

# PMEA Festival Host Manual

## District & Region Festivals

### COVER PAGE

#### FROM THE EXECUTIVE DIRECTOR TO HOSTS AND PRESIDENTS

#### VERY IMPORTANT

The officers of PMEA thank the festival hosts for careful attention to this official manual. We thank the hosts most sincerely for kind service to PMEA in sponsoring the event. All are aware of the considerable extra time spent by so many dedicated teachers.

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We believe you will find this manual helpful. This manual includes in the Appendix all of the forms that you will need for your festival. Please photocopy the forms for which you will need multiple copies, such as the medical form. All other pages in the Appendix are forms that need to be returned either to the PMEA Executive Office or your own District President.

Try to use blue paper for the medical form to set it apart.

Production costs have increased along with paper and hourly work charges. The state offers initial copies of this manual to the districts at no cost. **If a host does not return the copy, the district will charge \$20.** Districts may duplicate additional copies. However, if preferred, copies are available from the Executive Office @\$20 or at the PMEA website, [www.pmea.net](http://www.pmea.net)

Some districts have prepared a special district host manual. Be sure to check procedure in relation to this state manual. Districts are autonomous in festival operation, although suggestions from the state document could be helpful and are perhaps necessary.

REGION STATE FESTIVALS are under state jurisdiction in being identified as state events, therefore uniform operation is required. Region State hosts will use the official policies which were adopted at meeting in July 1995 (latest revision, 2006) and should refer to the entire copy included as the SECTION on Page 53. Work closely with your district president or region chairman both of whom are familiar with festival procedure. The Western Region Orchestra Coordinator (Regions I-II-III) will work closely with the host and will provide the ENTIRE MANUAL which includes procedure unique to western orchestra (SECTION on Page 27).

## TERMS OF AN INDIVIDUAL STUDENT'S ELIGIBILITY TO PARTICIPATE

All Districts must use an application form which contains the following statement:

Students should not apply to participate in festivals if, for any reason (including religious activities), they plan to miss part of the affair. A student must participate in the complete festival program commencing with registration and concluding with the final concert, except in the case of illness.

All student participants are to be required to sign this application. It is also recommended that the application be signed by the student's parent, director, and school principal. The guidelines for exceptions and appeal process which follow are to be listed in the correspondence to each director.

### Guidelines for Granting an Exception

- 1) The conflict must have developed after the date on which the student was selected for the festival.
- 2) The nature of the conflict must be **unique** (a "once-in-a-lifetime" opportunity).
- 3) Maximum rehearsal time missed may be no more than four (4) hours.
- 4) The student may not miss a concert.

### Procedure for Requesting an Exception and Appealing an Exception Denial

<i>Procedure</i>	<i>Step One</i>	<i>Possible Action</i>
Student's Director confers with Host Director	<i>Step One</i>	None
Host Director confers with District President	<i>Step Two</i>	2 Yes Votes = Exception Granted 2 No votes = Exception denied Split vote = Confer with the Immediate Past President
<i>Step Three</i> Appeal Procedure (OR Procedure for Regional Questions --Step One)		
District President confers with other District President of Region		2 Yes Votes = Denial overruled 2 No Votes = Denial approved Split vote = Confer with State President
PMEA State President	<i>Final Appeal</i>	Final Decision

Once selected, if the student cannot participate in the festival, it is the responsibility of the student's director to contact the host before the registration deadline of the event in order that an alternate may be selected.

#### ADDITIONAL INFORMATION

1. A student sent home for disciplinary action will not participate in any subsequent PMEA festival for the remainder of the school term, but may be eligible to participate the following year.
2. Students must participate in their own school organization in order to be eligible to participate in any PMEA or MENC festival (band for band, orchestra for orchestra, and chorus for chorus). The only exception to this rule may come if the high school lacks organization.
3. Home schooled students will be eligible to participate in PMEA festivals if they are sponsored by their local school district and the appropriate member-director.

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## PMEA FESTIVALS

The Pennsylvania Music Educators Association maintains a regular schedule of music festivals in three events: Band, Chorus, and Orchestra. Each of the 12 Districts of PMEA conducts an event of each type, which is then followed by a Regional All-State event. Qualified students from PMEA member schools may apply to audition and participate. Participation in the Regional-State festival will be contingent upon placement in the District level events. PMEA Districts establish their own method of determining participation in their district events. In addition to general procedure, specific guidelines apply to region events; regional hosts will adhere to this STATEWIDE official policy.

The calendar for the Association, which includes District, Regional and All-State events, will be approved and announced by the PMEA Executive Board.

Each district president is responsible for obtaining hosts for the various festivals. The host is often selected at the business meeting of the preceding festival of the same type. Interested hosts should submit a letter of invitation authorized by his/her school administration. It is the duty of district presidents and the regional chairman to assist the host with planning of festivals. **Reminder: Region-State Conductors must be approved by the PMEA Executive Board before being contracted to conduct a festival.**

There are certain obligations of the host dealing with the PMEA Executive Director's Office. They are: participation fee, insurance premiums, mechanical rights release form, and a financial report. Information regarding these obligations are included in this manual.

### **Before you start to host a festival you must realize:**

1. Enormous amount of time required
2. Countless details involved
3. You will need help to do it
4. You must be willing to spend money
5. Try to make it a bit unique
6. You must be as organized as possible, and be prepared for things to go wrong (and how to fix them!)
7. You must have a good conductor.
  - A. Personable with students
  - B. Recommended by other directors
  - C. Cooperative and dependable
8. The best organization in the world cannot make up for a conductor who is a poor musician.

## CONSIDERATION IN HOSTING A FESTIVAL

### *School Board and Administration*

1. Permission letter
2. Update information periodically
3. Invitation and complimentary tickets
4. Publicity articles

### *Guest Conductor*

1. Contact him/her early (at least a year in advance)
2. Fee Considerations
3. Music
4. Transportation and accommodations
5. Publicity
6. Region - State conductors are approved by the State Board BEFORE hiring

### *Participating Students*

1. Selections
2. Music distributed to them
3. Housing
4. Tryouts
5. Daily Schedule and Food
6. Complete information including rules and responsibilities
7. Entertainment
8. Facilities for equipment, luggage, changing

### *Participating Directors and Schools*

1. Selections
2. Information to them regarding music and conductor
3. Complete information
4. Clinics
5. Accommodations available

### *Host School Students*

1. Benefits to them
2. Total involvement in all parts of festival (committees)
3. Some in the band/chorus/orchestra
4. Keep them informed
5. Publicity and pictures
6. Build anticipation

### *Parents and Community*

1. Raise money
2. Get them involved in festival (food and banquet, housing)
3. Keep them informed
4. Publicity
5. Complimentary tickets and invitations to local VIPs, musicians, etc.

### *Facilities*

1. Cafeteria and staff
2. Custodial
3. Auditorium
4. Enough housing possible?
5. Enough restaurants and hotel/motel rooms available for directors?

## FESTIVAL TIME LINE

### 1 YEAR

- 2/21 Discuss hosting of proposed festival with your principal and get approval to proceed
- 2/21 Request permission from the school board of education
- 2/21 Discuss hosting plans with music booster
- 2/21 Prepare a letter to the PMEA District to request approval of your intended guest conductor and obtain a commitment in writing
- 2/21 Contact the recording company (a sustaining member is strongly recommended - see list in PMEA News)
- 2/21 Talk to your principal and athletic director to clear school calendar during the days of the festival

### 4 to 6 MONTHS

- 2/21 Select the program with your guest conductor and get resume and picture for program
- 2/21 In some districts the program is selected by a district committee
- 2/21 Send out list of solos for pre-auditions and make necessary arrangements with music supplier
- 2/21 Contact the cafeteria services in your school
- 2/21 Contact music supplier with the program list and make arrangements for the music to be sent out, folders made up, etc.
- 2/21 Send in the required PMEA forms to State Executive Office (insurance forms, etc.)
- 2/21 Draw up a proposed budget for Festival

### 3 MONTHS

- 2/21 Send out letter #1 to directors (District Festival). Include applications, director recommendations, and student letter
- 2/21 Make arrangements with a band or DJ for entertainment (student party), if desired
- 2/21 Contact photographer
- 2/21 Contact motels/hotels in area for prices, etc.
- 2/21 Contact printer and submit materials for tickets and posters
- 2/21 Send out letter #1 to Directors (Regional Festival)
- 2/21 Send out initial letter for housing to parents, faculty members, friends, and boosters
- 2/21 Contact PMEA Executive Office and place medal order for Regional Festival. Order District Medals if the district uses them
- 2/21 Prepare list of participating students
- 2/21 Update your principal on progress of work in preparation
- 2/21 Send out letter #2 to directors
- 2/21 Begin publicity
- 2/21 Set up student and parent booster committees
- 2/21 Make arrangements for accommodations for your Guest Conductor at hotel/motel
- 2/21 Make arrangements for the Director's dinner.
- 2/21 Contact printer and submit information for the program
- 2/21 Borrow any needed risers or equipment for the setting up or building of the stage
- 2/21 Make arrangements for the director clinics through C/I Coordinator
- 2/21 Apply for Act 48 hours to the PMEA Executive Office
- 2/21 Finalize cafeteria arrangements with staff and set up student banquet
- 2/21 Set up the student's and director's schedules
- 2/21 Make sure that the student committees have begun their work and are progressing according to schedule
- 2/21 Contact your custodial staff and explain what will be needed, etc.

## **1 MONTH**

- 2/21 Make arrangements with your principal or superintendent to welcome at the concert
- 2/21 Submit another publicity article, etc. to the media
- 2/21 Update music boosters on progress
- 2/21 Set up arrangements with nurses and doctors so that someone will be available or on duty
- 2/21 Assign the directors to their respective audition committees. Some districts use a tryout chair who may announce on site

## **2 WEEKS**

- 2/21 Update the principal on progress of preparation
- 2/21 Finalize Housing. Make up lists of housing assignments for host families
- 2/21 Make arrangements with local music store to have a repairman available or present at instrumental festival during certain times
- 2/21 Make announcements to your school student body and faculty explaining festival
- 2/21 Go over details with stage crew and set the lighting
- 2/21 Prepare name tags/packets for directors and students
- 2/21 Alert fire department, police, for help with parking. Contact police for traffic during concert.

## **1 WEEK**

- 2/21 Build out stage and/or set up risers, etc.
- 2/21 Make certain that all student committees are either finished with their preparation or are ready to do
- 2/21 Make arrangements with florist for flowers if desired
- 2/21 Put up all decorations and get ready to welcome visiting directors and students
- 2/21 Make arrangements for ushers

## **IMMEDIATELY AFTER FESTIVAL**

- 2/21 Clean up auditorium and music facilities
- 2/21 Return all borrowed equipment and risers
- 2/21 Send out thank you notes to host families and all school faculty and others that you wish to thank
- 2/21 Send letter to editor with thanks and comments
- 2/21 Meet with the recording producer and select compositions for the recording and also the cover and back "copy"
- 2/21 Submit any follow-up publicity
- 2/21 Submit all final PMEA forms to the State Executive Office as well as required PMEA fees/Program Copy: Student Participation form with state fees (Pink form); Final financial report (green form), and copy of concert program.

# LETTER SECTION

SUGGESTIONS FOR ALL

FESTIVAL CORRESPONDENCE INCLUDED

## LETTER SECTION

### A. First Letter to be sent to the Superintendent and Board of Education

January 20, 20--

Dr. Ron Gray and the Bellefonte Board of Education  
Administration Building  
Allegheny Street  
Bellefonte, PA 16823

Dear Dr. Gray:

Please consider this letter a request for permission to host the (name of festival) at our high school. This would involve nearly 190 visiting students from 60 different school districts. The date for the proposed festival would be March 17-20, 20--. While attending the festival, the visiting students would rehearse at the Senior High Auditorium, eat many of their meals in our cafeteria, and would stay in Host Family homes in our community. The cost to our school district would be minimal.

We believe this would be an exciting educational experience for our school and music program. Our district has not hosted a Festival in its history! I would be most willing to discuss this request further with you and the board if you should desire.

Thank you for your consideration.

Sincerely,

### Superintendent's Response Letter

Dear Mr. Cree:

At our regularly scheduled February School Board Meeting your request to host the 20-- REGION STATE BAND FESTIVAL -- March 17-20, 20-- was approved. Congratulations! This will be an excellent experience for our school and community! Best of luck with this endeavor.

Sincerely,

### B. Request to PMEA District to Host Festival

Date

Michael Wasilko  
President of District 4 and Region III Chairman  
Lewistown High School  
Lewistown, PA 17044

Dear Mr. Wasilko:

This is a letter of request for permission to host the REGION III STATE BAND FESTIVAL at Bellefonte Area High School. Enclosed you will also find a letter of confirmation from the Bellefonte School Board. I would be pleased if you and the membership would give this request their full consideration. We will be proud to welcome you to our school March 17-20, 20--.

### **C. Guest Conductor Correspondence**

Send appropriate confirmation letter explaining festival--place, date, and music selection list. Include a PMEA official contract (agreement) and an evaluation copy as information. Availability of the music from publishers is a major consideration.

### **D. General Letter #1 to Participating Directors**

Include name of conductor and reminders that must be made at this time:

1. Please make certain that your applicants are aware of the requirement that they must attend all sessions and concerts of the entire festival.
2. It is every director's responsibility to be present for tryouts. If you have students in a district or regional festival, it is mandatory that you are present for the auditions. Failure to attend and assist in auditions will result in your students being ineligible for festivals at the Regional or All-State Level.
3. Directors Preference List (for those districts not holding auditions)
4. You must make certain that your current PMEA dues are paid. PMEA membership cards will be checked at the festival.

### **E. Letter #2 to Participating Directors**

- Include:
1. List of participating students from your school
  2. An invoice for your student registration fees
  3. List of Music
  4. Medical form

The next mailing will include:

1. Suggested motel accommodations for directors
2. A copy of the student and director schedules
3. A list of rules and regulations for participants
4. Map and Directions to the school
5. Clinic Information (if a clinic is scheduled)
6. Audition rules and procedures

Please check all names (and/or instruments). If there are mistakes, contact me immediately. To avoid needless cancellations at the last minute, directors should be sure that selected students do not have conflicts. All must be present for the entire festival.

It is every director's responsibility to be present at the auditions which will be held (time/date). Attendance is mandatory.

Be sure your PMEA/MENC membership is valid for the audition date and concert date.

**(Letters D and E could be combined)**

## **F. Letter to Recording Company**

It is strongly recommended that hosts employ our sustaining members who support PMEA. (See List in *PMEA News*)

- Your letter should include:
1. Which format (cassette tape or compact disk) you wish
  2. The date and time for recording.
  3. A statement that the company is responsible for Executing the Mechanical Rights Form
  4. Which compositions to record and cover “copy”
  5. The company’s obligation to provide order forms, sale table, and distribution plans

## **G. Letter to Photographer**

(Similar to recording letter)

Include: Size, cost, time, place, sale table, distribution

## **H. Welcome Letter to Participants**

Include: Festival site, date, name of conductor

Please take a moment and check through the festival music you received. You should have the following selections: [List them]

If you are missing any of these pieces, please ask your band director to get in touch with me as soon as possible. Your director will be asked to supply the *Star Spangled Banner* and the *Salute to PMEA*.

The student schedule is enclosed. You will receive additional information in the next couple of weeks. You can help assure the success of the festival by starting to work on your music as soon as possible. The festival depends on you.

We look forward to meeting you in March for (name of festival).

## **I. Letter #3 to Directors**

- Include:
1. Information on motel accommodations for the directors.
  2. A copy of the Student and director schedules.
  3. A list of rules and regulations for all participating students.
  4. Map and directions to Bellefonte High School. [Insert your high school]
  5. Information detailing the director’s clinics.
  6. Detailed information and reminders for Regional Band.
  7. Region III audition rules and procedures.

## **I. Complimentary Ticket Letter**

Include: Comments regarding festival and exactly what it is. Brief information about the conductor and his/her prominence in music, list the number of performers, concert date/time, end by saying “Please accept these tickets with our compliments.”

**K. (Part 1) Host Family Letter**

BELLEFONTE HIGH SCHOOL BAND  
PMEA REGION III STATE BAND FESTIVAL  
DATE  
HOUSING REQUEST/INFORMATION

Dear Faculty Members, Boosters, and Friends:

The Bellefonte Area High School Instrumental Department and School District will be serving as host for the REGION BAND FESTIVAL to be held on March 17-20. It will involve approximately 200 students from over 60 different school districts. Because of the distance many of the students travel to attend this event, housing will be provided in our community for the duration of the festival.

This letter invites you to extend your hospitality to one or any number of these visiting band members. As a host family you would be asked to:

1. Provide sleeping accommodations for the three (3) nights of the festival (Wednesday, Thursday, Friday.)
2. Provide breakfast each day for your guests.
3. Provide the evening meal on Friday for your guests.
4. Make some type of arrangement for transporting your guests to school in the morning and home again in the evening.

If you choose to volunteer as a host family, you will receive a detailed student schedule and two complimentary tickets to the Friday Evening Concert.

Please discuss this with the members of your family, and if you would be interested in hosting any number of the guest band members, return the form at the bottom of the page to (your name) at the Senior High School Band Room no later than Friday, January 22.

Thank you for your support of our school music program.  
Bellefonte High School Band

Jessica Bowman, Regional Band Housing Chairperson

\*\*\*\*\*

We will host \_\_\_\_\_ students for the REGIONAL BAND FESTIVAL to be held on March 17-20 at the Bellefonte Senior High School.

Please indicate your preference below:

Number of Boys \_\_\_\_\_

\_\_\_\_\_  
Signature of Parents

Number of Girls \_\_\_\_\_

\_\_\_\_\_  
Full address Phone Number

Please write on back of form any suggestions or problem you may foresee regarding any aspect of serving as a host family.

**Enclose Housing Guidelines and Host Family Agreement**

**K. (Part 2) Host Family Information**

HOST FAMILY INFORMATION  
1982 REGION III BAND FESTIVAL  
BELLEFONTE HIGH SCHOOL

Dear \_\_\_\_\_:

Thank you for volunteering your home as a Host Family for the REGION III BAND FESTIVAL. We believe it will be an interesting and rewarding experience for your entire family. The following students will be visiting with you March 17-20.

1.	_____	_____
	Name	School
2.	_____	_____
	Name	School
3.	_____	_____
	Name	School
4.	_____	_____
	Name	School

Enclosed are the following:

1. Two complimentary tickets to the Friday Evening Concert (March 19 at 8 p.m.)
2. A list of your responsibilities as a Host Family.
3. A copy of the student schedule.
4. Directions on how to find and meet your guests on Wednesday evening.

**NOTE: Please refer to the Festival Operation Materials packet for the Host Family Agreement for housing at festivals.**

## K. (Part 3) Additional Host Family Information

1. Become familiar with your student's schedule.
2. Transportation:
  - a. In delivering or picking up students, please make an effort to adhere closely to the schedule.
  - b. Host families are encouraged to work out car pools with other hosting families in your area.
  - c. If transporting the students to school on Thursday or Friday morning is a problem, you may be permitted to use the regular school buses that run from your area. Check with your administration.
3. Meals:
  - a. Please make arrangements for some type of breakfast each day (nothing fancy or different from your usual meal).
  - b. Your guests will be joining you for dinner Friday evening (students are required to be back to school in time for warm-up and tuning prior to the evening concert.)
4. Inquire as to the needs of the students:
  - a. Did they forget anything?
  - b. Do they need anything?
  - c. If you have pets in the home, you might inquire about allergies, etc.
5. Please provide a place for your guests to hang up their concert attire.
6. Help make certain that everything belonging to the student is brought to the school when they report on Saturday morning.
7. Just make your guests feel welcome in your home!

### **How to find your students on Wednesday evening (9:00 p.m.):**

Upon your arrival at Bellefonte High School on Wednesday evening, report to the auditorium and look for the sign indicating the **High School that your guests are from**. Students have been asked to place luggage in the seating area around their school sign. Students will have **nametags** to also assist you in finding the correct persons. If you are still having a problem contact Mrs. Bowman or Mr. Cree or one of the Bellefonte students.

We are most appreciative of your help in volunteering as a host family. If there are any problems or additional questions after reading the enclosed information, please contact (host's name) at B.H.S. Band Room, 355-4834 or home 355-5981.

Jessica Bowman  
1982 Regional Band  
Housing Chairperson

## **L. Host Thank You Note**

Include something like this:

Letter signed by Host and Housing Chair

We would like to take this opportunity to thank you for serving as a host family for the 20-- District IV Chorus Festival. We hope that hosting these 200 visiting young people was a pleasant experience for you and your family. Your kind hospitality helped make the festival a success.

## **M. Thank You Note to Directors**

(Some hosts may want to send a thoughtful follow-up letter)

Include:

Dear Director:

We extend our very special thanks to you and your students for participating in (name of festival). I really appreciated the cooperation of those involved. It was my pleasure to host you at (school).

The ensemble was exceptionally good. A great portion of the credit goes to (name of conductor). He/she was eager to please and worked well with us. (Conductor) had a nice rapport with the students. Credit for the success of our festival is equally shared with students who arrived well prepared.

If you would like to drop our conductor a line about the festival, his/her address is:  
(list address).

Sincerely,

## **N. Letter to PMEA Executive Director**

Include: Comments on success of the festival and merits of the conductor

Enclosed - Student Participation fees and the financial report

## **O. Courtesy to Faculty in Host's School and "Thank You" Note**

### **IMPORTANT**

It is very important that a festival host keep the faculty and staff informed about the upcoming festival event. It is almost certain that the administration and office secretaries will be aware of what is about to happen, but we often tend to forget about the rest of the staff. Listed below is a suggested format which could assist you in informing the staff:

1. Approximately one and one-half to 2 months prior to the festival, send a general memo explaining the festival, when it is to be held, and who the participants will be. This memo could also include an invitation to any faculty/staff to assist with the festival housing.
2. At least two weeks before the event, send out a condensed copy of the schedule for the festival; a list of rooms to be used for the tryouts; what interruptions may occur; explain plans for a school assembly if desired; and explain ticket availability. (Some schools have Faculty Activity Passes which give the staff members admission to all school events. Let them know that these passes will be honored.)
3. Early in the week of the festival, publish a list of the students who will be out of class during the festival. You can detail which students will be assisting with registration, parking cars, handling luggage, etc.
4. Following the festival, send out a brief, but sincere, thank you to everyone for their support.

**SAMPLE OF PMEA DISTRICT 4 BAND  
FESTIVAL APPLICATION**

NOTE: Districts and Regions generally use their own form

Name \_\_\_\_\_ Grade \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of School \_\_\_\_\_

School Address \_\_\_\_\_ School Phone \_\_\_\_\_

Part Sung/Instrument Played \_\_\_\_\_

Specific Part You Are Applying For \_\_\_\_\_

Years of Private Study \_\_\_\_\_ Private Teacher's Name \_\_\_\_\_  
(other than director)

Have you participated in a District Festival before? \_\_\_\_\_ When? \_\_\_\_\_

If you have performed solos in Public, List Title, Composer, or Arranger of Each: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you performed with an Ensemble other than School Organizations?

(Example: Community Orchestra/Band, Chorus, Church Choir):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Permission is granted for my son/daughter to participate in the 20--PMEA District 4 Band Festival to be held at (School & Date). I will not hold the Pennsylvania Music Educators Association, the Name of School District, nor any PMEA member responsible for any unforeseen accident. A family health plan (insurance) is required for all participants. I also understand that my son/daughter must attend all sessions/concerts of the entire District Band Festival.

Signature of Parent/Guardian \_\_\_\_\_

Signature of Student \_\_\_\_\_

Director \_\_\_\_\_ Principal \_\_\_\_\_

**Director's Preference List**

Director's Name \_\_\_\_\_

School \_\_\_\_\_

To be filled in and sent by director when there are no participation auditions.

Please list below, in your order of preference, as many applicants as you wish, but do not include any students who are not capable of performing the district music in a satisfactory manner. Please use:

Superior, Excellent, Good, Average

Pref	Instrument	Part
1		
2		
3		
4		
5		
6		
7		
8		

**EXAMPLE OF A TYPICAL  
FESTIVAL BUDGET**

The District President and Executive Committee should assist in preparation and approve. Study previous budgets. Obtain cost of each item in advance of preparation.  
(Project in relation to registration fee and ticket sale)

Fire Police/Custodial Fees
Name Tags/Decorations
Flowers
Guest Conductor Fees/Exp
Music
Programs/Printing
Meals/Cafeteria

**EXAMPLE OF REGISTRATION  
FEE INVOICE**

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION**

**INVOICE FOR STUDENT REGISTRATION FEE - REGION III BAND FESTIVAL**  
BELLEFONTE HIGH SCHOOL  
March 17-20, 20--  
David F. Cree, Host Director

**PARTICIPATING SCHOOL** \_\_\_\_\_

Number of Participating Students \_\_\_\_\_

Registration Fee \_\_\_\_\_

Total Amount Due \_\_\_\_\_

Please make checks payable to: \_\_\_\_\_

The fee is payable in advance before this deadline \_\_\_\_\_.

Date

**EXAMPLE OF LIST FORM FOR  
PARTICIPATING STUDENTS AND SCHOOLS**

NAME OF FESTIVAL  
PLEASE LIST PARTICIPATING STUDENTS NAME AND SCHOOL

**PICCOLO**

\_\_\_\_\_  
Name School

**FLUTE I**

\_\_\_\_\_  
Name School

**FLUTE II**

\_\_\_\_\_  
Name School

\_\_\_\_\_  
Name School

**CLARINET**

\_\_\_\_\_  
Name School

\_\_\_\_\_  
Name School

**OBOE**

\_\_\_\_\_  
Name School

\_\_\_\_\_  
Name School

**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# \_\_\_\_\_

**OVER**

**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 the child is sick or injured?

\_\_\_\_\_

If EMERGENCY TREATMENT is required, may the school authorities, festival host, or designee use their own judgement in sending the 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

## **CERTIFICATES - MEDALS - PLAQUES** **GIFT TO HOST, NOT TO CONDUCTOR**

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.

1. MEDALS FOR PMEA ARE NOW ordered from the PMEA Executive Office, 56 S. Third St., Hamburg, PA 19526. Medals for District Festivals are bronze; medals for Region-State festivals are silver. Medals are \$4.00 each, which includes shipping and handling.
2. MEDALS FOR ALL-STATE ARE ORDERED BY THE EXECUTIVE DIRECTOR. THE RIBBON FOR ALL-STATE IS BLUE AND WHITE.
3. REGION-STATE PLAQUES and DISTRICT PLAQUES are ordered from the PMEA Executive Office. THEY ARE ORDERED BY THE REGION CHAIRMAN FOR THE HOST AND SENT TO THE REGION CHAIRMAN. PAYMENT IS FROM STATE FUNDS. Engraving can be done locally or by the Executive Office; please specify the information about engraving when you order the plaques. Plaques are \$25.00 each, which includes shipping and handling.
4. TO CLARIFY GUEST CONDUCTORS TAKING ADVANTAGES OF UNUSUAL REIMBURSEMENTS AND TO CLARIFY PROCEDURE BY THE HOST CONCERNING LODGING, TRAVEL, ETC., THE DOCUMENT ENTITLED 'GUEST CONDUCTOR EXPENSE REIMBURSEMENTS' IS TO BE SENT TO ALL GUEST CONDUCTORS WITH THE CONTRACT. HOSTS SHOULD COMPLY WITH STATED PROCEDURE REGARDING LODGING, TRAVEL AND ALLOWABLE REIMBURSEMENTS. (Copy is included in the Appendix of this manual.)
5. Some Districts offer medals. They may be ordered from the PMEA Executive Office.

### **STUDENT GIFT FOR HOST**

**The District President or Regional Chair should assume the responsibility of suggesting that any large student gift should be given to the host since the guest conductor receives a fee for his/her services. The pleasure derived by student participation is the result of the host's hard work.**

The host should disregard any modesty and remind the president to inform the students. If a conductor received an expensive gift at a festival some students attended previously, a "student leader" will want to do the same. It should be explained carefully by the president. A humorous, inexpensive gift is always appreciated by conductors.

**Example of a  
STUDENT SCHEDULE**

**WEDNESDAY MARCH 17**

5:30 - 6:45 p.m.	Registration (Bellefonte H.S. Auditorium Lobby)
7:00 - 7:30 p.m.	Director's meeting and students may warm up in auditorium
7:30 - 10:00 p.m.	Auditions
10:00 p.m.	Meet host family

**THURSDAY MARCH 18**

8:30 a.m.	Seating and rehearsal
1:00 p.m.	Lunch (Bellefonte H.S. Cafeteria)
2:00 p.m.	Rehearsal
5:00 p.m.	Dinner (Bellefonte H.S. Cafeteria)
6:30 p.m.	Rehearsal
9:00 p.m.	Home to host family

**FRIDAY MARCH 19**

8:30 a.m.	Rehearsal
1:00 p.m.	Lunch (Bellefonte H.S. Cafeteria)
2:00 p.m.	Rehearsal
4:30 p.m.	Home to host family for dinner
7:00 p.m.	Report back to Bellefonte High School for tuning and warm-up
8:00 p.m.	CONCERT
9:30 p.m.	Regional Band Dance
11:00 p.m.	Home to host family

**SATURDAY MARCH 20**

8:30 a.m.	Rehearsal
11:00 a.m.	Dress for picture
11:30 a.m.	Picture on stage in uniform
12:00 p.m.	Banquet (Bellefonte H.S. Cafeteria)
1:15 p.m.	Tune and warm-up
2:00 p.m.	CONCERT
4:30 p.m.	Depart Bellefonte High School and safe trip home

**Example of a  
DIRECTOR SCHEDULE**

**WEDNESDAY MARCH 17**

5:30 - 6:45 p.m.	Registration (Bellefonte H.S. Auditorium lobby)
7:00 - 7:30 p.m.	Director's meeting and students may warm up in auditorium
7:30 - 10:00 p.m.	Auditions

**THURSDAY MARCH 18**

8:30 a.m.	Seating of the band
10:30 a.m.	Regional Band Director's Meeting
1:00 p.m.	Lunch (Bellefonte H.S. Cafeteria)
2:00 p.m.	Director's Clinic (Band Room) Dr. Daryl Ramsey
5:00 p.m.	Dinner (Bellefonte H.S. Cafeteria)

**FRIDAY MARCH 19**

8:30 a.m.	Rehearsal
1:00 p.m.	Lunch (Bellefonte H.S. Cafeteria)
2:00 p.m.	Director's Clinic (Band Room) Georgia Peoples
8:00 p.m.	CONCERT
9:30 p.m.	Director's Party

**SATURDAY MARCH 20**

8:30 a.m.	Rehearsal
11:30 a.m.	Picture
12:00 p.m.	Banquet (Bellefonte H. S. Cafeteria)
1:15 p.m.	Tune and warm-up
2:00 p.m.	CONCERT
4:30 p.m.	Depart for home

EXAMPLE OF DIRECTOR ASSIGNMENTS

REGION III BAND AUDITIONS

WOODWIND AUDITIONS

SECTION	COMMITTEE MEMBERS	ROOM NO.
Piccolo & Flute	Fred Ellsworth - E. Juniata Kurt Schneiderhan - Conemaugh Richard Gardenhour - Johnstown	Central 101
Eb Clarinet & Flute II	Phil Carles - Bald Eagle Area James Rumbarger - Bellwood-Antis Mel Van Orman - Northern Bedford	103
Clarinet I	Mel McConnell - Clearfield Jack Shaeffer - Central Ben Arellano - Johnstown	Vo-tech 132
Clarinet II	Kevin Cunningham - Juniata Rash Isenberg - Central Cambria Edward Nezeski - Portage Area	130
Clarinet III	Jack Miller - Penns Valley Darwin Bistline - Altoona Mike Bodolosky - Richland Township	122
Alto and Contra-Alto Saxophones	Bill Croissant - Huntingdon Steve Clapper - Bedfo Fred Sponsler - Everett	101
Bass Clarinets	Jay Buhler - Curwensville Sam Signorino - Bishop McCort Greg Maiocco - Northern Cambria	239
Oboe I and II	Phil Mysocki - Chief Logan Don Markel - Claysburg-Kimmel Joni Whetstone - Everett Christian	131
Bassoon I and II	Bill Sackett - Bald Eagle Nittany Calvin Smith - Bishop Guilfoyle Stanley Mish - Ferndale	240
Alto Saxophone I and II	Art Belfiore - Lock Haven Tommy Stayer - Hollidaysburg Mark Baylor - Kishacoquillas	203
Tenor and Baritone Saxophones	Mike Wasilko - Lewistown Michael Stefanik - Chestnut Ridge Roger Johnston - Myersdale	204

Tabulation: Richard Victor - State College  
Herb McDowell - Somerset

Gerry Roberts - Tyrone Area  
Don Kephart - Philipsburg-Osceola



**EXAMPLE OF FORM USED FOR DIRECTOR INFORMATION  
AND SCHOOL ADDRESSES AND PHONE NUMBERS**

DISTRICT - REGIONAL BAND

*DIRECTOR INFORMATION AND SCHOOL ADDRESS LISTS AND PHONE NO.*

Please list names of all participating directors and their representative school and address.

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**EXAMPLE OF PICTURE ORDER FORM**

PICTURE ORDER FORM

FESTIVAL

SCHOOL

NAME \_\_\_\_\_ HIGH SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

Number of pictures desired \_\_\_\_\_

Price per picture \_\_\_\_\_

TOTAL \_\_\_\_\_

Salesperson \_\_\_\_\_

***RECORDING ORDER FORM***  
*is usually supplied by the recording company*

## **Additional Information for Directors**

(Send at a Later Date)

Please share this information with your students:

1. Instrument Repair -Arrangements have been made with the Music Mart in State College to have their instrument repairman available for any repairs one hour each day. He will set up in the auditorium for any necessary repairs (both woodwind and brass) as follows:
  - Wed. evening.....approx. 7:00 p.m.
  - Thurs. evening....approx. 6:00 p.m.
  - Friday evening....approx. 7:00 p.m.
  - Sat. afternoon.....approx. 1:30 p.m.
2. Records - Al Teare will be recording the Saturday after noon concert.
3. Picture - Dan Brody Studios of State College will take the group picture on Saturday at 12:30 p.m. in the auditorium.
4. Directors' Party - The Directors' dinner will be held at the SHERATON INN (Milesburg) on Friday evening following the concert (approx. 9:45 p.m.)
5. Registration Fee - I would appreciate your sending me the registration fee in advance of the festival. Any questions, call.
6. Signs - We will have signs posted in key places to make finding Bellefonte High School easier for you.
7. Music - All students will be asked to leave their music on their stands following the concert on Saturday. The music is the property of the Region III Band Library.
8. Uniforms - Students will wear their band uniforms for both concerts. Drum major and band-front-type uniforms are not permitted.
9. Medical - There will be a nurse on call at all times. If any of the participating students have medical problems, allergies, medication, etc. that seem important, please advise.

**EXAMPLE OF DIRECTOR'S CLINICS  
REGION III BAND**

Thursday, March 18th - 2:00 p.m.  
Bellefonte Band Room

Clinician - Dr. Daryl Ramsey  
Assistant Director of Penn State Blue Band

Topic - Discussion of Instrumental Teaching Materials

Topic will include materials used in the instruction of the various band instruments.  
Topic will also include new method materials now available for both individual and class instrumental instruction. Handouts will be available.

There will be a section of the discussion for question and answer.

Friday, March 19th - 2:00 p.m.  
Bellefonte Band Room

Clinician - Georgia Peoples  
Instructor of Bassoon and Saxophone at Penn State

Topic - Discussion of Methods and Problems in the Teaching of Bassoon

Topic will include the discussion of approaches in the teaching of bassoon to Junior High and Senior High Students.

There will be a section of the discussion for question and answer.

**EXAMPLE OF MEAL TICKETS**

REGION III BAND FESTIVAL MEAL TICKET LUNCH-----THURSDAY 3/18	REGION III BAND FESTIVAL MEAL TICKET LUNCH-----THURSDAY 3/18
REGION BAND FESTIVAL MEAL TICKET LUNCH-----THURSDAY 3/18	REGION III BAND FESTIVAL MEAL TICKET LUNCH-----THURSDAY 3/18

## Example of a form to give directions

### DIRECTIONS TO BELLEFONTE HIGH SCHOOL

**From the Northeast:** Take Interstate 80 West to Exit 24 (Bellefonte). Follow the signs toward Bellefonte. After approx. 2 miles, take 1st exit for Rt. 550. Continue for approx. 1 mile. Small shopping center and Burger King will be on your right. Bellefonte High School will be on your left.

**From the South:** Take Rt. 322 West to Potters Mills. Follow Rt. 144 North to Pleasant Gap. Turn right in Pleasant Gap and follow Rt. 26 east for approx. 2 miles. Turn left and follow Rt. 26 towards Interstate 80. Take 1st Exit for Rt. 550. Continue for approx. 1 mile. Small shopping Center and Burger King will be on right. Bellefonte High School will be on your left.

**From the West:** Take Interstate 80 East to Exit 24 (Bellefonte). Follow signs toward Bellefonte. After approx. 2 miles, take 1st exit for Rt. 550. Continue for approx. 1 mile. Small shopping center and Burger King will be on your right. Bellefonte High School will be on your left.

**From the Southwest:** Follow Rt. 220 North towards Milesburg and the Interstate 80 interchange. Get on Interstate 80 East and follow for approx. 3 miles. Take Exit 24 (Bellefonte). After approx. 2 miles, take 1st exit for Rt. 550. Continue for approx. 1 mile. Small shopping center and Burger King will be on your right. Bellefonte High School will be on your left.

*Please note that these are the easiest ways to get to Bellefonte. For those of you that wish to come through State College: simply follow the signs north towards the Nittany Mall and Bellefonte. Bellefonte is approximately 10 miles from State College.*

### RESTAURANTS IN THE BELLEFONTE HIGH SCHOOL AREA:

Amity House Restaurant..... Across the street from the H.S.  
Burger King..... Across the street from the H.S.  
Pizza Hut..... Same side of road as H.S. approx. 1000 yds. from school.  
Jim's Italian Cuisine..... Travel down hill towards center of Bellefonte. Restaurant is on right, up behind Undine Fire House  
Robin Hood..... Approx. 4 miles out of town on Rt. 550 towards Zion.  
Haufbrau Pizza ..... Travel down hill into Bellefonte. Bar/restaurant is on your left at bottom of hill.  
Mr. Donut..... Travel down hill into Bellefonte. It is on your left at bottom of hill.  
Bonfatto's..... Travel down hill into Bellefonte. It is on your right in lower part of town.

## **RULES AND REGULATIONS FOR ALL PARTICIPATING STUDENTS**

**While in attendance at the Regional Band, there are several rules that you must follow.**

1. Do not be late for rehearsal or performance.
2. Students are not permitted to wander through the high school or disturb classrooms while school is in session.
3. Students are not permitted to use tobacco on school property or in the host family's home. Please do not chew gum during rehearsals.
4. The use of drugs or alcoholic beverages is strictly prohibited.
5. All students are restricted to the high school building during the festival. **All shopping areas and restaurants are to be considered off limits.**
6. Students are not permitted to drive to the festival.
7. Bellefonte faculty and personnel are to be treated with courtesy and respect.
8. Violations of any of these rules will result in disciplinary action and possible dismissal from the festival.

### **Additional reminders:**

1. Please keep your host family informed of any changes in schedule that may occur.
2. All students must wear band uniforms for concerts. Drum major uniforms are not suggested.
3. Please feel free to talk to me if you have a problem or question at any time during the festival.
4. A host family gift is appropriate.

**NOTE: Please refer to the Festival Operation Materials packet for the Student Contract and Code of Conduct. These forms are to be used for every festival.**

BELLEFONTE BAND STUDENT COMMITTEES

Heather Mensch, Chairperson

	No. of Students
1. Audition guides_____	14
2. Registration committee_____	5
3. Decoration committee for auditorium and lobby area_____	8
4. Sign committee for auditorium and lobby areas and directions to school_____	5
5. Refreshment committee_____	6
6. Dance committee_____	8
7. Banquet decoration committee_____	8
8. Facilities committees (clean band room area, set up chairs, etc.)_____	5
9. Stage building committee (to assist band parents)_____	5
10. Lighting committee_____	3
11. Ushers_____	14
12. Video taping and tape recording committee_____	3
13. Photography student_____	1
14. Flower committee_____	3
15. Publicity and poster committee_____	6
16. Cleanup committee_____	12

**EXAMPLE OF A STUDENT COMMITTEE**

**Refreshment Committee** - Make arrangements with parents to donate items like chips, pretzels, punch, etc. (parents) Committee will set up tables for refreshments. (Will need paper plates, napkins, bowls, cups.)

**Student Dance Committee** - Responsibilities will involve:  
 Contacting DJ. (Spend money for a good one. Contact early so you get the best one.)  
 Set up gym or cafeteria for dance. Clear out all tables and chairs. Decorate. (Crepe paper, paint windows, make signs.)  
 Cleanup after dance.

Do not forget to get chaperones (parents and possibly a teacher that usually does dances at the school.)

Get fire police.

# **PRINTED PROGRAM SECTION**

**North Allegheny School District**  
**Hosts**  
**2002 PMEA**  
**Region I State Chorus**

**Dr. Peter van den Honert, Guest Conductor**  
**Mr. Michael Mihalyo, Accompanist**  
**Mr. Ernest M. Pontiere, Host Director**

**March 23, 2002 -- 2:00 p.m.**

**North Allegheny Senior High School Auditorium**  
**Wexford, Pennsylvania**

**2002  
PMEA  
Junior District  
Band Festival**

hosted by

**Bethel Park  
High School**

**Saturday  
March 23, 2002  
2:00 p.m.**

**INSIDE OF FRONT COVER**

**Pennsylvania Music Educators Association**

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

PM EA 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 (PMEA) is an affiliate of the 65,000 member Music Educators National Conference (MENC). PMEA 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. PMEA provides leadership in professional growth and offers special opportunities for musical development to school students.

Pennsylvania is divided into twelve districts which together form six regions. District 1 contains the five counties of Allegheny, Fayette, Greene, Washington and Westmoreland. District 5 is comprised of Beaver, Butler, Lawrence, and Mercer counties.

**PMEA District 1 Officers**

President.....Jim Julian, Derry Area  
Vice President.....Christine Loverti, North Allegheny  
Immediate Past President.....David Buetzow, Bethel Park  
Secretary-Treasurer.....Paul Fox, Upper St. Clair

**PMEA District 5 Officers**

President.....Brenda Williams,Rochester HS  
1st Vice President.....Harding Whitacre, Butler Intermediate HS  
2nd Vice President.....James Rizzo, Center  
Secretary-Treasurer.....Howard Scott, Greenville

**PMEA State Officers**

President.....Benjamin E. Holste  
1st Vice President.....Nora Burridge  
Immediate Past President.....Richard Victor  
Secretary-Treasurer.....Margaret S. Bauer

**NOTE: Please use current officers for your concert program. Information may be obtained from the PMEA Executive Office by contacting msbauer@comcast.net or kel20@comcast.net.**

C.

**INSIDE OF FRONT COVER P. 1**

The North Allegheny Community, Staff and Board of School Directors welcomes you to the PMEA Region I State Choral Festival.

You are in for a treat this evening. I believe you will find that the young men and women who participate in the Region I State Chorus are a very talented group of individuals. I am sure you will be delighted by the accomplishments and enthusiasm.

I wish all of the choral students the best for an excellent performance this evening, as well as success in their future education.

Sincerely,

Lawrence E. Bozzomo, Ed.D.  
Superintendent of Schools

On behalf of North Allegheny Senior High School, it gives me great pleasure to welcome you to this afternoon's Region I Choral Festival. We are delighted to have all of you as our distinguished guests.

Music is such an essential part of our education. It refreshes, inspires, soothes, and adds beauty and vitality to our lives. So often a song has helped us recall a magic moment or create an enhancing atmosphere, or provide a creative vision.

This afternoon our young men and women will provide all of you with a most enjoyable experience. Through their hard work, dedication and incredible talent, they will share with you their special gift of music.

We extend our sincere congratulations and appreciation to our choral students for their numerous accomplishments.

Thank you for attending and for your continued support of the music program.

Lawrence A. Butterini, Ed.D.  
Principal  
North Allegheny Senior High School

**PHOTO**

The concert that you will hear this evening is the culmination of many weeks of preparation by a great many people. I take this opportunity to thank these 185 musicians, their directors, and the administrators of the 55 participating school districts of PMEA Region III for this outstanding event.

I would like to thank Mrs. Jessica Bowman, Director of Choral Music, for her work with housing, and Miss Heather Mensch and all the Bellefonte High School Band Members for their help in all facets of preparation involved with the Regional Band.

I would also like to thank Dr. Gray and Mr. Besch and the Board of Education of the Bellefonte Area School District for their cooperation.

A special word of gratitude must go to those people in our community who have opened their homes to the visiting student musicians.

Finally, we hope that all of our visiting Regional Band Members have enjoyed their stay in Bellefonte, and have a safe journey home.

David F. Cree  
Band Director, B.H.S.

**E.**

**PAGE 3**

**GUEST CONDUCTOR PICTURE**



**PHOTO**

**CLAUDE T. SMITH**  
**GUEST CONDUCTOR**

**CLAUDE T. SMITH**

Claude T. Smith is a native of Missouri. He received his education at Central Methodist College, Fayette, Missouri and at the University of Kansas at Lawrence. He has composed extensively in the areas of instrumental and choral music and his compositions have been performed by leading musical organizations throughout the United States and many foreign countries. Mr. Smith has over 60 published works.

He is active as clinician and guest conductor throughout the United States and Canada. Mr. Smith has received numerous awards for his contributions to music education and for his work in composition, including an official proclamation by the Missouri House of Representatives and the "Distinguished Alumni Award" from Central Methodist College. He has been a constant recipient of the A.S.C.A.P. Composer's Award. He has served as President of the Missouri Music Educators Association.

Mr. Smith has taught instrumental music in the public schools in Cozad, Nebraska; Center High School in Kansas City, Missouri; and at Chillicothe, Missouri. He also served as a member of the faculty at Southwest Missouri State University, Springfield, Missouri, where he taught Composition and Theory and conducted the University Symphony Orchestra.

Mr. Smith is currently a composer for Jenson Publications, Inc., New Berlin, Wisconsin, and Educational Consultant for Wingert-Jones Music, Inc., in Kansas City, Missouri. His residence is in Kansas City, Missouri.

## DISTRICT 6 BAND DIRECTORS

Altoona.....	Darwin Bistline
Bedford.....	Steve Clapper
Bellwood Antis.....	James Rumbarger
Berlin-Brothers Valley High School.....	Don Washam
Bishop Guilfoyle.....	Calvin Smith
Bishop McCort.....	Samuel Signorino
Cambria Heights.....	John Elias
Central.....	Jack Shaffer
Central Cambria.....	Rash Isenberg
Chestnut Ridge.....	Michael Stafanik
Claysburg-Kimmel.....	Donald Markel
Conemaugh Township Area.....	Kurt Schneiderhan
Conemaugh Valley.....	John Pencola
Everett.....	Fred Sponsler, Jr.
Everett Christian Academy.....	Joni Whetstone
Ferndale.....	Stanley Mish
Forest Hills.....	Charles Cannin
Greater Johnstown Central.....	Richard Gardenhour
Greater Johnstown Vo-Tech.....	Ben Arellano
Hollidaysburg.....	Tommy Stayer
Hyndman.....	Linda Ceesna
Myersdale.....	Roger Johnston
Northern Bedford.....	Melvin D. VanOrman
North Cambria.....	Gregory Maiocco
North Star.....	Dan Croft
Portage.....	Edward Nezneski
Richland Township.....	Mike Bodolosky
Shade-Central City.....	David Dysert
Shanksville-Stoneycreek.....	Robert Swaner
Somerset.....	Herb McDowell
Turkeyfoot Valley.....	Keith Gnagey
Tussey Mountain.....	John Hoffner
Tyrone Area.....	Gerald Roberts
Westmont Hilltop.....	Pete Payne
Williamsburg.....	John Gallace
Windber Area.....	Vic Mannella

<p><b>PAGE 6      DISTRICT 4 BAND DIRECTORS</b></p>
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**DISTRICT 4 BAND DIRECTORS**

Bald Eagle Area High School.....	Phil Carles
Bellefonte High School.....	David F. Cree
Chief Logan.....	Phil Wysocki
Clearfield.....	Mel McConnell
Bald Eagle Nittany High School.....	Bill Sackett
Curwensville.....	Jay Buhler
East Juniata.....	Fred Ellsworth
Huntingdon.....	Bill Croissant
Juniata.....	J. Kevin Cunningham
Juniata Valley.....	Edward Howe II
Kishacoquillas.....	Mark Baylor
Lewistown.....	Mike Wasilko
Lock Haven.....	Art Belfiore
Mount Union.....	John Kuehl
Penns Valley.....	Jack Miller
Philipsburg.....	Don Kephart
State College.....	Richard Victor
Sugar Valley.....	Greg Leighty
West Branch.....	Bill Gable



<b>PAGES 8/9 BAND PERSONNEL CONTINUED</b>
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**BAND PERSONNEL****BARITONE SAXOPHONE**

Philip Collins	Huntingdon
Mark Hecht	Hollidaysburg
David Trinkley	Northern Cambria
Nancy Winkenblech	Penns Valley

**CORNET I**

Jean Haughwout	Chief Logan
Susan May	Somerset
David Mothersbaugh	Penns Valley
Steven Saive	Altoona
Lori Seguin	State College
Alan Thomas	Myersdale

**CORNET II**

Neil Bulich	Johnstown Vo-Tech
Gary Laurito	Cambria Heights
Vincent Soccio	Lewistown
Lawrence Stracic	Bishop McCort
Dante Stumpo	Ferndale
Valerie Welshans	Sugar Valley

**CORNET III**

Terry Bender	Turkeyfoot Valley
Becca French	Kishacoquillas
William Kuzupas	Shade Central City
Mark McGee	Hollidaysburg
David Powell	Lewistown
Lisa Sager	State College

**TRUMPET I**

Mark Conner	Clearfield
Tim Long	Somerset
Scott Spriggs	Westmont Hilltop
John White	State College

**TRUMPET II**

Kent Dombach	Juniata
Robin Oliver	Tyrone Area
Sandra Reed	Kishacoquillas
Karyn Siehl	Greater Johnstown
Lisa Signorino	Bishop McCort

**FRENCH HORN I**

Kathy Cox	Bellefonte
Richard Crider	State College
Melanie Hemminger	Somerset
Kathy Rick	Bishop McCort

**FRENCH HORN II**

Chris Kale	Central Cambria
Terrisa Kelley	Somerset
Jennifer Vaught	State College
Jennifer Wood	Philipsburg-Osceola

**FRENCH HORN III**

Paulette Altman	Richland
Kathy Ciampa	Lewistown
Jennifer Pepple	Everett
Brett Warland	State College

**FRENCH HORN IV**

Lisa Ansell	Somerset
Bess Motter	Tussey Mountain
Matt Patton	State College
Ann Russey	Huntingdon

**BARITONE HORN**

Gary Berkheimer	Hollidaysburg
Brian Diffendorfer	East Juniata
Emily Holgash	Forest Hills
James Hood	Everett
Doug Jordan	Lewistown
Shawn Leap	Hyndman
Lisa Lewis	Tyrone Area
Kevin Mitchell	Curwensville
David Richard	Lock Haven
Scotte Thomas	Tyrone Area

**TROMBONE I**

Morgan Clark	State College
DAvid Hollen	Greater Johnstown
Jeanette Krebs	Penns Valley
Douglas Rhodes	Hollidaysburg
Mimi Yetsko	Portage

**TROMBONE II**

Natalie Blanset	North Star
Bill Daugherty	State College
Michael Densmore	Curwensville
Mary Kuchera	Portage
Diana Shriner	Northern Bedford

**TROMBONE III**

Tania Brice	Greater Johnstown
Randy Flick	Bald Eagle Area
Dan Loucks	Chief Logan
Brenda Mallott	Tussey Mountain
David Schopp	Tyrone Area

**TUBA**

Joe Bollman	Lewistown
Earl Crowell	Cambria Heights
Doug Hagy	Bellefonte
Melissa Harshberger	Northern Bedford
James Hubler	West Branch
Kevin Isenberg	Central Columbia
Michael McClintock	Turkeyfoot Valley
Tony McDaniel	Bedford
Alan Shaeffer	Chief Logan
Steven Wolf	Chestnut Ridge

**STRING BASS**

Neal Holter	State College
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**PERCUSSION**

Ron Hess	Tyrone Area
Lisa Huffnagle	Chief Logan
Bonnie Jenkins	Tussey Mountain
Brian McKinley	Kishacoquillas
Doug Walker	Somerset

**MALLET PERCUSSION**

Laurie Gross	Kishacoquillas
Stan Stept	Westmont Hilltop

**TIMPANI**

Clark Kephart	Somerset
Julie Lechner	State College

**BELLEFONTE AREA HIGH SCHOOL  
BAND AUXILIARY**

The Bellefonte Area High School Band Auxiliary is pleased to have a part in hosting the Region III State Band Festival. It is the first hosting of a Regional Festival in Bellefonte in 45 years. We commend all the parents, teachers and administration for their part in preparing these fine students for this musical experience. We also extend our best wishes to the band members for continued good luck in their musical endeavors. To the visiting members of the Regional Band we hope your stay in Bellefonte has been educational, informative and extremely pleasurable. To all those who have cooperated in making this festival possible we extend our appreciation.

OFFICERS

- President.....Mr. and Mrs. Richard Baney
- Vice-President.....Mrs. Glenda Zook
- Secretary.....Mrs. Ann Walker
- Treasurer.....Mr. Doug McMullin

**OUTSIDE BACK COVER**

**ACKNOWLEDGMENTS**

Mrs. Jessica Bowman - Housing  
Mr. Dan Besch - Bellefonte High School Principal  
Dr. Ron Gray and the Bellefonte Area Board of Education  
Mr. Lee Cooper - Slide Presentations  
Mr. and Mrs. Richard Baney and the Bellefonte Band Auxiliary  
Mrs. Debra Cree - Calligraphy  
Heather Mensch and the Bellefonte Band Student Committees  
Grove Printing  
Mr. John Zimmerman and Stage Construction Crew  
Mr. Roger Peck  
Bellefonte Cafeteria Staff  
Mr. Stan Goldman

**EXAMPLE OF TICKETS**

**2002 REGION III BAND FESTIVAL  
BELLEFONTE HIGH SCHOOL  
Claude T. Smith - Conductor**

**FRIDAY, MARCH 19, 2002 - 8:00 P.M.**

**STUDENT - \$**

Tickets donated by "The Music Mart"

**2002 REGION III BAND FESTIVAL  
BELLEFONTE HIGH SCHOOL  
Claude T. Smith - Conductor**

**SATURDAY, MARCH 20, 2002 - 3:00 P.M.**

**ADULT**

Tickets donated by "The Music Mart"

## **SUGGESTED ITEMS FOR THE STUDENT PACKETS**

1. Name tag (with name and tryout number)
2. Student Schedule of the Festival
3. Host Family name and address
4. Perhaps a map of the school building
5. Information about the town or the host school area. (This type of information is often available from your Chamber of Commerce)
6. Local business establishments or the music store will often supply small items such as a key ring. This will be a way for them to advertise.
7. Pencil
8. Rules and regulations for the Festival/Student Code of Conduct and Contract
9. A copy of the Festival program

## **SUGGESTED ITEMS FOR THE DIRECTOR PACKETS**

1. Name tag
2. Audition committee assignment (if not announced on site)
3. Director Schedule for the Festival
4. A copy of the Festival Program
5. Information about the Director's Clinics
6. Information about the Director's Party
7. Small items from local business or music stores
8. Information about the town
9. A pencil
10. List of the host families and addresses for your participating students

## SOME CREATIVE IDEAS

### CREATIVE IDEAS TO TRY WHEN HOSTING YOUR FESTIVAL

1. You may want to try running a slide show at the same time that a piece is being performed. For example, use slides of the ocean, ships, etc., when performing **“Fantasy on American Sailing Songs.”**
2. If you have a student who is interested in photography, ask the student to be the official photographer and take pictures during the entire festival. Then have him/her develop the slides and show them at the banquet or concert. If they are put to music they can be very enjoyable. (Reimburse cost of film/developing)
3. You may want to set up “Snack Time” for the participating students. Since that morning rehearsal is often very long, the break time would be a welcome time for cookies, punch, pretzels, fruit, etc. Often a fast food restaurant like McDonalds will donate their orange drink mix and a container.
4. Since you usually give each participating student a tag for auditions, etc., why not get the Art Department involved and really make up some interesting name tags! Tell them to be very creative. (Badge-a-minut idea.)
5. Why not set up a clinic or concert of a light nature for the participating students? A Barber shop or Dixieland Band could be quite entertaining to students after a long afternoon of rehearsals.
6. If you are doing a composition by a Pennsylvania composer or one within driving distance, why not invite him/her to the concert. There is always a bit of extra excitement when the composer is in the audience!
7. You may consider approaching the local T-shirt business or clothing store about making up a commemorative shirt for your festival. He may be willing to give you a good price on them, and it would be no cost to you anyway. It would make a nice souvenir of your festival. Perhaps a donation will be offered to provide T-shirts for all.

**EXAMPLE OF STUDENT HOUSING LIST**

2002 REGION III BAND

BELLEFONTE HIGH SCHOOL

MARCH 17-20, 2002

**ALTOONA**

Leslie Cignetti  
Melissa Cupp

Mr. & Mrs. Lee Thompson  
1003 E. High Street  
Bellefonte, PA 16823

355-9062

Scott Lovell  
Steven Saive

Dr. & Mrs. Robert McGraw  
1043 Woodland Drive  
Bellefonte, PA 16823

355-8925

**BALDEAGLE AREA**

Mark Weaver  
Randy Flick

Jean Cartwright  
826 E. High Street  
Bellefonte, PA 16823

355-4380

Todd Yorks

Dorothy Houtz  
Box 52 R.D. 4  
Bellefonte, PA 16823

355-2746

Kathleen Hammer

Mr. & Mrs. Ken Fiedler  
1156 Centre Street  
Bellefonte, PA 16823

355-3340

**BALDEAGLE-NITTANY**

Michelle Force  
Cynthia Dorman

Carol Whitsel  
R.D. 2 Box 356-B  
Bellefonte, PA 16823

355-4451

**BEDFORD**

Mari Howells

Nancy Baldwin  
645 W. Water St.  
Bellefonte, PA 16823

355-3071

Tony McDaniel

Melvin Brown  
R.D. 2, Box 345  
Bellefonte, PA 16823

383-2801

**BELLWOOD ANTIS**

Patrice Shank

Mr. & Mrs. John Blasko  
101 W. Linn Street  
Bellefonte, PA 16823

355-4212

**BERLIN-BROTHERS VALLEY**

Tammy Hickman

Rev. & Mrs. William Boyer  
424 N. Spring St.  
Bellefonte, PA 16823

355-1139

**PMEA  
STATEWIDE REGIONAL FESTIVAL  
POLICIES**

**approved January 6, 1995 by PMEA Executive Board, Hershey**

**First Revision -- July 1995  
Second Revision -- July 1996  
Third Revision -- July 1997  
Fourth Revision -- April 2000  
Fifth Revision -- July 2001  
Sixth Revision -- April 2003  
Seventh Revision -- March 2006**

**REGION STATE HOSTS ARE REQUIRED TO FOLLOW  
ALL REGULATIONS**

**READ ENTIRE DOCUMENT BEFORE BEGINNING ANY FESTIVAL  
PREPARATION**

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## **HOST DIRECTOR RESPONSIBILITIES**

### **I. Permission**

- A. Secure permission to host the festival from authorized school officials by letter.
  - 1. Check calendar for facilities conflicts
  - 2. Notify cafeteria staff.
  - 3. Notify faculty and custodial staff.
- B. Submit letter to Region Chairperson

### **II. Facilities and services**

- A. Determine size of ensemble in consultation with District Presidents
- B. Secure facilities for rehearsals, auditions, banquet, recreation, registration, etc.
  - 1. Provide student assistants as needed
  - 2. Establish committees
- C. Prepare budget
- D. Secure services
  - 1. Recording Company
  - 2. Photographer
  - 3. Banquet Meal
  - 4. Order medals

### **III. Guest Conductor**

- A. Submit conductor's name to Region Chairperson to verify approval
- B. Upon approval, secure conductor using guest conductor contract

### **IV. Program Selection**

- A. Collaborate with guest conductor on program selections.
- B. Regional music and information must be prepared for distribution at the District Festival.
  - 1. Director's information to include: map, invoice, medical form, hotels, schedule, etc.
  - 2. Student information to include: responsibilities, map, concert dates and times, concert attire, behavior rules, etc.

### **V. Forms**

- A. Pink forms to PMEA Executive Office
- B. Mechanical Rights form
- C. Green Financial Report
- D. Copy of program submitted with pink payment form

### **VI. Housing**

- A. Arrange for housing and meals for participants
- B. Housing arrangements must be made with a minimum of two students per home
  - 1. Exceptions can be made under extraordinary circumstances

## REGIONAL CHAIRPERSON RESPONSIBILITIES

### I. Before Festival

- A. Ensure that a host be secured in cooperation with the appropriate District President
- B. Verify guest conductor approval according to PMEA procedure
- C. Schedule Regional Festival Conference with other District President and host
  - 1. This should occur before the end of the appropriate District Festival
  - 2. Distribution of music and finalization of personnel occurs at this meeting.
- D. Supervise audition committee assignments.
- E. Select the appropriate orchestral excerpts for wind instruments and ensure that the Regional Orchestra Host has included them in the folders.
- F. Order Host Plaque from Executive Office (added 9/97)

### II. At the Festival

- A. Run audition meeting
- B. Run business meeting
- C. Ensure that Festival procedures are in compliance with PMEA policy
- D. Participate in conference call for All-State Band.
- E. Present plaque to Host Director
- F. Distribute All-State Music

### III. After the Festival

- A. Complete and send reports for All-State
- B. Distribute and music to At-Large-Instruments

## SELECTION OF STUDENTS TO THE REGIONAL FESTIVAL

### I. Eligibility

- A. Students must be in grades 10, 11, or 12. *A student may participate in regional events for a maximum of three consecutive years. The determination of grade level of a home schooled student is at the discretion of the director. (Added, July, 2001)*
- B. Students must participate in their own school organization in order to participate in Region events. *The definition of participation is at the discretion of the director. (7/2001)*
- C. Any exceptions must meet the criteria stated on page 69 of the *PMEA Policy Handbook*.
- D. Director must hold current membership in PMEA/MENC
- E. Excuses from the festival will be handled according to the State Handbook.
  - 1. Hosts cannot authorize any excusals.

### II. District Representation for Regional Band and Chorus

- A. Each District is entitled to a percentage representation of the Regional ensemble.
- B. Percentage will be determined by dividing each District's total number of participating schools by the number of total schools participating at both District Festivals.
- C. Schools participating in the district festival through the representational policy are not eligible for inclusion in the regional percentages.

Example:

District	# of Schools @ District Festival		# of Schools @ Both Festivals	% of Total	# in ensemble	# of Students per District
A	78	+	136	= 57%	200	114
B	58	+	136	= 43%	200	86

Rev. 7/95

- C. Upon agreement of both district presidents, the number of student participants in a regional festival may be adjusted if the percentage formula yields a distribution within 8%.
- D. Established percentage quotas will be applied to each section in the ensemble
- E. Specific instrumentation/voicing will be determined by agreement of District Presidents at the Regional Festival Conference

### **III. District Representation for Regional Orchestra will be determined by individual Region Policy**

#### **IV. Student Accompanists**

- A. Student Accompanists at Regional Chorus must have accompanied at the District festival.
- B. Student Accompanists do not have to be a singer in either festival.
- C. One student accompanist from each District will be chosen by the District Host, District Guest Conductor, District President and the Chairperson of the student accompanists audition committee to participate in Regional Chorus
- D. In extraordinary circumstances where there is no student accompanist at District Chorus, the two District Presidents will establish a procedure for selecting a student accompanist to Regional Chorus.
- E. ~~It is the responsibility of the applicant's choral director to obtain the application form from the district chorus host. After completing sections A-D of the application, the student will return the form to his/her choral director. At some time during the district festival, the choral director will complete section F. 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 Chorus Host for processing. Applications must be mailed by Feb. 22. They must be postmarked on or before the deadline date. The All State Chorus Host appoints a committee to select two accompanists after reviewing the applications and tapes. (New policy approved March 29, 2006, see page 77).~~

#### **V. Courtesy Appointments**

- A. In order to ensure participation by the Host School, a number of courtesy appointments will be permitted. Courtesy appointments are not eligible for All-State participation under existing State Policy.
- B. Exact number will be determined at the Regional Festival Conference by the District Presidents and the Host.
- C. These students must audition but are ineligible for participation beyond Regional level.

#### **VI. Substitutions**

- A. If a student cannot attend a Regional Festival, the host and District President must be contacted immediately.
- B. The District President has the responsibility to substitute the next eligible student recommended for Regional from that District until the vacancy is filled.
- C. There shall be no time limit for the substitution.
- D. The District President will notify the host and Region Chairperson of the substitution.
- E. If the vacancy can not be filled within the District of the cancellation, the Region Chairperson will notify the other District to fill the vacancy.
- F. Substitutions in Regional Orchestra unable to be filled by the same District will be made by the WRSO Coordinator or Region Chairpersons of each Eastern Regional Orchestra.

#### **VII. Student Conduct and Dismissals**

- A. Students participating in the festival will be expected to comply with behavior codes of their home school and the host school.
- B. Any home school director may remove his or her student from the festival for disciplinary reasons. Should a director choose this action it should be made clear to the student that it is the director's decision and not that of PMEA or the festival host.
- C. If it is necessary to remove the student from the festival:
  - 1. A conference will be held with the student, host director, home school director and a PMEA officer in attendance. At this meeting, the student will have opportunity to refute charges brought against him or her.
  - 2. At the conclusion of the meeting, the decision of dismissal will be made jointly by the host and home directors and the PMEA officer.
- D. If dismissal is chosen, the PMEA officer will notify the home school principal, and, if possible, the student's parents.
- E. -Students disciplined at a Region State Festival shall be subject to punishment deemed appropriate by the Region Chair including, but not limited to: exclusion from the concert, dismissal from the festival, ineligibility to participate in future festivals, withholding of medals, and letter of reprimand/concern to parents, school administrator, and PMEA sponsoring member director.

## AUDITIONS

**I. Definition** - an audition is a tryout performance of specific sections of music by a student judged by PMEA directors.

A. All students must audition

1. If a student refuses to audition, he/she will be sent home.
2. Students excused from auditions as per State Policy, will receive a zero

B. All auditions will be blind auditions.

1. Judges may sit facing away from the student or the student may audition behind a screen.

C. Choral auditions will be a cappella.

1. Starting pitch and a neutral syllable will be given to each student. The neutral syllable will be sung by a judge from the committee with like voice part.
2. Auditions will be sung in concert language.
3. Speaking the text of monotoning will not count as a valid audition.

D. No music used in District festival to be used for auditions.

## II. Audition Schedule and Assignments

A. Auditions will follow student registration and the Directors audition meeting.

1. Under emergency conditions, the schedule will be established by the host and both District Presidents and/or their representatives.

B. Audition Committees

1. Region Chairperson shall supervise all audition assignments
2. Every effort must be made to avoid directors auditioning their own students, their private students, or their own children.
3. Each committee will have a chairperson whose duties are to:
  - a. Ensure that the process remains completely anonymous.
  - b. Complete judges tally sheet as per individual Region practice.
  - c. Complete master rating form as per individual Region practice.
  - d. Deliver forms to tabulation committee.

C. Duties of the Audition Committee

1. Select audition music from the folder.
2. Judge each student in all categories.
3. Avoid talking to the student.
4. Avoid discussion while the audition is in progress.
5. Refrain from eating, drinking, or smoking during auditions.

D. A Sergeant At Arms with the following duties will be assigned to each audition room.

1. Organize the section by audition number.
2. Collect folders from all students and place them in audition rooms until auditions are over.
3. Collect audition form as each student enters audition room and check for completeness.
4. Usher student into room, announce student number, identify for the student, the beginning, midpoint and end of each audition passage, describe the audition performance order.
5. On completion of auditions
  - a. give all student audition forms to committee chairperson.
  - b. return folders to students.

### III. Audition Material

- A. A minimum of two and a maximum of three different compositions from the Regional Festival program will be used.
  1. Orchestra audition committees will select two passages from the program.
  2. In addition, one excerpt from the following, "Standard Orchestral Repertoire" will be required for wind instruments. (the first part will be given to all members of the section) **The excerpt may also be used for violins, if the Region wishes.**
    - a. Beethoven: Symphonies: 3,4,5,6,7,9
    - b. Brahms: Symphonies: 1,2,3,4 and Academic Festive Overture
    - c. Dvorak: Old Symphonies: 4,5, (New 8,9)
    - d. Mozart: Symphonies 39, 40, 41
    - e. Haydn: Symphonies: 31,45, Clock and Surprise
    - f. Berlioz: Symphonie Fantastique
    - g. Shostakovich: Symphony 5
    - h. Sibelius: Symphony 1,2
    - i. Bartok: Concerto for Orchestra
    - j. Tchaikovsky: Symphonies 2,4,5 and Capriccio Italienne
    - k. Mendelssohn: Italian, Scotch and Reformation Symphonies
  3. In addition, the band audition committee may elect to use an excerpt from standard symphonic band repertoire (the first part being given to all members of the section.). The excerpt will be chosen by the two district presidents and host director. (Added 7/97)
  4. For orchestra **and band/wind ensemble**, each percussionist will be auditioned on all parts, including snare/battery, timpani, and mallet parts. Once seated, parts are to be rotated among the percussion players based upon audition scores, and the recommendations of the audition committee and the guest conductor. **(Revised, April 2003)**
- B. The audition committee will select passages of adequate duration to allow for fair evaluation of students preparation and ability.
- C. Solo passages may be used in instrumental auditions.
- D. Long periods of rest should be avoided.
- E. When auditions and rehearsals are concurrent, audition material may not be chosen from rehearsed selections.
- F. No music will be used for auditions which was performed in a District Festival.

### IV. Audition Procedure

- A. Students will audition in predetermined random order.
- B. Students enter the room and locate their own folder.
- C. Audition passages and performance order are identified by the Sergeant At Arms
- D. Students may warm-up in the audition room.
- E. Students may stand or sit.
- F. Students may communicate only to the Sergeant At Arms.
- G. A student may opt to replay a passage a second time. Once a student has reached the midpoint of a passage, the restart will occur at the midpoint.
- H. Students will not be permitted to practice or use audio devices while auditions are in progress.
- I. Students will leave their folder in the room.
- J. Students will return to the holding area or auditorium.

### V. Scoring

- A. A whole number score from one to ten must appear in each category on the judges sheet.
- B. Ten is the highest score.
- C. Ties may be broken in one of the following ways:
  1. Reaudition
  2. By considering total scores in the following priority order:

BAND AUDITIONS - a. tone quality b. rhythmic accuracy c. pitch and intonation d. technique e. musicianship f. preparation/diction

CHORAL AUDITIONS - a. tone quality b. pitch and intonation c. rhythmic accuracy d. technique e. musicianship f. preparation/diction  
D. Specialized percussion audition forms may continue to be used.

#### **VI. Tabulations**

- A. There must be a tabulations committee.
- B. The committee must ensure the accuracy of scores and results.

#### **VII. Ranking**

A. Ranking (reseating) at instrumental festivals will be required at the first rehearsal after auditions.  
(Revised, April 2000)

- B. After ranking, master score sheets will be posted for director perusal only.

### **SELECTION TO ALL-STATE**

**I. Students should complete the audition form prior to auditions.**

**II. Students must make a final decision to attend All State prior to the start of the festival and indicate that decision on the appropriate form. (April, 2002)**

#### **III. All State Chorus Accompanists**

- a. Both Region Chorus accompanists may apply to accompany All State Chorus
- b. Application forms for All State Chorus accompanist should be in the student accompanist Region Chorus folder given at District Chorus.
- c. Completed applications must be postmarked by February 22.
- d. All Applicants will be notified as to their audition outcome by the All State Chorus host.
- e. All State accompanists may choose this involvement in lieu of participating in other All State groups to which they had previously committed.

....March 29, 2006

If a student has already accepted a position in All State Band or Orchestra, prior to being selected as an All State accompanist, that student may turn down band or orchestra in order to accept All State accompanist. (Approved, April 22, 1998)

### **CONCERT DRESS**

#### **I. Region Band**

- A. Participants will use school issued concert band uniform and appropriate foot wear.
- B. No drum major or band front uniforms should be worn.

#### **II. Region Chorus**

- A. Each Region will select one of the following uniform manners of concert dress:
  - 1. Choir Robes with stoles and collars where applicable.
    - a. men must wear dress slacks, dark socks, and dress shoes.
    - b. women must wear appropriate dress clothes and shoes.
    - c. no athletic footwear is permitted.
  - 2. Black and white.
    - a. women must wear appropriate shoes, and skirt length will be long.
    - b. men must wear dark socks and dress shoes.
    - c. no athletic footwear is permitted.

#### **III. Region Orchestra**

- A. Participants will wear black and white.
- B. No athletic footwear is permitted.

ALL-STATE ENSEMBLE SELECTION PROCEDURES  
All-State Performing Group Selection Procedures  
(Adopted July, 23, 2003; Revised, July 20, 2004; April, 2005)

### CHORUS

Regions II, III & IV will send the top four chairs in each section for a total of 32 students from each of these Regions. Regions I, V & VI will send the top six\* chairs in each section for a total of 48 students from each of these Regions. Total number of students in the All-State Chorus will be 240.

\*Participation is based on student population in grades 10 - 12. Regions I, V & VI have a substantially larger student population.

Policy for selecting All-State Piano Accompanists:

Use the 1999 Revised Instruction/Application Form. All district and region choral hosts receive this material in May. The host selects an audition committee and notifies the Director of students selected as the All-State Piano Accompanists. The host also notifies the Directors of the students who are not selected.

### ORCHESTRA

Instrumentation is based on the number of districts in the region festivals.

	<u>West 6</u>	<u>East 4</u>	<u>East 2</u>		<u>West 6</u>	<u>East 4</u>	<u>East 2</u>	
26 Violin I	12	9	5	4 Clarinet	2	1	1	
26 Violin II	12	9	5	4 Bassoon	2	1	1	
20 Viola	9	7	4	4 Trumpet	2	1	1	
18 Cello	8	6	4	8 Horn	4	2	2	
14 Bass	6	5	3	4 Trombone	2	1	1	
4 Flute (2+2)	2	1	1	2 Tuba	1	1*		
1 Piccolo/2nd fl.		1#						
4 Oboe		2	1	1	4 Percussion	<u>2</u>	<u>1</u>	<u>1</u>
<u>TOTAL:</u>	143				66	45 or 46	30 or 31	

\*Even number year, East 2's tuba goes to the Wind Ensemble. Odd Number year, East 4's tuba goes to Wind Ensemble.

#Even number year, East 4 provides a dedicated Piccolo/2nd Flute. Odd number year, East 2 provides the dedicated Piccolo/2nd Flute.

- A) Selection of Wind and Percussion Players for All-State Orchestra: Permission for flexibility in the selection of above players for State from Region is given to the All-State Festival Coordinator and host in instances when it is necessary to insure appropriate instrumentation. (Clarification of intent of motion: to avoid assigning the same students twice on certain year; players should be pooled from region band if a qualifying player from the orchestra is not available.)
- B) Policy for selection of Harpists: District, Region & All-State  
Use the 1998 Harp Procedure/Application Form. District and Region Orchestra hosts receive this material in September. All tapes are to be sent to the State Harp Judge for Region and All-State ranking.

- D) The woodwind and brass part assignment will be done in the following manner: Western Region will receive one first part and one second part every year. Eastern Regions will be assigned on a rotating basis as follows:

	<u>East(4)(D. 7, 8, 9 &amp; 10)</u>	<u>East (2) (D. 11 &amp; 12)</u>
Flute 1	2004 (EVEN)	2005 (ODD)
Oboe 1	ODD	EVEN
Bassoon 1	EVEN	ODD
Clarinet 1	ODD	EVEN
Trumpet 1	EVEN	ODD
Trombone 1	ODD	EVEN
Horns 1 & IV	EVEN	ODD
Horns II & III	ODD	EVEN

Auditions: Will be held for the top five string chairs in each section. . . . . June 1985

### CONCERT BAND & WIND ENSEMBLE

Total instrumentation for Concert Band will be 154 players.

Total instrumentation for the Wind Ensemble will be 72 players.

9 Flute I	6 Bass Clarinet	6 Cornet I
9 Flute II	6 Contra Bass Clarinet	6 Cornet II
4 Oboe I	6 Alto Sax I	6 Cornet III
5 Oboe II	6 Alto Sax II	6 Trumpet I
4 Bassoon I	6 Tenor Sax	6 Trumpet II
5 Bassoon II	6 Baritone Sax	6 Trombone I
11 Clarinet I	6 Horn I	6 Trombone II
13 Clarinet II	6 Horn II	6 Trombone III
15 Clarinet III	6 Horn III	9 Euphoniums
6 Alto Clarinet	6 Horn IV	9 Tubas
	3 String Bases	15 Percussion *

- A) Each Region will receive the following number of slots:

2 Flutes (Regions II, III & IV)	1 Baritone Sax (Each Region)
4 Flutes (Regions I, V & VI)	3 Trumpets (Regions II, III & IV)
1 Oboe (Regions II, III & IV)	7 Trumpets (Regions I, V & VI)
2 Oboe (Regions I, V & VI)	2 Horns (Regions II, III & IV)
1 Bassoon (Regions II, III & IV)	6 Horns (Regions I, V & VI)
2 Bassoon (Regions I, V & VI)	2 Trombones (Regions II, III & IV)
4 Clarinet (Regions II, III & IV)	4 Trombones (Regions I, V & VI)
9 Clarinet (Regions I, V & VI)	1 Euphonium (Regions II, III & IV)
1 Alto Clarinet (Each Region)	2 Euphonium (Regions I, V & VI)
1 Bass Clarinet (Each Region)	1 Tuba (Regions II, III & IV)
1 Contra Bass Clarinet (Each Region)	2 Tuba (Regions I, V & VI)
2 Alto Sax (Each Region)	2 Percussion (Regions II, III & IV)*
1 Tenor Sax (Each Region)	3 Percussion (Regions I, V & VI)*

\*At the Region Level each percussionist will be auditioned total percussion: ei: Timpani, Keyboard Percussion and Snare/Battery. This procedure will also be used at the All-State Auditions. After scores have been totaled students will be assigned to specific parts based on the areas in which they scored highest

**B) Any student who is not All-State caliber should not be recommended for the Festival.**

**C) Placement of students in the Concert Band or Wind Ensemble and on a specific part, will be done on a rotating schedule as follows:**

Even Number Years: **Even Numbered Regions: 1st player in each section will be assigned to the Wind Ensemble . Assignment will then alternate between Concert Band and Wind Ensemble:**

**Odd Numbered Regions: 1st player in each section will be assigned to the Concert Band. Assignment will then alternate between Wind Ensemble and Concert Band.**

Odd Number Years: **Odd Numbered Regions: 1st player in each section will be assigned to the Wind Ensemble. Assignment will then alternate between Concert Band and Wind Ensemble.**

**Even Numbered Regions: 1st player is each section will be assigned to the Concert Band. Assignment will then alternate between Wind Ensemble and Concert Band.**

Flutes . . . . . **Regions I, V & VI will receive 2 Flute I and 2 Flute II each year.  
Regions II, III & IV will receive 1 Flute I and 1 Flute II each year.**

CODE: C = Concert Band W = Wind Ensemble

YEAR	<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>	<u>Region VI</u>
2004	C1,W2,C1,C2	W1, C2	C1, C2	W1, C2	C1,W2,C1,C2	W1,C1,C2,C2
2005	W1,C1,C2,C2	C1, S2	W1, W 2	C1, W2	W1,C1,C2,C2	C1,W2,C1,C2

Alto Sax. . . . . **Each Region will receive 1 Alto Sax I and 1 Alto Sax II**

YEAR	<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>	<u>Region VI</u>
2004	C1, W2	W1, C2	C1, W2	W1, C2	C1, C2	C1, C2
2005	C1, C2	C1, C2	W1, C2	C1, W2	W1, C2	C1, W2
2006	W1, C2	C1, W2	C1, C2	C1, C2	C1, W2	W1, C2

Percussion. . . . . **Regions I, V & VI will receive 3 Percussion each year  
Regions II, III & IV will receive 2 Percussion each year**

(Exceptions to these procedures are: Alto, Bass & Contra Bass Clarinets, Euphoniums &Tuba.)

Oboe / Bassoon

YEAR	<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>	<u>Region VI</u>
2004	C1, C2	W2	C2	W2	C1, C2	W1, C1
2005	W1, C2	C1	W2	C1	W2, C2	C1, C2
2006	C1, C2	W1	C1	W2	C1, C2	W2, C2
2007	W2, C1	C2	W2	C1	W1, C2	C1, C2
2008	C1, C2	W2	C1	W1	C1, C2	W2, C2
2009	W2, C1	C1	W1	C2	W2, C2	C1, C2

Clarinet:

YEAR	<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>	<u>Region VI</u>
2004	C1,W2,C1,W3, C2,C2,C2,C3,C3	W1,C2, W3,C3	C1, W2, C2, W3	W1, C1, W2, C3	C1,W2,C1,W3, C2,C2,C3,C3,C3	W1,C1,W3,C1, C2,C2,C3,C3,C3
2005	W1,C1,W3,C1 C2,C2,C3,C3,C3	C1,W2, C2, W3	W1, C1, W2, C3	C2, W2, C3, W3	W1,C1,W3,C1 C2,C2,C3,C3,C3	C1,W2,C1,W3, C2,C2,C2,C3,C3
2006	C1,W2,C1,W3, C2,C2,C3,C3,C3	W1, C1, W2, C3	C2,W2, C3, W3	W1,C1, W3, C2	C1,W2, C1,W3, C2,C2C2,C3,C3	W1,C1, W3,C1, C2,C2,C3,C3,C3
2007	W1,C1,S2,C1 C2,C2,C2,C3,C3	C2, W2 C3,S3	W1, C1 S3, C2	C1,W2, C3, S3	W1,C1,W3,C1 C2,C2,C3,C3,C3	C1,W2,C2,W3, C2,C2,C3.C3,C3
2008	C1,W2,C1,W3 C2,C2,C3,C3,C3	W1, C1, W3, C2	C1, W2, C3, W3	W1, C2, W3, C3	C1,W2,C1,W3 C2,C2,C3,C3,C3	W1,C1,W2,C1, C2,C2,C3,C3,C3
2009	W1,C1,W3,C1, C2,C2,C3,C3,C3	C1, W2, C3, W3	W1, C2, W3, C3	C1, W2, C2, W3	W1,C1,W2,C1, C2,C2,C3,C3,C3	C1,W2,C1,W3, C2,C2,C2,C3,C3

Alto Clarinet, Bass Clarinet, Contra Bass Clarinet (1 each for each Region)

YEAR	<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>	<u>Region VI</u>
2004	1*	1&	1	1	1	1#
2005	1&	1*	1	1	1#	1
2006	1	1	1*	1#	1	1&
2007	1	1	1#	1*	1&	1
2008	1	1#	1&	1	1*	1
2009	1#	1	1	1&	1	1*

\* This Region's Alto Clarinet assigned to Wind Ensemble

# This Region's Bass Clarinet assigned to Wind Ensemble

& This Region's Contra Bass Clarinet assigned to Wind Ensemble

All other Alto, Bass & Contra Bass Clarinets assigned to Concert Band

Tenor Sax, Baritone Sax

YEAR	<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>	<u>Region VI</u>
2004	1*	1*	1#	1#	1#	1#
2005	1#	1#	1*	1*	1#	1#
2006	1#	1#	1#	1#	1*	1*

\* These Regions' Tenor Sax assigned to Wind Ensemble

# These Regions' Baritone Sax assigned to Concert Band

Cornet / Trumpet: Code: I = Cornet I, II = Cornet II, III= Cornet III  
1=Trumpet , 2=Trumpet 2

YEAR	<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>	<u>Region VI</u>
2004	CI, WI, CII, W2 CIII, C1, C2	WI, CII, W1	CI, WII, C1	WI, CIII, C1	CI, WI, CII, W2 CIII, C2, C2	WII, CI, W1, CII CIII, C1, C2
2005	WII, CI, W2, CII CIII, C1, C2	CII, WII, C2	WI, CIII, C1	CI, WI, W1	WI, CI, W1, CII CIII, C1, C2	CI, WIII, CII, W2, CIII, C1, C2
2006	CI, WI, W1, CII CIII, C1, C2	WIII, CI, CIII	C1, WIII, S2	WII, CII, C2	CI, WII, W2, CII CIII, C1, C2	WI, CI, W1, CII, CIII, C1, C2

Horns

YEAR	<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>	<u>Region VI</u>
2004	C1, W2, C2, C3, C4, C4	W1, C2	C1, W4	W3, C3	C1, W2, C2, W3, C3, C4	W1, C1, W4, C2, C3, C4
2005	W1, C1, W4, C2, C3, C4	C1, W3	W1, C3	C2, W2	W2, C1, W4, C2, C3, C4	C1, W3, C3, C3, C4, C4
2006	C1, W3, C2, W4, C3, C4	W2, C3	C2, W3	W1, C1	C1, W1, C2, C3, C4, C4	W2, C1, W4, C2, C3, C4
2007	W2, C1, W4, C2, C3, C4	C2, W3	W1, C4	C1, W1	W2, C1, W3, C2, C3, C4	C1, W2, C2, C3, C3, C4
2008	C1, W3, C2 C3, C4, C4	W1, C3	C2, W4	W2, C1	C1, W2, C2 W3, C3, C4	W1, C1, W4 C2, C3, C4
2009	W1, C1, W4 C2, C3, C4	C1, W2	W1, C3	C3, W3	W1, C1, C2, C3, C4, C4	C1, W3, C2, W4, C2, C4

Trombone

YEAR	<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>	<u>Region VI</u>
2004	C1,W2,C2,C3	W1, C3	C1, W2	W3, C2	C1,W3,C2,C3	W1,C1,C2,C3
2005	W1,C1,C2,C3	C2, W3	W1, C3	C1, W2	W2,C1,C2,C3	C1,W3,C2,C3
2006	C1,W3,C2,C3	W2, C1	C2, W3	W1, C3	C1,W1,C2,C3	W2,C1,C2,C3

Euphonium/Tuba

YEAR	<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>	<u>Region VI</u>
2004	1, 1	1*	1	1*	1, 1	1, 1*
2005	1, 1*	1	1*	1	1, 1*	1, 1

\* **These Regions' Euphoniums will be assigned to the Wind Ensemble**  
 # **These Regions' Tubas will be assigned to the Wind Ensemble.**

Please Note: 1 additional tuba will be added to the Wind Ensemble. This Tuba will come from East 4 Region or East 2 Region Orchestra. Even number year the tuba will come from East 2. Odd number year the tuba will come from East 4.

Additional note: Piccolos and Eb soprano clarinet will be assigned from Region Bands on a rotating basis. Please refer to the rotation below:

	2004	2005	2006
Region I	Piccolo to Concert Band	Eb Sop. Cl. to Concert Bd.	
Region II	Piccolo to Wind Ensemble	Eb Sop. Cl. to Wind Ensemble	
Region III	Eb Sop. Cl. to Concert Bd.		Piccolo to Concert Band
Region IV	Eb Sop. Cl. to Wind Ens.		Piccolo to Wind Ensemble
Region V		Piccolo to Concert Bd.	Eb Sop. Cl. to Concert Bd
Region VI		Piccolo to Wind Ens.	Eb Sop. Cl. to Wind Ens.
	2007	2008	2009
Region I	Piccolo to Wind Ens.	Eb Sop. Cl. to Wind Ens.	
Region II	Piccolo to Concert Bd	Eb Sop. Cl. to Concert Band	
Region III	Eb Sop. Cl. to Wind Ens.		Piccolo to Wind Ens.
Region IV	Eb Sop. Cl. to Concert Bd.		Piccolo to Concert Bd
Region V		Piccolo to Wind Ens.	Eb Sop. Cl. to Wind Ens.
Region VI		Piccolo to Concert Bd.	Eb Sop. Cl. to Concert Bd.

String Bases: Even years, will come from Even Regions (II, IV, VI)  
 Odd years, will come from Odd Regions (I, III, V)

The Following Resolutions adopted by the Executive Board June 15-16, 1984

—compiled by President Albert Nacinovich

**Student Eligibility:** In consideration of the unique characteristics of each District, or in order to insure a quality performing organization and educational experience for all students involved, PMEAs gives authority to each District to determine the grade level eligibility for all District Level events. Participation in Region and All-State events will be restricted to grades ten, eleven and twelve. At no time will any student be eligible to participate at the All-State for more than three years.

**The Selection Process:** Following a region festival audition, students eligible for an All-State performing group may accept or decline participation in that All-State performing group. Those wishing to decline participation would be eligible for future selection in other All-State groups through upcoming region festival auditions. Replacements for these would be made by the Region Chairman from audition results at that region festival. The decision of students to decline participation would be binding once a replacement has been secured.

#### JAZZ ENSEMBLES

**Instrumental Jazz:** Total instrumentation will be 20  
**Vocal Jazz:** Total voices will be 24 (3 on a part)  
Accompaniment of Piano, Bass & Drums will be at the discretion of the All-State Jazz Coordinator in consultation with the Guest Conductor.

**Selection Process:** To be considered for the Jazz Ensemble, candidate must submit a videotape (VHS format only).  
To be considered for the vocal jazz ensemble, candidate must submit a cassette tape or CD (preferred).

Saxophones may audition on more than one instrument. Vocal jazz applicants may only audition on one voice part. (clarified, January 2006)

\*All audition materials must be submitted to the PMEA All-State Coordinator.

**Requirements:** Specific requirements will be established by the All-State Jazz Festival Coordinator, and will be published each year in *PMEA News* or published on the PMEAs website, [www.pmea.net](http://www.pmea.net)

All-State Jazz Coordinator is responsible for: (revised, July 2005)

1. Suggest names for PMEAs Conductor list (Jazz and vocal jazz) for State Board approval.
2. Arrange for IAJE Committee to review audition tapes and rank them.
3. Coordinate the commissioned jazz selections.
4. Work with sound reinforcement company at the concert site.
5. Serve as MC at All-State Jazz Concert
6. Work with Jazz Host Directors as needed.
7. Work with PMEAs All-State Coordinator as needed
8. Recommend materials for auditions to be published in *PMEA News*.

## All State Wind Ensemble and Concert Band Instrumentation

Instruments	Concert Band	Wind Ensemble	Totals
<b>Piccolo</b>	<b>1 *</b>	<b>1 *</b>	<b>2 *</b>
<b>Flute I</b>	<b>6</b>	<b>3</b>	<b>9</b>
<b>Flute II</b>	<b>7</b>	<b>2</b>	<b>9</b>
<b>Oboe I</b>	<b>3</b>	<b>1</b>	<b>4</b>
<b>Oboe II</b>	<b>3</b>	<b>2</b>	<b>5</b>
<b>Bassoon I</b>	<b>3</b>	<b>1</b>	<b>4</b>
<b>Bassoon II</b>	<b>3</b>	<b>2</b>	<b>5</b>
<b>Eb Clar</b>	<b>1 *</b>	<b>1 *</b>	<b>2 *</b>
<b>Clarinet I</b>	<b>8</b>	<b>3</b>	<b>11</b>
<b>Clarinet II</b>	<b>9</b>	<b>4</b>	<b>13</b>
<b>Clarinet III</b>	<b>10</b>	<b>5</b>	<b>15</b>
<b>Alto Clar</b>	<b>5</b>	<b>1</b>	<b>6</b>
<b>Bass Clar</b>	<b>5</b>	<b>1</b>	<b>6</b>
<b>Contra Clar</b>	<b>5</b>	<b>1</b>	<b>6</b>
<b>Alto Sax I</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Alto Sax II</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Tenor Sax</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Bari Sax</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Cornet I</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Cornet II</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Cornet III</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Trumpet I</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Trumpet II</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Horn I</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Horn II</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Horn III</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Horn IV</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Trombone I</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Trombone II</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Trombone III</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>Euphonium</b>	<b>6</b>	<b>3</b>	<b>9</b>
<b>Tuba</b>	<b>6</b>	<b>3 (+1 from E2 or E4 Orch.)</b>	<b>10</b>
<b>Percussion</b>	<b>9</b>	<b>6</b>	<b>15</b>
<b>Keyboard Percussion</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Timpani</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>String Bass</b>	<b>2</b>	<b>1</b>	<b>3</b>
<b>Totals</b>	<b>154</b>	<b>72</b>	<b>223</b>

To clarify the desired level of music for All-State performing groups, Albert Nacinovich and James Stewart prepared the following policy in August 1987:

## Music Programming Policy for All-State Performances

**It is the position of PMEA that the program selected for our All-State Concert Band, Wind Ensemble, Chorus, Orchestra, Vocal Jazz and Instrumental Jazz should be of high quality literature, both interesting to, and challenging for, our students, and with broad appeal to the audience.**

**The program should strive for some degree of variety of style and of composers. Generally, a single “major” work should not be considered. Music composed or arranged by the Guest Conductor will be appropriate in so long as it does not constitute a dominant part of the program. It is expected that the program will contain several pieces beyond the literature normally performed by better high school groups.**

**The program must be chosen in time for proper planning and the convenience of the Host. The procedural sequence should be:**

- (1) The All-State Coordinator should furnish the Guest Conductor with specific suggestions of literature from the Association, Host, and/or Coordinator, along with several examples of past programs, and recordings of same.**
- (2) Consultation concerning the proposed program should occur between the Host and Guest Conductor, following which the Host should submit the proposed program to the Coordinator.**
- (3) The Coordinator will consult with two appropriate members from an eight-person Music Selection Committee (two each: B, C, O & J) which has been appointed by the President.**
- (4) In Music Selection Committee review is favorable, the availability of all music will be checked by the Coordinator. Once this is confirmed, the program will be accepted.**
- (5) If there is some concern as to program content, the Coordinator and the Guest Conductor will be expected to resolve any problems by considering alternate selections. Further consultation with the committee will be at the discretion of the Coordinator.**
- (6) The entire process should be completed by October 15th of the year prior to the concert.**

### **Music Selection for All-State Groups: List of Past Programs**

The Executive Director maintains a list of all literature performed by All-State groups--copies available on request.

For Chorus, a committee highlighted the desired level of literature to be included in future programs. The All-State Coordinator maintains this list and will furnish to choral hosts and guest conductors. (Rationale: some choral literature selected was of questionable challenge to an All-State group, much having been performed by local schools, district and region choruses.)

### **All-State Concert Format**

Change All-State concert format to resolve the problem of a disadvantage to the chorus which has been performing in the too-small out-front pit area. After brief remarks by the President, the concert will begin at 2:00 p.m. with an instrumental group (band?). The curtain will be drawn and each group reset on stage. During each break a portion of the annual award ceremony will take place.

...June 1986, page 5

## All State Percussion Procedure

All percussionists at the Region Level will be auditioned on all music in the Region folder in three separate parts: snare drum/battery, keyboard percussion, and timpani. A combination of the composite score from this *Total Percussion* audition and the individual score will be used to place students into the All State Wind Ensemble and Concert Band. Individual scores from each of the three auditioned parts will be used for part assignments.

Students will be auditioned the same way at All-State Festival Auditions for seating in the All-State ensemble. Composite scores will be used for ranking (highest total rank is first chair) and individual scores will be used for part assignments (strongest keyboard percussionist will receive most difficult keyboard parts).

Placement of students in the Concert Band or Wind Ensemble will be done on a rotating schedule as follows:

**W --Wind Ensemble (6-1T, 2K, 3S) [TSKSKS]  
C--Concert Band (9-2T, 3K, 4S) [SKSTKSKST]  
S--Snare/Battery; K--Keyboard; T--Timpani**

Year	Region I (3)	Region II (2)	Region III (2)	Region IV (2)	Region V (3)	Region VI (3)
2008	WK,CK,CS	WS,CK	WT,CS	WS,CT	WK,CS,CK	WS,CS,CT
2009	Ws,CS,CK	WT,CS	WS,CT	WK,CS	WS,CK,CS	WK,CT,CK
2010	WT,CS,CK	WS,CS	WK,CT	WS,CK	WK,CS,CK	WS,CS,CT
2011	WS,CK,CS	WK,CT	WS,CK	WK,CS	WS,CK,CS	WT,CT,CS
2012	WK,CS,CT	WS,CK	WK,CS	WS,CK	WT,CS,CT	WS,CS,CK
2013	WS,CT,CK	WK,CS	WS,CK	WT,CS	WS,CT,CS	WK,CK,CS

## All-State Percussion Procedure

How will host schools know what to do?

### Region Host

1. On the evening of festival auditions, students are auditioned on all parts in the folder in three different areas: snare/battery, keyboard percussion, and timpani.
2. Students are ranked for seating according to the composite score of all three areas. The top three students from Regions I, V, and VI, and the top two students from Regions II, III, and IV, will move onto the All State Concert Band or Wind Ensemble.
3. Individual instrument scores from those students going on to the All-State Concert Band or Wind Ensemble will be used for ensemble placement according to the above formula. For example, in 2004, Region I, the top scoring student on Snare/Battery will go to the Concert Band, the top scoring student on Timpani will go to the Wind Ensemble, and the top scoring Keyboard Percussionist will go to the Concert Band. If a region has a duplication in the rotation for a particular year, the higher score of the two students should go to the Concert Band. For example, in 2004, the Region I rotation is WK, CS, CK. The top scoring student on snare drum will go to the Concert Band, the top scoring Keyboard Percussionist will go to the Wind Ensemble, and the second highest scoring Keyboard Percussionist will go to the Concert Band. The logic behind the duplication rule is that a larger number of top players will already be going to the Concert Band, so any duplication should favor the Wind Ensemble.
4. For Percussion Assignments, **ALL PARTS SHOULD BE ROTATED THROUGH THE ENTIRE SECTION.** However, in the interest of the most effective experience for the students, Region Hosts should also use the individual results to assign percussion parts for the Region Festival. The most challenging timpani parts should be assigned to the highest scoring timpanist, the most challenging snare parts should be assigned to the highest scoring students in the snare/battery section, etc. The Region Host should be familiar with the needs of the percussion section for assignments and equipment needs prior to the festival, or have a PMEA Region member available to assign the parts for the Host Director. **Parts assignments at the Region Level DO NOT carry over to the State Festival.**

### All-State Host

1. On the evening of the All-State Festival Auditions, students are auditioned on all parts in the folder in three different areas: snare/battery, keyboard percussion, and timpani.
2. Students are ranked for seating according to the composite score of all three areas.
3. **ALL PARTS SHOULD BE ROTATED THROUGH THE ENTIRE SECTION.** However, in the interest of the most effective experience for the students, All-State hosts should also use the individual results to assign percussion parts for the All-State Festival. The most challenging timpani parts should be assigned to the highest scoring timpanist, the most challenging snare parts should be assigned to the highest scoring students in the snare/battery section, etc. The All-State host should be familiar with the needs of the percussion section for assignments and equipment needs prior to the festival, or have a PMEA member available to assign parts for the Host Director.

## Eastern Division Festivals

### Eastern Division Selection Deadline Obligations

District presidents must meet deadline obligations in sending application forms to students and in returning them to the state president. The deadline set by the president is in advance of selection meeting for obvious sorting/ranking. Those not sent to the president by deadline must be obtained by the president/executive committee in whatever suitable way to determine names from said delinquent district officer.

...August 1979, Deadline Revised June 1983

### Criteria for Selecting Pennsylvania Nominees for All-Eastern

1) Participation in previous year's All-State (desirable); must have participated in previous Regional level festival (minimum) 2) Frequency of participation in PMEA festivals 3) Placements in those festivals 4) Other musical honors 5) Recommendations/Student evaluation 6) Private study. Presidents retain region ratings; Coordinator retains All-State ratings.

Mechanics: Divide applications into voice/instrument part groups. District Presidents (chaired by the Immediate Past State President) need to be prepared to evaluate forms during summer meeting prior to a Division Conference. 1987 PMEA received 24% of total--based on state membership.

**NOTE: MENC changed the procedure and qualifications for the 2005 Eastern Division ensembles. PMEA students MUST have participated in All State in order to apply for Eastern Div. (April 2004)**

### Eastern Division Applications

A committee prepared an evaluation form for Pennsylvania which is meaningful for our structure and compatible with the Division student festival application form by providing more information to make intelligent decisions in ranking applications.

...January 1987, page 5 (edited)

### Criteria for Ranking Nominees for Eastern Division Honor Groups

**Rationale for Ranking:** The only objective system we have (and therefore the only one that is completely defensible from parent and director complaints) for comparing one student to another is the most recent All State audition. Therefore we must first adhere to that ranking. Further, since All-Eastern occurs every other year, we should not give priority to a senior two-time All Stater over a Junior one-time All Stater (that would penalize the junior for being born in the wrong year).

Based on this rationale, rankings should be completed so that ALL forms follow this system:

1. All sections are ranked according to the most recent PMEA All State audition results.
2. The committee's judgment in comparing orchestra winds & percussion to band winds & percussion, as well as Violin I to Violin 2 should be generally accepted as long as the previous criteria is followed. That is, 4th chair clarinet could not be ranked higher than the 3rd chair. A first chair first in one organization should be ranked higher than a second chair first in the other. Beyond that, the committee needs to make a subjective judgment based on the resume using the criteria listed below.
3. When the committee recommends a non-all stater from the region rankings, care needs to be taken to be sure that the relative ranking for students from the same region is maintained. For example, a 6th chair vocalist may not be ranked higher than a 5th chair on the same part from the same region. The resume must be considered when comparing students from different regions using the criteria listed below.

Ranking procedure for all choir sections, violas, cellos, harmony clarinets, saxophones, and euphoniums:

1. Results of the most recent All State auditions must be followed.

For ranking All-State Violins, Winds and Percussion (except as indicated above):

1. Results of the most recent All State auditions must be followed. To determine how to rank Violin I compared to Violin II and All State Orchestra students compared to All State Band students, the committee should then consider in this priority order:
  2. Participation in previous All State festivals
  3. Frequency of participation in any PMEA festivals
  4. Placements in those festivals
  5. Other musical honors
  6. Recommendations/student evaluations
  7. Private study

# **WESTERN REGION STATE ORCHESTRA SECTION**

## **REGIONS I - II - III**

**ALL OF THE STATE APPROVED  
REGION STATE POLICIES ARE MANDATORY**

### **INFORMATION**

**THIS SECTION INCLUDES ONLY  
ADDITIONAL PROCEDURES UNIQUE  
TO THE WESTERN ORCHESTRA AND  
THE COORDINATOR'S JOB DESCRIPTION**

## **Western Region State Orchestra Coordinator Job Description**

Western Region policy and information will be distributed to each district president by the Coordinator. Yearly updates will be included following the Western Region business meeting.

1. Act as a clearing house for all information relating to the Western Region State Orchestra. Begin the Thursday business meeting at 10:00 a.m.
2. Assist the Region Chairman and Host Director with the logistics of hosting the festival.
3. Be present at the festival and assist with any administrative duties during the auditions and WRSO business meeting.
4. Select and distribute the common audition excerpt for the wind auditions for Western Region State Orchestra to the host director.
5. Select and distribute the violin re-audition excerpt to the host director.
6. Organize the All State folders with the student names and schools listed on each folder.
7. Insure that a program committee with one representative elected by each of the District Orchestras select a program for the WRSO with the host directory during the current WRSO festival for the next WRSO festival. If no host is known, the committee will select the program alone.
8. Make sure the procedures outlined in the Western Region Orchestra Policy manual are followed. However, the coordinator does not have any decision making authority. That is reserved for the PMEA officers attending the festival.
9. Correspond and/or meet with the host director prior to October 1. Review the guidelines of the Western Region Orchestra and make sure the host KNOWS to distribute the WRSO music to each of the three District Orchestra Festivals. Also, send the host a copy of the WRSO policy manual.
10. Initiate the conference call during the District Orchestra Festivals, as they relate to WRSO matters.
11. Make the audition committee assignments according to PMEA guidelines, and inform the Region Chairperson and Audition Chair.
12. The Coordinator will NOT be involved with any disciplinary decisions by the District Presidents as they relate to students or directors.

Approved March 16, 2000  
....will be reviewed at the 2001 directors meeting...  
Western Region Directors

## PROCEDURE CHANGES

Any changes to the above Western Regional State Orchestra procedures may be made at the business meeting. Those changes will then be in effect for the following year.

## WESTERN REGION STATE ORCHESTRA PERSONNEL

Each District Festival will contribute the following instrumentation to our Regional State Orchestra:

Violin I	8	Oboe II	1	French Horn I	1
Violin II	8	Clarinet I	1	French Horn II	1
Viola	7	Clarinet II	1	French Horn III	1
Cello	6	Bassoon I	1	French Horn IV	1
Bass	4	Bassoon II	1	Trombone I	1
Flute I	1	Trumpet I	1	Trombone II	1
Flute II	1	Trumpet II	1	Bass Trombone 1	
Oboe I	1	Trumpet III	1	Percussion	1

Conference Call Parts: 1 Percussion, 2 Tubas (By the District Presidents and the WRSO Coordinator). Other exceptional instruments will be assigned to each district as the music dictates.

Harp: Based on the state Harp audition results as published by the Harp Committee.

The percussion folders must contain ALL PARTS, including Tympani parts.

Every percussionist auditions on “total percussion”. All percussion part assignments will be made by the percussion audition committee on Wednesday night. Audition on the “total percussion” for advancement to the state orchestra.

All flute folders must contain piccolo parts. Students must prepare and audition on both the flute and piccolo parts. The piccolo player will be determined at the auditions.

## ALL STATE ORCHESTRA PERSONNEL

The Western Region State Orchestra will contribute the following to the ALL STATE ORCHESTRA:

Violin I 1	2	Clarinet	2
Violin II	12	Bassoon	2
Viola	9	Trumpet	2
Cello	8	Fr. Horn	4
Bass	6	Trombone	2
Flute	2	Tuba	1
Oboe	2	Percussion	2

Each year the woodwind and brass players will be assigned one on the first part, and one on the second part. Horns will be assigned one on each part.

All flutists must take a piccolo and prepare all piccolo parts.

## AUDITIONS

Auditions will be held on Wednesday night, starting no later than 6:30 p.m.

All directors must be present for auditions. A qualified substitute, who is a PMEA member, may represent the director, if approved by the Region Chairman or Coordinator, in advance of the director's audition meeting. The student(s) of any director who is not present for auditions, will be sent home immediately, and will NOT be permitted to audition.

Percussion auditions will be on "total" percussion. All parts will be sent to all students, and the students must audition on all parts. This will help determine the best percussionists for the All-State Orchestra. Students parts will be assigned by the audition committee on Wednesday evening.

The TABULATION COMMITTEE must have a private room. The results will be available to the directors as soon as ALL tabulations are finished. The judges' master sheets will be posted prior to the first rehearsal following the auditions.

When the tryout results are read, and the orchestra is seated, the top ONE-HALF of the string students names will be read with their corresponding chair. The wind and percussion sections will continue to be seated in their entirety.

All students on like wind instruments will be auditioned by the same committee.

It is the responsibility of the WRSO Coordinator to select the reaudition excerpts for all regional participants. The Region Chairperson will then insure that these excerpts are placed in the appropriate student folders.

Wind students will be sent to All State Orchestra on the basis of highest score in the auditions, regardless of chair or part.

String and percussion players will be auditioned as in the past: top scores in each individual section will be sent to All State Orchestra (Violin I, Violin II, etc.)

A reaudition part will be included in all violin folders. Students are to prepare this excerpt for a reaudition committee of three judges and one chairperson on Thursday. Violin I chairs number 13, 14, 15, and 16 will reaudition against Violin II chairs number 9, 10, 11, and 12. This reaudition will determine the Violin II positions 9, 10, 11, and 12 for the All State Orchestra. Only the first eight Violin chairs are guaranteed a place in the All State Orchestra.

Directors will convene for a meeting with the host no later than 6:30 p.m. Audition materials will be distributed and committee assignments will be announced.

Each audition committee will consist of three directors, one from each of the participating district festivals.

The chairperson shall return all signed score sheets (including the individual scores) to the tally committee. Individuals should sign their own score sheet.

Score sheets will not be taken from the directors' room.  
No smoking or eating in the audition room.

Sergeant At Arms do NOT listen to or score auditions.

Audition Procedure: The warm-up may not be any portion of the audition material.

**Scoring:** Use the actual audition number of the student on scoring sheets.

Violin 1, Violin 2, Viola, and Cello sections use the NGB sheets for student dismissal  
**GUIDELINES FOR STUDENT DISMISSAL  
WESTERN REGION STATE ORCHESTRA**

**Selection to All State:** No state results are official until Friday noon.

Motion to establish a program committee with one representative elected by each of the District Orchestras to select a program for the WRSO with the Host Director during the WRSO festival for the next WRSO festival. Approved.

Motion for all business meetings to begin on Thursday at 10:00 a.m. Approved.

<p><b>GUIDELINES FOR STUDENT DISMISSAL WESTERN REGION STATE ORCHESTRA</b></p>
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**PMEA Policy  
July 2000**

**VII. Student Conduct and Dismissals**

- A. Students participating in the festival will be expected to comply with behavior codes of their home school and the host school.
- B. Any home school director may remove his or her student from the festival for disciplinary reasons. Should a director choose this action it should be made clear to the student that it is the director's decision and not that of PMEA or the festival host.
- C. If it is necessary to remove the student from the festival:
  - 1. A conference will be held with the student, host director, home school director and a PMEA officer in attendance. At this meeting, the student will have opportunity to refute charges brought against him or her.
  - 2. At the conclusion of the meeting, the decision of dismissal will be made jointly by the host and home directors and the PMEA officer.
- D. If dismissal is chosen, the PMEA officer will notify the home school principal, and, if possible, the student's parents.
- E. Students disciplined at a Region State Festival shall be subject to punishment deemed appropriate by the Region Chair including, but not limited to: exclusion from the concert, dismissal from the festival, ineligibility to participate in future festivals, withholding of medals, and letter of reprimand/concern to parents, school administrator, and PMEA sponsoring member director.

**Courtesy Appointments**

- A. In order to ensure participation by the Host School, a number of courtesy appointments will be permitted. Courtesy appointments are not eligible for All-State participation under existing State Policy.
- B. Exact number will be determined at the Regional Festival Conference by the District Presidents and the Host.
- C. These students must audition but are ineligible for participation beyond Regional level.

# **PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION**

## **Western Region State Orchestra**

### **STUDENT GUIDELINES**

Please make your students aware of these guidelines, and the following basic rules while they are attending Western Region State Orchestra.

--No student will be permitted to drive a vehicle to or from the festival.

--Any unauthorized changes in host family assignments will result in the immediate dismissal of the offender from the festival.

--The use of tobacco, alcohol, illegal drugs, or the possession of them can be grounds for immediate dismissal.

--Students must eat all meals at the host school. No director will be permitted to take his students "out" when the meals are scheduled. This is poor judgment, and causes much resentment among other students.

--Vandalism of any kind will not be tolerated. The students, parents, and director will be responsible for the expenses to repair or replace the damaged item. The offender will be dismissed from the festival.

--Disruptive behavior will be dealt with through the guidelines for dismissal.

--No student may leave the school without the permission from the host director.

--All students must have a PMEA medical form on file, failure to bring one to the registration will result in that student being refused admittance to the festival.

--Participants will wear black and white, black concert gowns for women are acceptable. Women must wear appropriate shoes, and skirt length will be long.

--No athletic footwear is permitted.

--Men must wear dark socks and dress shoes.

--Students should not apply to participate in PMEA festivals if for any reason, including religious activities, sporting events, or SATs, they plan to miss any portion of the festival. A student must participate and perform in the complete festival program, commencing with the registration and concluding with the final concert, except in case of illness that must be verified in writing by a physician within 5 days of the festival. Students must rehearse and perform all musical compositions selected for the concert.

## **Western Region State Orchestra**

### **Audition Chair**

#### **Job Description**

Western Region policy and information will be distributed to each district president by the Coordinator. Yearly updates will be included following the Western Region business meeting.

1. Work with the WRSO Coordinator in the preparation of the audition rooms and the Wednesday directors meeting. Direct the portion of the meeting concerned with the auditions.
2. Assist the Region Chair and Host Director with the logistics of hosting the festival.
3. Issue a standardized audition form for each judge to use. Issue a composite form for all judges total scores of each student.
4. Select the directors to work in the tabulation room.
5. Distribute a copy of the judges computer composite score sheet to each Region Chair and the State Orchestra Coordinator.
6. Send the State Orchestra Coordinator the student information cards for those attending state orchestra.
7. Make sure the audition procedures outlined in the Western Region Orchestra Policy are followed.
8. Distribute a copy of the judges' computer composite score sheet to each Region Chair and the State Orchestra Coordinator.
9. Send the State Orchestra Coordinator the student information cards for those attending state orchestra.
10. Review the audition guidelines and procedures of the Western Region Orchestra with the host director and Region Chair. Insure that the host KNOWS to prepare two sets of music for each audition room to use for the Wednesday auditions.
11. The audition chair will NOT be involved with any disciplinary decisions by the District Presidents as they relate to students or directors.

Approved March 16, 2000  
...will be reviewed at the 2001 directors meeting...  
Western Region Directors

## **Tabulation Assistant's Responsibilities**

1. After receiving the individual judge's score sheets from the committee chairperson, READ the individual scores (3 at a time) to the computer operator. The computer operator will tell the assistant the total on the screen. If they agree, the next judge's score sheet will be entered. If they do not agree, the mistake must be found at that time.
2. VERIFY that the CHAIR order is accurate on the COMPUTER printout. Note: Inaccuracies in the past have even cost students a place in the REGION-STATE ORCHESTRA!
3. The REGION RANKING will be completed by the Coordinator and his/her assistants.
4. Check the student's Region-State selection on their audition form and that it is accurately marked on the Master Form.

## **Sergeant At Arms**

- A. A Sergeant At Arms with the following duties will be assigned to each audition room:
1. Organize the section by audition number.
  2. Collect folders from all students and place them in audition rooms until auditions are over.
  3. Collect audition form as each student enters audition room and check for completeness.
  4. Usher student into room, announce student number, identify for the student, the beginning, mid-point and end of each audition passage, describe the audition performance order.
  5. On completion of auditions
    - a. give all student audition forms to committee chairperson.
    - b. return folder to students.
- B. Sergeant At Arms to NOT listen to or score auditions.

## **Committee Chairperson**

Each committee will have a chairperson whose duties are to:

1. Ensure that the process remains completely anonymous.
2. Complete judges tally sheet as per individual Region practice
3. Complete master rating form as per individual Region practice.  
(Numbers 2 and 3 do not apply if the computer scoring format is used.)
4. Deliver forms to tabulation committee.

## WESTERN REGION STATE ORCHESTRA

### Personnel List

Violin I	24
Violin II	24
Viola	21
Cello	18
Bass	12

Total Strings= 99

Flute I	3
Flute II	3
Oboe I	3
Oboe II	3
Clarinet I	3
Clarinet II	3
Bassoon I	3
Bassoon II	3
Trumpet I	3
Trumpet II	3
Trumpet III	3
French Horn I	3
French Horn II	3
French Horn III	3
French Horn IV	3
Trombone I	3
Trombone II	3
Bass Trombone	3
Tuba	2
Percussion	4

Total Winds and Percussion = 60

Orchestra Members = 159

.....Of these instruments, the following will be assigned during the conference call:

1 - Percussion

2 - Tubas

During the conference call, other exceptional instruments will be assigned to each district as the music dictates.

One harp will be selected, based on the PMEA audition committee results, **IF THE MUSIC DICTATES ITS INCLUSION.**

# **FESTIVAL FORMS**

**Do Not Remove Any Forms  
From This Manual.**

**Use forms included in the Festival Host Packet sent to hosts  
from the PMEA Executive Office.**

**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 2002 Revision of the FESTIVAL HOST 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 form mailed to Host

\_\_\_\_\_

Date of Signature

RETURN THIS FORM WITH INSURANCE FORM WITHIN 10 DAYS TO 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 Immediately**

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION  
INSURANCE FORM**

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

Date Today \_\_\_\_\_

District \_\_\_\_\_ Band/Orchestra/Chorus

Region-State \_\_\_\_\_ Band/Orchestra/Chorus

Name of School \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_ zip code

Host's Name \_\_\_\_\_

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., Suite 4  
Hamburg, PA 19526

**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., Suite 4  
Hamburg, PA 19526**

**DUE WITHIN TWO WEEKS OF FESTIVAL**

Include one copy of concert program.

BAND - CHORUS - ORCHESTRA

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 Festivals - \$5.00 per student.....500

Junior High Festivals - \$2.50 per student.....500

County Festivals - \$1.00 per student, plus \$25 insurance payment.....500

High School Honors Festivals (one day events) - \$1 per student plus \$25 insurance payment.....500

**Hosts are required to include the state fee for each of their students also, regardless of the tpe 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 PME A Executive Office. Also send a copy to the District President and/or Secretary.

EVENT \_\_\_\_\_ DATES \_\_\_\_\_

DISTRICT/REGION \_\_\_\_\_ EXPENDITURES:

HOST'S NAME \_\_\_\_\_ Stationery/Postage \$ \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Posters/Tickets \_\_\_\_\_

RECEIPTS: \_\_\_\_\_ Printing Programs \_\_\_\_\_

\_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_ Certificates \_\_\_\_\_

No. Students \_\_\_\_\_ Medals \_\_\_\_\_

Concert Tickets \_\_\_\_\_ Guest Conductor \_\_\_\_\_

No. \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

No. \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_ Food, Students \_\_\_\_\_

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.

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION  
GUEST CONDUCTOR AGREEMENT**

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

**IN COMPLIANCE WITH PRIOR ARRANGEMENTS,**

Guest Conductor

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 nonprofit 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. Guest conductor agrees to use of PMEA Evaluation Procedure (see attached copy).

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

**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 - @.345 per mile

Meals - Breakfast \$7.00 maximum. Other meals are furnished by the school; if not, PMEA per diem allowance is \$20.00

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 this 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 festival host the sum of \_\_\_\_\_ dollars (proposed honorarium plus \$250.00) 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 the 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 Phone _____ Business	_____ Home
_____ Signature (Host)	_____ Date

Conductor will sign both copies and return them to festival host or coordinator immediately. The original copy will be signed by host and returned to conductor.

\*All-State conductors shall submit attached form to the Executive Director for flight arrangements.

**HOSTS: IT IS RECOMMENDED THAT THE RECORDING CO. 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 EITHER SECTION I OR SECTION II. FILL IN FESTIVAL IDENTIFICATION AT BOTTOM. SEE INSTRUCTIONS AT BOTTOM.

ELECTED PROCEDURE

All Districts except District 10 elected clearance by the recording company -- Section I  
District 10 elected clearance by the festival host -- Section II

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

\_\_\_\_\_  
Signature, Recording Company Owner

\*\*

\_\_\_\_\_  
Signature, District President

\_\_\_\_\_  
Type above Signature

\_\_\_\_\_  
(Date)

\*\*(Signatures on all copies for legibility)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Company is a Current Sustaining Member

\_\_\_\_\_  
CHECK

SECTION II

HOST SECURES MECHANICAL RIGHTS

The festival host has obtained a license from publishers prior to the festival. I 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. The license fees will be part of my festival budget and I 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

\*\*

\_\_\_\_\_  
Signature, District President

\_\_\_\_\_  
Type above Signature

\_\_\_\_\_  
(Date)

\*\*(For legible signatures, please sign each copy)

\_\_\_\_\_  
ALL FILL IN BELOW

\_\_\_\_\_  
District or 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.

## 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:** Good quality tape is an advantage. 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 application and to learn the music. After completing sections A-D, the student will return the form to his/her choral director. During the Region festival the choral director will complete section F at some time during the Region Festival. 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 MAILED 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 Chairman.

**INSTRUCTION FOR CASSETTES:** The cassette must be free of any identifying marks. Label the tape box with only the applicant's name on easily removable gummed label or masking tape. The Chairman will remove this I.D. when the tape 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 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 performable 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  
HARP TRYOUT PROCEDURE FOR DISTRICT, REGION, ALL-STATE  
Adopted by Executive Board June 12-13, 1987; Amended January 1997; July 1998

Tryout Committee Appointed by the State 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 judge(s) for the state are responsible for ranking all tapes which must be clearly marked as per district. The judge(s) 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  
Solfeggiato.....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.

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 (\_\_\_\_) \_\_\_\_\_  
Ad-  
dress \_\_\_\_\_  
City/  
Town \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Principal  
(Print) \_\_\_\_\_  
Principal's Signature \_\_\_\_\_

Orchestra Director's Name  
(Print) \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town \_\_\_\_\_ Zip \_\_\_\_\_  
MENC I.D. # \_\_\_\_\_ PMEA District # \_\_\_\_\_ PMEA 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:  
David Weiss, PMEA Director of Communications  
56 S. Third St., Hamburg, PA 19526  
Email: pmeanews@pmea.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, 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 thanks 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

# APPENDIX

## 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, 1001 S. 4th 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, 1001 S. 4th 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, 1001 S. 4th 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: mbauer@epix.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!

**PDE EVALUATION FORM**

**Available at [www.pde.state.pa.us](http://www.pde.state.pa.us) or call PMEA Office for a copy**

**PDE SAMPLE ROSTER**

**Available at [www.pde.state.pa.us](http://www.pde.state.pa.us) or call PMEA Office for a copy**

# 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

- Behavior and appearance should positively reflect you, your school and PMEA
- You must adhere to all PMEA and host school rules.
- 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.
- Conduct is the responsibility of each student. Use common sense and good judgment at all times
- If you are found responsible for stealing or vandalism, you and / or your parents will assume full financial responsibility.
- Tobacco products are not allowed by law.
- Any accidents, injuries or illnesses should be reported to the host director during the day and to your host family throughout the night.
- You are required to be on time, and to remain, for all scheduled events during the festival.
- Possession of weapons is strictly prohibited
- 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!***

# PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION DISTRICT & REGION/STATE FESTIVALS CONTRACT

Please **print or type** all sections on both sides of this CONTRACT  
and return with MEDICAL FORM and PAYMENT to:

Festival Host Director  
School Street  
City, State & Zip Code

SECTION 1: To be completed and endorsed by student.

Student Last Name	Student First Name	Name of Ensemble Instrument / Voice Part	
Age	Grade	Sex	Height in Inches (Choir Only)
Home Street Address (Apt. Number)		City	State
			Zip Code
Home Phone Number	Name of School District		School Phone Number

### CONTRACT AGREEMENT:

I hereby acknowledge and accept the following rules regarding the PMEA Festival in which I am participating. I agree to abide by these rules and by all policies which have been adopted or which may be adopted in the future by PMEA regarding this event. I understand that PMEA has sole discretion to make all decisions, including but not limited to, decisions regarding disciplinary matters and the final approval of students selected to perform. I also agree to:

1. Prepare assigned music prior to arriving at the Festival.
2. Conduct myself courteously and appropriately at all times.
3. Abide by the Student Code of Conduct and Rules.
4. Neither use nor have in my possession at any time alcoholic beverages, illegal drugs or substances.
5. Not to smoke during the entire Festival beginning with on site registration & concluding with the concert.
6. Not participate in pranks or vandalism of any kind. (If I damage any property, my parents and/or I will assume full financial responsibility).
7. Abide by all decisions made by appropriate PMEA officials and obey all regulations listed above as well as any other regulations which may be implemented in the future by the host director or other administrative official.
8. Wear proper identification badge at all times.
9. Cooperate fully with host director & all PMEA officials.
10. Protect and promptly return all music materials after the concert, if requested.
11. Attend all rehearsals and concert(s) on time. ***(Students should not apply to participate in festivals if, for any reason, including religious activities, they plan to miss part of the affair. A student must participate in the complete festival program commencing with registration and concluding with the final concert, except in case of illness that must be verified in writing by a physician within 5 days of the festival. Students must rehearse and perform all musical compositions selected for the concert.)***

In signing this contract, I understand that membership in any PMEA Festival is a privilege and that membership may be forfeited if I fail to follow any of the above rules. I understand that violation of the above rules will give administrative officials the right to exclude me from participation. If such violation(s) occur, I understand that my parents/guardian will be immediately notified, and that they will be expected to provide my immediate transportation home.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

(over)



# 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 \_\_\_\_\_

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.  
EMEA 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.

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