

**TMTA STUDENT AFFILIATE BOOTH COORDINATOR
JOB DESCRIPTION
May 2019**

1. Follow the *Standing Rules for the Student Affiliate Committee* and *TMTA Policies and Procedures*.
2. Submit articles for fall and spring issues of the *TMT* to the VPSA by the deadlines.
3. Attend the Midwinter SA board meeting in January and two convention TMTA SA Coordinators' meetings in June.

Creative Video Contest

1. Review the contest topics and revise if necessary. Be prepared to submit to the SA Council at the June Convention meeting.
2. Beginning in January, secure judges for the contest.
3. Acquire the videos after the deadline and coordinate with judges.
4. Inform the TMTA Office Staff of winners. Coordinate to distribute prize money at the publications awards ceremony.
5. Coordinate with the TMTA Office Staff to post QR codes to access the videos online during the Student Affiliate Fair at the convention.

Student Pages

1. Student pages will sign up for various paging positions at TMTA using Sign Up Genius. This will be coordinated by the TMTA Office Manager.
2. Print a sign in sheet for pages and leave at the SA Booth.
3. Check in with the SA Booth at the beginning and end of each day.
4. Confirm the printing of page certificates with the TMTA Office in May.
5. At the end of the convention, coordinate with the TMTA Office Manager to calculate page points and award Page of the Year, 1st and 2nd runner up, essentially the top 3 pages with the most hours. Winners will be announced at the last ensemble concert and given corresponding checks in the amounts of \$50, \$25, and \$25. Present those at the last Ensemble performance.

SA Fair

1. Request two student pages to help set up one hour before the fair begins.
2. Request 8 – 10 student pages to run the fair for the full time. Give them instruction how to run each game.
3. Request two student pages to help tear down the fair.
4. Confirm with TMTA Office Staff the venue for the SA Fair.
5. Look over the games beginning in April/May. Make any improvements, changes, or additions needed. Order prizes as needed.
6. Bring all games and handouts to the convention. Be prepared to monitor the SA Fair in case of questions or problems.
7. Instruct student pages to collect the game tickets from participants when they come to select a prize. This will help when calculating the number of people who participate.