

# TEACHER INSTRUCTIONS

Lehigh Valley Mall — February 22<sup>nd</sup> & 23<sup>rd</sup>, 2025



## A. Parent Guide

- Make one copy per student and distribute.

## B. Studio Registration Form (complete and submit by scanning and e-mailing to Kristine Fosbenner as a PDF or send by regular mail)

- Fill in the days and time slots of your program in order of preference, up to three choices. If you require two time slots on the same day or a slot on BOTH Sat. and Sun., be sure to check the box indicating that request and provide an explanation. Check the box next to your preferred venue. Times and venues will be assigned on a first come, first served basis.
- Complete a separate registration for students who require a different time slot apart from your assigned studio block.
- Before February 1st, send the registration form to Kristine Fosbenner by scanning and e-mailing it or send via regular mail.
- Confirmation of your day(s) and time slot(s), including your Registration Desk time assignment, will be sent one to two weeks before the Playathon.

## C. Pledge Sheet, Student Donations and Student Registration Form

- Make one copy of pledge sheet per student and distribute. Each student will solicit sponsor donations for Playathon event. Parents should write a check for the total amount of cash pledges collected. Checks are made payable to LVMTA.
- Effective 2024, all donations are to be collected by each participating teacher and brought to the event. Students are to be encouraged to collect and hand in donations by two Fridays before the event. Donations will be accepted after the event. Money turned in after the deadline date would not qualify the students involved for prizes, but of course any donations received after the deadline would be accepted.
- A Student Registration Form should be submitted to the scheduler no later than the Monday BEFORE the event. All participating students and donation amounts should be listed on this form. The teacher may bring an updated form to the event, if there are changes.
- **Official Tax Receipts will be available at the registration desk for anyone who would like one.**

## D. Registration and Performance

- All students must register at the official PLAYATHON REGISTRATION DESK located on the 1<sup>st</sup> floor between Macy's and Boscov's, 20 minutes before their performance time and before going to the performance site.
- Students will be checked in by the monitors using their names in the teacher's studio list. The student's performance location will be confirmed and the student will be directed to that location.
- If the student has not made their donation, it is possible to make it at the desk, in the form of a check ONLY. If desired, a tax receipt will be available.
- Each student will receive his/her "goodie bag" at the Registration Desk.

## E. Prizes

- The prizes will be awarded on or after March 14, 2025.
- An Amazon Gift Card in the amount of \$100 will be awarded to the top fundraiser. Other top fundraisers will be awarded \$50 Amazon Gift Cards. These prizes may be split in the event of ties. Additional prizes, if available, may also be given to other top fund-raisers.

## F. Some Suggestions

- Distribute copies of the map to the Lehigh Valley Mall
- Create your own cover letter to parents expressing your personal support for the program and its significance to the survival of the LVMTA.
- Remind your students to collect pledges in order to win one of the great grand prizes.
- Keep smiling and have fun!

\*\*Note to prospective Frank Chesebro Scholarship applicants and their teachers - the Playathon participation requirement has been eliminated for scholarship applicants by Board decision, but we hope those considering applying for the scholarship will support the Playathon and other LVMTA events.

## PLAYATHON COMMITTEE:

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