

**Suzuki Piano Teachers Guild  
of the Twin Cities Area**

**[www.SuzukiPianoTC.org](http://www.SuzukiPianoTC.org)**

**2019-2020**

**HANDBOOK**

**Version 9/1/2019**





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## SPTG

An organizational meeting was called in 1984 inviting all who were interested to meet at Betty Lou Nelson's home. The Suzuki Piano Teachers Guild was formed with 12 active members; a total of 30 members joined, electing Peggy Denler as their first president. The initial goals set by the group were:

- To promote Talent Education as conceived by Dr. Shinichi Suzuki.
- To promote learning and sharing of ideas among Suzuki Piano Teachers by lecture, demonstration and observation, and friendly discussion of mutual concerns.
- To provide a social and professional atmosphere among Suzuki Piano Teachers.
- To provide an outlet for further education of the community.

In 1996, a state organization, the vision of violin Teacher Trainer Nancy Lokken, was formed. It eventually became the Suzuki Association of Minnesota (SAM) and included representation of all the instruments taught through the Suzuki Method in Minnesota.

## SPTG AND SAM COLLABORATION

SAM functioned to provide a venue for instrument statewide graduation recitals and trophy recognition for book graduates. SPTG, which had an established ongoing program of spring recitals, assumed the responsibility of including SAM piano graduates within the framework of its Spring Festival. SPTG has been honored to continue this tradition as we recognize the positive impact piano book graduate performers have on all our recital participants!

In 2003, SAM became both a state and nationally recognized 501 C 3 non-profit and affiliated with the national organization SAA.

## SPTG PRESIDENTS

- |             |                      |             |                   |
|-------------|----------------------|-------------|-------------------|
| • 1984—1986 | • Peggy Denler       | • 2002—2004 | • Mary Skellenger |
| • 1986—1988 | • Betty Lou Nelson   | • 2004—2006 | • Barbara Rossow  |
| • 1988—1990 | • Theresa Noble      | • 2006—2007 | • Suzanne Greer   |
| • 1990—1994 | • Rochelle Mazze     | • 2007—2009 | • Andrea Nelson   |
| • 1994—1996 | • Mary Skellenger    | • 2009—2011 | • Beth Turco      |
| • 1996—1998 | • Aljean Svendsgaard | • 2011—2013 | • Sara Kotrba     |
| • 1998—2000 | • Nancy Pederson     | • 2013—2015 | • Suzanne Greer   |
| • 2000—2002 | • Mary Kay O'Neill   | • 2016—2019 | • Rochelle Mazze  |



# CALENDAR

## MEETINGS

**Location:** Schmitt Music Edina (Unless noted)  
Southdale Square, 2906 West 66th Street, Edina, MN  
55423

Brooklyn Center Contact: Sue Dopp:  
sue.dopp@schmittmusic.com

Edina Contact: Nancy Ouska  
nancy.ouska@schmittmusic.com

**Dates:** Third Tuesday of September, November,  
January, March and May.

10:00 AM – Social time  
10:15 to 10:55 AM – Business meeting  
11:00 AM to noon – Pedagogy presentation

### Questions?

Contact Rochelle Mazze (see SAM Directory online)

**September 17, 2019** Annette Lee: Transfer Students. (Brooklyn  
Center, Schmitt Music)

**November 19, 2019** Mary Louise Knutson : Jazz as a Second  
Language

**January 21, 2020** Rebecca Shockley: Mapping Music.

**March 17, 2020** 9 AM Membership Meeting at **remote location**,  
10 AM Digital vs Acoustic Piano Presentation

**May 19, 2020** Teacher Forum—Possible topics: performance  
anxiety, parent opinions matter!

## RECITALS

### ADVANCING STUDENTS RECITALS

**February 1, 2020** Antonello Hall, MacPhail Center for Music, Minneapolis  
Registration opens November 1, 2018.  
Registration and YouTube videos due December 15, 2019  
Critiques due back to teachers by January 8, 2020

### SPTG FESTIVAL & SAM PIANO GRADUATION SAM UPPER LEVEL GRADUATION RECITAL

**March 7-8, 2020** Sundin Hall, Hamline University, St. Paul  
Registration opens December 1, 2019.  
Registration and YouTube videos due January 15, 2020

### PIANO SOLOISTS RECITAL

**March 14, 2020** SAM Graduation, Benson Great Hall, Bethel University, St. Paul  
Registration and YouTube videos due January 15, 2020

## SUZUKI PEDAGOGY AREA EVENTS

**SAM FALL WORKSHOP** **November 1-3, 2019** **Teacher workshop:** Edmund Sprunger, Guest Clinician

### SEMSA WORKSHOP (SOUTHEAST MN SUZUKI ASSOCIATION)

**Events 2019-2020** See SEMSA Calendar <http://www.semsa-suzuki.org/node/2>

### SAA 19TH BIENNIAL CONFERENCE

**May 21-25, 2020** Hilton Minneapolis and Minneapolis Convention Center  
*Learning Suzuki-Style*

### MMTA 2020 CONVENTION

**June 7-9, 2020** Hilton DoubleTree Park Place, St. Louis Park, MN  
Randall Faber, Guest Artist



# ORGANIZATION

## ORGANIZATION

**MISSION STATEMENT** The Suzuki Piano Teachers Guild (SPTG) promotes and supports excellence in teaching for Suzuki Piano teachers primarily in the Minneapolis-St. Paul metropolitan area. The Guild subscribes to the philosophy and method of Suzuki Talent Education founded by Dr. Shinichi Suzuki and is supportive of its international, national and state organizations.

**PURPOSE** The Suzuki Piano Teachers Guild promotes Talent Education by providing the following:

- A forum for professional development of its members through lectures, demonstrations, observation and discussion of mutual concerns.
- Performance opportunities for students of guild members.
- Periodic opportunities for parents who support their role as “home teacher”.

**MEMBERSHIP** **Renewal by September 1st.**

**ACTIVE MEMBERSHIP** Membership in the Suzuki Piano Teachers Guild is open to teachers who are: 1) teaching the Suzuki Piano Method; 2) active members of the Suzuki Association of the Americas (SAA) which includes its affiliate, the International Suzuki Association (ISA). Membership in the Suzuki Association of Minnesota (SAM) is strongly encouraged.

Members are expected to study Suzuki pedagogy in SAA approved institutes, university long-term degree programs or individual apprenticeship programs and to register completed teacher-training units with the SAA according to their guidelines. Registration required.

Members are expected to support the Guild by:

1. Working at recitals
2. Holding office
3. Assisting with projects
4. Recruiting new members

Membership provides voting privileges. During meetings, SPTG business is determined by a simple majority vote of members present. Proxy votes by members not attending a meeting can be submitted to Board members prior to the meeting.

**ASSOCIATE MEMBERSHIP** This membership option is available for one year to new teachers. It is also offered, without time limits, to interested others [parents, college students (while in school) and community members] who wish to become acquainted with the Suzuki Piano Method. Associate members may attend all meetings and special events, but are not eligible to vote, hold office or place students in recitals.

**HONORARY MEMBERSHIP** Category for retired members who have served in SPTG Board positions. Members receive newsletters and may attend meetings.

**LIFETIME MEMBERSHIP** Category for all retired members. Members receive newsletters and may attend meetings.



## ORGANIZATION (continued)

**FINANCIAL SUPPORT** Income for the Guild comes from membership dues and fees charged for recitals. A yearly budget report is presented to the members at the May meeting.

- Annual dues—Active members: \$25; Associate members: \$15. Due August 15th.
- Student recital fees are \$20.00 for SPTG events and are non-refundable.
- SPTG Board members can determine disbursement of treasury funds based on discussion by the Board.

**STRUCTURE**

- Officers are elected for two-year terms at the May meeting.
- The Executive Board consists of the elected officers (President, President-elect, Program Coordinator, Membership Coordinator, Secretary, Treasurer, SAM Liaison and the immediate past president).
- The executive board meets four times a year.
- All terms are for two years. Board members may be re-elected after completion of a term.
- A nominating committee, consisting of one current officer and two members-at-large, will be appointed by the Executive Board at the general November meeting preceding an election year.
- In case of a vacancy in any office, a special election can be called at any time by the president.

## TEACHER MEMBERSHIP RENEWAL

**STEP 1** **Go to our website: [www.SuzukiPianoTC.org](http://www.SuzukiPianoTC.org)** – (The name refers to **Suzuki Piano** teachers in the **Twin Cities**) SAM members who are not members of SPTG cannot have their graduating student's participate in the Spring SPTG sponsored Festival.

**STEP 2** Use the links at the top of the page to access **Membership** Membership in SAM highly recommended but only required for certain SPTG/SAM co-sponsored events. Membership in SAM use this link. [suzukimn.org](http://suzukimn.org).

## SUZUKI LOCAL / STATE / NATIONAL ASSOCIATIONS

**SEMSA** Southeastern Minnesota Suzuki Association — <http://www.semsa-suzuki.org>

**SAM** Suzuki Association of Minnesota — <https://suzukimn.org>

**SAA** Suzuki Association of the Americas — <https://suzukiassociation.org>.



# OFFICERS

## OFFICERS AND RESPONSIBILITIES

**PRESIDENT,  
ROCHELLE MAZZE**

- Set agendas and conduct meetings for the organization and the Executive Committee.
- Establish programs for coming year with the Executive Committee.
- Organize officer elections and delegate responsibilities, including volunteers for events.
- Notify members of meetings.
- Revise SPTG Handbook annually.

**TREASURER,  
JILL THOMAS**

- Maintain financial records and provide regular written and annual financial reports.
- Collect dues and fees.
- Pay presenters after the meeting and fees for events.
- Notify Membership Director of paid members and which past members have not paid current year dues.

**SECRETARY,  
JUDY MEISNER**

- Keep minutes of meetings and distribute to members via email or mail.
- Maintain records of events.
- Keep record of attendance.
- Write thank you notes to presenters and churches.

**MEMBERSHIP,  
MARY SKELLENGER**

- Maintain data (name, address, contact information) of current membership which is shared with members of the Board.
- Contact previous members and inquire if they would renew for the current year.
- Welcome prospective new members and determine whether they wish to be included in membership mailings.

**FORMS AND DATA,  
BEATRIZ AGUERREVERE**

- Design and produce all necessary forms for membership, workshops, graduation, and special events.
- Format Membership Directory and Handbook.
- Coordinate online registration services.
- Design and update SPTG website.

**SAM LIAISON AND  
PIANO GRADUATION  
CHAIR  
SARA KOTRBA**

- Maintain communication between SAM and SPTG.
- Provide the SPTG Board with reports on SAM activities and decisions.
- Organize the Piano Graduation committee and ensure follow through on assigned activities.

**PROGRAM  
COORDINATOR,  
MARY KAY O'NEILL  
(Non-board)**

- Make arrangements with outside speakers for meetings.
- Arrange for space for meetings and special events (recitals, etc.).
- Communicate to Treasurer financial arrangements with speakers and event personnel.
- Arrange venue for May SPTG members' lunch.

**ADVANCING RECITALS  
CHAIR  
SUZANNE GREER  
(Non-board)**

- Select recital venue and set recital date and registration deadlines.
- Collect student registration forms, arrange and print recital programs.
- Manage volunteers for refreshments and other duties on recital day.





# COMMITTEES

## ADVANCING RECITALS COMMITTEE

The Advancing Recitals Chair coordinates several people to assist with the duties below:

- ADVANCING  
RECITALS  
CHAIR**
- Bring foot rests
  - Organize snacks and beverages
  - Purchase gift certificates from Schmitts
  - Register
  - Seat students
  - Announce student names, pieces and raffle winners
  - Clean-up at end of event.

## SPTG FESTIVAL AND SAM GRADUATION COMMITTEE

The SPTG and SAM Graduation Chair functions as a SAM liaison and coordinates a committee to assist with the duties below:

- RECITAL  
PROGRAM  
COORDINATOR**
- a) Organize all of the graduate and non-graduate registrations into recitals.
  - b) Send list of students' schedules to their teachers for proof reading.
  - c) Make list for trophy coordinator and SAM trophy contact in order to arrange trophies by performance hall and book number.
  - d) Send final draft (completely proof read and edited for consistency to Graphic Designer). Graphic Designer produces printed programs for the event.
  - e) Send all information to Forms Coordinator to make labels and prepare registration books.
- VOLUNTEER  
COORDINATOR**
- Organize the teacher duties for the event day as follows:
- **Registrar:** Check-off students, alert announcer of changes, hand out name tags and graduation packets. (Note: The name tags for graduating students are in their graduation packets.)
  - **Announcer:** Start recital at appointed time, read welcoming statement, announce names and pieces for each performer, read graduation statement and call students to stage for trophy presentation.
  - **Usher:** Before recital: Seat students in assigned (numbered) seats 10 - 15 minutes before recital begins. During recital: Facilitate the movement of students from their assigned seating to the "Ready Chair."
  - **Stage Seater:** Before recital: Separate the trophies to be awarded at this recital. During recital: Adjust footstool & bench for students, assist students with piece in the event of performance problems, present trophies at graduation.
  - **Door Monitor:** During recitals, allow people to exit or enter only during applause. Find teachers to bring one adjustable bench and one set of footstools for each recital location.
  - **Stage Tools Procurement:** Procure one adjustable bench and one set of footstools for each recital location.
  - **Beverages and snacks volunteer:** Purchase and ensure set-up of paper goods, some fruit, healthy snacks, cookies, water, hot and cold beverages available for use by all the teachers volunteering on that day. Make sign "For Teacher use only" to avoid confusion.



# COMMITTEES

## SPTG FESTIVAL AND SAM GRADUATION COMMITTEE

continued

### **PIANO GRADUATION VIDEO COORDINATOR**

Teachers follow online instructions from the SAM website ([suzukimn.org](http://suzukimn.org)) to upload student video to YouTube. SAM Piano Video Coordinator will distribute the video links to be evaluated. The coordinator assigns and distributes the following to each each SAM teacher evaluator:

- a) Student graduation video links, via email.
- b) Listening evaluation instruction sheet, via postal mail.
- c) Listening evaluation forms, via postal mail.

### **TROPHY COORDINATOR**

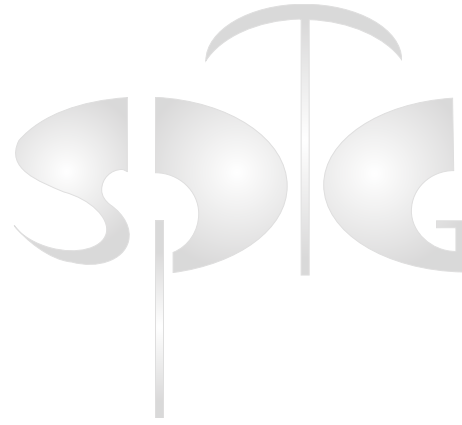
Pick up the trophies from SAM member handling the trophy order. Trophies should be divided using the following sequence:

- a) Performance venue and/or date.
- b) Suzuki book order (Book 1 to Book 7).
- c) Alphabetically by student last name, within each book.

### **FORMS COORDINATOR**

Make any needed changes or updates to any of the forms:

- a) Student Map, Directions and Dress Code handout—update or change if needed.
- b) Student name tags with the following information:
  - Student name
  - Teacher name
  - Recital time and location
  - Seat number
  - Logos (SAM for graduates, SPTG for students of SPTG teachers).
- c) Teacher labels for folders to be placed in the file box. Teachers will find their students' certificates in those folders. Those folders are also used to deposit recordings' evaluations.
- d) Two Registration books prepared for each registration table. Each book contains the following:
  - Student Assigned Chair Number Labels to be placed on audience chair backs. (Need as many as the largest number playing for one recital; make two sets).
  - Teacher Name Tags (one set per book).
  - General Teacher Assignment Schedule (in case need to contact a particular teacher).
  - Package of pens, pencils, markers, scissors etc.
- e) Dividers made for each recital contain the following:
  - Student Check-in List (includes Student #; Student name; if Graduate; Teacher name).
  - Student Name Tags (each includes: student name; seat number, location, recital #, SAM graphic if graduate & SPTG graphic).
- f) Welcoming and closing announcements
  - Program changes page (made prior to and also the day of performance)
  - Teacher group assignments for that recital
  - Cell phone number list
  - Registration books: bring to recital or make arrangements for someone else to bring them.



## SPTG FESTIVAL AND SAM GRADUATION COMMITTEE Continued

### **DIRECTIONAL SIGNS COORDINATOR**

Make directional signs to be placed outside and inside each building. Waterproofing protective sheets and appropriate tape will be used to mount signs outside and inside buildings. SPTG has tape and dispenser for coordinator's use.

### **FLOWERS COORDINATOR**

Purchase and bring to recital locations colorful bouquets of flowers in the price range of \$50.00 - \$75.00 per arrangement to be set on the trophy table and on the stage of each performance location. Ask for an assortment of cut spring flowers. Keep the flowers at your house in the plastic wrap on Friday night and transport them to the recital halls before the first recital on Saturday morning. If you cannot get to the recital halls early on Saturday, please find out who is going early and deliver the flowers to his/her home on Friday afternoon. Pay for the flowers and submit the receipt to the SPTG treasurer for reimbursement. (Or ask the treasurer, Jill Thomas, to use the Credit Card number).

### **SAM PROVISIONS COORDINATOR**

Since 2003 SPTG has been helping SAM with the administration of its piano graduation event. Each graduate student receives a trophy, a SAM graduation program, a certificate, a pencil and a chocolate.

The SAM provisions coordinator will print individual certificates and assemble the gift bags with pencil and chocolate.



# STUDENT EVENTS

## ANNUAL EVENTS

Two regular annual events are sponsored by the SPTG: **Advancing Student Recitals** and **Spring Festival**. (concurrent with SAM Piano Graduation). These recitals are open to students of active SPTG members who meet the standards of performance set by the SPTG. SAM members who are not members of SPTG cannot have their non-graduating students participate in the Spring Festival.

For **SPTG Advancing Students Recitals** teachers register their students online at [www.SuzukiPianoTC.org](http://www.SuzukiPianoTC.org)

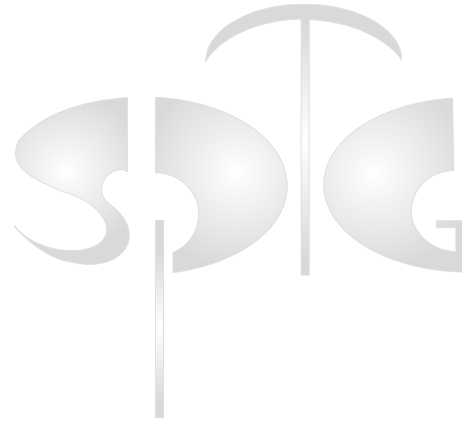
For **SPTG Festival and SAM Graduation** teachers register their students at [www.SuzukiMN.org](http://www.SuzukiMN.org).

All teachers who register students for SPTG or SAM recitals are expected to volunteer to help with the events.

**Below are descriptions of some of the volunteer duties.**

## SPTG ADVANCING RECITALS (ASR)

- February 1, 2020**  
**MacPhail Center**  
**for Music**
- Fee: \$20**
- Registration opens**  
**November 1 and**  
**closes December 15,**  
**2019**
- Originated by the SPTG, this is an event to recognize students of any age who are studying music at the level of Suzuki Book 4 and beyond. The ASR provides an opportunity for advancing students to bring a piece of music to a highly polished, performance ready state and to participate with other accomplished pianists in a formal piano recital experience.
  - Repertoire selected for performance should reflect the student's level of accomplishment, and may be from Suzuki Piano Books 4-7, or from piano literature of a similar level. If non-Suzuki literature is chosen, it should be originally composed for the piano (not an arrangement). The SPTG handbook contains a list of composers whose compositions would be acceptable. If a student chooses literature not meeting these criteria, the selection should be submitted to the SPTG board for approval at least one month before the application deadline. (In this case, the student and teacher may wish to prepare an alternative piece, should their original selection not be approved).
  - Performance for the Advancing Students' Recital requires extensive preparation and should be of superior, "Honors Level" quality.
  - Performance attire appropriate to formality of the venue will be expected (see ASR information sheet for suggestions).
  - Depending on the number of students performing, one or more recitals will be scheduled.
  - All teachers who register students for the ASR are expected to complete comment sheets for student recordings and volunteer to help during the recital.



## SPTG RECITAL FESTIVAL AND SAM GRADUATION

**MARCH 7-8, 2020**  
**SUNDIN HALL,**  
**HAMLIN UNIVERSITY**

**FEES:**  
**SPTG PIANO FESTIVAL—\$20**  
**SAM GRADUATION—\$40**  
**SAM GRADUATION SOLOISTS AT**  
**BENSON HALL**  
**—ADD \$10**

**Registration opens December 1**  
**and closes**  
**January 15, 2020**

**For Suzuki students of any age and at any level.** Teachers register their students in either of two categories through the SAM website: **[www.suzukimn.org](http://www.suzukimn.org)**:

- 1) **SPTG Festival:** Students perform a piece from within the Suzuki books. If students are in Book 2 or beyond, a piece outside of Suzuki repertoire may be chosen. The teacher chooses a piece representative of their skill level. A list of optional composers are listed on page 18. Contact SPTG Board president, Rochelle Mazze, for SPTG Board's decision on a composer or repertoire not in the list.
- 2) **SAM Statewide Graduation:** For graduating students of members of the Suzuki Association of Minnesota (SAM).

**Please refer to the SAM website for information and registration to this event.**

# RECITAL STANDARDS

## STUDENT RECITAL PREPARATION

Students on these recitals represent the Suzuki Piano Method. The following guidelines for preparing students to perform should assure that all our students are presented at the highest level of their ability.

### GUIDELINES FOR TEACHERS PREPARING STUDENTS FOR RECITALS

1. The student has had experience playing before an audience.
2. The student has performed the selected recital piece on at least one previous occasion.
3. The student has brought the piece to a high musical level.
4. The student has been advised in proper stage manners and dress.
5. The student must memorize the music. No written music can be used in recitals.
6. For the Advancing Recitals a video audition is required. Refer to the Instructions for Video Process in page 14.

## RECITAL PROGRAMS

### GUIDELINES FOR RECITAL PROGRAMS

1. Each program will include a variety of repertoire and a broad representation of studios (teachers).
2. Initials will identify the teachers of the student performers.
3. Advance registration time lines will be set to allow planning of programs and communication with teachers and students well before the recital date.

PIANO GRADUATION REQUIREMENTS FROM SAM GRADUATION HANDBOOK		
In order to graduate from:	You must have studied the following:	The graduation piece for this level is:
Book 1	F. Schumann, Happy Farmer	S. Suzuki, Allegro
Book 2	M. Clementi, Sonatina Op. 36, No. 1, III	J.S. Bach, Minuet 2— <b>(Include both repeats)</b>
Book 3	F. Burgmuller, Arabesque	M. Clementi, Sonatina Op. 36, #3, Spiritoso— <b>(Repeat Exposition)</b>
Book 4	J. S. Bach, Invention No. 1 in C Major	J. S. Bach, Gigue from Partita in B-flat major— <b>(Include all repeats)</b>
Book 5	Teacher's Discretion	L. Daquin, Le Coucou
Book 6	Teacher's Discretion	W.A. Mozart, Sonata K. 330, mvt. 1— <b>(Repeat Exposition)</b>
Book 7	Teacher's Discretion	F. Chopin, Nocturne in C-sharp Minor, Op. Post. <b>OR</b> Bartok Roumanian Folk Dances Nos. 5 and 6, and two more of your choice.

# REGISTRATION PROCESS

## TEACHER PROCESS FOR STUDENT ONLINE REGISTRATION

The online registration process is the same for all the SPTG and SAM events. Requirements for the recordings are as follows:

	<b>SPTG Advancing Recitals</b>	Video recording required.	SPTG membership required; SAM membership optional
	<b>SPTG Festival</b>	Video recording required.	SPTG membership required; SAM membership optional
	<b>SAM Graduation</b>	Video recording required for graduation piece (not for piece to be performed in the recital.)	SAM membership required
	<b>SAM upper level soloist</b>	Book 6 or 7 video recording of graduation piece required. <b>Note:</b> if the student is auditioning to perform in the solo recital at Benson Great Hall and wishes to play a different piece, that piece also needs to be submitted via YouTube.	SAM membership required

**STEP 1 Go to SPTG website: [www.SuzukiPianoTC.org](http://www.SuzukiPianoTC.org)**

**STEP 2** Use the links at the top of the page to access **Upcoming events** and click on your choice of either **Advancing Recitals** or **SPTG Piano Festival and SAM Graduation**.

For the Advancing Recitals you will be linked to a website run by Members Solutions and will be presented to a self explanatory form to be filled out and paid with a credit card or a bank withdrawal.

For the SPTG Festival and SAM Graduation you will be linked to the SAM website: [www.suzukimn.org](http://www.suzukimn.org). T

If help is needed please contact Beatriz Aguerrevere via email: [baguerpiano@mac.com](mailto:baguerpiano@mac.com).

**STEP 3 Teacher Registration** includes personal data. The required volunteer duties will be assigned at a later date by the Volunteer Coordinator.

**NOTE:** Teacher registration is required to be completed every time students are registered. To save time, be prepared to register all your students at the same time.

**STEP 4 Add students' information (participant).**

To add more students click on **"New Participant"**.

**NOTE:** Before registering students gather their data: Student's name, last name, age, graduation level (if graduating), parent email, and video YouTube link. Be prepared to indicate if the student would like to perform as an upper level soloist.

**STEP 5** Go to **Payments**. Teachers pay for all their registered students with their choice of credit card or bank account withdrawal.

**Recital fees are not refundable.**

## INSTRUCTIONS TO UPLOAD VIDEOS

### **PART 1 Creating a YouTube Account.** (Go to Part 2 if you already have a YouTube account)

- 1.. Go to YouTube.com
- 2.. Click **<Sign In>** in the upper right-hand corner of the page.
- 3.. If you have a gmail account, the username and password are the same as your gmail account.
- 4.. If you don't have a Google/gmail account click on **<Create an Account>** in the center of the page. Follow the instructions to create your account.
- 5.. Once your account has been created, click **<Go to YouTube>** and you will be signed in.
- 6.. You can view your profile by clicking on the small person icon in the upper right-hand corner. You can now proceed to Part 2.

### **PART 2 Uploading a video**

1. Go to YouTube.com and sign-in. (Click the **<Sign In>** button in the upper right-hand corner of the screen; if there is a small person icon in the upper right hand corner, you are already signed in).
2. Click on **<Upload>** in the upper right hand corner of your screen; if you have never uploaded a video before, it will prompt you to create a YouTube channel. This is just so the video is linked to your account—you can call the channel whatever you wish.
3. A screen pops up that has a large arrow and says **"Select files to upload"**.
4. Before choosing a file, click below on the small box below "select filed to upload" that says **<Public>**. Three options will drop down; select **<Unlisted>**. This is very important because it makes the videos you upload **completely private** unless you send someone the link to them. "Unlisted" videos are not available for viewing by the public at large.
5. Click on the large arrow to select a video from your computer's hard drive, or from a camera device connected to your computer.
6. Once the video has been selected, YouTube begins uploading it. Uploading and processing videos can take a while so make sure to leave enough time for this part of the process.
7. During the video upload process, a new screen opens where you can label the video. In the first small box, delete the automatic file name and type in the video title as follows:  
Teacher last name.Teacher first name-Student last name.Student first name-Age-Instrument-Book  
(Example: Mazze,Rochelle-Smith.Jane-7-Piano-Book2)
8. In the "Description" box, type the same information entered in step 7.
9. Double check on the right side of the page that your video is "Unlisted" so only people with the link can view your video. (Look directly to the right of the "Title" box and there should be a drop down menu where you can select **<Unlisted>**.)
10. Once the upload is complete, click the **<Done>** button on the right hand side of the screen. Wait for YouTube to finish processing your video. This may take a while.
11. When your video has completed processing, click on the URL address listed for your video. Copy and paste this link into your student's online registration.
12. On the lower right-hand side of the screen, there is a button that says **<Add More Videos>**. Click this button if you have more videos to upload. Repeat steps 1-11 as many times as necessary.



# OPTIONAL COMPOSERS

For Repertoire Substitutions (Books 2 - 7 only)

## Baroque:

Johann Sebastian Bach  
George Frideric Handel  
Pietro Domenico Paradisi  
Henry Purcell  
Antonio Soler  
Domenico Scarlatti  
Georg Philipp Telemann

## Classical:

Carl Philipp Emanuel Bach  
Johann Christian Bach  
Ludwig van Beethoven  
Muzio Clementi  
Jan Ladislav Dussek  
Franz Joseph Haydn  
Johann Nepomuk Hummel  
Friedrich Kuhlau  
Wolfgang Amadeus Mozart

## Romantic:

Friedrich Burgmuller  
Amy Beach  
Johannes Brahms  
Frederic Chopin  
Cecile Chaminade  
Anton Diabelli  
John Field  
Mikhail Glinka  
Antonin Dvorak  
Cesar Franck  
Reinhold Gliere  
Louis Moreau Gottschalk  
Enrique Granados  
Edvard Grieg

Stephen Heller  
Carl Koelling  
Franz Liszt  
Felix Mendelssohn  
Robert Schumann  
Jean Sibelius  
Peter Tchaikovsky

## 20th Century and Beyond:

Mily Balakirev  
Bela Bartok  
Seymour Bernstein  
Anton Bilotti  
William Bolcolm  
Aaron Copland  
Claude Debussy  
Norman Dello Joio  
Nathaniel Dett  
George Gershwin  
Alberto Ginastera  
Charles Griffes  
Jacques Ibert  
Lowell Lierberman  
Scott Joplin  
Dmitri Kabalevsky  
Aram Khatchaturian  
Ernesto Lecuona  
Federico Mompou  
Ernesto Nazareth  
Francis Poulenc  
Cyril Scott  
Dmitri Shostakovich  
Alexander Tcherepnin  
Joaquin Turina

Other Art music composers may be used as substitutions with permission of the Executive Board. Please contact Rochelle Mazze.

[www.suzukipianotc.org](http://www.suzukipianotc.org)

[www.suzukimn.org](http://www.suzukimn.org)

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