PLEASE REPLY WITHIN 48 HOURS THAT YOU HAVE RECEIVED THIS INFORMATION. PRINT THIS LETTER FOR FUTURE REFERENCE.

I am very happy to welcome you as a participant in the <STATE> MTNA Competitions. I hope this will be a very positive performance experience for you. The competitions will be held <LOCATION>, <DAY OF THE WEEK>, <DATE>, <YEAR>, in <CITY>.

Your schedule is as follows **(all assigned dates and times are final and cannot be changed)**:

Competition I.D. Number: <I.D. NUMBER, E.G. JUNIOR PIANO #1>
Rehearsal Time in Competition Room: <DAY, DATE, TIME AND ROOM> (if available)
Warm-up Time in Separate Room: <DAY, DATE, TIME AND ROOM> (if available)
Competition Time: <DAY, DATE, TIME AND ROOM>

- Arrive at the competition site at least thirty (30) minutes before your scheduled rehearsal time.
- Sign in at the registration desk and have music checked. Besides music for you and your collaborative pianist (if applicable), bring one (1) hard copy (legal photocopies are acceptable) score for each piece listed on your registration for the judges (mark measure numbers at the beginning of each line of music). **All repertoire listed on the registration must be prepared at each level of the competition. Repertoire list is included with this email.**
- Entrants select the first work to be performed; the remaining order of the program is then determined by the judge(s). Entrants may be stopped during the performance of any work (including first chosen work) due to time constraints. The judge(s) will hear a portion of each work. However, they are not required to hear part of each individual movement of a larger work when the program is over time.
- Information about practice rooms will be available at the registration desk (if available).
- Be outside the competition room ten (10) minutes before your scheduled performance time.
- All entrants should be present for the announcement of the results of the competition, if possible.
- **State Winners will be required to submit online a photo, 75-word bio and other PR information immediately following the State Competitions. Follow instructions in the email you will receive following the state competitions.**
- **State Winners will be required to submit a video of their competition repertoire no later than December 2 at 3:00 P.M. Eastern Time.**
- **Follow instructions in the email you will receive following the state competitions.**
- MTNA recommends that entrants younger than age eighteen (18) be accompanied by an adult at all levels of the competition. MTNA will exercise all reasonable caution to provide a safe environment for all entrants but cannot guarantee the safety of all entrants.
- Teachers, coaches, entrants, parents and guardians should not interact in any way with judges before or during the competition at any level.

Enclosed are directions to the competition site, parking information, registration location, additional information and a list of the repertoire that is on your application. Please feel free to contact me if there are any question or concerns.

Should circumstances prevent you from competing in the State Competitions, contact me immediately.

When emailing competition officials, include the state and competition category in the subject line of your message (e.g. TX Junior Piano). Also, make sure your full name is in the email. Additionally, please be sure to check your spam/junk email folders regularly to ensure you receive all communications regarding the competitions.

I look forward to meeting you in <CITY>.

Sincerely,

<NAME>
<JUNIOR, SENIOR AND SO ON> State Competitions Coordinator

<HOME PHONE>
<EMAIL>