



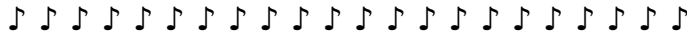
# Syllabus Time Request Form

## OMTA Eugene District

\_\_\_ Fall  
\_\_\_ Spring

All forms, fee schedules and recent changes are available on the State website: [www.Oregonmta.org](http://www.Oregonmta.org)  
If you don't have an access to the Internet please contact syllabus chair *before* deadlines are due.

- All teachers must schedule a conference for every Syllabus in which they participate.
- Dates and adjudicators are assigned by the State Chair and State Scheduling Chair. We are obliged to fill these assigned days according to adjudicator availability.
- When requesting days and times, please consider weekdays and Sunday mornings.
- If we can use your studio, and your students fill fewer than 7 hours, we ask that you host other students.



Teacher: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Number of students you plan to enroll: \_\_\_\_\_ Number of Level 10 students: \_\_\_\_\_

Total time requested: \_\_\_\_\_

**Be specific!** Add the total minutes for each student, according to level, and **add your conference time.**

Do you have Internet access to download your own forms from the State website? Yes: \_\_\_ No: \_\_\_

Request for days and times: We try to schedule approximately 3.5 hours AM and 3.5 hours PM. The days usually begin at 9:00 AM and end at 5:30 PM. Adjudicators have 60 minutes for lunch and two 15 minute breaks. It benefits all if adjudicators have no more than 7 hours of evaluations per day.

Indicate 1<sup>st</sup> and 2<sup>nd</sup> choices:

Thursday*	AM ___	Friday*	AM ___	Saturday	AM ___	Sunday	AM ___
	PM ___		PM ___		PM ___		PM ___

*\*Thursday and Friday for Spring Syllabus only*

Specific times to avoid: \_\_\_\_\_

May we use your studio? Thursday: \_\_\_ Friday: \_\_\_ Saturday: \_\_\_ Sunday: \_\_\_

**Send this form to the syllabus chair.**

[Fall and Spring Syllabus](#)