

Massachusetts Music Educators' Association
Central District

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FESTIVAL CHAIR INFORMATION

In addition to reimbursement of mileage, the Festival Chair will receive a stipend of \$500 (\$250 for Asst. Chair), and NAFME dues paid by CD-MMEA. Personal costs incurred throughout this process can be reimbursed if expenses are reasonable and receipts provided.

The Festival Chairperson coordinates the rehearsals and concert. He or she is responsible for overseeing the work of the ensemble managers throughout the process. He or she works with the Host School(s) to ensure they have all the necessary information to provide the best possible experience for students and conductors.

Upon approval and appointment of an individual by CD-MMEA, the Festival Chairperson will:

- Attend CD-MMEA Board meetings.
- Act as liaison between the CD-MMEA Board and Ensemble Managers
- Act as liaison between the ensemble managers and the site host
 - create overall rehearsal/concert schedules
 - oversee ensemble percussion and equipment requirements
 - oversee sectional space & logistics requirements
 - oversee dinner & hospitality requirements
- Assist ensemble managers in resolving unexpected issues
- Act as liaison between the ensemble managers and music folder creation
- Oversee the ensemble managers
 - Ensure ensemble managers adhere to the prescribed timeline found of page 7
 - Obtain proposed conductor bios and proposed programs from ensemble managers to present to the CD-MMEA Board
 - Obtain ensemble numbers and instrumentation from managers (reference the Instrumentation Numbers page) prior to audition day
 - Ensure conductor contracts are given to the Festival conductors and returned to CD-MMEA
- Assist and learn the process of the CD-MMEA Festival.
- Be present at Festival auditions to help with any and all needs.
- Be present for the entirety of the Festival, including both rehearsals and the concert day.
- Compile the concert program including ensemble programs, conductor bios, conductor photos, student names, and school information
- Get program to Arthur Pierce at least two weeks prior to the festival.
- Check in all students at registration on rehearsal and concert days
- Make sure the rehearsal and warm-up spaces are clean prior to leaving venues
- Obtain conductor letters and manager letters prior to the audition day so that they may be placed delivered to David French Music Co to be placed in the folders.
- Obtain conductor photos and bios, as they will be printed in the program, before audition day.
- Contact the Festival librarian to order program music. Make sure to check the CD-MMEA library first!

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AUDITION HOST EXPECTATIONS AND NEEDS

In addition to reimbursement of expenses, CD-MMEA will pay the host school \$250

It is essential that all Festival personnel, including the site host and student volunteers, maintain confidentiality throughout the process. This includes, but is not limited to, audition results including seating and placement, student confidentiality, sight-reading, and discretion when speaking about adjudicators, conductors, and other Festival personnel.

Warm-Up Spaces for:

- Wind & Percussion (Band & Jazz) – typically the auditorium works for this space and needs to include a microphone for announcements and a piano or keyboard for jazz piano warm-ups
- Vocalists – two rooms is ideal (one for warm-ups, and one for solo singing). Please have a tuned piano or keyboard in the warm-up room. CD-MMEA will provide a CD player for the solo singing room.
- Strings – near the audition rooms if possible

Tabulation Room

- A couple of paper boxes
- Access to a copier (preferably one that scans)
- A few reams of white copy paper
- Access to WiFi for the CD-MMEA laptops
- Several tables to set up computers and for the tabulators. A library or computer lab works well.
- Tables or large area to spread out 70+ mailing envelopes to be stuffed with sheets and information during the course of the day

Audition Rooms (35 total, subject to change with enrollment)

- Vocalists
 - Sr. 10 rooms, each with a music stand. CD-MMEA will provide the needed audio equipment.
 - Soprano A, Soprano B, Soprano C, Alto A, Alto B, Alto C, Tenor A, Tenor B, Bass A, Bass B
 - Jr. 8 rooms, each with a music stand. CD-MMEA will provide the needed audio equipment.
 - Soprano A, Soprano B, Soprano C, Alto A, Alto B, Alto C, Baritone A, Baritone B
- Strings
 - 4 rooms – Each room should have one music stand that fully extends and a student chair. Please have the violin solo room next to the violin sight reading/scale room
 - Violin solo, Violin sight reading/scale, Viola, Cello/Bass
- Jazz
 - 5 rooms, each with a music stand. CD-MMEA will provide the needed audio equipment.
 - Jazz Sax, Jazz Brass, Jazz Drums (with a drum set), Jazz Guitar, Piano & Vibes (please have a guitar amp, bass amp, piano, and set of vibes).
- Band
 - 14 rooms, each with a stand and student chair
 - Woodwinds: Flute solo, Flute scale/sight reading, Oboe/Bassoon/Bass Clarinet, Clarinet solo, Clarinet scale/sight-reading, Alto Sax, Tenor/Bari Sax
 - Brass: Trumpet solo, Trumpet scale/sight reading, French Horn, Trombone, Euphonium/Tuba
- Percussion
 - 2 rooms, each with a music stand
 - Solo percussion room should have one snare drum, two timpani, marimba and/or xylophone
 - Auxiliary percussion room should have one snare drum, two timpani, xylophone, bass drum, with two mallets, 6" triangle with beater, tambourine, crash cymbals (20" for Sr./18" for Jr.), and percussion table for hand-held instruments

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REGISTRATION NEEDS:

- 1 large table for student check-in at school entrance
- 2 chairs for table check-in
- 2 tables in an area near the registration where directors and students can receive audition forms and hand them out to musicians with tables to write their names.

HOSPITALITY ROOM: Space is needed in this area for coffee and doughnuts/bagels

MANAGERS' ROOM: Seating is needed for approximately 50 people to eat lunch

FOOD NEEDS FOR FESTIVAL PERSONNEL

- Catered lunch for 50 adjudicators, tabulators and CD-MMEA personnel
- Additional snacks, coffee, water, drinks to be made available throughout the day
- Total food costs should not exceed \$700 per rehearsal
- The host site will pay for this up front and be reimbursed by CD-MMEA upon submission of a receipt.
- CD-MMEA will also reimburse for pizza for student workers

FOOD FOR STUDENT PARTICIPANTS:

It is expected that the student festival participants will have a place to eat, purchase snacks, drinks, and pizza. This is to be hosted by the host site/booster organization of the host. This cost is taken on by the host site/booster organization and any profit made is theirs to keep.

TIMING

- 6:30am – Auditions Coordinator and Managers Arrive
- 7:30am – Judges Arrive
- 8:30am – Auditions Begin
- Students will arrive any time after 7:30 am
- 12-1pm – Lunch for Managers and Judges
- 3pm – Last Audition Scheduled
- 4:30-5:30pm – Final Tabulation
- Please note, times are subject to change, should there be any unforeseen delays

PERSONNEL

The host school is expected to provide approximately X students to serve as runners, and to assist with sorting score sheets, etc..

ADDITIONAL INFORMATION

Please make signs for warm-up rooms, bathrooms, hospitality rooms, etc., to make it easy for directors and students to navigate. More than 1,000 students will be auditioning at this festival.

**Please do NOT hire a nurse.

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SENIOR FESTIVAL MANAGER INFORMATION

In addition to reimbursement of mileage, managers receive a stipend of \$100, (\$50 for assistant managers) and NAFME dues paid by CD-MMEA.

It is essential that all Festival personnel, including managers, maintain confidentiality throughout the process. This includes, but is not limited to, audition results including seating and placement, student confidentiality, sight-reading, and discretion when speaking about adjudicators, conductors, and other Festival personnel.

Securing Assistant Managers

- Ensemble managers should find a suitable assistant manager to bring to the Board for approval no later than the March board meeting.

Contacting Potential Conductors

- Managers should submit 3 names and corresponding bios, in order of preference, to the Festival Chair no later than the March Executive Board meeting, the school year prior to the Festival. Managers should not contact any conductor without board approval.
- Festival Conducting honorarium is \$850 plus expenses
- *After* approval of conductor, managers should contact the approved first choice to see if they are available for the dates of the festival.
- Obtain a minimum of 3 potential programs (with instrumentation/voicing, timing, and any additional supporting information), not to exceed 20 minutes in length, to the Festival Chair no later than the April Executive board meeting, the school year prior to the Festival.
- *Chorus only* – please ask the conductor if they have an accompanist they prefer to work with. Please note, however, the accompanist must be approved by the board. The stipend for the accompanist is \$500 plus expenses.

Items to Communicate to the Conductor

- Typical Ensemble Size (see page 7)
- Previous programs (see website <http://www.cdmmea.org/library--concert-history.html>)
- Typical grade level of successful programs or highlighted years, and the at least the previous 3 Festival programs
- Schedule of rehearsals, and how much time they will have to rehearse the students
- Schedule of dress rehearsal/performance (the order of ensembles alternates each year)
- Availability of sectional rehearsals
- Band and orchestra music should utilize significant percussion.
- *Chorus only* the conductor should submit at least one foreign language piece as well as a balance of genres.
- Conductors should provide a welcome letter to be placed in student folders. The letter can be a general message and/or provide detailed rehearsal considerations.
- Conductors will need to provide a picture & bio for the Concert Program.
- The Orchestra Conductor will also need to provide a letter detailing accurate string bowings.
- Conductor should provide a seating chart prior to the January Executive Board meeting.

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Prior to Audition Day

- *Band and Orchestra only*– Prior to audition day, communicate with the other ensemble manager to discuss instrumentation needs and scenarios (should the audition numbers not warrant an ideal group)
- Submit instrumentation needs to the Festival Chair
- Obtain a list of students auditioning from the coordinator for check in at warmup rooms. This can be a digital or hard copy which will be given on audition day.

Audition Day

- Arrive early to the Audition site.
- Check in with the audition coordinator to get your packet containing;
 - Schedule of the day,
 - List of judges,
 - List of schools (by alphabetical, by time & by school code)
- You will need to check:
 - Basic facilities (bathrooms, registration area, tabulation room, etc),
 - Your assigned warm-up area,
 - Each room to verify equipment & set-up (stands, mp3 player, drums, amps, etc.),
- Work with your assistant manager to finalize audition flow for the day. You will control the flow of students to the audition areas with the assistance of student runners who will escort students to the audition areas.
- Bring copies of scores and come already familiar with instrumentation and soloists needed. Know your ensemble needs and logistical requirements.
- You will have time before auditions to meet with the judges to discuss specifics.
- Check in with judges to make sure they are judging according to CD-MMEA guidelines
- Resolve issues as they arise (check with auditions coordinator for details)
- At the end of auditions we will follow the CD-MMEA seating procedure and you will be excused for the remainder of the day.
- Typical ensemble sizes (Ensemble size chart on page 9)
- Remember all student results are confidential until verified by the Auditions Coordinator.
- Do not share any seating or placement results as these assignments will come with the music folders.
- You will leave the auditions with all of your ensemble's original audition sheets.

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After Auditions (before your 1st rehearsal)

- *Sunday after auditions:*
 - The auditions coordinator will email you a draft of the audition results and a draft of the CD-MMEA cut off sheet. You will need to double check results, cut offs, all state rec's & seating for accuracy. Report any errors to the auditions coordinator.
 - When all of the managers have checked in with the auditions coordinator an email will be sent to all music directors with their official audition results. These results will not contain ensemble or seating placement. These may change during the next few weeks. ***Do not share seating info.*** This will be sent out with folders.
- Music directors will contact you to verify any and all scoring errors. You will have the original sheets from which to double check.
- Report all changes to the auditions coordinator so that final results can be updated.
- Using the final results create your attendance and seating charts.
- You may also want to share the audition results with your conductor. Pointing out strengths and possible weaknesses.

Rehearsals & Concert Day

Rehearsals

- Arrive early to the rehearsal site. You should check:
 - Basic facilities (bathrooms, registration area, cafeteria, dinner area, etc).
 - Your assigned rehearsal area.
 - Check equipment & set-up (chairs, stands, power, drums, amps, etc.).
 - Water for conductor, etc.
 - The schedule for the day.
- Verify attendance records for any absent students with the Festival Chair
- During rehearsals;
 - Aid and assist the conductor.
 - Handle all student issues.
 - Coordinate break and meal schedules.
 - Announcements as needed.

Concert Day (follow above and add the following);

- Help organize set up for on stage dress rehearsal.
 - Pre-check conductor green room situation.
 - Supervise, aid and assist with all student issues.
 - Bring a box(es) to collect all concert music.
 - Be sure you and your conductor fill out a complimentary McIver Recording form.
 - Using the form found on page 24, hand in all expenses, mileage, etc. for you and your conductor to the treasurer for reimbursement.

After the Concert:

- Hand over any documents or notes to your assistant manager.
- Sort and organize all the concert music.
- Contact J.P. Lanctot (lanctotjp@gmail.com) or Michelle Blake (mblake@nmrsd.org), to make arrangements to place all the concert music into the CD-MMEA music library.

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SENIOR FESTIVAL MANAGER & ASST. MANAGER TIMELINE

January	As the Assistant Manager begin to: Ask lots of questions. Network during rehearsals to find people interested in being your assistant manager. Network during rehearsals to gather a list of possible conductor candidates.
February	Research and develop your list of 3 possible conductors. Gather information and create a short bio for each of them. Include information regarding their past experience working with student musicians. Send this information to your Festival Chair. Do not contact the conductors prior to the board meeting.
March	The Festival Chair will present your 3 conductors, in order of preference, to the CD-MMEA board for a vote. This can be done sooner if available. Once a conductor has been approved you will need to contact them, see if they are available, and make arrangements for 3 possible programs (see info above). Send all program information to your Festival Chair. It is important to get this information, including instrumentation, to the Festival Chair by the end of March. Each program has to be reviewed to check instrumentation and level of difficulty.
April	The Festival Chair will present your conductor's programs, in order of preference, to the CD-MMEA board for a vote. This can be done sooner if available. If the board does not approve the program, please review their notes and resubmit adjusted program options for the May meeting.
May	Begin to check draft audition lists and report issues to the auditions coordinator.
June	Attend the CD-MMEA Spring Dinner meeting. There is a 4 pm Senior Festival Managers meeting. At this time the Festival Chair will review with you the final audition lists, conductor programs, audition, rehearsal and concert logistics. This is also when CD-MMEA posts the need for color instruments and creates an audition process to select them (i.e. piano, harp, contra-bassoon, etc).
October	Coordinate any last minute details concerning the music & instrumentation with your conductor as everyone prepares for auditions in November. The auditions coordinator will update you on details for the day, audition numbers, musical concerns, etc.. Band and Orchestra managers must contact each other to discuss instrumentation needs and scenarios.
November	Prepare for auditions (see audition info above), and submit instrumentation to the Festival Chair.
December	Work with your Festival Chair to finalize all arrangements and logistics for rehearsals and Mechanic's Hall Performance.
January	Festival Rehearsals and Performance (see above). Collect the music, sort it and make arrangements to send it to our library. Congrats you have successfully been a CD-MMEA Manager.

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ENSEMBLE INSTRUMENTATION

Senior Festival

(Target Numbers) rev. 4/17/18

These numbers are based on years of past practice with some modifications to help maintain high quality balanced ensembles. These target numbers are used as a guide and the executive board reserves the right to alter the number of students accepted based on many variables. Some of these include: # of students auditioning, qualified musicians, literature demands, etc..

Senior Chorus

Soprano	Alto	Tenor	Bass	Total
45	45	45	45	180

Senior Jazz Band

AS	TS	BS	Tpt	Tbn	BTbn+	Drums	S.Bass	Gtr	Piano	Vibes*	Total
2	2	1	5	3	1	1	1	1	1	1	19

Senior Concert Band

Ob	Bn	Fl	Clar	BCl	AS	TS	BS	Tpt	Tbn	FH	Eup h	Tub a	StB *	Snare *	Timp *	Mt*	Total
4	2	12	20	4	6	4	2	16	10	8	5	5	1	4	1	2	106

Senior Orchestra

Violin	Viola	Cello	S.Bass	Ob	Bn	Fl	Pic*	Cl	Tpt	Tbn	FH	Tuba	Snare*	Timp*	Mallet*	Total
40	16	16	8	2	2	2	1	2	3	3	4	1	2	1	1	104

*The numbers of players per part is dependent on the specific literature that is selected. The executive board oversees the selection of programs and every attempt is made to include more players when musically appropriate. Additional instruments, (i.e. Picc., Eng. Hn, Contr Bn, Eb Clar.), will be assigned as needed.

+ The Jazz bass trombone seat will go to the highest scoring bass trombonist auditioning. In the event, however, there is no bass trombonist auditioning or the quality of those who audition do not meet the level of CD-MMEA festival standards as determined by the adjudicator, the student who scores the highest score below the 3rd chair player and also plays a trombone with an F-attachment will be selected to fill the bass trombone chair.

FYI - Harp & Piano will be auditioned and placed in an as needed basis.

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SENIOR FESTIVAL HOST EXPECTATIONS & NEEDS

In addition to reimbursement of expenses, CD-MMEA will pay the host school \$250 per day of hosting. For Rehearsal 1, Rehearsal 2, and Performance Day, with use of equipment/transportation/personnel, etc., The total stipend would be \$750, provided the host school can accommodate all requests

Rehearsal Spaces for:

- 1 Concert Band @ approximately 100 musicians (additional space/room needed for gear if not in REH room)
- 1 Concert Choir @ approximately 180 musicians (or so as # have fluctuated - risers are not required)
- 1 Symphony Orchestra @ approximately 100 musicians
- 1 Jazz Band @ approximately 18 musicians
- 10 or so additional classrooms for sectionals

Ensemble Instrument Needs (fluctuates with repertoire chosen):

- 1 Rehearsal Piano for chorus (TUNED PRIOR TO THE FIRST REHEARSAL - tuning expenses will be reimbursed upon receipt of invoice to Festival Chair)
- 1 Rehearsal Piano for jazz band (could be electronic keyboard - if needed)
- 2 set of timpani (four or six depending upon actual music)
- 2 concert bass drum
- 2 or 3 xylophone (pending music actual music)
- 1 marimba (depending upon actual music)
- 1-2 sets of vibes
- crash cymbals, snare drums, tam-tam, various concert percussion equipment - would know needs with advanced notice
- percussion tables for hand held instruments
- If the needs of the band and orchestra necessitate such, a second set of materials could be loaned from another school. It is the responsibility of the host school to make these arrangements and transport the equipment. If a particular item is proving difficult to find, contact the Festival Chair as soon as possible.

NEEDS:

- 2 small tables for student check-in at school entrance
- 4 chairs for table check-in
- Availability/use of copier for varying needs

Hospitality Room: Please provide seating for approximately 40 chaperones. Open WiFi preferred, if possible. This could be two classrooms, presentation room, etc.. Space is also needed in this area for snacks or light refreshments for chaperones.

Executive Board Meeting Room: Seating for 15 for an Executive Board meeting at the first rehearsal. This may be the same space as the manager's room below.

Managers Room: Seating is needed for approximately 15 people to eat dinner at each of two shifts (total of 30).

**Do not hire a Nurse.

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FOOD NEEDS FOR FESTIVAL PERSONNEL

- Catered dinner for 30 at the first rehearsal
- Catered dinner for 25 at the second rehearsal
- Additional snacks, coffee, water, drinks to be made available throughout rehearsals
- Total food costs should not exceed \$700 per rehearsal
- The host site will pay for this up front and be reimbursed by CD-MMEA upon submission of a receipt.

FOOD FOR STUDENT PARTICIPANTS:

It is expected that the student festival participants will have a place to eat dinner (Cafeteria) and that the host site will have some type of a meal deal (i.e. pizza, chips, drink), available for approximately \$5 per students. This is to be hosted by the host site/booster organization of the host. This cost is taken on by the host site/booster organization and any profit made is theirs to keep.

SATURDAY DRESS REHEARSAL/CONCERT EXPECTATIONS & NEEDS AT MECHANICS HALL

Host Site will:

- have a designated school music department member serve as the point person with festival chair for concert dress rehearsals day
- rent a box truck through local store (U-Haul, Penske, etc. all costs will be reimbursed upon submission of receipt/invoice)
- loan 1 set of concert percussion equipment for use at Mechanics Hall
- loan 25 music stands
- transfer equipment to performance hall for delivery at 9:30-10:00am
- bring/have a stage crew of approximately 10 students (could be adults if needed) NOT IN FESTIVAL with HOST SITE agent on PERFORMANCE SITE - ALL DAY
- lead student stage crew with festival staff for set-up/breakdown of rehearsal, concert, final breakdown - truck load-up
- return equipment to HOST SITE, leaving performance hall at approximately 7:00pm
- order/pay/be reimbursed for lunch for approximately 20 stage hands & crew ~~people~~ - generally just pizza or subs
- have additional snacks, water, drinks available backstage throughout concert day for student workers, festival staff

Massachusetts Music Educators' Association
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*A Unit of the Massachusetts Music Educators' Association and Music Educators' National Conference
Endorsed by the Massachusetts Secondary School Administrators Association*

PROFESSIONAL SERVICES CONTRACT FOR SENIOR DISTRICT CONDUCTORS

Conductor: _____

Ensemble: _____

Rehearsal Dates:

Wed., January 16, 2019 (Snow Date 1/17)
Friday, January 18, 2019 (Snow Date 1/19)
2:00 PM – 9:00 PM
North Middlesex Regional HS
1401 Main St.
Holden, MA 01520

Concert Date:

Saturday, January 19, 2019 (Snow Date 1/21)
8:30 AM – 6:00 PM
Mechanics Hall
321 Main Street #1
Worcester, MA 01608

The conductor agrees to prepare student musicians for performance at the Central District MMEA Senior District Music Festival, which includes the aforementioned rehearsal schedule, and to conduct the Festival Concert. Music performance should not exceed twenty (20) minutes. The conductor will adhere to any and all guidelines established by the Central District MMEA Executive Board.

CDMMEA agrees to pay a stipend of \$850.00 plus expenses not to exceed \$250.00. Any exceptions need to be approved by the Central District Executive Board.

Conductor's Signature: _____

Home Address: _____

State: _____ Zip: _____ Home Telephone: _____

Social Security Number (for tax purposes): _____

Signature of Ensemble Manager: _____

Signature of Concert Chair: _____

Upon Completion, send to:
Todd Shafer, Concert Chairperson
Blackstone Millville Regional High School
175 Lincoln Street
Blackstone, MA 01504
Phone: 508-876-0108/E-mail: tshafer@bmrtd.net

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JUNIOR FESTIVAL MANAGER

In addition to reimbursement of mileage, managers receive a stipend of \$100, (\$50 for assistant managers) and NAFME dues paid by CD-MMEA.

It is essential that all Festival personnel, including managers, maintain confidentiality throughout the process. This includes, but is not limited to, audition results including seating and placement, student confidentiality, sight-reading, and discretion when speaking about adjudicators, conductors, and other Festival personnel.

Securing Assistant Managers

- Ensemble managers should find a suitable assistant manager to bring to the Board for approval no later than the May board meeting.

Contacting Potential Conductors

- Managers should bring 3 names and corresponding bios, in order of preference, to the Board no later than the Spring dinner meeting, the school year prior to the Festival.
- Festival Conducting honorarium is \$750 plus expenses
- *After* approval of conductor, managers should contact the approved first choice to see if they are available for the dates of the festival.
- Obtain a minimum of 3 potential programs (with instrumentation/voicing, timing, and any additional supporting information), not to exceed 20 minutes in length, to the Festival Chair no later than the April Executive board meeting, the school year prior to the Festival.
- *Chorus only* – please ask the conductor if they have an accompanist they prefer to work with. Please note, however, the accompanist must be approved by the board. The stipend for the accompanist is \$400 plus expenses.

Items to Communicate to the Conductor

- Typical Ensemble Size (see page 17)
- Previous programs (see website <http://www.cdmmea.org/library--concert-history.html>)
- Typical grade level of successful programs or highlighted years, and the at least the previous 3 Festival programs
- Schedule of rehearsals, and how much time they will have to rehearse the students
- Schedule of dress rehearsal/performance (the order of ensembles alternates each year)
- Availability of sectional rehearsals
- Band and orchestra music should utilize significant percussion.
- *Chorus only* the conductor should submit a balance of genres, and if possible a foreign language piece.
- Conductors should provide a welcome letter to be placed in student folders. The letter can be a general message and/or provide detailed rehearsal considerations.
- Conductors will need to provide a picture & bio for the Concert Program
- The Orchestra Conductor will also need to provide a letter detailing accurate string bowings if necessary.
- Conductor should provide a seating chart prior to the March Executive Board meeting.

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Prior to Audition Day

- *Band and Orchestra only*– Prior to audition day, communicate with the other ensemble manager to discuss instrumentation needs and scenarios (should the audition numbers not warrant an ideal group)
- Submit instrumentation needs to the Festival Chair
- Obtain a list of students auditioning from the coordinator for check in at warmup rooms. This can be a digital or hard copy which will be given on audition day.

Audition Day

- Arrive early to the Audition site.
- Check in with the audition coordinator to get your packet containing;
 - Schedule of the day,
 - List of judges,
 - List of schools (by alphabetical, by time & by school code)
- You will need to check:
 - Basic facilities (bathrooms, registration area, tabulation room, etc),
 - Your assigned warm-up area,
 - Each room to verify equipment & set-up (stands, mp3 player, drums, amps, etc.),
- Work with your assistant manager to finalize audition flow for the day. You will control the flow of students to the audition areas with the assistance of student runners who will escort students to the audition areas.
- Bring copies of scores and come already familiar with instrumentation and soloists needed. Know your ensemble needs and logistical requirements.
- You will have time before auditions to meet with the judges to discuss specifics.
- Check in with judges to make sure they are judging according to CD-MMEA guidelines
- Resolve issues as they arise (check with auditions coordinator for details)
- At the end of auditions we will follow the CD-MMEA seating procedure and you will be excused for the remainder of the day.
- Typical ensemble sizes (Ensemble size chart on page 13)
- Remember all student results are confidential until verified by the Auditions Coordinator.
- Do not share any seating or placement results as these assignments will come with the music folders.
- You will leave the auditions with all of your ensemble's original audition sheets.

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After Auditions (before your 1st rehearsal)

- *Sunday after auditions:*
 - The auditions coordinator will email you a draft of the audition results and a draft of the CD-MMEA cut off sheet. You will need to double check results, cut offs, & seating for accuracy. Report any errors to the auditions coordinator.
 - When all of the managers have checked in with the auditions coordinator an email will be sent to all music directors with their official audition results. These results will not contain ensemble or seating placement. These may change during the next few weeks. ***Do not share seating info.*** This will be sent out with folders.
- Music directors will contact you to verify any and all scoring errors. You will have the original sheets from which to double check.
- Report all changes to the auditions coordinator so that final results can be updated.
- Using the final results create your attendance and seating charts.
- You may also want to share the audition results with your conductor. Pointing out strengths and possible weaknesses.

Rehearsals & Concert Day

Rehearsals

- Arrive early to the rehearsal site. You should check:
 - Basic facilities (bathrooms, registration area, cafeteria, dinner area, etc).
 - Your assigned rehearsal area.
 - Check equipment & set-up (chairs, stands, power, drums, amps, etc.).
 - Water for conductor, etc.
 - The schedule for the day.
- Verify attendance records for any absent students with the Festival Chair
- During rehearsals;
 - Aid and assist the conductor.
 - Handle all student issues.
 - Coordinate break and meal schedules.
 - Announcements as needed.

Concert Day (follow above and add the following);

- Help organize set up for on stage dress rehearsal.
- Pre-check conductor green room situation.
- Supervise, aid and assist with all student issues.
- Bring a box(es) to collect all concert music.
- Be sure you and your conductor fill out a complimentary McIver Recording form.
- Using the form found on page 24, hand in all expenses, mileage, etc. for you and your conductor to the treasurer for reimbursement.

After the Concert:

- Hand over any documents or notes to your assistant manager.
- Sort and organize all the concert music.
- Contact J.P. Lanctot (lanctotjp@gmail.com) or Michelle Blake (mblake@nmrsd.org), to make arrangements to place all the concert music into the CD-MMEA music library.

Massachusetts Music Educators' Association

Central District

JUNIOR FESTIVAL MANAGER & ASST. MANAGER TIMELINE

- April As the Assistant Manager begin to: Ask lots of questions. Network during rehearsals to find people interested in being your assistant manager. Network during rehearsals to gather a list of possible conductor candidates.
- May Research and develop your list of 3 possible conductors. Gather information and create a short bio for each of them. Include information their past experienced working with student musicians. Send this information to your Festival Chair.
- June The Festival Chair will present your 3 conductors, in order of preference, to the CD-MMEA board for a vote at the Spring Dinner meeting. This can be done sooner if available.
- July/Aug. Once a conductor has been approved you will need to contact them and make arrangements for possible programs (see info above). Send all program information to your Festival Chair. It is important to get this information to the Festival Chair by the end of August. Each program has to be reviewed to check instrumentation and level of difficulty.
- September The Festival Chair will present your conductors programs, in order of preference, to the CD-MMEA board for a vote. This can be done sooner if available. Begin to check draft audition lists and report issues to the auditions coordinator.
- October Attend the CD-MMEA Fall Dinner meeting. There is a 4 pm Junior Festival Managers meeting. At this time the Festival Chair will review with you the final audition lists, conductor programs, audition, rehearsal and concert logistics. This is also when CD-MMEA posts the need for color instruments and creates an audition process to select them (i.e. piano, harp, contra-bassoon, etc).
- November & December If things are set we all enjoy the holidays!
- January Coordinate any last minute details concerning the music & instrumentation with your conductor as everyone prepares for auditions in November. The auditions coordinator will update you on details for the day, audition numbers, musical concerns, etc.
- February Prepare for auditions (see audition info above).
- March Work with your Festival Chair to finalize all arrangements and logistics for rehearsals and Performance.
- April Festival Rehearsals and Performance (see above). Collect the music, sort it and make arrangements to send it to our library. Congrats you have successfully been a CD-MMEA Manager.

Massachusetts Music Educators' Association
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ENSEMBLE INSTRUMENTATION

Junior Festival
(Target Numbers) rev. 4/17/18

These numbers are based on years of past practice with some modifications to help maintain high quality balanced ensembles. These target numbers are used as a guide and the executive board reserves the right to alter the number of students accepted based on many variables. Some of these include: # of students auditioning, qualified musicians, literature demands, etc..

Junior Chorus

Soprano	Alto	Baritone	Total
60	60	60	180

Junior Jazz Band

AS	TS	BS	Tpt	Tbn	Drums	S.Bass	Gtr	Piano	Vibes*	Total
2	2	1	5	4	1	1	1	1	1	19

Junior Concert Band

Ob	Bn	Fl	Clar	BCl	AS	TS	BS	Tpt	Tbn	FH	Euph	Tuba	Snare*	Timp*	Mallet*	Total
4	2	16	20	4	6	4	2	16	10	7	5	5	3	1	2	107

Junior Orchestra

Violin	Viola	Cello	S.Bass	Ob	Bn	Fl	Pic*	Cl	Tpt	Tbn	FH	Tuba	Snare*	Timp*	Mallet*	Total
40	16	16	6	2	2	2	1	2	3	3	4	1	2	1	1	102

*The numbers of players per part is dependent on the specific literature that is selected. The executive board oversees the selection of programs and every attempt is made to include more players when musically appropriate. Additional instruments, (i.e. Picc., Eng. Hn, Contr Bn, Eb Clar.), will be assigned as needed.

+ The Jazz bass trombone seat will go to the highest scoring bass trombonist auditioning. In the event, however, there is no bass trombonist auditioning or the quality of those who audition do not meet the level the district festival, as determined by the adjudicator, the student who scores the highest score below the 3rd chair player and also plays a trombone with an F-attachment will be selected to fill the bass trombone chair.

FYI - Harp & Piano will be auditioned and placed in an as needed basis.

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JUNIOR FESTIVAL REHEARSAL HOST EXPECTATIONS & NEEDS

*In addition to reimbursement of expenses, CD-MMEA will pay the host school \$250 per day of hosting.
For Rehearsal 1 and Rehearsal 2, the total stipend would be \$500, provided the host school can accommodate all requests.*

Rehearsal Spaces for:

- 1 Concert Band @ approximately 100 musicians (additional space/room needed for gear if not in REH room)
- 1 Concert Choir @ approximately 180 musicians (or so as # have fluctuated - risers are not required)
- 1 Symphony Orchestra @ approximately 100 musicians
- 1 Jazz Band @ approximately 18 musicians
- 10 or so additional classrooms for sectionals

Ensemble Instrument Needs (fluctuates with repertoire chosen):

- 1 Rehearsal Piano for chorus (TUNED PRIOR TO THE FIRST REHEARSAL - tuning expenses will be reimbursed upon receipt of invoice to Festival Chair)
- 1 Rehearsal Piano for jazz band (could be electronic keyboard - if needed)
- 2 set of timpani (four or six depending upon actual music)
- 2 concert bass drum
- 2 or 3 xylophone (pending music actual music)
- 1 marimba (depending upon actual music)
- 1-2 sets of vibes
- crash cymbals, snare drums, tam-tam, various concert percussion equipment - would know needs with advanced notice
- percussion tables for hand held instruments
- If the needs of the band and orchestra necessitate such, a second set of materials could be loaned from another school. It is the responsibility of the host school to make these arrangements and transport the equipment. If a particular item is proving difficult to find, contact the Festival Chair as soon as possible.

NEEDS:

- 2 small tables for student check-in at school entrance
- 4 chairs for table check-in
- Availability/use of copier for varying needs

Hospitality Room: Please provide seating for approximately 40 chaperones. Open WiFi preferred, if possible. This could be two classrooms, presentation room, etc.. Space is also needed in this area for snacks or light refreshments for chaperones.

Managers Room: Seating is needed for approximately 15 people to eat dinner at each of two shifts (total of 30).

** Do not hire a Nurse.

FOOD NEEDS FOR FESTIVAL PERSONNEL

- Catered dinner for 30 at the first rehearsal
- Catered dinner for 25 at the second rehearsal
- Additional snacks, coffee, water, drinks to be made available throughout rehearsals
- Total food costs should not exceed \$700 per rehearsal
- The host site will pay for this up front and be reimbursed by CD-MMEA upon submission of a receipt.

FOOD FOR STUDENT PARTICIPANTS:

It is expected that the student festival participants will have a place to eat dinner (Cafeteria) and that the host site will have some type of a meal deal (i.e. pizza, chips, drink), available for approximately \$5 per students. This is to be hosted by the host site/booster organization of the host. This cost is taken on by the host site/booster organization and any profit made is theirs to keep.

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**JUNIOR FESTIVAL CONCERT HOST
EXPECTATIONS & NEEDS**

In addition to reimbursement of expenses, CD-MMEA will pay the host school \$250

The performance venue should have seating for a minimum of 600 attendees.

Rehearsal Spaces for:

- 1 Concert Band @ approximately 100 musicians (additional space/room needed for gear if not in REH room)
- 1 Concert Choir @ approximately 180 musicians (or so as # have fluctuated - risers are not required)
- 1 Symphony Orchestra @ approximately 100 musicians
- 1 Jazz Band @ approximately 18 musicians
- 10 or so additional classrooms for sectionals

Ensemble Instrument Needs (fluctuates with repertoire chosen):

- 1 Rehearsal Piano for chorus (TUNED PRIOR TO THE FIRST REHEARSAL - tuning expenses will be reimbursed upon receipt of invoice to Festival Chair)
- 1 Rehearsal Piano for jazz band (could be electronic keyboard - if needed)
- 2 set of timpani (four or six depending upon actual music)
- 2 concert bass drum
- 2 or 3 xylophone (pending music actual music)
- 1 marimba (depending upon actual music)
- 1-2 sets of vibes
- crash cymbals, snare drums, tam-tam, various concert percussion equipment - would know needs with advanced notice
- percussion tables for hand held instruments
- If the needs of the band and orchestra necessitate such, a second set of materials could be loaned from another school. It is the responsibility of the host school to make these arrangements and transport the equipment. If a particular item is proving difficult to find, contact the Festival Chair as soon as possible.

NEEDS:

- 2 small tables for student check-in at school entrance
- 4 chairs for table check-in
- Availability/use of copier for varying needs

Hospitality Room: Please provide seating for approximately 40 chaperones. Open WiFi preferred, if possible. This could be two classrooms, presentation room, etc.. Space is also needed in this area for snacks or light refreshments for chaperones.

Managers Room: Seating is needed for approximately 25 people to eat lunch at each of two shifts.

FOOD NEEDS FOR FESTIVAL PERSONNEL

- Catered lunch for 25
- Additional snacks, coffee, water, drinks to be made available throughout rehearsals for conductors/managers
- Total food costs should not exceed \$700
- The host site will pay for this up front and be reimbursed by CD-MMEA upon submission of a receipt.

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FOOD FOR STUDENT PARTICIPANTS:

It is expected that the student festival participants will have a place to eat dinner (Cafeteria) and that the host site will have some type of a meal deal (i.e. pizza, chips, drink), available for approximately \$5 per students. This is to be hosted by the host site/booster organization of the host. This cost is taken on by the host site/booster organization and any profit made is theirs to keep.

CONCERT & DRESS REHEARSAL EXPECTATIONS:

Host Site will:

- have a stage crew of approximately 10 students (could be adults if needed) who are not a participating in the festival who are available all day. The stage crew should be led by a music department staff member
- lead student stage crew with festival staff for set-up/breakdown of rehearsal, concert, final breakdown - truck load-up

** Do not hire a Nurse.

Massachusetts Music Educators' Association
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*A Unit of the Massachusetts Music Educators' Association and Music Educators' National Conference
Endorsed by the Massachusetts Secondary School Administrators Association*

PROFESSIONAL SERVICES CONTRACT FOR JUNIOR DISTRICT CONDUCTORS

Conductor: _____

Ensemble: _____

Rehearsal Dates:

Monday, April 6, 2020

Wed., April 29, 2020

2:30 PM – 7:30 PM

The Bromfield School

14 Massachusetts Ave

Harvard, MA 01451

Concert Date:

Saturday, May 2, 2020

8:30 AM – 5:00 PM

Franklin HS

218 Oak Street

Franklin, MA 02038

The conductor agrees to prepare student musicians for performance at the Central District MMEA Junior District Music Festival, which includes the aforementioned rehearsal schedule, and to conduct the Festival Concert. Music performance should not exceed twenty (20) minutes. The conductor will adhere to any and all guidelines established by the Central District MMEA Executive Board.

CDMMEA agrees to pay a stipend of \$750.00 plus expenses not to exceed \$250.00. Any exceptions need to be approved by the Central District Executive Board.

Conductor's Signature: _____

Home Address: _____

State: _____ Zip: _____ Home Telephone: _____

Social Security Number (for tax purposes): _____

Signature of Ensemble Manager: _____

Signature of Concert Chair: _____

Upon Completion, send to:
Nic Marcotte, Concert Chairperson
Blackstone Millville Regional High School
35 Federal Street
Blackstone, MA 01504
Phone: 508-876-0190/E-mail: nmarcotte@bmrds.net

Massachusetts Music Educators' Association
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SEATING PROCEDURE

Orchestra

Violin: The 20 highest scores will be seated in alternating Vn 1 & Vn 2 pairs from highest to lowest accepted score (1-1, 1-2), (2-1, 2-2), (1-3, 1-4), (2-3, 2-4), etc. The next accepted 10 will be placed in the Vn 1 section according to score. The remaining accepted 10 will be placed in the Vn2 section according to score.

Viola, Cello, String Bass: Seated in numerical order from highest score to lowest accepted score.

Band/Orchestra Winds & Brass

Beginning with the highest score, seats will be filled as follows;

1-1 Orchestra, 1-1 Band, 2-1 Orchestra, 2-1 Band, 3-1 Orchestra, 3-1 Band, etc

The remaining seats will be filled alternating between orchestra and band in order from highest score to lowest accepted score (see below).

Percussion

The top 2 scores for Snare, Timpani & Mallet will be accepted in numerical order from highest to lowest accepted score. The remaining percussion section will be filled, as needed, based on numerically highest to lowest total composite percussion scores. Part assignments will be piece specific based on literature & musical demands.

Band Seating

When there is a single part – (ie tuba – 1,2,3,4,5)

Seated in numerical order from highest to lowest accepted score.

When there are multiple parts (ie. 1st clar, 2nd clar, 3rd clar),

First stand of each part is seated in sectional order from highest to lowest accepted score. (1-1, 2-1, 3-1), (1-2, 2-2, 3-2), with the remaining seated in numerical order from highest to lowest accepted score (ie. 1-3, 1-4, 1-5, 2-3, 2-4, etc.)

French Horns accepted in numerical order from highest to lowest accepted score.

Part assignments will be piece specific based on High and Low specialties.

Jazz Band

Seated in numerical order from highest to lowest accepted score. Part assignments will be piece specific based on musical demands.

Students with Jazz & non Jazz Auditions

Students that receive a score above the cut off for both ensembles will be placed in Jazz Band.

*Sr. Festival – Students that receive a score above the All-State cut off, in Jazz and Concert Winds only, will receive All-State Recommendations for both. The director will need to choose one or the other when registering the student for the All-State Audition.

Seating Key: 1-1 (part 1-seat 1), 1-2 (part 1-seat 2), 2-1 (part 2-seat 1), 3-1 (part 3-seat 1), etc.

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TIE-BREAKING GUIDELINES

Winds

1. Overall Solo Score
2. Overall Technique Score
3. Overall Musicianship Score
4. Overall Sight-Reading Score
5. Overall Scale Score
6. Tone

Vocal

1. Overall Solo Score
2. Overall Vocal Technique Score
3. Overall Musicianship Score
4. Overall Sight-Reading Score
5. Overall Tonal Accuracy
6. Tone

Strings

1. Overall Solo Score
2. Overall Technique Score
3. Overall Musicianship Score
4. Overall Sight-Reading Score
5. Overall Scale Score
6. Tone

Percussion

1. Overall Solo Score
2. Overall Auxiliary Score
3. Overall Rudiments/Articulation
4. Overall Musicianship Score
5. Overall Sight-Reading Score
6. Overall Rudiment Evaluation Score

Jazz Winds

1. Overall Solo Score
2. Overall Technique Score
3. Overall Interpretation Score
4. Overall Sight-Reading Score
5. Overall Scale Score
6. Tone

Rhythm (not Drum Set)

1. Overall Lead Sheet Score
2. Overall Technique Score
3. Overall Sight-Reading Score
4. Interpretation Score

Drum Set

1. Overall Prepared Piece Score
2. Overall Technique Score
3. Overall Sight-Reading Score
4. Medium Swing Score
5. Latin/Bossa Nova Score
6. Jazz/Funk Score
7. Jazz Waltz Score

Massachusetts Music Educators' Association
Central District

EXPENSE REIMBURSEMENT FORM

Name:

Expense Period

From:
 To:

Position:

Business Purpose:

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST

SUBTOTAL	\$
Less Cash Advance	
Total Reimbursement	\$

Note: Mileage rates fluctuate – Check mileage reimbursement rate with Treasurer (i.e., \$0.55/mile)

Don't forget to attach receipts!

Employee Signature Date

Approval Signature Date