



## Guidelines for Coordinators

### NPM Local Cantor Intensive

The following guidelines suppose that a coordinator is someone separate from those doing the actual presentation and, in the case of the Basic Cantor Certificate, the adjudication. This is just one way to approach the process (but it is the recommended approach). After a date, site, clinician(s), and accompanist have been chosen, a coordinator should take care of the following details.

#### 1. Find a place

The coordinator should contract with a host site (parish, school, retreat center—to name a few possibilities) and contact the host site to be sure that there is sufficient space for the event, that chairs will be available, that there is an in-tune instrument available for the day. The site should also include a spot for check-in (with table and chair), a table for water and juice, and space for lunch (either brown-bagged, purchased by participants for an available fee, or purchased at a local eatery). If there will be a Basic Cantor Certificate exam after the intensive has finished, then there should be tables and chairs available for the test.

Arrange for a local on-site phone number (preferably a cell phone number in case of any emergencies that might pop up on the day itself) for the workshop site. This will help coordinators and clinicians as well as participants in case of issues on the day of the event.

Find a GPS-suitable street address for the location, i.e., an address that can be entered into a car GPS system.

#### 2. Set a plan for advertising the event

Use whatever communication channels are available in the area, such as the diocesan newspaper or website, parish bulletins and websites, and local newspapers or town websites that offer free advertising for local and community events. The advertising should include the e-mail address (and phone number, if appropriate) of the coordinator.

##### **[Sample ad]**

##### **Cantor Workshop**

We are planning a cantor workshop—local, one day, reasonably priced, with expert clinicians. Many parishes in our area are looking for just such a session. This Local Cantor Intensive, sponsored by the National Association of Pastoral Musicians (NPM) is scheduled on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ Parish! Only the first \_\_\_\_\_ participants will be accepted, so interested cantors should register by contacting \_\_\_\_\_ at \_\_\_\_\_ as soon as possible. (Registration deadline is \_\_\_\_\_.) Topics to be covered include the liturgical role of the cantor, the Psalms,

animating the assembly, and more! A completed application and the \$20 registration fee should be brought to the session at \_\_\_\_\_ on \_\_\_\_\_ (do not mail these).

### **3. After a participant e-mails interest**

The coordinator may answer with the following:

Dear \_\_\_\_\_ ,  
I'm glad to hear of your interest in the NPM Local Cantor Intensive! Attached to this e-mail, please find the registration form for this event. Please let me know, as soon as possible, whether you intend to participate, because space is limited. Once I know you'll be coming, I'll add your name to the list of registrants. When you come to [place] \_\_\_\_\_ on [date] \_\_\_\_\_, please bring the registration form and the \$20 fee. The fee may be paid with a check, or you can fill in your credit card information on the registration form. I look forward to seeing you.  
[Coordinator's name]  
Local Coordinator, NPM Local Cantor Intensive e

#### **(If there are space restrictions: Response to late registrants)**

Dear \_\_\_\_\_ ,  
I'm glad to hear of your interest in the NPM Local Cantor Intensive, but I'm sorry to tell you that the \_\_\_\_\_ session is full. The response was wonderful. All of the available spaces have been filled. When we schedule another NPM Local Cantor Intensive, would you be interested in attending?  
[Coordinator's name]  
Local Coordinator, NPM Local Cantor Intensive

### **4. Immediate preparation**

Provide name tags for the participants.  
Make copies of any handouts or supplies for the clinician, if necessary.  
Arrange for water or other refreshment for the participants (and lunch, if that will be offered).  
Double-check that all arrangements with the site are firm.  
Collect NPM membership forms to be available for non-members on the day of the event.

### **5. On the day of the workshop**

The coordinator should arrive at least 45 minutes early (or earlier) to check the set-up, welcome early-birds, and collect registration forms and fees.

Put out water or other refreshments or store these to be put out later in the day. Make sure that facilities for lunch are prepared and that the food will be delivered on time.

Be sure candidates for the BCC have a copy of their music for the accompanist if necessary.

## **6. When the day is done**

Send registrations, fees, and a list of participants to the NPM National Office in Silver Spring, Maryland.

If any participants completed the requirements for the BCC, send that list, along with any fees involved, and the participant's name as that person would like it to appear on the certificate. Please ask that the name be printed as neatly as possible.

Be sure to send thank-you notes in your name and in the name of the association to those involved in arranging for the site and to any other people who participated in arranging this event.