

Quartet School Procedure

2-3 Months prior

1. Establish 2 possible dates (Saturday) for your school. The “preferable” date is 4-5 weeks prior to the Division Contest in your Division.
2. Select a Venue to hold the event (Church or School that is low cost).
 - a. 4 rooms for Quartet coaching
 - b. Commons/Fellowship hall for general session and lunch.
3. Contact the ADC Coordinator to get ADC members as coaches for your school.
Judd Orff - juddorff3108@msn.com or Harry Hanson - bbsharry@tds.net
4. Prepare and mail publicity to Chapters and Quartets in your Division

One (1) Months prior

1. Contact Chapters & Quartets as follow-up.
2. Start to develop Quartet/coaching matrix for your school.
3. Determine lunch needs:
 - a. Sandwiches (Subway, Grocery, box lunch, etc.)
 - b. Pop, Napkins, etc..
 - c. Bottled water

Day of Quartet School

1. Pick up lunch supplies & bottled water
2. Venue open by 9:00 am

Schedule

- 9:30 - 10:45 - Session I
- 10:55 - 12:10 - Session II
- 12:10 - 1:00 - Lunch break
- 1:00 - 2:15 - Session III
- 2:15 - 3:00 - Performance time and closing

End of day Before leaving:

1. Put all chairs and tables back where they were
2. Empty waste baskets
3. Remove trash from building
4. Make sure all doors are locked when you leave