



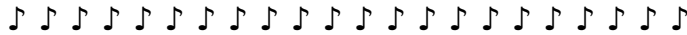
Syllabus Time Request Form

OMTA Eugene District

___ Fall
___ Spring

All forms, fee schedules and recent changes are available on the State website: www.Oregonmta.org
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 1st and 2nd 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](#)