

**Pennsylvania Music
Educators Association**

FEST EVENT RESOURCE GUIDE



July 2009

**Sponsored by
The Curriculum/Instruction
Committee**

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PURPOSE

Because music aptitude is strongly influenced by childhood experiences, the Curriculum/Instruction Committee of the Pennsylvania Music Educators Association has created the Elementary and Middle School Fest Events to provide a strong, musical experience for children in the elementary and middle school levels beyond those available in typical school settings. Fest participation also provides an opportunity for students to meet and perform with peers of similar ability from other schools. The goal is to establish an abiding love for the art of music through a positive, musically rewarding format.

HISTORY

The Fest Events began as an Elementary All-Star Sing concept in Union City, Pennsylvania initiated by Rosemary Obert, Jerry Black, Annette Rilling and Rick Scaletta. Since that first event, the Elementary All-Star Sings have evolved to include chorus, band and string, and orchestra fests across the Commonwealth of Pennsylvania. It is the hope that these events will serve as a national model as well. The fest manual is reviewed as needed by the C/I Committee and was revised by a special review committee in 2005 and 2009.

ORIGINAL COMMITTEE:

Robert K. Reid, Chair
Cak Marshall
Adeline Bethany

Rick Martin
George Fennell
Jean Hormell

DEFINITION

A Fest shall be defined as a **one-day** event which places equal emphasis on music education experiences as well as performance.

NAMING YOUR EVENT

Fests shall be titled as follows:

	_____	_____Fest
	(grade level)	(type)
Example:	Elementary/Middle School/5,6	Chorus/Band/String/Orchestra/Bell/Jazz

Fest names are two words, i.e. Chorus Fest, Band Fest, String Fest, etc.

ORGANIZATIONAL ITEMS

1. Eligibility

Fest Events must be open for participation to every school within the PMEA district. The district C/I Committee, in cooperation with the host, will establish fair and equitable quotas for the participating school districts. There will be no auditions for placement or seating of students. Each PMEA district should create a system that addresses its particular situation.

2. Student Eligibility

Quota formulas for student participation could include:

- + representation by participating school district.
- + representation by participating director.
- + representation by number of classes per grade level/s.
- + representation by buildings within a district.
- + representation by grade level within one building.
- + representation by gender.
- + representation by voice part.
- + representation by instrumentation
- + representation by any combination of the above factors

Each student participating in a fest and performing in the concert must be sponsored by a participating director who is a PMEA member. PMEA members may only sponsor students from the school in which they teach and must be a member of the PMEA district sponsoring the event.

3. Participating Director

Each sponsoring director is required to be present throughout the entire PMEA elementary or middle school fest. In the case of an emergency or other exceptional circumstances, the sponsoring director will contact the District C/I Chair for permission to send a substitute. This substitute must be a PMEA member.

A copy of the participating director's PMEA membership card and their PDE identification number must be sent to the host director with the registration forms. Registration materials will not be processed until this information is received.

4. District C/I Committee Involvement

The district-level Curriculum/Instruction Committee must be an integral part of the planning and implementation of any Fest Event. There is a wealth of information and assistance available through the district's State Chair.

5. Participation Fees

It is the responsibility of each participating director and educational entity to ensure that all participation fees are paid prior to the event. PMEA will not subsidize participation fees.

6. Conductor Honoraria

An honorarium for guest conductors is not to exceed \$500.00. Every effort should be made by the host director to keep travel and miscellaneous expenses within the fest budget without increasing the student participation fee. Hosts are encouraged to explore other options to cover these expenses.

7. Financial Assistance

Through the C/I New Projects fund, PMEA offers financial assistance to local districts to establish the first of any Fest Event. Furthermore, any financial assistance from PMEA funds is available only through the district C/I Committee and will not be awarded to any event in which the Committee is not a central part of the planning.

8. Profits

Although it is not the purpose of the Fest Events, most realize a small profit. It is the opinion of the State C/I Committee that an event should break-even within two to three years of its inception. Any moneys remaining after all obligations have been met should be forwarded to the PMEA District Treasurer. In this way funds will be available for future fest events and can aid in keeping student fees to a minimum. Further, the profits may be utilized in the development of a music library for use in future fest events and to function as a lending library for use by PMEA-member teachers.

9. Copyright Regulations

All hosts and guest conductors must follow US Copyright law.

10. Act 48

Two hours of Act 48 credit will be given for conductor observation. In addition, Act 48 credit will be given for any professional development workshops an hour or longer in length that are held during the event.

PLANNING TIMELINE

Seven to Twelve Months Before the Fest

1. Choose a host school.
2. Select a date (consult the PMEA calendar to avoid conflicts).
3. Establish an estimated budget. Submit the budget to the District C/I Chair for review and approval.
4. Choose a guest conductor. **An honorarium for a guest conductor is not to exceed \$500.00.**
5. Determine the number of participating students, school quotas and criteria for selection.
6. Select the concert repertoire.
7. Meet with the District C/I Chair.

Six to Nine Months Before the Fest

1. Send letters of invitation to directors and administrators (It is particularly important to include administrators in the planning stages if this is the first fest.) The first director letter should contain the following information:
 - + date of fest
 - + schedule of activities for the entire event
 - + cost per student
 - + a statement that all directors **MUST** be PMEA members and provide verification of PMEA membership
 - + application, medical and director preference forms
 - + criteria for student selection
2. Finalize repertoire
 - + work in cooperation with guest conductor
 - + decide if music will be memorized
 - + determine system for distribution of the music
3. Arrange a professional development workshop for the directors. Your District C/I committee can be a valuable resource in planning the workshop.
4. Make arrangements for food service.
5. Hire a proficient accompanist.
6. Prepare practice CDs for every director (optional).
7. If making a professional recording, make arrangements with the recording company and send Mechanical Rights Form and recording company information to the District President.

Three to Six Months Before the Fest

1. Select participating students and send the lists to their directors.
Include in the mailing the following:
 - ✦ student/parent information packets
 - ✦ health forms
 - ✦ dress/conduct code
 - ✦ director information (map/directions, schedules, etc.)
2. Order awards (certificates, ribbons, etc.) (optional)
3. Generate tickets, programs and any other printed material. The program must include the PMEA Mission Statement and Goals and a list of the hosting District Officers and any Honorary Lifetime Members as well as the copyright statement found on the last page of this guide.
4. Prepare student and director packets. The packets may include
 - ✦ items from local merchants (pencils, pens, note pads, etc.)
 - ✦ extra student and director schedules
 - ✦ name tags
 - ✦ copies of the concert program
5. Contact district C/I chair to request funds for an approved Act 48 professional development workshop. Contact clinicians if offering a workshop.
6. Prepare agenda and guest conductor evaluation forms and make provisions for snacks for the directors' meeting
7. Complete PMEA forms and return to the Executive Office or appropriate district officer.
 - ◆ PMEA Insurance Form
 - ◆ Act 48 information
 - ◆ PMEA \$1.00 participation fee per student
 - ◆ If your PMEA District requires a \$1.00 participation fee per student send this to the PMEA District Secretary/Treasurer

Zero to Three Months Before the Fest

1. Confirm use of activity areas (cafeteria, rehearsal site, student changing areas, director meeting room/clinic site)
2. Arrange for proper equipment and helpers required for fest. This may include:

✦ risers	✦ sound system
✦ piano	✦ chairs
✦ podium	✦ music stands (if necessary)
✦ blackboards	✦ custodial help
✦ medical personnel	✦ parking
✦ ushers	✦ registration help
3. Finalize food service arrangements keeping within the approved budget.
4. Order or make decorations
5. Arrange for media coverage
 - ◆ Prepare a press release
 - ✦ Submit newspaper articles and pictures

- ✦ Apprise radio and television stations of the event and request public service announcements
- 6. Finalize and order programs
- 7. Finalize schedule
- 8. A nominal gate fee/donation may be collected at the event to help defray expenses.
- 9. Invite administrator to welcome guests and open the program.
- 10. Create appropriate signage to direct participants and parents to the fest location within the host facility.

Following the Fest

1. Send thank you notes to all who helped.
2. Pay all bills.
3. Send final budget financial report to the PMEA Executive Office and to your PMEA District Secretary/Treasurer. Check with your PMEA District Secretary/Treasurer concerning the district policy on any profits that may have accrued. Send any moneys accrued to the district secretary/treasurer.
4. Remember - tie up all loose ends as soon as possible.
5. Send copies of all fest materials to the C/I Chair or the next host.

SAMPLE FORM ONLY
See District C/I Chair for Specific Forms

FEST EVENT STUDENT APPLICATION FORM

NAME OF STUDENT _____ GRADE _____ AGE _____

STUDENT'S ADDRESS _____

PARENT/GUARDIAN _____

HOME PHONE _____ WORK PHONE _____

TEACHER _____ SCHOOL _____

SCHOOL ADDRESS _____

SCHOOL PHONE _____ HOME PHONE _____

TEACHER'S HOME ADDRESS _____

PMEA MEMBERSHIP # _____ EXPIRATION DATE _____

PDE ID # _____

STUDENT RECOMMENDATION (To Be Completed by the Teacher)

Voice Part/Instrument _____

	superior	very good	good	fair	poor
ATTENTION SPAN/FOCUS	()	()	()	()	()
GENERAL BEHAVIOR	()	()	()	()	()
MUSICAL APTITUDE	()	()	()	()	()
MUSICAL KNOWLEDGE	()	()	()	()	()
MUSICIANSHIP	()	()	()	()	()
TONE QUALITY	()	()	()	()	()
PITCH DISCRIMINATION	()	()	()	()	()
MUSIC READING SKILLS	()	()	()	()	()

COMMENTS:

SAMPLE FORM ONLY
FEST EVENT
REGISTRATION INVOICE

SCHOOL _____

TEACHER _____

STUDENTS AND PART:

TOTAL AMOUNT DUE @ _____ PER STUDENT: _____

Make checks payable to PMEA District 27

Mail Checks to:

Miss Someone
Anywhere, PA 00000

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
INSURANCE FORM
FOR
FEST EVENTS (one day elementary, middle school events)

DATE TODAY _____

DISTRICT _____ ELEMENTARY FEST/MIDDLE SCHOOL FEST (circle one)

FESTIVAL DATE(S) _____

Host's Name _____

Host School _____

School Address _____

_____ zip code

Host's Phone: Home _____ School _____

Host's Email address _____

**PAYMENT OF \$25, PAYABLE TO PMEA, IS DUE
ONE MONTH PRIOR TO THE FESTIVAL.**

This insurance covers liability, no bodily injury. The policy covers PMEA in this regard. BE CERTAIN TO REMIND YOUR PARTICIPANTS THEY MUST CARRY FAMILY MEDICAL OR SCHOOL INSURANCE TO ATTEND THIS FESTIVAL. WE ARE NOT RESPONSIBLE FOR INJURIES.

Mail form with payment to:

Margaret S. Bauer, CAE, Executive Director
Pennsylvania Music Educators Association
56 S. Third St.
Hamburg, PA 19526

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION

FEST PARTICIPATION FEE FORM

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

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

DUE WITHIN TWO WEEKS OF FESTIVAL

Include one copy of concert program.

CHORUS-BAND - ORCHESTRA-JAZZ-BELL

DISTRICT

Identify

PMEA District

Name of School_____

School Address_____

Host's Name_____

Number of Students Participating (Including Host's Students)_____ Total_____

SEND A COPY OF PROGRAM WITH PAYMENT_____

Date

The State student participation fee for fests is \$1.00 per student.
Hosts are required to include the state fee for each of their students also.

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

Please list specific food allergies: _____

Date of last tetanus shot: _____

Name of health insurance: _____

Address

Phone

Name of Guarantor _____ Agreement # _____

Name of Employer (if group insurance) _____

Address _____ Phone _____ Group# _____

Revised, January 2003

Return Within 30 Days of Festival

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
FEST (Chorus/Band//Orchestra/Jazz) FINANCIAL REPORT FORM**

This form is to be completed by the Fest Host within thirty (30) days of the conclusion of the event and sent to the PMEA Executive Office, 56 S. Third St., Hamburg, PA 19526. Also send a copy to the District C/I Chair and Treasurer.

EVENT _____ DATES _____

DISTRICT _____

EXPENDITURES:

HOST'S NAME _____ Music \$ _____

SCHOOL ADDRESS _____

Honoraria
Conductors _____
Clinicians _____
Entertainment _____
Accompanist _____

RECEIPTS:

_____ @ \$ _____ = _____
No. Students (Registration fee)

Concert Tickets

_____ No. @ _____ = _____

No. @ _____ = _____

Postage _____

PMEA Insurance _____

Printing _____

Meals _____

PMEA student participation fee _____

PMEA Non-member fees _____

Decorations _____

OTHER _____

TOTAL RECEIPTS _____

TOTAL EXPENDITURES _____

PROFIT _____ or NET LOSS _____

(Check with your PMEA District Secretary/Treasurer concerning district policy if a profit has resulted)

PMEA PARTICIPATION FEES: Remit \$1 per student, including Host's students to the State Office.
This form should include all items that pass through books of the Host. List additional entries on reverse side.

Act 48 Guidelines/Checklist

1. Send your schedule of the activity, including a time schedule and number of Act 48 hours requested, to the PMEA Executive Office, 56 S. Third 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 days total for a 3 day festival; 2 hours total for a 1 day festival) available for Guest Conductor Observation. This information should also be sent to the District C/I Chair who will forward it to the State C/I Coordinator.**

____2. Send a biography/resume of your clinician(s), presenter(s), conductor(s), etc. to the PMEA Executive Office, 56 S. Third St., Hamburg, 19526 **AT LEAST 30 DAYS IN ADVANCE OF THE EVENT.** Biography must include professional degrees, current position and qualifications to present. . **This information should also be sent to the District C/I Chair who will forward it to the State C/I Coordinator**

____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. Each participant must submit an electronic report to his or her District C/I Chair no later than two weeks following the event. This report must include a description of the workshop, skills learned and a plan of implementation.

____5. Submit the roster, along with the official PDE evaluation form (attached) submitted by each participant to the PMEA Executive Office, 56 S. Third St., Hamburg, PA 19526 **within 30 days of the conclusion of the event.** Be certain that ALL names and addresses are legible; if necessary, type the roster and submit the typed roster along with the original roster. PLEASE do not wait until the 30th day to send the roster. The PMEA Executive Office has only 30 days from the date of the event to upload the roster and our work schedule, especially in the spring, usually doesn't permit us to type the roster and upload it immediately. Ideally, if you would type the roster in the Excel format shown on the next page and email it to: msbauer@comcast.net, the records would be immediately uploaded to the Department of Education.

We will not be able to offer credit if these guidelines are not followed. I will refer questions to the appropriate district president and/or C/I rep if a member requests credit for an event for which an advance schedule/bio and/or roster has not been submitted. We would greatly appreciate your cooperation and understanding as we comply with PDE's requirements for granting Act 48 activity hours.

Thanks!

CONTINUING PROFESSIONAL EDUCATION LEARNING EXPERIENCE EVALUATION

PDE-3527 (1/00)

Title of Activity

Dates

Instructor(s)

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

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

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

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

6. Additional comments:

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

6. Additional Comments:

C. Questions

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

1. What were the strengths of this course/activity?
2. What were the weaknesses?
3. Could this course/activity have been more helpful to you? Please specify.
4. Should this course/activity be offered again?
5. What changes would you recommend?
6. If this course/activity is offered again, should the same instructor teach it?
7. Did the course/activity announcement/description statement have enough information for you to make a sound enrollment decision?
8. What (if any) changes would you suggest for the course/activity announcement/description?
9. What other course/activity subject matter would interest you?
10. Can you recommend future instructors?

D. Additional comments:

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

Prof. ID	First Name	Last_Name	Address	City	State	Zip Code	Activity Name	A
xxxxxxx	Jane	Doe	123 Main St.	Anywhere	PA	19000		
xxxxxxx	John	Doe	123 Main St.	Anywhere	PA	19000		
xxxxxxx	Sally	Smith	56 S. Third St.	Hamburg	PA	19526		

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

Follow the links for the Act 48 Records Management System.

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

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

W-9 Forms

All guest conductors who are paid more than \$600 must complete IRS Form W-9 and return it to the host director. At the end of your school district's fiscal year (June 30), your district must file IRS Form 1099 to report the guest conductor's fee to the IRS.

For those festival hosts who run their expenses through their PMEA district treasury, the W-9 form should be sent to the PMEA Executive Office. PMEA will take care of filing the Form 1099 for you, once we receive the W-9 and a copy of your guest conductor contract.

If you have any questions about form W-9, please call Margaret S. Bauer, Executive Director, at 610-562-9757 or 888-919-PMEA (7632).

The Internal Revenue Service W-9 form may be found at:

www.irs.gov

Search for the form by number (W-9) and it will bring up a copy of the form that you can print off and give to your guest conductor (if the stipend is \$600 or above).

We apologize for the inconvenience, but we cannot duplicate the IRS form in the CD format of this document. Please call the PMEA Executive Office if you are not able to secure a W-9 form online and we will be happy to mail you the form.

**PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
GUEST CONDUCTOR AGREEMENT**

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

IN COMPLIANCE WITH PRIOR ARRANGEMENTS, _____

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

Rehearsal begins _____ and extends to _____

in accordance with a rehearsal schedule furnished by host.

The following concerts are scheduled: _____

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.
- _____ (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 --@Current IRS rate per mile

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

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

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

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

PROVISION FOR CANCELLATION

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

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

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

Name	Date
Address	
Conductor's phones _____	

Host's Signature

Date

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

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
MECHANICAL RIGHTS FORM

All festival hosts are required to complete the mechanical rights contract if the concert is being recorded. **Fill in festival identification at bottom.**

Recording Company Secures Mechanical Rights

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

** _____
Signature, Festival Host Date

Type/Print Name of Festival Host

** _____
Signature, Recording Company Owner

Type/Print above Signature Date

** _____
Signature, District President

Company Address

Zip Code

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

Company is a current sustaining member _____
Check

District / Region #

Band / Orchestra / Chorus / Jazz

Name of School

School Address

School Phone

Instructions

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

Notice to Hosts:

United States Copyright Law prohibits audio or video recording of the fest concert, with the exception of companies who can provide, in writing, proof they have obtained the necessary mechanical and synchronization rights for the performance. Do not hire a company that willfully violates the copyright law by not obtaining the required rights.

Please note that if you intend to videotape or photograph the students participating in the fest, you must have a signed permission slip from their parents/guardians.

The following notice should be printed in your Fest program:

NOTICE

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

THANK YOU VERY MUCH FOR YOUR COOPERATION.