

# 2020 SAM STATEWIDE GRADUATION RECITALS

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## Information for Teachers

March 14, 2020 – Benson Great Hall

### **To Do Before Graduation Day:**

- Listen to each YouTube link of a student recording and write on a comment form for each video. Bring completed (non-folded) comment forms with you on Graduation Day to place in the teacher folders.
- Schedule the day to be with your students and volunteer to help. Please contact our Volunteer Coordinator Meredith Vaughan, if you would like to volunteer: [meredith.mv@gmail.com](mailto:meredith.mv@gmail.com) or 651-328-1207.

### **To Do Before the Graduation Recital:**

- Pick up your nametag at the registration table in the Benson Great Hall Lobby.
- Place each completed comment form in the corresponding teacher's hanging file folder in the Benson Great Hall Lobby.
  - Please do not fold, crumple, or tape anything to the comment forms. Many students like to keep their comment forms as mementos.

### **To Do After the Graduation Recital:**

- Hand out your students' trophies in the lobby.
- After the recital, you are responsible for picking up the following materials for your studio:
  1. Completed Comment Forms: Your teacher hanging file folder will contain the completed comment forms that have been returned to you for your students. Please leave your hanging file folder in place and take an empty envelope to keep your graduates' completed comment forms flat and dry.
  2. Trophies for students who did not attend Graduation.
  3. If you have been designated as a substitute for a teacher who cannot attend Graduation, please pick up their students' completed comment forms and trophies.

If you cannot attend Graduation you must have a substitute to represent you. (You may have designated a substitute in your registration form). The substitute is responsible for handing out your students' trophies as well as picking up all other materials that belong to your studio.

*Note: There is a \$25.00 packing and mailing fee for any materials or trophies left at graduation.*

**The Graduation Committee appreciates your attention to these details.**