

FESTIVAL OPERATION MATERIAL



EXECUTIVE OFFICE TO HOSTS

PMEA Executive Office

56 S. Third St.

Hamburg, PA 19526

610-562-9757

888-919-PMEA

610-562-9760 (Fax)

kel20@comcast.net or msbauer@comcast.net

This material is to be used in conjunction with the Host Manual, and information contained in this packet **supercedes information in the Host Manual where a conflict might exist.**

May, 2004

TABLE OF CONTENTS

Festival Host Checklist.....	3
Host’s Financial Responsibility Form.....	4
Insurance Form.....	5
Festival Participation Fee Form.....	6
District and Region Festival Financial Report Form.....	7
All-State Chorus Accompanist Tryout Information.....	8
All-State Chorus Accompanist Application Form.....	9
Harp Tryout Procedure for District, Region, All-State.....	11
Student Application for Harpists.....	12
Public Relations Ideas/Sample News Release.....	13
Student Medical Information Form.....	14
PMEA Policy Regarding Audiences Recording Festival Concert.....	16
Printed Program Reminders/PMEA Mission Statement.....	16
All-State Choral Festival Host.....	16
Festival Guest Conductor Contract Instructions.....	17
Certificates, Medals, Plaques.....	17
Sample Back Cover Page from Concert Program.....	18
Guest Conductor Expense Reimbursement Guidelines.....	19
W-9 Form/Mechanical Rights Release Form Explanations.....	20
Act 48 Guidelines/Procedures.....	21
Act 48 Sample Roster.....	22
Act 48 Pa. Dept. of Education Evaluation Form.....	23
W-9 Form..... (not included in pdf version)	24
Student Code of Conduct and Student Contract.....	25
Housing Guidelines & Host Family Agreement.....	28
Guest Conductor Contract.....	32
Mechanical Rights Release Form.....	33

FESTIVAL HOST CHECKLIST

ITEM	DUE DATE
___ Festival Financial Responsibility.....	Sept. 15, 2004
___ Insurance Form.....	Sept. 15, 2004
___ State Participation Fee Form.....	Two weeks after festival
Include Check for the \$5.00 per student participant State fee and one copy of the festival program	
___ Financial Report Form.....	One month after festival
___ Mechanical Rights Release Form.....	One month before festival
___ Act 48 Clinician Bios & Schedule of Clinics/Guest Conductor Observation....	30 days before festival
___ Act 48 Roster (including social security #, name, complete home address, and # of hours)...	within 30 days after the conclusion of the festival.

FOR YOUR PMEA DISTRICT

- ___ Collect appropriate District Participation Fee (fee varies from district to district)
- ___ Send one check for the full amount two weeks after the festival to your
 District Secretary/Treasurer
- ___ Check Additional District Assessments (Each district has its own policy)

Return Immediately

HOST'S FINANCIAL RESPONSIBILITY FORM

DUE IMMEDIATELY

The following form is required by PMEA Policy. Hosts of all PMEA Festival events are hereby informed of their responsibility to the district and state offices and, by signing this statement, the host accepts said obligation.

I HEREBY AGREE TO FOLLOW ALL RULES AND PROCEDURES GOVERNING THE CONDUCT OF DISTRICT # _____

Band — Orchestra — Chorus

REGION STATE # _____

Band — Orchestra — Chorus

WHICH WILL BE HELD AT _____

Name of School

Date

as specified in the most recent Revision of the HOST FESTIVAL MANUAL and accept the responsibility of conducting same in a sound business-like manner.

I WILL MEET ALL FINANCIAL OBLIGATIONS AND SUBMIT ALL FORMS INCLUDING A PROGRAM COPY ACCORDING TO DATE LINES INDICATED ON HOST OBLIGATION CHECKLIST.

I AM AWARE THAT THE STATE FUNDS WILL BE WAIVED up to the amount of loss (or in full, whichever is less) in the event of an "Act of God" and providing all other sound practices have been followed—pending review by the PMEA Executive Board. I WILL APPEAR at the appropriate executive session of PMEA to request this waiver.

Signed _____

Host

Date of Signature

RETURN THIS FORM WITH INSURANCE FORM WITHIN 10 DAYS TO THE PMEA Executive Office.

NOTE: Please fill in the name of your conductor. (Some hosts do not send us a copy of the program—it will help us to have the name for a list we prepare every year.)

CONDUCTOR _____

ADDRESS _____

Zip - 9 digits

Return to: PMEA Executive Office, 56 S. Third St., Hamburg, PA 19526

2004

Return Immediately

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
INSURANCE FORM**

IMPORTANT: HOST MUST RETURN THIS FORM ON RECEIPT
(Include it with the "Financial Responsibility" Form)

Date Today _____

Please fill in only one (District or Region):

District _____ Band/Orchestra/Chorus/Jazz (circle which festival you are hosting)

Region-State _____ Band/Orchestra/Chorus

Name of School _____

School Address _____

_____ zip code

Host's Name _____

Host's Address _____

Host's Telephone - School _____ Home _____

Host's Email Address _____

Festival Dates _____

- Check Friday Evening Public Concert
 Saturday Afternoon Public Concert
 Saturday Evening Public Concert
 Other, indicate _____

No fee required

This is the most important form in the festival packet. The Insurance covers LIABILITY, not bodily injury. The policy covers PMEA in this regard. BE SURE TO REMIND YOUR PARTICIPANTS THEY MUST CARRY FAMILY MEDICAL OR SCHOOL INSURANCE.

Mail Immediately to:

**PMEA Executive Office
56 S. Third St.
Hamburg, PA 19526**

**NOTE: DO NOT USE THIS FORM FOR ONE-DAY HONORS EVENTS OR
ELEMENTARY/MIDDLE SCHOOL FESTS**

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION

FESTIVAL PARTICIPATION FEE FORM

Return this form and a check for the full amount payable to:

**Pennsylvania Music Educators Association
56 S. Third St.
Hamburg, PA 19526**

DUE WITHIN TWO WEEKS OF FESTIVAL

Include one copy of concert program.

BAND - CHORUS - ORCHESTRA - JAZZ

DISTRICT OR REGION NUMBER

Identify

(Arabic) (Roman)
District Region

Name of School _____

School Address _____

Host's Name _____

Number of Students Participating (Including Host's Students) _____ x fee (see below) = Total _____

SEND A COPY OF PROGRAM WITH PAYMENT _____
Date

PAYMENT SCHEDULE: (check applicable fees)

High School District/Region Festivals - \$5.00 per student.....
(Band, Orchestra, Chorus, Jazz)

Junior High District Festivals - \$2.50 per student.....

County Festivals - \$1.00 per student, plus \$25 insurance payment.....

High School Honors Festivals (one day events) - \$1 per student plus \$25 insurance payment.....

Hosts are required to include the state fee for each of their students also, regardless of the type of festival or fest.

Return Within 30 Days of Festival

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION

DISTRICT AND REGION FESTIVAL FINANCIAL REPORT FORM

This form is to be completed by the District and/or Region Host within thirty (30) days of the conclusion of the event and sent to the PMEA Executive Office. Also send a copy to the District President and/or Secretary.

EVENT _____
 DISTRICT/REGION _____

DATES _____

HOST'S NAME _____

EXPENDITURES:

Stationery/Postage \$ _____

SCHOOL ADDRESS _____

Phone _____

Posters/Tickets _____

RECEIPTS:

Printing Programs _____

_____ @ \$ _____ = _____

Certificates _____

No. Students

Medals _____

Concert Tickets

Guest Conductor _____

No. _____ @ _____ = _____

Food, Students _____

No. _____ @ _____ = _____

Student Entertainment _____

Director Meeting _____

OTHER _____

TOTAL RECEIPTS _____

TOTAL EXPENDITURES _____

PROFIT _____

or NET LOSS _____

PMEA PARTICIPATION FEES

Amount Collected for each participant sent to State _____

Amount Collected for each participant sent to District _____

This form should include all items that pass through books of the Host. List additional entries on reverse side.

ALL-STATE CHORUS ACCOMPANIST TRYOUT INFORMATION

ELIGIBILITY: Both Region State Festival accompanists are eligible to apply within a given year. In Regions where a student accompanist is not used, the first-place District accompanist may apply.

TRYOUT BY CASSETTE TAPE or CD: For cassette tapes, use a good quality tape and record on one side only.

INSTRUCTIONS FOR APPLICATION: It is the responsibility of the applicant's choral director to obtain the application form from the district chorus host. (Copies are sent by the PMEA Executive Office to all District and Region Hosts.) The student will have time between District and Region events to prepare the application and to learn the music. After completing sections A-D, the student will return the form to his/her choral director. The choral director will complete section E at some time prior to the application deadline. After all sections are completed, and eligibility met, it is the responsibility of the school director to send the completed form to the All-State Host for processing.

APPLICATIONS MUST BE POSTMARKED BY FEBRUARY 22. They must be postmarked on or before the deadline date. No exceptions. Applications arriving after the deadline will not be considered. The All-State Host is responsible for furnishing his/her name/address to District and Region Hosts in advance of festivals. The All-State Host is Audition Chair.

INSTRUCTION FOR CASSETTES/CDs: The cassette/CD must be free of any identifying marks. Label the box with only the applicant's name on easily removable gummed label or masking tape. The Audition Chair will remove this I.D. when the tape/CD is registered and numbered in advance of the audition.

TWO REQUIREMENTS - (1) Play accompaniments to all music
(2) Play open score for two (choice)

TRYOUT MUSIC

Thompson: The Last Words of David, E. Schirmer

Beethoven: Hallelujah Chorus, Presser (from Mt. of Olives)

Faure: Cantique de Jean Racine, Broude Bros.

APPLICANTS FURNISH MUSIC (Scores in most libraries)

EVALUATION SCORES ARE BASED ON THE FOLLOWING — (Committee will decide scores for each category in advance of audition)

TECHNIQUE - MUSICALITY/EXPRESSION

TAPE AUDITION COMMITTEE: The All-State Host in collaboration with the All-State Coordinator will select two local piano-oriented PMEA member choral directors who, with the Host, will select two accompanists—first and second. The conductor could be invited to assist but is not likely to be in the local area. All committee members must be present for the tape audition which will be done during one meeting. The Host will inform all applicants immediately by returning a complete list of names, schools, and scores.

ALL-STATE CHORUS ACCOMPANIST APPLICATION FORM

Date _____

A. Name _____ Phone (____) _____
Address _____ Age _____ Grade _____
City/Town _____ PA Zip _____
Name of Parent/Guardian _____
Parent's Signature _____

B. School _____ Phone (____) _____
Address _____
City/Town _____ PA Zip _____
Principal's Name _____ (Print or type)
Principal's Signature _____

C. Choral Director's
Name _____
Address _____
City/Town _____
MENC I.D. # _____ PMEA District _____ Region _____

D. Applicant's Background:
1. List 3 representative pieces of current performance repertoire
Composer Title

2. Years Piano Study __ Years accompanying experience _____

3. List PMEA festivals in which you have participated as accompanist _____

4. List other accompanying experience _____

5. List musical honors _____

6. Additional musical experience _____

_____ (use reverse side)

7. Applicant's Signature _____

E. Choral Director's Recommendations:

1. Briefly assess applicant's musical strengths _____

2. Briefly assess applicant's weaknesses _____

3. Rate these areas on a scale of 1 to 10 (10 strongest)

Technical Ability	1	2	3	4	5	6	7	8	9	10
Musicianship	1	2	3	4	5	6	7	8	9	10
Musicality	1	2	3	4	5	6	7	8	9	10
Sight Reading	1	2	3	4	5	6	7	8	9	10
General Preparation	1	2	3	4	5	6	7	8	9	10
Dependability	1	2	3	4	5	6	7	8	9	10
Follows Conductor	1	2	3	4	5	6	7	8	9	10

4. Additional Comments: _____

5. In signing, I attest that this cassette, including "open score" work is a performance by this applicant.

Choral Director's Signature _____

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
HARPTRYOUT PROCEDURE FOR DISTRICT, REGION, ALL-STATE**

Amended by the Executive Board, January 1997 and July 1998

TRYOUT COMMITTEE: Appointed by the President

To be eligible to perform in ANY festival—district, regional, or state a harpist must:

(1) Submit an application and a tape at the district level to the District President by November 10 who will arrange for judging all harp tapes for the district. The District Presidents will send the top tape to the PMEA Executive Office, which will send them on to the appointed judge(s) for ranking by November 24.

(2) Be a member of his/her school orchestra if one is in existence.

The tape should consist of a prepared solo taken from the suggested list or a solo of obvious greater difficulty. This tape should be submitted to the District President and should be postmarked two weeks prior to the scheduled tryout date. (Rationale: this will ensure the judging will be completed by the tryout date and music can be given immediately to the first-place harpist in each district).

The appointed judges for the state are responsible for ranking all tapes which must be clearly marked as per district. The judges will notify the PMEA Executive Director of the rankings, who will then notify the All State Orchestra host so that music can be sent to the top harpist.

If a harpist submits a solo tape at the district level, but does not participate in the district festival because there were no harp parts in the festival program, the same ranking would hold for regional orchestra. If no harp parts are needed for regional, the same ranking would hold for all-state orchestra in the event a harpist is needed for the all-state program.

The following is the suggested list of harp tryout solos:

Intermediate to Intermediate Advanced Level (If possible, please choose two contrasting selections)

Bois Solitaire or Romance Without Words.....Godefroid, arr. McDonald
Feuilles D' Automne.....Hasselmans
16th and 17th Century Spanish Masters.....edited Zabaleta
Solfeggieto.....C.P.E. Bach, arr. Miller
Six Rumanian Dances.....Bartok, arr. Mildonian

Advanced Level

Suite.....Britten
Impromptu Caprice.....Pierne
Concerto in Bb.....Handel
Variations on an Ancient Theme.....Salzedo
Sonate in G.....C.P.E. Bach, arr. Weidensaul

Other pieces of equivalent difficulty are acceptable.

It will be to your benefit to submit the most difficult piece that you can play well. Performances will be judged on musical conception, intonation, and accuracy of notes, pedals and rhythm. The above selections should be available from the following sources:

Vanderbilt Music Company	800-533-7200
Lyon & Healy Harp Salon	800-621-3881
International Music Service	800-959-5972

If there are questions or comments, please contact the PMEA Executive Office at 888-919-7632.

HARPISTS MUST BE ABLE TO BRING THEIR OWN INSTRUMENT TO THE FESTIVAL.

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
STUDENT APPLICATION FOR HARPISTS**

Student's Name _____ Phone (____) _____

Address _____ Age _____ Grade _____

City/Town _____ Zip _____

Name of Parent/Guardian (Print) _____

Parent's Signature _____

School _____ Phone (____) _____

Address _____

City/Town _____ Zip _____

Name of Principal (Print) _____

Principal's Signature _____

Orchestra Director's Name (Print) _____

Address _____

City/Town _____ Zip _____

MENC I.D. # _____ PME A District # _____ PME A Region # _____

Orchestra Director's Recommendation:

(1) Briefly assess applicant's musical strengths _____

(2) Rate on a scale of 1 to 10 (10 as strongest)

Technical Ability	_____
Sight Reading Ability	_____
General Preparation	_____
Dependability	_____
Musicianship	_____

TO: All PMEA Festival Hosts

For additional information and assistance contact: PMEA Executive Office, David Weiss, Director of Communications & Marketing, 888-919-7632 or pmeanews@comcast.net

Subject: Festival Publicity

In a short time you will be involved in the hectic but very rewarding process of festival hosting. To assist you with one of your most important responsibilities, that of publicizing your program, we would like to save you some time by suggesting some possible PR ideas. Somehow PR always gets left to the end when everything else is ready, and then it is often too late to be effective. Why not start now, before things really get going. Enclosed you will find some suggestions and a sample news release that you can change to meet your own needs. I would very much appreciate your sending me copies of your PR so that we can share your ideas with others.

Make the most of your festival with these: PR Ideas!

1. Send a suggested news release with your acceptance letter for each participating director to submit to his local paper.
2. Call your local service clubs (Lions, Elks, Rotary, Etc.) and have them include an announcement of your festival in their newsletter.
3. Contact Banks, gas stations, etc. who have changeable advertising signs along busy roads. Ask them to publicize your festival.
4. Your local McDonald's, Burger King or other restaurant may want to get involved by listing your festival on their placemats, sponsor tickets, provide materials, etc.
5. Invite your local newspapers to come to photo students in rehearsal and print your news release.
6. Be sure to send postcards to local radio and TV stations for inclusion in their local 'Community Bulletin Board Announcements.'

Remember your News Release should be typed on plain white 8 1/2 by 11 paper. Always double space and use only one side. Make sure your heading includes the name and address and phone number of the person to contact for more information. Submit it at least one month ahead of your festival. Have a great festival and thank you for hosting.

(Sample news release to be included in acceptance letters)

(Date)

FOR RELEASE AT YOUR CONVENIENCE:

It was announced by the Pennsylvania Music Educators Association that _____(students names) from _____(your school)_____high school have been selected to perform in the district _____festival to be held on _____(date)_____. This year's festival will include_____#_____of the best high school musicians from _____#_____school districts. The conductor for the program will be _____from_____. The festival host is_____ director of _____at_____. A public concert will be presented on _____(date)_____beginning at _____(time)_____in the _____high school auditorium. Tickets will be on sale at the door.

For further information contact:

Your Name

Your School

Your Address

Your Phone Number

STUDENT MEDICAL INFORMATION FORM

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
FORM REVIEWED/APPROVED BY PENNSYLVANIA HOSPITAL ASSOCIATION

Student Name _____ Date _____

Sex _____ Age _____ Date of birth _____ Grade _____

Home Address: _____

Street _____

City, State, Zip Code _____

Area Code/Phone number _____

Director's Name _____ School _____

Father's Full Name _____

Work Phone _____ Hours _____

Mother's Full Name _____

Work Phone _____ Hours _____

Stepparent/Guardian's Full Name _____

Work Phone _____ Hours _____

Is the student currently under medical treatment? YES NO

If yes, give the nature of the treatment and the doctor's name and phone number:

Is the student currently taking any medication? YES NO

If yes, give the name of the medication, reason it is given, doctor's name and phone number:

List any ailments of which the school nurse or medical personnel should be made aware (allergies, diabetes, heart condition, etc.)

Is your child allergic to: _____ Pets _____ Cigarette/Pipe Smoke _____ Food (list specific food(s) on line above)

Date of last tetanus shot: _____

Name of health insurance: _____

Address _____ Phone _____

Name of Guarantor _____ Agreement # _____

Name of Employer (if group insurance) _____

Address _____ Phone _____ Group# _____

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
FIRST AID/EMERGENCY TREATMENT AUTHORIZATION**

If the school or festival host cannot contact either parent/guardian, please list two relatives or friends who would have the authority to advise us regarding your child:

Name _____ Relationship to Child _____
Address _____ Phone _____
Name _____ Relationship to Child _____
Address _____ Phone _____

If none of the above can be reached by phone, WHAT DO YOU WISH THE SCHOOL OR FESTIVAL HOST TO DO in case your child is sick or injured?

If EMERGENCY TREATMENT is required, may the school authorities, festival host, or designee use their own judgment in sending your child to a hospital or doctor most easily accessible before the parent/guardian can be reached?

YES NO

If no, name preferred hospital _____
preferred doctor _____

It is understood that in the final disposition of an emergency case, the judgement of the school authorities will prevail. The recommendation of the parent/guardian, as indicated above, will be respected as far as possible. If at any time the above information must be changed, I will notify my child's music director/or festival host director in writing. It is understood and agreed that the child and his/her parent/guardian shall hold harmless Pennsylvania Music Educators Association, the host school district, and any registered nurse employed by PMEA, from any and all lawsuits, claims, demands, expenses or costs arising out of the administration of or failure to administer first aid or emergency treatment to the child while in attendance at a PMEA-sponsored musical program or festival, including practice sessions.

Signature of parent or guardian Date

The host school nurse has my permission to administer (circle as allowed): Tylenol, PeptoBismol, Other (be specific) _____ to my son/daughter.

Signature or parent or guardian Date

Do you grant permission to have this medical form provided to the host family and/or nurse on call? ____ Yes ____ No

PARENT/GUARDIAN SIGNATURE

STUDENT SIGNATURE

PMEA POLICY REGARDING AUDIENCES RECORDING FESTIVAL CONCERTS:

HOSTS ARE RESPONSIBLE TO ENFORCE COPYRIGHT LAWS CONCERNING RECORDING OF CONCERTS:

- (1) FESTIVAL STUDENT APPLICATIONS shall include notification at a prominent place to students and their parents that it is illegal to record and/or videotape all concerts (District, Region- State, All-State)
- (2) PRINT NOTICE on all programs (SEE PAGE 20)
- (3) ANNOUNCE at the beginning of the concert
- (4) POST NOTICES at doors
- (5) HAVE SPECIAL TEACHER USHERS at the doors to graciously advise attendees who are carrying recording devices

THANK YOU FOR YOUR ATTENTION TO THIS VERY IMPORTANT MATTER.

PRINTED PROGRAM - Miscellaneous reminders

In your printed program, please be sure to type "PMEA" without periods. PMEAs is an acronym, and as such, is incorrect when published with periods.

Hosts are also required to print the PMEAs "Mission Statement" as approved by the PMEAs Executive Board in January 2002, in all concert programs. The wording is as follows:

The mission of PMEAs is to advance music education by encouraging excellence in the study, teaching, and making of music.

PMEAs strives to 1) promote and support quality music education, learning and performance and 2) promote and support music education in schools and communities.

Pennsylvania Music Educators Association (PMEAs) is an affiliate of the MENC: the National Association for Music Education. PMEAs is a service organization to music education in the Commonwealth. The membership includes those engaged in music instruction at all levels, from preschool through college and university, retired educators, as well as those in music industry. In addition, students enrolled in music education may participate in collegiate chapters and secondary students may participate in Tri-M Honor Society. PMEAs provides leadership in professional growth and offers special opportunities for musical development to school students.

REMINDER: District numbers are Arabic, i.e. District 1, District 3, etc.
Region numbers are Roman, i.e. Region I, Region II, Region III

•••••
• **ATTENTION: CHORAL FESTIVAL HOSTS** •
•••••

The 2005 Piano All State Accompanist form is included in all choral festival packets (if you are a choral host and do not receive one, please call!) District Hosts should check it carefully. Make photocopies if needed. Region hosts are also very much involved. Encourage accompanists to submit tryout tapes. **Deadline for tapes is February 22.** The 2005 All State Chorus Host has not yet been determined (as of May 15, 2004). Notification will be made as soon as the appointment is announced.

FESTIVAL GUEST CONDUCTOR AGREEMENT (CONTRACT) INSTRUCTIONS:

- (1) All Hosts will use enclosed contract for hiring
- (2) Fill in ALL blanks except the host's signature (type)
*In Liquidated Damage section, be sure to fill in the honorarium figure again. If the honorarium you are providing is \$400, total damages will be \$400 + \$250 or a total of \$650
- (3) Conductor signs and returns both copies to host
- (4) Host signs copies and returns original (white) to conductor
- (5) Be sure conductor meets all terms of agreement. To eradicate some problems hosts have encountered, PMEA Policy is stated clearly in the first full paragraph which begins, "In compliance with prior arrangements...." It is anticipated that all conductors will comply with stated PMEA Policies. Send a copy of "Guest Conductor Expense Reimbursement" document with the contract to the guest conductor.(See page 21)

* Some conductors have been known to cancel on short notice to take a more lucrative position. Hosts may be obliged to hire a substitute conductor. This provision is intended to discourage such practice.

CERTIFICATES, MEDALS, PLAQUES

Each district host should provide each member of his/her festival group with a Certificate of Participation. The certificates may be signed by the host, the district president, and the guest conductor.

MEDALS

Medals are ordered from the PMEA Executive Office, 56 S. Third St., Hamburg, PA 19526. Medal orders may be faxed to the office at 610-562-9760. Please place your order at least one month in advance of your festival to be certain of shipment (if you wish to have the medals engraved locally, please allow two months - there is an additional cost for engraving).

District Medals are bronze; Region-State medals are silver. The cost of the medals is \$4.00 each, payable upon receipt of invoice at time of shipment OR immediately at the conclusion of your festival. Ribbon colors available for District festivals: red/white, blue/white, or green/white. All Region medals have blue/white ribbons.

PLAQUES

Region State plaques will be ordered through the PMEA Executive Office. They are ordered by the Region Chairman for the host and sent to the Region Chairman. Payment is made from state funds. District plaques are also ordered through the executive office; payment is made by the district.

The address for ordering host plaques is:

PMEA
56 S. Third St.
Hamburg, PA 19526
Phone: 610-562-9757 or 888-919-7632
FAX: 610-562-9760
email: kel20@comcast.net

FYI—SAMPLE BACK COVER PAGE from a recent festival program: The necessary information is stated clearly to the audience. Hosts could use it as stated or revise to their liking. The large print regarding illegal use of recording equipment is eye-catching. Use of cameras also should not be allowed.

An official color photograph of this band (chorus/orchestra) has been taken and will be on sale in the lobby at the conclusion of the concert.

An official cassette (compact disc) recording of the concert can be ordered in the lobby at the conclusion of the concert.

To assure a noise-free recording, it will be appreciated if coughing, sneezing and other extra noises be kept to a minimum.

NOTICE

THE UNITED STATES COPYRIGHT LAW PROHIBITS THE RECORDING OF FESTIVAL CONCERTS. IT IS UNLAWFUL TO USE ANY RECORDING DEVICE DURING THIS PROGRAM. PMEA REGULATIONS ALSO FORBID THE USE OF CAMERAS.

THANK YOU VERY MUCH FOR YOUR COOPERATION.

Guest Conductor Expense Reimbursements District--Region State--All State Festivals

REIMBURSEMENTS

PAYMENTS SHOULD BE EXPECTED WITHIN THE 30-DAY GENERALLY ACCEPTED BUSINESS TIME LINE

TRAVEL: BY CAR RECOMMENDED @ .375 cents per mile.
PLANE if over five hours or as reasonable. Host purchases plane ticket at lowest fare (may include Saturday night stay). Executive Office purchases All-State ticket using our discounted airline when possible.
USE AIRPORT BUS OR LIMO. Expensive taxi is not paid. Generally host or a parent driver will meet plane.

LODGING: HOST RESERVES ROOM at nearest hotel and provides transportation to festival site. Again, a parent driver is suggested. In rare cases if car rental is necessary, economy is rented by host. (Host selects hotel) Conductor pays room on departure to avoid payment of incidentals. Reimbursement covers only cost and tax for room.

MEALS: CONDUCTOR'S MEALS ARE PROVIDED WITH TEACHER DIRECTORS AT THE SCHOOL. Exceptions are breakfasts and Saturday evening dinner for plane holdovers, well within the standard PMEA Per Diem allowance. Per Diem includes one "set" of meals---a breakfast, a lunch and a dinner in any order. Conductors who object to school meals could use the \$30 Per Diem to eat elsewhere.

HOST DOES NOT REIMBURSE

PERSONAL PHONE CALLS/OTHER HOTEL AND PERSONAL INCIDENTALS

EXPENSIVE AIRPORT TAXI FARE

LUXURY CAR RENTAL (Car rental, if at all, only in rare situations agreed to in advance.)

PROFESSIONAL ACCOMPANIST EXPENSES/HONORARIUM. Student accompanists are generally used. Teachers could serve as accompanists for the more difficult music. In rare cases some districts use professionals--if so, expenses must be clearly identified in advance.

ANY ADDITIONAL UNRELATED CHARGES NOT AGREED TO IN ADVANCE OF SIGNING CONTRACT.

PROCEDURE

A COPY OF THIS DOCUMENT WILL BE ATTACHED TO THE GUEST CONDUCTOR'S CONTRACT and will be provided to the conductor by the festival host.

W-9 Forms

All guest conductors who are paid \$600 or more must complete IRS Form W-9 and return it to the host director. At the end of your school district's fiscal year (June 30), your district must file IRS Form 1099 to report the guest conductor's fee to the IRS. A copy of the W-9 form is included in the printed version of the Host Packet; it is not available in the CD version (pdf). Hosts may download a copy directly from the IRS website: www.irs.gov, by searching for the form by name, W-9.

For those festivals that run their expenses through their PMEA district treasury, the W-9 form should be sent to the PMEA Executive Office.

If you have any questions about form W-9, please contact Margaret S. Bauer, executive director, at 610-562-9757 or 888-919-PMEA (7632) or email: msbauer@comcast.net

Mechanical Rights Release Form

The mechanical rights release form is attached to this packet, following the guest conductor's contract. It is **IMPERATIVE** that you return the release form to the executive office 30 days prior to your festival if you plan to have the festival concert recorded. PMEA must comply with the U.S. Copyright Law in this regard. Your cooperation is essential to ensure that compliance.

PMEA strongly recommends that you hire a PMEA Sustaining Member to do your recording. The following companies are currently (2004) Sustaining Members:

AMP Recording & Duplicating Service, 307 W. Main St., Maple Shade, NJ 08052
Data Music Services/Recording Studios, 825 19th St., Altoona, PA 16601
Irish Valley Recording, Box 21, Paxinos, PA 17860
McIver Recording, 95 Spring Rd., Scotia, NY 12302
Sound Works Audio Production, 134 Baltimore St., Hanover, PA 17331
Alan Teare Recording, 183 Shenot Rd., Wexford, PA 15090
SoundWaves Recording, 4708 Surfside Drive, Huron, OH 44839

Companies currently (May 2004) NOT sustaining members (encourage them to join if you plan to use them):

Golden Egg Productions
Complex One Studios
Chris Moore
Eric Zetts
Samuel R. Reese

Act 48 Guidelines/Checklist

1. Send your schedule of the activity, including a time schedule and number of Act 48 hours requested, to the PMEA Executive Office, 56 S. 3rd St., Hamburg, PA 19526 **AT LEAST 30 DAYS IN ADVANCE OF THE FESTIVAL, CLINIC, WORKSHOP, etc. Please note that there is a maximum of 2 hours per day (6 hours total for a three day festival) available for Guest Conductor Observation.**

___2. Send a biography/resume of your clinician(s), presenter(s), conductor(s), etc. to the PMEA Executive Office, 56 S. Third St., Hamburg, 19526 **AT LEAST 30 DAYS IN ADVANCE OF THE EVENT.** Biography must include professional degrees, current position and qualifications to present.

___3. At the event, please use the PDE Roster format (attached) to have your members sign in to the event. Keep track of exactly how many hours each participant earns. Yes, some members cheat and leave after signing the rosters. It is not fair to PMEA or to the other professionals attending to grant credit when it is not honestly earned.

___4. Submit the roster, along with the official PDE evaluation form (attached) submitted by each participant to the PMEA Executive Office, 56 S. Third St., Hamburg, PA 19526 **within 30 days of the conclusion of the event.** Be certain that ALL names and addresses are legible; if necessary, type the roster and submit the typed roster along with the original roster. PLEASE do not wait until the 30th day to send the roster. The PMEA Executive Office has only 30 days from the date of the event to upload the roster and our work schedule, especially in the spring, usually doesn't permit us to type the roster and upload it immediately. Ideally, if you would type the roster in the Excel format shown on the next page and email it to: kel20@comcast.net, the records would be immediately uploaded to the Department of Education.

We will not be able to offer credit if these guidelines are not followed. I will refer questions to the appropriate district president and/or C/I rep if a member requests credit for an event for which an advance schedule/bio and/or roster has not been submitted.

We would greatly appreciate your cooperation and understanding as we comply with PDE's requirements for granting Act 48 activity hours.

Thanks!

Important Note: IF YOU DO NOT FILL OUT COLUMNS B THROUGH G THE NAME AND/OR ADDRESS OF THE EDUCATOR WILL NOT APPEAR ON THE ATTENDANCE LETTER.

SSN	First Name	Last_Name	Address	City	State	Zip Code	Activity Name	Activity Type	Total
Activity Hours/	Date From	Date To	Hours Attended/ Cr	Course ID“(If Known)					
000-00-000	Jane	Doe	123 Main St.	Anywhere	PA	19000			
000-00-000	John	Doe	123 Main St.	Anywhere	PA	19000			
000-00-000	Sally	Smith	56 S. Third St.	Hamburg	PA	19526			

This is simply a SAMPLE roster to show you what is needed by the PA Department of Education.

The official PDE roster form can be found at:
www.pde.state.pa.us

Follow the links for the Act 48 Records Management System.

You do not have to require PMEAs to sign a roster which would put their social security numbers in view of other members. You can use index cards, collect them, and personally fill out the roster in Excel before sending it to the PMEA Executive Office.

It is ESSENTIAL that you collect social security number, first and last names, complete street address, city, state and zipcode. We cannot process the roster if there is any part of the above missing. Thanks.

CONTINUING PROFESSIONAL EDUCATION LEARNING EXPERIENCE EVALUATION

PDE-3527 (1/00)

Title of Activity

Dates

Instructor(s)

Please respond to each item by circling the number which best describes your opinion. (5 = Excellent through 1 = Poor.)

A. Course/activity Content

	<u>Excellent</u>				<u>Poor</u>
1. Course/activity was well organized.	5	4	3	2	1
2. Course/activity objectives were clearly stated.	5	4	3	2	1
3. Activities and assignments were relevant to objectives.	5	4	3	2	1
4. All necessary materials/equipment/resources were provided or made readily available.	5	4	3	2	1

5. Which form(s) of evaluation were used to assess your achievement of the learning experience's objectives? Please check as many as applicable.

- | | |
|--|---|
| <input type="checkbox"/> Abstracts | <input type="checkbox"/> Lesson plan |
| <input type="checkbox"/> Exam | <input type="checkbox"/> Report |
| <input type="checkbox"/> Journal | <input type="checkbox"/> Term paper |
| <input type="checkbox"/> Project(s) | <input type="checkbox"/> Plan of implementation |
| <input type="checkbox"/> Observation | <input type="checkbox"/> Practicum |
| <input type="checkbox"/> Other (please specify): | |

6. Additional comments:

B. Course/activity Instruction

	<u>Excellent</u>				<u>Poor</u>
1. The instructor was well prepared for class.	5	4	3	2	1
2. The instructor was knowledgeable in the subject area.	5	4	3	2	1
3. The manner of presentation of the material was clear.	5	4	3	2	1
4. The instructor employed effective teaching strategies/techniques.	5	4	3	2	1
5. The instructor was objective and equitably interacted with the class.	5	4	3	2	1

6. Additional Comments:

C. Questions

Please take a few moments to respond to the following questions. Your answers will greatly assist us in determining how to improve continuing professional education course offerings.

1. What were the strengths of this course/activity?

2. What were the weaknesses?

3. Could this course/activity have been more helpful to you? Please specify.

4. Should this course/activity be offered again?

5. What changes would you recommend?

6. If this course/activity is offered again, should the same instructor teach it?

7. Did the course/activity announcement/description statement have enough information for you to make a sound enrollment decision?

8. What (if any) changes would you suggest for the course/activity announcement/description?

9. What other course/activity subject matter would interest you?

10. Can you recommend future instructors?

D. Additional comments:

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION DISTRICT & REGION/STATE FESTIVALS

STUDENT CODE OF CONDUCT AND RULES

By signing the student contract you have agreed to adhere to all rules and the student code of conduct. Any individual who disregards the Student Code of Conduct and Rules will be subject to disciplinary action and may be sent home from the festivals. Legal action may be taken if appropriate. Above all, the host director and all PMEA members want to ensure a musical, educational and enjoyable event. Your cooperation will help to achieve that goal.

CODE OF CONDUCT

- o Behavior and appearance should positively reflect you, your school and PMEA
- o You must adhere to all PMEA and host school rules.
- o While attending this PMEA Festival, you are not permitted to purchase, possess, consume or be under the influence of alcohol, drugs or any illegal substances. (except for authorized prescription drugs) at any time.
- o Conduct is the responsibility of each student. Use common sense and good judgment at all times
- o If you are found responsible for stealing or vandalism, you and / or your parents will assume full financial responsibility.
- o Tobacco products are not allowed by law.
- o Any accidents, injuries or illnesses should be reported to the host director during the day and to your host family throughout the night.
- o You are required to be on time, and to remain, for all scheduled events during the festival.
- o Possession of weapons is strictly prohibited
- o You are expected to be musically prepared and to accept the results of your audition(s) with grace and professionalism.

Remember, the impression from this festival is the only one others have of you, your school and PMEA. Make it a positive one!

SECTION 2: To be completed and endorsed by parent or guardian.

I have read this official PMEA Festival document, discussed its contents with my son/daughter, agree to its contents, and agree to support its enforcement. I understand that the school will arrange transportation with my cooperation and understanding to the festival. (Students are not permitted to drive during a PMEA Festival) My son/daughter has my permission to participate and I understand that his/her participation in this festival is solely at his/her own wish and that I will not hold PMEA and its officers, directors, employees or volunteer officials responsible for any injuries or damage my son/daughter may suffer in any way related to this event.

----- () ----- () -----
Parent/Guardian Printed Name Home Phone Work Phone

Parent/Guardian Signature Date

SECTION 3: To be completed and endorsed by School Personnel

----- () -----
Student Name School Phone Number

We, the undersigned, have read this official PMEA Festival document, discussed its contents with the student and agree to support its enforcement. We understand that the school will arrange transportation with parent/s/guardian's cooperation and understanding to this event. (Students are not permitted to drive during a PMEA Festival) We endorse this student as an outstanding musician and student worthy of PMEA Festival Membership. We will assist him/her in preparing the music selected for the program.

Music Teacher Printed Name MENC/PMEA I.D. Number Expiration Date

Music Teacher Signature Date

School Principal Signature Date

Please list below the name and title of the person from your school district who will be attending this PMEA Festival and will assume responsibility for this student and accompany the student to the On-Site Registration and serve on the Audition Committee. Every student is required to have a PMEA Member accompany him/her to registration.

Name Title

SECTION 4: To be completed and endorsed by parent or guardian and student

If selected for -----
(Name of festival Date Location)
----- will ----- will not ----- attend.)
(Student's Name)

(Parent or Guardian's Signature)

Return both sides of this CONTRACT, MEDICAL FORM and PAYMENT to:
PMEA Host Director:
Street Address
City, State & Zip
DEADLINE:XXXXX
Keep a Copy for your records.

PMEA USE ONLY:

----- Check or PO # ----- Check Date ----- Amount ----- Rec'd Date

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
DISTRICT & REGION/STATE FESTIVALS
Host Family Agreement**

Please complete this agreement as soon as possible and return it to your PMEA music director. We hope that you understand our need to provide safe and secure accommodations for our students. PMEA is very appreciative of your willingness to volunteer to open your home to our students.

Name of Host Family:

Address: -----

Phone Number : - -----

Please list the names of all adults residing in the house.

Please list the names and ages of all children residing in the house.

Please circle the number of students you are willing to house.

2 3 4 5 6 7 8

Would you prefer to house boys or girls? _____

How many full (with tub and/or shower) bathrooms are available in the home? _____

In case of student allergies we need to know: Is your home non-smoking? _____

Do you have pets? dogs_____ cats_____ birds_____ Other

If other, Please indicate: _____

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION DISTRICT & REGION/STATE FESTIVALS

Host Director, Student Housing Guidelines

- 1 The host director shall obtain a list of participant names and phone numbers, as well as the parents/guardian's names, of those who will require housing while participating in a District or Region/State Festival.
- 2 The host director shall request volunteer families to house these students for the duration of the festival.
 - a. Host housing applications will be given to volunteers.
PMEA Application will clearly state requirements of host families.
 - b. Families shall be accepted in the following order:
 1. Families of current band/orchestra/choir members
 2. Known families of band/orchestra/choir member alumni
 3. Families known to PTA/PTO organizations within the school district
 4. Other families which are well known to host director and/or host school authorities.
 5. Families not known to host director and/or other host school administrators will be required to have references from two families who are known to the host director and/or administrator.
- 3 In the event enough housing is not secured:
 - a. Students will be housed on the basis of geographic location (i.e. those living farthest from the school will be accommodated first)
 - b. Accommodations could be sought in local hotels with directors or their designees serving as chaperones and providing transportation.
 - c. Arrangements could be made by their director for a mini-bus from their home school district to transport them daily.
 - d. Host could accept a completed Housing Waiver Form. Participating students could stay at home on the condition that their parents will be responsible for seeing to it that their son/daughter **will be present and on time for all scheduled festival functions.**
- 4 Host family applications should be reviewed jointly by the host director and host principal or administrator.
 - a. Applications should be screened by this panel for any known problems.
 - b. Applicants should only house same sex students.
 - c. If Host Director has any concerns, the list of potential host families could be shown to local law enforcement authorities requesting that they alert festival personnel regarding any known problems.
 - d. Host families should be prepared to house at least two students.

- 5 The following information should be made available to host families prior to the festival.
- a. Student information (student names, home phone numbers, parents /guardians' names, home school and director name)
 - b. Host school information (phone numbers where host director and housing coordinator can be reached 24 hours a day) .
 - c. Written thank you letter from the host director after the festival as well as tickets to a concert with initial information.
- 6 Directors should receive one week before the festival:
- a. Host family's name, address and phone number. This information should be left with their parent/guardian in case of emergency.
 - b. Host school information (phone number, address, names of director, administrator and PMEA Official(s) who will be responsible on site.)
 - c. Host director and/or PMEA official phone number which can be reached 24 hours a day.
- This information should be kept with the student throughout the festival.
- 7 A PMEA Official or host director should speak with the students frankly regarding their housing experiences on a daily basis. Students should be asked to report any improprieties or problems. They should be encouraged to speak with a PMEA official ASAP if any of these situations take place, even if it is the middle of the night.

NOTES

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION GUEST CONDUCTOR AGREEMENT

Identify District, Region, All-State	Band, Orchestra, Chorus, Jazz	Festival Dates
Name of Host	School (Festival Location)	
Home Phone	School Phone	School Address
	City	Street
		Zip Code

IN COMPLIANCE WITH PRIOR ARRANGEMENTS, _____

agrees to fulfill duties related to the preparation of participants as an educational experience which is musically enriching, agrees to adhere to host's rehearsal schedule, agrees to conduct concerts scheduled by the host, agrees to broadcasts, telecasts, and non-profit recordings to be made at the discretion of host, agrees to refrain from summer school activity/tour promotion and/or college recruitment during rehearsal time, and grants host permission to use his/her name in advertising the concerts, and thereby agrees to furnish photograph/vita.

Rehearsal begins _____ and extends to _____
Time/Date Time/Date
 in accordance with a rehearsal schedule furnished by host.

The following concerts are scheduled: _____
Time/Date

Time/Date Time/Date

SELECTION OF MUSIC. Host checks one procedure which will apply to this festival.

- _____ (a) The conductor agrees to use pre-selected music literature (list attached).
- _____ (b) The conductor agrees to use pre-selected music literature (list attached) and will choose _____ additional selections to complete the program. Number
- _____ (c) The conductor will collaborate with host and/or a coordinator in selecting the entire program.
 (U.S. Copyright Law shall be strictly enforced)

CONDUCTOR'S HONORARIUM in the amount of _____ is payable before departure.

EXPENSE REIMBURSEMENT: TRAVEL AND MEALS

Travel Plane, Economy Class ticketed no less than 14 days out. Airport bus/limo (no taxi reimbursement exceeding bus/limo rate)
 Check here: Host will meet plane _____
Yes No

Car --@\$.375 per mile

Meals Breakfast \$7.00 Maximum. Other meals are furnished by the school; if not, the PMEA per diem allowance is \$30.00

Host does not reimburse personal phone calls, hotel incidentals, luxury car rental, or unrelated charges not agreed to in advance of signing contract.

PROVISION FOR LIQUIDATED DAMAGES IN THE EVENT THE CONDUCTOR FAILS TO APPEAR

Inasmuch as the breach of the Agreement by the conductor will cause serious substantial injury to the festival host/coordinator, and because it will be difficult if not impossible to prove the amount of such damage, the conductor hereby agrees that in the event of a breach of this agreement on his/her part, he/she will pay to the festival host the sum of _____ dollars (proposed honorarium plus \$250) within ten days after such breach, as liquidated damages, such sum being agreed by the parties hereto as the amount which the festival host will be damaged by the breach of this Agreement on the part of the conductor.

PROVISION FOR CANCELLATION

CONDUCTOR MAY CANCEL THIS AGREEMENT under circumstances which are beyond his/her control such as hospitalization, physical disability, serious illness or death in the immediate family, train or plane cancellation/accident. Documented proof is required.

HOST MAY CANCEL THIS AGREEMENT under circumstances which are beyond his/her control, such as fire, flood, war, riot, labor dispute or epidemic at location of festival. Documentation is required.

IN THE EVENT OF CANCELLATION OF THIS AGREEMENT, the party so cancelling shall notify the other party at the earliest possible date prior to the festival. Proper cancellation by mutual agreement relieves the other party of all obligations.

Signature (Conductor)	Date
Address	
Conductor's phones _____	_____
<small>Business</small>	<small>Home</small>
Signature (Host)	Date

Hosts: It is recommended that the recording company be a sustaining member of PMEA. (See list in *PMEA News*)

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION

MECHANICAL RIGHTS FORM

All festival hosts are required to complete the section which applies to procedure which was elected by the respective PMEA district.
Prepare Section I; fill in festival identification at bottom.

Section I

Recording Company Secures Mechanical Rights

The following named recording company has obtained a license from publishers prior to the festival. We agree to abide by the license requirements furnished by the publishers whether it be payment of a fee or sending a copy of the recording, or both, directly to the publisher or the license clearing house. A recording fee is charged to the host to cover licensing fees or we will absorb such fees as part of production costs. In either case, we agree to pay licensing fees directly. Additionally, we will collect the cost per copy of the recording from the participants and will distribute the recordings by mail. (PMEA is hereby discharged from the legal responsibility for 'Mechanical Rights of Recording.')

**

Signature, Festival Host Date

Type/Print Name of Festival Host

**

Signature, District President

**** Signatures on all copies for legibility**

**

Signature, Recording Company Owner

Type/Print above Signature Date

Company Address

Zip Code

Company is a current sustaining member _____
Check

District / Region #

Band / Orchestra / Chorus / Jazz

Name of School

School Address

School Phone

Instructions

The festival host prepares this form, obtains signature of recording company owner (if it applies), signs all copies* and mails them (intact) to the District President 30 days prior to the festival. (Region State festival host also mails the completed form to the President of the District in which the region event is held.) The District President signs all copies and distributes them immediately as follows: Send white copy to the PMEA Executive Office, return yellow copy to festival host, send pink copy to the recording company; the District President retains the gold copy. THE RECORDING COMPANY IS INSTRUCTED NOT TO MAKE A RECORDING OF THE CONCERT UNLESS THE PINK COPY HAS BEEN RETURNED IN ADVANCE OF CONCERT DAY.

*If you are downloading this form, you will need to make 3 additional copies of the form to follow the instructions, above.

Logo for Concert Programs, Signs, etc.

