

Middle TN School Band and Orchestra Association

Request for Director Substitute at MTSBOA Event

Directors are expected to be present at any MTSBOA event in which their students are participating. This form is to be used to reassign responsibility for student supervision in cases where the director cannot be present because of unavoidable conflict. Note: MTSBOA By-Laws regarding All-Mid-State Auditions, All-Mid-State Clinics, and Solo and Ensemble Festivals state that failure to follow procedure for student supervision may result in students being unable to audition or perform. This form should be submitted to the Executive Committee by the meeting prior to the event concerned.

Director Name:	
School:	
MTSBOA Event:	Date:
Reason for director absence:	
Names and grade levels of students at event: (Attach separate sheet if more convenient.)	
Substitute Name:	
Substitute's relationship to the school program: (student's parent, other teacher or school staff, etc.)	
Emergency contact phone number for substitute on day on event:	
Emergency contact phone number for director on day of event:	
Director Signature:	
Substitute Signature:	
School Principal Signature:	