



PROCTOR HIGH SCHOOL FINE ARTS DEPARTMENT

Fine Arts Department Head  
Jeremy Ukena  
(315) 368 6400

jukena@uticaschools.org  
1205 Hilton Ave  
Utica, New York 13501

Festival Assistants Letter

Date: April 2007

Dear Student/Adult Assistant:

Our School District is hosting the NYSSMA Solo and Ensemble Festival at Proctor High School on May 4<sup>th</sup> and 5<sup>th</sup> 2007. There will be many hundreds of students participating from many surrounding districts. We will have State-appointed adjudicators auditioning these students. It is a major project and we need your help.

There are various jobs that have to be done and they are all vital and interesting. I have listed below the kinds of jobs that have to be filled and are asking you to sign up for one or more choices for Friday or Saturday or, preferably, for both days. If you need community service hours, I will be happy to sign your forms.


Please complete the form and return it to me at the address below ASAP. You may also go online at <http://www.uticaschools.org/proctorch> and look for NYSSMA Solo Festival at Proctor to fill this out and email it to me at [jukena@uticaschools.org](mailto:jukena@uticaschools.org).

Sincerely,

Festival Chairperson  
1205 Hilton Avenue  
Utica, NY 13501  
368-6400

Dear Mr. Ukena

I would like to fill one of the jobs listed below and have indicated my preferences by entering: #1, #2, #3, etc. for my choices

	2:00-6:15 Friday Afternoon	6:30-9:30 Friday Evening	8:30-12:00am Saturday Morning	12:00-5:00 Saturday Afternoon
Room Assistant 	_____	_____	_____	_____
Information Desk	_____	_____	_____	_____
Form Collector	_____	_____	_____	_____
Recorder	_____	_____	_____	_____
Runner/ Assistant	_____	_____	_____	_____
As Needed	_____	_____	_____	_____

Student's and/or Parent's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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