

Last updated July 2017

# Festival Host Manual 2017-2018



PMEA encourages all hosts to work closely with their district festival coordinator in planning their festivals. This manual is a guide for hosting, and each district may have procedures that vary slightly. Please check with your festival coordinator to confirm your plans.

Newly revised, 2016  
Updated, July 2017

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# **FROM THE EXECUTIVE DIRECTOR TO FESTIVAL COORDINATORS, HOSTS & 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.

We believe you will find this manual helpful. Here you will find all of the forms (or links to the online forms) you will need for your festival. The majority of these forms can also be found online at [www.pmea.net](http://www.pmea.net) by logging in and then selecting the Fest and Festival Information link under the Conferences and Events menu option. Please feel free to print off and copy as many forms as needed.

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

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 FESTIVALS are under state jurisdiction in being identified as state events, therefore uniform operation is required.** Region hosts will use the official policies which were adopted at a meeting in July 1995 (latest revision, 2017) and should refer to the Regional Festival Policy found later in this booklet. Work closely with your district president and/or region chairman, as well as your district festival coordinator, all of whom are familiar with festival procedure.

**The Western Region Orchestra (WRO) Coordinator (Regions I-II-III) will work closely with the host for that event and will provide the ENTIRE MANUAL used in that Festival.**

# Festivals and Festival Clinics

A Statement of Principles Governing Participation in PMEA Festivals  
Adopted by PMEA State Executive Council on June 16, 1984

The system of band, chorus, and orchestra festivals at district, regional, and all-state levels is organized and maintained by PMEA as one of its principal vehicles for implementation of its goals to further music education and encourage the development of music programs in the schools. PMEA members who are the directors of bands, choruses, or orchestras in their schools have the privilege of sponsoring students from their organization to participate in the various festivals, subject to the regulatory policies of the State Executive Board, the individual District, and whatever powers the individual District delegates to the collective body of participating directors to establish procedures.

PMEA is a private association of individual professionals, and as such, “may restrict participation in its activities and may impose restraints providing they do not violate the 1964 Civil Rights Act, i.e. restrictions based on race, creed or sex.” PMEA adopts officially the NAFME policy from their legal advisors relative to the exclusion of students of nonmember from participation in events sponsored by NAFME, and in so adopting, we substitute “PMEA” for “NAFME.” The statement therefore reads: “Since PMEA, rather than the school systems, is the sponsor of these events, we assume that there would be some financial and other support given to the event by PMEA. This would appear to us to establish a “rational justification” for the exclusion. If there is this rational justification, the exclusion would not violate the federal civil rights law. The Supreme Court has distinguished two kinds of classifications: so-called suspect classifications, like race or alienage; and other classifications. The classification of students based on whether or not their teachers are PMEA members is obviously not a suspect classification. Accordingly, to sustain the legality of such a classification, we need only show that it has a rational justification and, as indicated above, the PMEA sponsorship and support appears to us to be sufficient for this purpose.”

PMEA holds that participation by a student in a PMEA festival is a privilege granted by, and authorized through, the membership and active participation of the individual teacher/member who is the director of the given organization in the student’s school. It rejects the concepts of institutional membership; of membership by a school administrator who is not the director of the school musical organization (intended as a method of qualifying students for festivals); or of sponsorship of a student by another PMEA member who is not the director of the specific school performing group in that student’s school.

Exceptions, due to legitimate, specific, extenuating circumstances will be detailed later in this document.

PMEA directors sponsoring students in PMEA festivals and/or fests must be FULL ACTIVE members of PMEA. Retired members are not eligible to sponsor students in festivals, fests, and/or adjudication (music performance assessment) activities. ....July 25, 2007

A Festival Task Force presented the following, which was approved by the PMEA State Board in January, 2011:

MISSION STATEMENT - The mission of the PMEA festival system is to promote and support quality music education, learning, and performance, through collaborative interaction between professional music educators and student musicians.

## OBJECTIVES:

- Recognize and enhance student musicianship.
- To encourage involvement of students of active members through representation in PMEA sponsored ensembles.
- Enhance school music programs through student participation, teacher professional development and collaborative sharing of the festival experience.

## Terms of an Individual Student’s Eligibility to Participate

All Districts must use an application form that 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 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. (Amended, April 14, 1999)

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 the 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>Step One:</i>	<i>Procedure</i>	<i>Possible Action</i>
	Student’s Director confers with Host Director	None
<i>Step Two:</i>	Host Director confers with District President	2 Yes Votes = Exception Granted 2 No Votes = Exception Denied Split Vote = Confer with the District Immediate Past President
<i>Step Three:</i>	Appeal Procedure (OR Procedure for Regional Questions – Step One)	
	District President confers with other District Overruled Presidents of Region	2 Yes Votes = Denial 2 No Votes = Denial approved Split Vote = Confer with State President
	<i>Final Appeal</i> PMEA State President	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.

In consideration of the unique characteristics of each district, in order to insure a quality performing organization and educational experience for all students involved, PMEA gives authority to each District to determine the grade level eligibility for all district level events. Participation in Regional & All-State events will be restricted to grades ten, eleven, and twelve.

A student sent home for disciplinary action will not participate in any subsequent PMEA festival for the remainder of the current school term, but may be eligible to participate in the following year.

Students must participate in their own school organization in order to be eligible to participate in any PMEA or NAFME festival (band for band, orchestra for orchestra, and chorus for chorus). The only exception to this rule may come if the high school lacks said organization. (The original intent of this provision was to disqualify a winds or percussion student from participating in an orchestra festival, when, although continuing membership in the school band, the choice is made not to participate in an active orchestra in the home school. PMEA feels that to do otherwise would tend to undercut the efforts of the director/member in the home school program. If there is an orchestra in the school, the orchestra director must be the sponsoring director-member; if there is no orchestra, the director of the band may sponsor students for an orchestra festival, subject to the rules of the individual district.

Although the most common exception granted has pertained to orchestra, it is possible that a situation warranting consideration of an exception might arise for band or chorus participation. Authority for granting exceptions found to be compatible with PMEA goals will reside with the State Board. A written petition to the appropriate District President must be initiated by a certified music teacher who is a PMEA member prior to a meeting of the Board which, in turn, precedes the selection process for the festival. The District President would be responsible for investigating the validity of the request and for preparing copies of a written brief on the situation for the Board. The District President would then present the report to the Board with his recommendations. (Board members could add discussion notes to their own copies, and following formal action, could file the document for reference in the future regarding established precedent.)

### **Miscellaneous**

In designing concert programs, festival hosts/all-state chairmen should avoid the use of the phrase “public schools.” Either *Music in Public and Private Schools*, or *Music in the Schools of Pennsylvania* is preferable.

### **Participation by Home Schooled Students**

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. Private School students will continue to be accepted as per current policy.

..April 1995, page 5

Opinion written by Attorney John Killian

### **Participation by Home-schooled/Cyber-schooled/Cyber Charter-schooled Students (Updated)**

Home-schooled, Cyber-schooled and Cyber Charter-schooled students will be eligible to participate in PMEA student events (festivals and fests) if they are sponsored by their local school district and the appropriate PMEA member-director and if they are members of the local school district’s ensembles (band for band, orchestra for orchestra, and chorus for chorus).

..January 8, 2011

### **Participation by Private, Parochial, and Charter School Students**

Private, parochial and charter school students must meet the same eligibility requirements as public school students: Students must participate in their own school musical ensembles in order to be eligible to participate in any PMEA or NAFME festival (band for band, orchestra for orchestra, and chorus for chorus) and must be sponsored by the appropriate PMEA member-director.

A sponsoring PMEA member-director must be musically qualified and must serve in an audition capacity as assigned. A public school may not sponsor a private or charter school student under any circumstances. ..January 8, 2011

# **FESTIVAL HOSTING BLUEPRINT**



# 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 PMEA Districts conducts an event of each type, which is then followed by a Region event. Qualified students from PMEA member schools may apply to audition and participate. Participation in the Region 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; region hosts will adhere to this STATEWIDE official policy.

The calendar for the Association, which includes District, Region 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 the festival coordinator, district president and the regional chairman to assist the host with planning of festivals. Reminder: Region Conductors must be approved by the PMEA Student Events Council before being contracted to conduct a festival.

There are certain obligations of the host that must be completed and ran through the PMEA Executive Director's Office. They are: participation fee, insurance premiums, mechanical rights release form and a financial report. Information regarding these obligations is 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 wisely
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 who is:
  - Personable with students
  - Recommended by other directors
  - 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***

Permission letter  
Update information periodically  
Invitation and complimentary tickets  
Publicity articles

## ***Guest Conductor***

Contact him/her early (at least a year in advance)  
Fee Considerations  
Music  
Transportation and accommodations  
Publicity  
Region conductors must be approved by the PMEA Student Events Council BEFORE hiring

## ***Participating Schools***

Selections  
Music distribution  
Housing  
Tryouts  
Daily schedule and food  
Complete information including rules and responsibilities  
Entertainment  
Facilities for equipment, luggage, changing

## ***Participating Directors and Schools***

Selections  
Information to them regarding music and conductor  
Complete information  
Clinics  
Available accommodations

## ***Host School Students***

Benefits to them  
Total involvement in all parts of festival (committees)  
Some in the band/chorus/orchestra  
Keep them informed  
Publicity and pictures  
Build anticipation

## ***Parents and Community***

Raise money  
Get them involved in festival (food & banquet)  
Keep them informed;Publicity  
Complimentary tickets and invitations to local VIPs, musicians, etc.

## ***Facilities***

Cafeteria and staff  
Custodial  
Auditorium  
Is there adequate hotel housing nearby?  
Enough restaurants and hotel rooms available for directors?

## Festival Timeline and Host Checklist

### *Seven to Twelve Months Before the Festival*

Host 1	Host 2	Duty
		Obtain written permission to host the festival from your school district's administration and school board and submit to the District President.
		Develop and submit a festival budget to the appropriate District officer. Be sure to include the festival registration fee.
		Contact a Guest Conductor for the festival.
		Contact the District President to have your Guest Conductor approved BEFORE you have a signed contract. (Note: All Region Conductors must have been approved by the Student Events Council.) *A completed W9, sent to the PMEA office, is required regardless of the payment amount.
		Return a copy of the signed <a href="#">Guest Conductor Contract/Agreement</a> to the District President.
		Discuss hosting the festival with your Music Boosters/Parents Group.
		Negotiate with a local hotel to accommodate your housing requirements OR contact the PMEA Office if interested in using host family housing. <b>**All members of a household 18 years and older MUST have volunteer clearances in order to host students. Copies of the clearances MUST be sent to the PMEA Office at least 3 weeks prior to the festival.</b>
		Talk with your principal and athletic director to avoid conflicts during the festival.
		Reserve your auditorium and any other rooms that will be used during the festival – cafeteria, band/choir/orchestra rooms, rooms for auditions, etc.
		Contact a Recording Company to record the concert. It is recommended that you use a PMEA Corporate Sponsor member – see the list online or in <i>PMEA News</i>
		Contact a Photographer to take an official festival picture at the concert.
		Establish communications with your Festival Coordinator

### *Six to Nine Months Before the Festival*

Host 1	Host 2	Duty
		Finalize the repertoire for the festival with the Guest Conductor and have it approved by the Repertoire Committee. It is recommended that some music come from the PMEA Lending Library (the PMEA lending library form can be found by logging into the PMEA website at <a href="http://www.pmea.net">www.pmea.net</a> , scrolling over the Resources menu option and selecting the Members Only link). *Region Festival Hosts – be sure to contact the district festival hosts confirm repertoire is not duplicated. Note: Some music suppliers will provide folders and collate the music as well.
		Contact the foodservice personnel to begin planning the meals for the festival. You may also want to set up a Food Committee to assist.
		Complete the online <a href="#">Festival Insurance Form</a> & <a href="#">Festival Concert Information Form</a>
		Complete the <a href="#">Host Financial Responsibility Form</a>
		Confirm your housing arrangements with a local hotel OR Begin soliciting for housing in your community, if confirmed with the PMEA office. <b>**All members of a household 18 years and older MUST have volunteer clearances in order to host students. Copies of the clearances must be sent to the PMEA Office at least 3 weeks prior to the festival.</b>
		Notify any participating schools whose students will not be housed and/or will have to provide their own transportation.
		Develop and submit a festival budget to the appropriate District officer. Be sure to include the festival registration fee.
		Contact the Custodial Staff and Physical Plant to inform them of the festival and the requirements you will need – building access, extra tables, etc.
		Inform directors of any pertinent information regarding the festival. Also provide your contact information for any questions that may arise.
		Continue communications with Festival Coordinator

*Three to Six Months Prior to the Festival*

Host 1	Host 2	Duty
		Finalize and organize the music in folders. Be sure to include information about all forms. Also include a letter to the students with expectations for the festival and directions to the school.
		Request student volunteers to assist with auditions.
		Finalize the plan for meals and snacks with the foodservice personnel and your parent committee.
		Begin preparation for the Concert Program. For Region festivals you can have all information ready except for participant names and list of schools.
		Request a biography/resume and a picture from the guest conductor for the program.
		Decide on student entertainment, decorations, theme, etc. for the festival. Establish student and parent committees to assist.
		Confirm your housing arrangements with a local hotel OR Continue soliciting for housing in your community. For <b>hotel housing</b> - be sure you make the necessary transportation arrangements.
		Determine the festival schedule. Send a copy to the Guest Conductor and the District President.
		Determine <a href="#">Act 48 hours</a> that will be offered (clinics) and apply for approval and possible funding.
		If additional housing is needed for participating directors, contact hotels in the area to get the best rates. Notify the directors of which hotels are providing a discount.
		Make transportation and hotel accommodations for the Guest Conductor.
		Return completed W-9 form if your district is paying guest conductor out of PMEA District Funds. Send it to the PMEA Executive Office. (A W-9 form is required for all honoraria paid from PMEA funds, despite the total amount.)
		Follow up with the photographer and the recording company.
		Request a seating plan from the Guest Conductor.
		<a href="#">Order medals</a> from the Bale Company and <a href="#">plaques</a> from the PMEA Office (if applicable).
		Contact the District Officers to determine concert ticket prices. Contact a printer and submit materials for tickets and posters if not being done at your school.
		Continue to inform participating directors with updates – festival schedule, Act 48 hours, directions, audition procedures, etc.
		Prepare a list of participating students.
		Begin publicizing the event in your community.
		Update your principal on the progress and preparations.
		Make arrangements for the Director’s Dinner or Gathering, if applicable.
		Contact a local music store to have a repairman available at instrumental festivals during certain times.
		Continue communications with Festival Coordinator

*One to Three Months Prior to the Festival*

Host 1	Host 2	Duty
		Confirm the reservation of the auditorium and any other rooms that will be used during the festival.
		Make arrangements for someone to take care of lighting and sounds during the concert.
		Alert the fire department, police, etc. for help with parking. Contact police for traffic control during the concert.
		Organize and inform the student assistants who will be helping with auditions.
		Finalize the Concert Program. Email a copy to the directors to have them proofread their students’ names.
		Confirm what schools have paid their registration fees. Contact those who still owe money.
		Complete Housing arrangements for all students. <b>**If using host family housing -Volunteer clearances for all family members 18+ must be on file with the host and copies must be sent to the PMEA Office if using host family housing.**</b>
		Confirm all Act 48 hours being offered and notify the directors of these opportunities.

		Confirm any needs for the stage (extensions, extra chairs, stands, etc.) and make necessary arrangements.
		Contact the Guest Conductor to determine any special needs.
		Return the completed <a href="#">Mechanical Rights Form</a> (for the recording) to the PMEA Office.
		Contact the local media (newspapers, tv, etc.) to assist in promoting the festival and concert.
		Establish a plan for PMEA Chaperones (must be PMEA members with clearances) in the hotels to distribute room keys and do room checks at the festival OR establish a plan with your Housing Chairperson regarding how the host families will meet their students.
		Continue to inform participating directors with updates.
		Make arrangements with your principal or superintendent to provide a welcome at the concert. Also ask them for a message to be included in the program.
		Update your music boosters with the progress and preparations.
		Make arrangements to have a nurse and/or doctor available or on duty throughout the festival.
		Communicate with the district officers regarding the audition process and what needs they may have.
		Continue communications with Festival Coordinator

***Zero to One Month Prior to the Festival***

Host 1	Host 2	Duty
		Contact the custodians regarding your needs – building access, extra tables, garbage cans, etc.
		Confirm arrangements with foodservice personnel regarding your meals and snacks.
		Prepare the auditorium and stage.
		<b>Confirm that all schools have paid their registration fees. Also follow-up with directors to be sure that all students have submitted all forms. NOTE: It is the host’s responsibility to see that all forms are completed. A student may not participate unless all forms are entirely completed including all signatures. *Contact the Festival Coordinator and District President with the names of any students for whom information is missing.</b>
		<b>**Submit any honoraria (i.e. guest conductor, accompanist, nurse, etc.) to the District Treasurer, if applicable, for payment. *A W9, sent to the PMEA Office, is required regardless of the payment amount.</b>
		Contact the Photographer and Recording Company to confirm the concert time, etc.
		Confirm all Housing arrangements.
		Contact the Guest Conductor to determine any special needs and to review the schedule and seating plan.
		Confirm any needs for the stage (extensions, extra chairs, stands, etc.).
		If applicable, be sure all host families have a copy of the festival schedule and are aware of all logistics.
		Update the principal on final preparation and progress.
		Prepare name badges and packets for students and directors.
		Determine who will be ushering and selling/taking tickets at the concert.

***Immediately Following the Festival***

Host 1	Host 2	Duty
		Send a thank you note to foodservice personnel, custodians, administration, parent committees, student committees, host families, etc.
		Tear down the stage and return any borrowed equipment
		Submit the <a href="#">Host Financial Report Spreadsheet</a> to the PMEA Executive Office.
		Submit the <a href="#">Festival Participation Fee Form</a> , payment and a copy of the program to the PMEA Executive Office.
		Submit the <a href="#">Act 48 Roster</a> to the PMEA Executive Office. A member of your district’s Professional Development Committee may assist with this.

		Submit any follow up publicity or possibly a letter to the editor thanking everyone for their assistance.
		Send copies of festival materials to the Festival Coordinator or the next host.

## **First Letter to be sent to the Superintendent & Board of Education**

(Each host should create his/her own letter based on his/her particular situation)

Superintendent Name  
Admin Address  
Admin City, State, Zip

Dear Superintendent Name:

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 (dates). While attending the festival, the visiting students would rehearse at the (location), eat many of their meals in our cafeteria, and be provided accommodations. The cost to our school district would be minimal.

We believe this would be an exciting educational experience for our school and music program. 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,  
Host Name(s)

## **After School District Permission is Received: Request to PMEA District to Host Festival**

Date

District President's Name  
District President's Address  
District President's City, State, Zip

Dear District President's Name:

This is a letter of request for permission to host the (Festival Name) at (location). Enclosed you will also find a letter of confirmation from the administration. I would be pleased if you and the membership would give this request their full consideration. Thank You.

Sincerely,  
Host Name(s)

## **Guest Conductor Correspondence**

*Contracts should not be sent until conductor is approved by your district or the Student Events Council (for Region festivals).*

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. **\*\*All PMEA band festivals must perform the *Star Spangled Banner* and *Salute to PMEA* (music for the PMEA march is available by contacting the PMEA office).**

## Other Correspondences

### General Letter #1 to Participating Directors

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

Please make certain that your applicants are aware of the requirement that they must attend all rehearsals and concerts of the entire festival.

***\*\*It is every director's responsibility to be present for auditions. 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 Region or All-State Level.\*\****

Directors Preference List (for those districts not holding auditions)

\*Be sure your PMEA membership is up to date. Memberships will be checked prior to auditions/selections.

### Letter #2 to Participating Directors

(Check with your District Festival Coordinator to confirm the contents of this letter)

Include:

- List of participating students from your school
- An invoice for your student registration fees
- List of Music
- Any forms that are needed

The next mailing will include:

- Suggested hotel accommodations for directors
- A copy of the student and director schedules
- Student Policy Acceptance form and any specific host school rules
- Map and Directions to the school
- Clinic Information (if a clinic is scheduled)
- Audition rules and procedures

Please check all names (and/or instruments). If there are mistakes, contact the festival host (insert your name in lieu of "festival host") immediately.

To avoid needless cancellations at the last minute, directors should be sure that selected students do not have conflicts. All participants 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/NAfME membership is current.***

## **Letter to Recording Company**

It is strongly recommended that hosts employ our Corporate Sponsor members who support PMEA. (See listing in *PMEA News* or on the PMEA website by selecting the Corporate Sponsor Information link under the Membership menu option).

Your letter should include:

- Which type of recording you intend to sell: video or audio or both formats
- The date and time for recording
- A statement that the company is responsible for executing the Mechanical Rights Form
- Which compositions to record and cover “copy”
- A section stating the company’s obligation to provide order forms, sale table and distribution plans
- Date by which order form from the company is needed to distribute to students

## **Letter to Photographer**

(similar to recording letter)

Include: Size, cost, time, place, sale table, order form information (supplied by the photographer), distribution

## **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/chorus/orchestra) director to get in touch with me (festival host) as soon as possible.
- The student schedule is enclosed. You will receive additional information in the next couple of weeks. You can help ensure the success of the festival by starting to work on your music as soon as possible. The festival depends on you.
- We (festival host school) look forward to meeting you in (month of festival) for (name of festival).

## **Letter #3 to Participating Directors**

Include:

- Information on hotel accommodations for the directors.
- A copy of the student and director schedules
- A list of rules and regulations for all participating students.
- Map and directions to your school.
- Information detailing the director’s clinics.

## **Complimentary Ticket Letter – Check with your District Festival Coordinator**

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.”



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

### Thank You Note to Directors

(Some hosts may want to send a thoughtful follow-up letter) Include something to this effect:

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,

### 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:

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.

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 any plans for a school assembly if desired; and explain ticket availability.

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.

Following the festival, send out a brief, but sincere, thank you to everyone for their support.

# **HOST DIRECTOR ASSISTANCE**

## Example of a Director's Preference List

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

Director's Name: \_\_\_\_\_ School: \_\_\_\_\_

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 district music in a satisfactory manner. Please use:

*Superior, Excellent, Good, Average*

Preference	Instrument	Part	Dist/Reg.	Ability	Grade	Name
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

## Example of a Typical Festival Budget

The District President and Executive Committee should assist in preparation. Study Previous Budgets. Obtain cost of each item in advance of preparation of Budget. (Project in relation to registration fee and ticket sales.) Check with your District Festival Coordinator regarding allowed items in your budget.

	Proposed Expenditure	Actual
<b>Fire Police / Custodial Fees</b>	<b>\$200.00</b>	
<b>Name Tags / Decorations</b>	<b>\$50.00</b>	
<b>Guest Conductor Fees / Expenses</b>	<b>\$1500.00</b>	
<b>Music</b>	<b>\$2000.00</b>	
<b>Programs / Printing</b>	<b>\$700.00</b>	
<b>Meals / Cafeteria</b>	<b>\$3000.00</b>	
<b>Posters / Tickets / Publicity</b>	<b>\$200.00</b>	
<b>Clinician</b>	<b>\$200.00</b>	
<b>Stage Extension</b>	<b>\$200.00</b>	
<b>Medals / Certificates</b>	<b>\$800.00</b>	
<b>Phone / Postage</b>	<b>\$200.00</b>	
<b>PMEA District / Region State Fee per student x 150</b>	<b>\$1050.00</b>	
<b>PMEA District Fee per student (varies per PMEA District)</b>	<b>\$750.00</b>	
<b>Photographer Expenses</b>	<b>\$200.00</b>	
<b>Recording Expenses</b>	<b>\$200.00</b>	
<b>TOTAL</b>		

## Tentative Director Schedule Example

### DAY, DATE

4 – 5:15 p.m.	Registration (short time frame, but will have several tables to hopefully keep the process going quickly)
5:30 p.m.	Warm-ups on stage// director meeting to review audition process & assignments in chorus room
6:15 – 8 p.m.	Auditions *Students should report back to the auditorium following their audition. We will have sandwiches, drinks and light snacks for students following their auditions, before rehearsal begins.
8 – 9:45 p.m.	Rehearsal *Guest conductor would like to have an abbreviated rehearsal to run through each piece to get everyone focused. Please be ready to work and have music prepared!
10 p.m.	Travel to Hotel
11 p.m.	Lights Out

### DAY, DATE

6 – 8:15 a.m.	Breakfast at the hotel
8:30 a.m.	Travel to high school
9 a.m.	Rehearsal (breaks at the discretion of the director)/ Directors meeting in chorus room
10:30 a.m.	Chair Announcements with snack break to follow
10:45 a.m.	Concert solo auditions in chorus room
1:05 p.m.	Lunch
1:45 – 7 p.m.	Rehearsal with snack break mid-afternoon (2 hours of Act 48 credits for guest conductor observation available.)
7:15 p.m.	Banquet followed by evening entertainment
10 p.m.	Travel to Hotel
11 p.m.	Lights Out

### DAY, DATE

6 – 8:15 a.m.	Breakfast at the hotel
8:30 a.m.	Travel to high school
9 a.m.	Rehearsal (breaks at the discretion of the director)
10 a.m.	Teacher in-service session: <i>Putting your Classroom Online with Google Classroom</i>
1:05 p.m.	Lunch
1:45 p.m.	Rehearsal (2 hours of Act 48 credits for guest conductor observation available.)
4 p.m.	Light dinner
4:30 p.m.	Change into choir robes
4:45 p.m.	Line up for Pictures
7 p.m.	Line up/ Warm up/ Final instructions
7:30 p.m.	Concert
9 p.m.	Home!

## Tentative Student Schedule Example

### DAY, DATE

4 – 5:15 p.m.	Registration
5:30 p.m.	Warm-ups on stage
6:15 – 8 p.m.	Auditions
8 – 9:45 p.m.	Rehearsal *Guest conductor would like to have an abbreviated rehearsal to run through each piece to get everyone focused. Please be ready to work and have music prepared!
10 p.m.	Travel to Hotel
11 p.m.	Lights Out

### DAY, DATE

6 – 8:15 a.m.	Breakfast at the hotel
8:30 a.m.	Travel to high school
9 a.m.	Rehearsal (breaks at the discretion of the director)
10:30 a.m.	Chair Announcements with snack break to follow
10:45 a.m.	Concert solo auditions in chorus room
1:05 p.m.	Lunch
1:45 – 7 p.m.	Rehearsal with snack break mid-afternoon
7:15 p.m.	Banquet followed by evening entertainment
10 p.m.	Travel to Hotel
11 p.m.	Lights Out

### DAY, DATE

6 – 8:15 a.m.	Breakfast at the hotel
8:30 a.m.	Travel to high school
9 a.m.	Rehearsal (breaks at the discretion of the director)
1:05 p.m.	Lunch
1:45 p.m.	Rehearsal
4 p.m.	Light dinner
4:30 p.m.	Change into choir robes
4:45 p.m.	Line up for Pictures
7 p.m.	Line up/ Warm up/ Final instructions
7:30 p.m.	Concert
9 p.m.	Home!



## Example of Director Assignment Sheet

Check with your District Festival Coordinator concerning audition processes in your district.

<b>SECTION</b>	<b>COMMITTEE MEMBERS</b>	<b>ROOM #</b>
Piccolo/Flutes	1. (name); 2. (name); etc. Sergeant at Arms #1, etc.	
Clarinets	(same as above)	
Alto, Bass & Contra Clarinets		
Oboe I/II		
Bassoon I/II		
Alto Saxophones		
Tenor & Bari Saxophones		
French Horns		
Trumpets		
Cornets		
Trombones		
Euphoniums		
Tubas		
Percussion		
<b>Tabulation</b>		



## Example of Student Committees

Committee Name	Number of Students Needed
Audition Guides	
Registration Committee	
Decoration Committee	
Refreshment Committee	
Facilities Committee	
Lighting Committee	
Ushers	
Publicity Committee	
Cleanup	

### Committee Description Example:

Refreshment Committee:

Responsibilities include: making arrangements with parents to donate items like chips, pretzels, punch, etc.; setting up tables; gathering necessary paper products, i.e. paper plates, napkins, bowls, cups).

# PMEA Policy Regarding Audiences Recording Festival Concerts

Hosts are responsible to enforce copyright laws concerning recording of concerts:

1. **Print Notice** (see Festival Program Information below) on ALL programs
2. **Announce** at the beginning of the concert
3. **Post Notices** at doors
4. **Have Special Teacher Ushers** at the doors to graciously advise attendees who are carrying recording devices

**THANK YOU FOR YOUR ATTENTION TO THIS VERY IMPORTANT MATTER.**

## Festival Program Information

The printed program should include:

- Complete Festival Information (location, concert date, time, guest conductor, host, etc.)
- Welcome from district administrators (superintendent, host school principal) and/or PMEA host
- [PMEA Mission Statement](#) (found in the About Us section at [www.pmea.net](http://www.pmea.net))
- Copyright 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.**
- District/Region Officers (depending on level of festival) & PMEA State Executive Committee
- Guest Conductor Bio & Photo, if available
- Concert Program
- Student Participants
- Participating schools and directors

Be sure to type PMEA without periods. PMEA is an acronym, and as such, is incorrect when published with periods.

\*Please contact your District Festival Coordinator for copies of programs previously used in your district to use as a guideline.

# Festival Publicity

*For additional information and assistance contact:*

*PMEA Executive Office, 56 S. Third St., Hamburg, PA 19526; Josh Gibson – jgibson@pmea.net*

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 tends to get 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? Below you will find some suggestions and a sample news release you can change to meet your own needs. Please feel free to send copies of your PR items to the PMEA Office so we can share your ideas with others.

## **Make the most of your festival with these PR Ideas:**

1. Send a news release with your acceptance letter/email for each participating director to submit to his/her 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 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.

## **Sample News Releases**

Make sure your news release includes the name, email and primary phone number of the person to contact for more information. Submit it approximately 3 – 4 weeks prior to your festival. Have a great festival and thanks for hosting.

### **General News Release**

The Pennsylvania Music Educators Association (PMEA) is pleased to announce \_\_\_\_\_ (school name) will be hosting the \_\_\_\_\_ (Festival Name) festival, which will take place \_\_\_\_\_ (festival dates). This year's event will include \_\_\_\_ (# of participating students) students from \_\_\_\_\_ (# of participating schools) schools. The guest conductor for the program will be \_\_\_\_\_ (guest conductor's name) from \_\_\_\_\_ (guest conductor's school/organization). The festival host is \_\_\_\_\_ (host name), director of \_\_\_\_\_ (position name) at \_\_\_\_\_ (school name). A public concert will be presented on \_\_\_\_ (date) beginning at \_\_\_\_ (time) at \_\_\_\_\_ (location). Tickets will be on sale at the door.

For a detailed schedule and more information, please contact:

(Primary contact information here)

### **News Release to share with participating PMEA directors**

It was announced by the Pennsylvania Music Educators Association (PMEA) that \_\_\_\_\_ (student names) from \_\_\_\_\_ (school name) have been selected to perform in the \_\_\_\_\_ (Festival Name) festival, which will take place \_\_\_\_\_ (festival dates) at \_\_\_\_\_ (location). This year's event will include \_\_\_\_ (# of participating students) students from \_\_\_\_\_ (# of participating schools) schools. The guest conductor for the program will be

\_\_\_\_\_ (guest conductor's name) from \_\_\_\_\_ (guest conductor's school/organization). The festival host is \_\_\_\_\_ (host name), director of \_\_\_\_\_ (position name) at \_\_\_\_\_ (school name). A public concert will be presented on \_\_\_\_\_ (date) beginning at \_\_\_\_\_ (time) at \_\_\_\_\_ (location). Tickets will be on sale at the door.

For a detailed schedule and more information, please contact:  
(Primary contact information here)

**General PMEA Statement** (can be included with news releases)

PMEA is a statewide nonprofit organization of over 4,000 members, dedicated to promoting the musical development of all Pennsylvanians. The present membership evolved from a small group of band directors dating from 1933. Today, the organization includes those engaged in music instruction at all levels, from preschool through college and university, as well as those in the music industry, merchandising and publishing. The organization promotes and supports quality music education, learning and performance as well as promoting and supporting music education in schools and communities. PMEA is affiliated with The National Association for Music Education, NAFME.

## **PMEA Logo**

The [PMEA logo](#) is available in three different formats: full color, black and white and gray scale. All three logos can be found in one file in the Fest & Festival Information section of the PMEA website under the Conferences and Events menu option.

## PMEA Act 48 Procedures for Fest/Festival Hosts

1. Work with your district professional development (PD) representatives to inform them of any professional development sessions you plan to offer during your event.
2. Send contact information regarding clinician and session overview to your district representative on the PMEA Professional Development Council **at least thirty days** in advance of the event so this person can complete the [17-18 District/Region Presenter Act 48 Form](#).
3. Direct clinician(s) to complete the [17-18 District/Region Presenter Act 48 Form](#) required in order to see if Act 48 hours can be offered. This form must be completed by the clinician. (The host may complete this form **only** if he/she has all of the information needed to complete the form, including citing the research base for the presentation – no information can be incomplete when the form is submitted.)
4. If the session(s) are approved for Act 48 credit, an electronic file of the Act 48 sign-in sheet for all participants to complete will be sent to the host. The host must return the Act 48 sign-in sheet to the PMEA office no later than 14 days after the event.
5. After the event is over, participants will need to complete a [PDE Survey](#) (<https://pmea.wufoo.com/forms/z12b8bng0qza2ve/>) and a [PMEA Survey](#) will request specific information about the event, ask participants to determine which aspects of the session were most beneficial, and assist participants in developing a plan of implementation. **These online forms must be completed within two weeks of the event.**
6. Participants will be awarded Act 48 credit if they have signed the Act 48 roster sheet and completed **both** professional development forms. No Act 48 credit will be given unless both forms have been completed and submitted on-line and the Act 48 roster has been signed by the participant.

\*Please remember – in the event of a session **not** being approved for Act 48 credits: that session may still be offered during the event, Act 48 hours just cannot be offered for that particular session.

\*\*All Act 48 Information can be found at [www.pmea.net](http://www.pmea.net) by scrolling over the Resources menu option and selecting the “Act 48 Information” link (please direct participants to this section of the website to access the two online surveys). Be sure to check this page frequently for the latest information.

### Possible Session Topics:

**Choral** – Repertoire for female-heavy ensembles; Warm-ups with a purpose; Sight-singing strategies and resources

**Instrumental** – Instrument repair; Arranging literature to cover parts you do not have; Concert band set-ups to fit your repertoire; Getting the sound you want from your concert band; Jazz basics; Vibrato in the Upper Strings; Double Bass 101; String Orchestra Rehearsal Techniques

**Technology** – YouTube and the music classroom; Integrating message boards & forums in the performance classrooms; Digital audio in the rehearsal; Google in the music classroom; SmartMusic/Finale

**Other** – Grading in the performance classroom; Repertoire nuances; Festival adjudications; Taking a trip with your ensemble; Avoiding teacher burn-out

## **Certificates, Medals, Plaques**

**PLEASE check with your District Festival Coordinator to clarify who is responsible for ordering medals and plaques.**

### **Certificates**

Each district has the option of providing each member of his/her festival group with a Certificate of Participation. Presenting a certificate is no longer common among PMEA Districts, but if the district chooses to do so, the certificates should be signed by the host and the district president.

### **Medals**

Medals are ordered from the Bale Company, 150 Herff Jones Way, Warwick, RI 02888. [Medal Orders](#) may be faxed to the Bale Company at 401-831-5500 or emailed to [webmaster@bale.com](mailto:webmaster@bale.com). Please place your order at least two months in advance of your festival to be certain of shipment. If you have questions, please call Bale Customer Service at 800-822-5350.

District medals are bronze; Region medals are silver. The cost of the medals is \$4.25 each, payable upon receipt of invoice. District medal ribbon colors are at the request of the host director. All Region medals have blue/white ribbons.

### **Festival Host Plaques**

District Festival Plaques are usually ordered by the Festival Host, but in some Districts the President or Secretary are responsible for taking care of this.

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

Plaques are \$30 each. Engraving is between \$6 and \$10 each, plus tax. Please use the [Plaque Order Form](#) to place your order. Forms can be mailed to the PMEA Office or emailed to: [kelly@pmea.net](mailto:kelly@pmea.net)

**PMEA OFFICIAL  
FORMS & IMPORTANT HOST  
INFORMATION**

## Festival Guest Conductor Agreement (Contract) Instructions & Information

1. All hosts will use the [PMEA Guest Conductor Contract/Agreement](#) for hiring.
2. Fill in ALL blanks except the host's signature.
3. In the Liquidated Damage section, be sure to fill in the honorarium figure again. If the honorarium you are providing is \$400, total damages will be \$400 + \$250 or a total of \$650. **Please check with your district festival coordinator to see if your district has a maximum fee per day policy.** The state policy for All-State is \$550 per day maximum, but districts may have their own policies. **The maximum amount of a guest conductor honorarium for State and Region festivals is \$550 per day. Additional honorarium fees required by the guest conductor must not come from student registration monies. (updated July 2017)**
4. Conductor signs and returns to the host.
5. Host signs and returns the original to the conductor and makes a copy to send to the district president.
6. Be sure the conductor meets all terms of the agreement. To eradicate some problems hosts have encountered, PMEA Policy is stated clearly in the first full paragraph which begins, "In compliance with prior arrangements..." It is anticipated that all conductors will comply with stated PMEA Policies.
7. There is local autonomy on how and by whom music is selected. As per the PMEA Guest Conductor Contract, the host and guest conductor must agree prior to the signing of the agreement who is choosing the repertoire for the festival.
8. Include the [Guest Conductor Expense Reimbursement Information](#) and a [W-9 Tax Form](#) (both found in the Fest & Festival Information section under the Conferences & Events menu option at [www.pmea.net](http://www.pmea.net)) along with the contract to the guest conductor.
9. Some conductors have been known to cancel on short notice to take a more lucrative position. Hosts may be obliged to hire a substitute conductor. This provision (liquidated damages) is intended to discourage such practice.
10. Regional Hosts are reminded that their guest conductor must have been approved by the PMEA Student Events Council for service in Pennsylvania. (It may be necessary to check with the PMEA State Executive Office to determine if your conductor has already been approved.)
11. In the event that inclement weather causes the festival to be canceled, the guest conductor will be reimbursed for travel, lodging and meal expenses that were incurred prior to the cancellation. He/she will also be paid a portion of the agreed upon honorarium determined fair by the guest conductor, host director and the district president or region chair. Every attempt to notify the guest conductor of a possible cancellation will be made in advance.



## Nurse Information

From the Pennsylvania Department of Health, School Health Division

Nursing coverage must be obtained by the host school. This can be accomplished by:

- Contracting with the host school's CSN (Certified School Nurse) or a CSN from a participating school
- Contracting with the host school's supplemental nurses (LPNs or non-certified RNs) or supplemental nurses from other participating schools
- Contracting with a nurse (RN or LPN) from their substitute list or a retired nurse
- Use a parent who is a licensed nurse volunteer (should be an approved volunteer with the school)
- Contracting with a local nursing agency

The designated nurse, along with administration and other contact staff from the host school, should determine a location centrally located for the nurse to meet the needs of the attending students.

Parents are responsible for providing medications (only the supply needed for the event) in a properly labeled container (using the medication guidelines) and an order from the student's licensed prescriber ([PMEA Medical Administration Record](#)). Nurses may only administer medications with a **PMEA Medical Administration Form**. Each participating school should determine a responsible adult who will collect the medications and medical orders and deliver them immediately upon arrival to the designated nurse at the host school.

The PMEA Student Medical Information Form as well as the **PMEA Medication Administration Form**, if applicable, should be returned to the Fest Host **at least 1 – 2 months in advance** of the event. This includes students with inhalers or epinephrine auto-injectors who are determined to be competent to carry and use the medication themselves. The festival nurse should review all student medical forms prior to the event. After hours nurse coverage should be determined based on the needs of the students (i.e. how many students need medications and when). An on-call nurse can be used (instead of full time nurse coverage) after school hours if deemed appropriate based on the students' needs.

## PMEA Festival Documents

\* The following forms can all be found off of the **Fests & Festivals Information** page on the PMEA website ([www.pmea.net](http://www.pmea.net)) under the **Conferences & Events** menu option by selecting the **PMEA Festival Documents** link.

\*Please note that this information is only available to PMEA members. You must log-in to view this page.

### Festival Forms to be Completed by the Host(s):

#### Before The Festival:

- [Festival Concert Information Form](#) (online)
- [PMEA Host Financial Responsibility Form](#) (online)
- [Festival Insurance Form](#) (online)
- [PMEA Guest Conductor Contract/Agreement Form](#) (Please note that a completed [IRS W-9 Form](#) is required for each festival conductor, as well as anyone to whom an honoraria is paid – i.e. nurse, security – in order for payment to be processed)
- [Mechanical Rights Form](#)
- [Fest/Festival Contractor Agreement Form](#)
- [PMEA Medal Order Form](#)
- [PMEA Plaque Order Form](#)

#### After the Festival

- [Guest Conductor Expense Reimbursement Information](#) (to be given to the guest conductor with the agreement form)
- [Host Financial Report Spreadsheet](#)
- [Festival Participation Fee Form](#)
- [PMEA District/Region Guest Conductor Evaluation Form](#) (to be given to the guest conductor with the agreement form)

#### Additional Information for Hosts

- [PMEA Anti-Bullying & Social Media Policies](#)
- [PMEA Logos](#)
- [Host Training Presentation](#)

### Festival Forms to be Completed by the Participants:

#### Forms that need to be completed for EACH festival:

- [PMEA Fest/Festival School Acknowledgement Form \(Principal Signature Page\)](#)
- [PMEA Medical Admin Record](#) *\*Only if applicable*
- [PMEA Housing Waiver & Release Form](#) *\*Only if applicable*

**Forms to complete at the first district festival, if applicable, that can then follow a student (from districts to regions and/or All-State, if applicable), unless there is a change in the information:**

- **Student Information Forms** – for 2017-18 will be sent to participating directors directly from the Host.
- [Student Medical Form](#) (unless there is a change)
- [Student Dietary Needs Form](#) (unless there is a change) (online) \*Only needed if a student has a special diet (i.e. vegetarian, gluten-free, etc.) and/or food allergies
- [Instrument Responsibility Form](#) (unless there is a change)
- [Student Policy Acceptance Form](#)
- [Male – Alto/Soprano; Female – Tenor/Bass policy forms](#) \*Only if applicable

**Director Information Forms (online):**

- [Band](#)
- [Chorus](#)
- [Orchestra](#)
- [District Jazz](#) (if applicable)
- [District Vocal Jazz](#) (if applicable)



## PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION INCLEMENT WEATHER PROCEDURE

*Remember: The safety for everyone involved must come first when making all decisions.*

**All festivals should have an alternate date for the festival in case of inclement weather. The guest conductor should be informed of the alternate date when signing the contract.**

In the event that inclement weather proposes a possible postponement, early conclusion, or cancellation to a festival, the following procedure should be followed:

1. Host Director discusses options with his/her administration and immediately informs the PMEA District Officers.
2. The PMEA District Officers and Host Director decide upon the best course of action based upon the host school's policies. Options may include, but are not limited to:
  - a. Delaying the start of the festival so that all schools can safely arrive.
  - b. Postponing the start of the festival by one day.
  - c. Moving the concert earlier than scheduled to allow for a safe return home by all travelers.
  - d. Cancel the festival.

*NOTE: Some school districts have policies that do not allow their students to travel on days when there is a cancellation or delay. Every attempt should be made to begin the festival at a time when all schools are able to be present in order to avoid having the perception that some schools may have an unfair advantage of having extra rehearsal time prior to auditions.*

\*It is suggested that for festivals beginning after school or in the evening that a decision be made prior to 12:00 p.m. that day, and for festivals beginning in the morning that a decision be made prior to 8:00 p.m. the previous day to allow ample time for everyone to be contacted.

3. District President or Region Chair notifies all participating directors of the plan.
4. Host Director notifies the Host families or Hotel of the plan.
5. In the event that a festival is canceled, auditions using the music prepared for that festival must take place within one week of the original festival date. The District president or Region Chair is responsible to see that this takes place.
6. The District President and Host Director will see that the Guest Conductor is reimbursed and/or paid for incurred expenses and honorarium.

# PMEA Festival Policies: District/Regions/All-State

## **Festival Registration Fees (District/Region)**

District Executive Boards should review all budgets/advise hosts in establishing the fee. It is the job of each district president to oversee the budget for events hosted in his/her district to justify the registration fee.

## **Participation Fees for Student(s) of Host Director**

The host director pays the same fee for all host school participants meaning the same fee charged to all festival participants.

## **Delinquent Payment of Registration Fees: Region and All-State**

Hosts will not accept any student on opening day if registration fees are unpaid. The host can accept a personal check from the director which will be held (until) or refunded when the school check arrives. Districts will enforce payments in their own way.

## **Clarification of Festival Profit**

Budgets must be established to avoid excessive profits. Profit is discouraged. Districts prepare guidelines for distribution of profit between host and district treasury. **Region-State profit stays within the district hosting the festival and is controlled by the district guidelines.**

## **Registration Fees for Festival Dropouts**

Fees for students who drop out of festivals after the beginning of the second week prior to the festival must be paid regardless (applies to all level festivals). Directors of students who owe fees and their students will be ineligible to participate in subsequent events until their delinquent fees are paid in full. ..August 1-2, 1990

## **State Festival Participation Fee Determination**

*\*An event that includes grades 10 – 12 will be considered a Festival event. The state PMEA fees associated with such an event will be \$7 per student with no insurance fee. (updated July 2017)*

High School: Set by State Budget Committee and State Board (currently \$7 – set in 2011)

Middle/Junior High: \$3 per student and a \$25 per day insurance fee

Counties aligned with PMEA: \$3.50

[Above per student fees are due to the state within two weeks of the festival]

**DISTRICT FESTIVAL PARTICIPATION FEES ARE DETERMINED BY EACH DISTRICT.** Payment to the district treasurer is due within two weeks of the festival.

## **Festival Participation Fee Payments to State**

District presidents are responsible to check whether hosts have sent the (above) fees to the state Executive Office; if not, they should assist in collecting. (See “Finance” section regarding fee collection procedure and delinquent penalty.)

## **Director Responsibility at Festivals**

It is every director’s responsibility to be present for auditions. If you have students in a district or region 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 Region or All-State level. \* A sponsoring PMEA member-director must be musically qualified and must serve in an audition capacity as assigned.

## **Medical Form**

Medical Forms are required for each festival. They should be sent on to the next level with student records IF THERE ARE NO CHANGES TO THE INFORMATION.

The medical form has been reviewed by the PDE Division of School Health and revised according to advice received from PDE. A new medication administration form has been developed and is required for all students needing to take medications during festivals. If students require medication for a chronic condition, the school district's form may be used for festivals.

...February, 2014

## **“Act of God” Release**

Hosts of all festival events will be informed of their responsibility to the district and state officers by signing a statement accepting this responsibility ([Host Financial Responsibility Form](#)). The state fee 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 that all other sound practices have been followed. **All districts should establish an “Act of God” fund by assessing each festival a portion for the fund.**

..September 1972, page 7; June 1988

## **Privacy of Student Information**

In this age of informational accessibility, personal privacy is a matter of increasing concern. PMEAs guard the information that we receive from students. As such, our students' personal information, including contact information and health forms, are not made available to anyone outside of those who are managing or operating the PMEA sponsored ensemble. In addition, the formation of private ensembles based in any way upon participation in a PMEA-sponsored ensemble is unacceptable and violates PMEA policy. When a parent or student reads information about such an ensemble and any reference is made to PMEA, there can be an implied relationship between that group and PMEA. Since no such relationship exists with PMEA and any non-PMEA sponsored ensemble, no reference to PMEA should be made.

Recently there have been a number of organizations that have been using PMEA-gathered student information for recruitment to their groups and have implied a relationship with PMEA where no relationship exists. The purpose of this policy is to clarify PMEA's position on such matters. Student information is never divulged to any other organizations for any purpose and PMEA members having access to that information must not use it for any purpose other than the festival/fest for which it is gathered.

...January 10, 2009

## **Strikes and/or “No Contract”**

(“No Contract” conditions generally mean that, while school is open, teachers refuse to be involved in extra-curricular activities)\* If possible, it is the desire of PMEA not to penalize students by disallowing festival participation, however it must be made clear that the director/member must desire his/her students to participate. If so, the director/member may appoint a PMEA member as substitute to accompany the students to tryouts.

If the director/member makes it clear that he/she does not desire student participation or does not cooperate, the District President is empowered to refuse participation (responding to calls by students, parents or administrators). These decisions by the President should be made with discretion.

...January 1988

\*this can apply

## **College Promotion Activity -- Summer Tours – Fundraising**

Festivals should not be used as solicitation for summer school or recruitment promotion by colleges asking hosts to add brochures to registration packages or asking district officers for home mailing addresses of students. Colleges should write to students using school addresses and/or through the music teacher. There should be no summer tour promotion among students and directors as well. No fund-raising solicitation.

..March 1977; June 1983; April 1984

**PMEA Festival Banners**

Banners are the responsibility of each District. They are to be displayed at all PMEA Events. They are to be purchased through the PMEA State Office.

**Use of Religious Exercises at PMEA Events**

Use of invocations and singing of the Doxology will be discontinued at PMEA sponsored events.

..April 1995

**District Fest & Festival Policy Coordinator**

Each district is required to create (or maintain) the position of Festival/Fest Policy Coordinator to facilitate difficulties that may arise during festivals.

....April, 2002

**Housing Waivers**

Districts are required to provide a [Housing Waiver](#) in the case of students whose parents wish to house them at a festival, with the understanding that the parents are fully responsible for the students' on time attendance at the entire festival, no exceptions.

....April 2002

**Region Chairman for Orchestra**

Shall be the region chairman of the host district.

...May 1976

**Schedule for Region Chairs as follows (District Presidents):**

	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
<b>I</b>	5	1	5	1	5	1	5	1	5
<b>II</b>	3	2	3	2	3	2	3	2	3
<b>III</b>	4	6	4	6	4	6	4	6	4
<b>IV</b>	9	8	9	8	9	8	9	8	9
<b>V</b>	7	10	7	10	7	10	7	10	7
<b>VI</b>	11	12	11	12	11	12	11	12	11

Schedule of Responsibility of District Presidents in obtaining a host for Western Region Orchestra (Regions I-II-III) as follows:

2018	2019	2020	2021	2022	2023	2024	2025
District 5	District 6	District 1	District 2	District 3	District 4	District 5	District 6

Region IV-V divided into Central & Northeastern Region Orchestras in 2014. Central Region is comprised of District 7 & 8; Northeastern Region is comprised of Districts 9 & 10. Chair alternates.

Schedule for Region VI will alternate. This Region granted request for separate orchestra.

**Auditions at Region Festivals**

Tryouts will be held at all region-state festivals every year and student scores recorded.

....September, 1974

**Western Region Orchestra Auditions**

Former Coordinator Winsome Garland prepared an extensive set of rules and regulations. Kelly Detwiler was elected by the districts to serve as WRO coordinator as of April 2002.

**Harp Auditions**

Harp applications will be completed via an online program for judging by harp judges who will rank all applications. The All-State Coordinator will notify the selected All-State harpist, and also notify the district presidents of the rankings. (see p. 46)

### **All-State Accompanist Auditions**

Directors who wish to have their students (grades 10-12 only) considered for selection should complete the online application. Both Region Festival accompanists are eligible to apply within a given year. In Regions where a student accompanist is not used, the first place District accompanist who has been recommended by the District Host, Guest Conductor, District President and the Chairperson of the district accompanist audition committee may apply. (see p. 47)

### **Students Participating in Region Festivals**

Only students from grades 10-11-12 will participate at the region level.

### **PMEA Policy on Female Tenor/Bass, Male Alto/Soprano Participation in Chorus Festivals**

On the advice of PMEAs attorney, female tenor/basses will be permitted to participate in PMEAs chorus festivals if parents/guardians sign a medical waiver to permit participation. .... January 2005

Male alto/sopranos added, January 4, 2008.

If a student participates in a PMEAs choral festival on a non-traditional voice part, verification that this is the normal vocal assignment of the student must be signed by the director and principal. ...April 2011

### **Festival Host Plaques**

All PMEAs Fest/Festival plaques are ordered through the PMEAs State Office. District level plaques are paid through the individual Fest/Festival budget. Region level plaques are paid by the state.

### **Secretary for Region Festival Directors Meetings**

The District Secretary or designee of the Host District for Region Festivals must take minutes at the Festival Directors meeting and provide a copy to each district and the state office. ...updated, July 2017

**Illegal Recording of Concerts** (Include on all festival applications to inform participants/parents in advance and print on concert program. See p. 26)

### **Responsibility for Hosting a Region Festival within Districts**

The responsibility for hosting a region festival: should the responsible district be unable to host the event, it forfeits its privilege of hosting the festival that year and the following year. ... March 1979

### **Length of Festivals**

Length of festivals: Although a three day festival has proven to be a suitable time frame, high school festivals must have a minimum of 14 to 22 hours of instructional time. ...January 8, 2011

All district and region festivals will remain at 14-22 hours of rehearsal time, with student and director time out of school not to exceed two full school days. Hotel stays may not exceed two nights. This will take effect for the 2015-16 school year.

...July 16, 2014



# PMEA Festival Hotel Policy and Guidelines

## Guidelines & Suggestions:

1. Secure reservations as far in advance as possible
2. Obtain all hotel correspondence in writing and keep this organized. Any problems with the hotel most often can be solved with this paperwork.
3. Avoid hotels with doors that are accessible from the outside.
4. Build in the cost of transportation to and from the hotel into your budget.
5. Communicate a policy of students who choose to opt out (handle on a case by case basis).
6. Have a policy in place for students who choose to stay two per room. The difference in cost of a double occupancy room will be covered by the student unless a room cannot be filled due to an odd participant number.
7. Host directors should take time prior to initial hotel check-in to review all rules and expectations at the hotel with all students.
8. Directors must submit housing preferences to the Region Host director one week following a District festival to provide adequate time to finalize rooming assignments. Any housing requests received after this deadline cannot be guaranteed by the host director.
9. Hire independent security for overnight duty in the hotel.
10. Instruct students NOT to leave personal items of value in the hotel room during the day (in their absence).

## Policy:

PMEA festivals may use hotels as a means to house student participants. In the event hotels are used, the following rules are to be used to administer student housing.

1. At NO TIME should there be members of the opposite sex in an assigned room.
2. Upon check-in, a damage-report sheet should be filled out with a chaperone. Any damage found in the room should be noted on the check-in sheet. Any damage reported to the room that was not noted on the check-in sheet will be the responsibility of the students assigned to that room.
3. Each night, a chaperoning teacher will visually verify that each student assigned to the room is present. If a student cannot be visually verified (i.e., in the bathroom), the teacher will wait until a time that the student can be visually accounted for.
4. Once a room check has been given, students are to remain in their rooms until the designated time (set by the host director). Students are not to leave their room for any reason EXCEPT an emergency. A late-night trip to the vending machine could result in expulsion from the festival and forfeiture of any All-State eligibility.
5. Only a male PMEA chaperone may do a room-check of a male student's room. Likewise, only a female PMEA chaperone may do room checks for female students. **\*A minimum of 2 male and 2 female chaperones that are PMEA members must be used at the hotel for hotel stay festivals. (updated July 2017)**
6. Upon checking out of the hotel, students must have their assigned chaperone give the final clearance to leave the room.
7. **All Chaperones must be PMEA member directors with Act 34 and 114 clearances.**
8. Students are not to open the door at night for anyone without proper identification.
9. All disciplinary incidents must be reported to the host director and the presiding PMEA official (District President or Region Coordinator), regardless of severity.
10. Students may not change their room assignments without the consent of the host director.
11. The host director will make a contact name and number available to all students to use in case of emergency.
12. Failure to comply with any hotel regulation may result in a student's expulsion from the festival, and forfeiture of any future PMEA eligibility (including All-State).
13. PMEA member-director must be in the hotel, on duty, while students are present in the hotel.
14. Students may not leave assigned areas for the duration of the festival. Further, students may not leave the hotel building for any reason while they are scheduled to be at the hotel. Students are ONLY permitted to be in their assigned room. (Policy amended July 18, 2012 to add #14)

# PMEA Anti-Bullying & Social Media Policies

## PMEA Anti-Bullying Policy

### Introduction and Definitions:

PMEA is committed to providing a safe and positive learning environment for all students. PMEA recognizes that bullying creates an atmosphere of fear and intimidation that detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, PMEA strictly prohibits bullying.

- **Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting that is severe, persistent, or pervasive and has the effort of doing any of the following:
  - Substantial interference with a student's education
  - Creation of a threatening environment
  - Substantial disruption of the orderly operation of the event

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying as defined in this policy includes Cyberbullying via any form of electronic communication including, but not limited to phone, text messaging, Internet, websites, email, blog, chat rooms, instant messaging, and social media. Cyberbullying may also constitute the crime of cyber harassment and as such may be subject to criminal prosecution in addition to disciplinary consequences under this policy. Where appropriate, PMEA directs that instances of bullying or cyberbullying be referred to law enforcement.

- **School setting** means at any PMEA sponsored activity or event sanctioned by the school district.
- **Authority:**
  - PMEA encourages all students who have been bullied or are aware of bullying to promptly report such incidents to the designated chaperone or proper responsible adult. All incidents of bullying will be automatically reported to the participating PMEA Music Teacher of the student, Head Chaperone, ranking PMEA Official and participating School District.

### Investigation Procedures:

Upon learning of a bullying incident, the incident must be reported immediately to the Host of the PMEA Event and Ranking PMEA Official (District President(s) etc.). The ranking PMEA Official will immediately contact the PMEA Music teacher of the student and start a thorough investigation of the incident including all parties involved using the PMEA Anti-Bullying Investigation Form and PMEA Bullying Procedure Document.

### Consequences for Violations:

Any student who violates this policy will be subject to appropriate disciplinary action consistent with the PMEA Student Code of Conduct and School District Policies, which may include but are not limited to:

1. Removal from the PMEA sponsored event
2. Search and seizure of property
3. Referral to law enforcement officials for investigation of possible criminal charges, including but not limited to cyber harassment

### Retaliation:

Retaliation against students, school personnel, PMEA Staff, or other persons who report bullying pursuant to this policy or who participates in any related proceeding is prohibited. PMEA deems retaliatory acts as harmful as bullying acts and will be

handled in the same manner as Bullying for students who retaliate against any student, school personnel, PMEA Staff, or other persons who report alleged bullying or participates in related proceedings. Such action may include disciplinary action.

### **False Charges:**

Students who knowingly make false charges of bullying or retaliation shall be subject to disciplinary action and referral to law enforcement officials for investigation of possible criminal charges.

This policy shall be made available to all students, school districts, and PMEA Members and Staff by placing this policy on the PMEA Website at [www.pmea.net](http://www.pmea.net) and also by students when filling out Student Contracts.

## **PMEA Bullying Investigation Procedures**

1. Upon learning of a bullying incident, the incident must be reported immediately to the Host of the PMEA Event and Ranking PMEA Official(s) (District President(s) etc.).
  - a. *In cases involving potential criminal conduct, determine whether appropriate law enforcement authorities should be notified*
2. The ranking PMEA Official(s) will immediately contact the PMEA Music teacher(s) of the students and start a thorough investigation of the incident including all parties involved using the [PMEA Bullying Investigation Form](#)
3. The investigation should consist of individual interviews with the complainant, the accused, and others with knowledge of the incident.
4. The ranking PMEA Official(s) shall attempt to secure statements from all participants and witnesses.
  - a. ***The complainant shall not be required to meet face to face with the accused***
5. Notify the complainant and the accused of the progress at appropriate stages of the investigation
6. Complete the PMEA Bullying Investigation Form
7. Determine which, if any, consequences will be taken
8. Submit a copy of the PMEA Bullying Investigation Form to the PMEA Music Teacher(s), Host(s), Ranking PMEA Official(s), and School District(s) represented
9. Copies will be kept on file at the PMEA Office

## **PMEA Social Media Policy**

The Pennsylvania Music Educators Association (PMEA) will adhere to the National Association for Music Education (NAfME) Social Media Policy which states:

- Act as a curator of music ed-related resources from internal and external sources in order to serve NAFME members and other constituents
- Communicate personally with the online music education community, and respond to feedback from all NAFME members and music education advocates
- Connect NAFME members to others within the profession, to those who serve music education, and to decision-makers
- Promote programs offered by NAFME and its partners in relation to all things music education, including advocacy, performance, professional development and items of general interest

The PMEA staff will be responsible for posting relevant information on social media platforms, blogs, websites, etc. At all times, the PMEA staff will adhere to the Employee Handbook and Code of Conduct when posting on the aforementioned platforms. When PMEA staff members are posting on personal platforms, they will not post any sensitive or private information about the Association or otherwise use any media belonging to the Association without prior approval from the Executive Director. If any media belonging to the Association is being misused by any person and/or

parties not belonging to PMEAs, the Association reserves the right to request its' removal and pursue any action necessary to keep the good name of the Association.

Any person involved in any PMEA activity who uses a personal communication device with the intent to intimidate, harass, or coerce another student and/or member, or, to use vulgar, obscene, profane, lewd or lascivious language to communicate such harassment, or, to threaten an illegal or immoral act shall be subject to disciplinary procedures involving, but not limited to, PMEA staff and the PMEA Executive Committee. In any instance in which cyberbullying creates a climate of fear and/or causes a substantial disruption or impinges on the rights of other students and/or members, the person committing the act shall be subject to disciplinary procedures. Students, Directors, and Staff are required to report any incidents of cyberbullying to which they are aware. Reports may be made anonymously. PMEA Staff will investigate all reports and recommend the next course of action to the appropriate authorities.

This policy is not intended to prohibit on its face, or in application, the exercise of employee's rights to engage in "concerted activity" or other activity protected by state and federal labor law with respect to the terms and conditions of employment. However, this policy is not intended to be a comprehensive analysis of the application of labor law to its contents. Employees are responsible for educating themselves as to the specifics of their conduct under this policy.

## **Search and Seizure Policy for Festival Student Contracts**

PMEA authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a PMEA policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline at PMEA festivals, promote the educational environment, and protect the safety and welfare of students. PMEA authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are at PMEA festivals. Possession of such items will be grounds for disciplinary action including expulsion from the festival and may be reported to local law enforcement officials.

### **Search and Seizure Checklist for Hosts/Directors**

#### **SEARCH AND SEIZURE CHECKLIST**

I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects or automobile would turn up evidence that the student has violated or is violating the law, PMEA policy, rules or regulations affecting PMEA festivals?

A. Eyewitness account.

1. By whom: \_\_\_\_\_
2. Date/Time: \_\_\_\_\_
3. Place: \_\_\_\_\_
4. What was seen: \_\_\_\_\_

B. Information from a reliable source.

1. From whom: \_\_\_\_\_
2. Time received: \_\_\_\_\_
3. How information was received: \_\_\_\_\_
4. Who received the information: \_\_\_\_\_
5. Describe information: \_\_\_\_\_

- C. Suspicious behavior? Explain.
- D. Student's past history? Explain.

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- E. Time of search: \_\_\_\_\_
- F. Location of search: \_\_\_\_\_
- G. Student told purpose of search: \_\_\_\_\_
- H. Consent of student requested: \_\_\_\_\_

II. Was the search you conducted reasonable in terms of scope and intrusiveness?

- A. What were you searching for: \_\_\_\_\_
- B. Where did you search? \_\_\_\_\_
- C. Sex of the student: \_\_\_\_\_
- D. Age of the student: \_\_\_\_\_
- E. Urgency of the situation: \_\_\_\_\_
- F. What type of search was being conducted? \_\_\_\_\_
- G. Who conducted the search: Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Sex: \_\_\_\_\_
- H. Witness(s): \_\_\_\_\_

III. Explanation of Search.

- A. Describe the time and location of the search:  
\_\_\_\_\_
- B. Describe exactly what was searched:  
\_\_\_\_\_
- C. What did the search yield:  
\_\_\_\_\_
- D. What was seized: \_\_\_\_\_
- E. Were any materials turned over to law enforcement officials? \_\_\_\_\_
- F. Were parents notified of the search including the reason for it and the scope of it:  
\_\_\_\_\_

Policy approved January 8, 2011

# 2018 PMEA All-State Online Instrument Audition Information

## Harp Auditions

Directors who wish to have their students (grades 10-12 only) considered for selection should:

1. Complete the application form with payment (\$10) online at [pmea.submittable.com](http://pmea.submittable.com). **Director must be a current PMEA member. All student applicants must upload a headshot photo (above the shoulders)**
2. The Audition selections must be submitted online via [Submittable](http://Submittable). The audition selections must be recorded from start to finish without cuts and/or splices. The recording may be stopped between selections of each requirement. **The first two selections are to be of contrasting style and from the approved repertoire list. The last selection shall be the Orchestral Excerpt/Cadenza also from the approved repertoire list. The Title and Composer MUST be Announced before each music selection. The video must have a clock with second hand visible behind the applicant. The video must also display the applicant's hands while playing the harp as well as the music. The best camera angle would be behind or at a side angle of the applicant with a clear view of the hands, music and visible clock.** No identifying clothing may be worn (i.e. no school t-shirts, no name identification, no PMEA, NAFME All Eastern or National shirts). **Additionally, please do NOT include any identifying information in the video file name or in the contents of the recording.**
3. The "Window of Opportunity" to submit a recording will open on Monday, October 16 and close at the end of the day (midnight) on **Sunday, November 12th, 2017**. A confirmation email will be sent to the address used to register with Submittable. Please check your SPAM filters for any communications and also check with your IT Administrator if a school email address is used and no email is received.

\*If a harpist submits an audition via Submittable 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.\*

Choose **2** selections from the list below which **display contrasting styles** as well as **1** of the Orchestral Excerpts or Cadenzas for a total of **3** selections. It will be to your benefit to submit the most difficult pieces that you can play well. Performances will be judged on Tone Quality, Expression, Style and Phrasing, Technique, Rhythm, Dynamics and Performance and Musical Accuracy.

*Theme and Variations...Joseph Franz Haydn - ed. Carlos Salzedo*  
*Passacaglia from Suite #7...G. F. Handel - ed. Yolanda Kondonassis*  
*Sept Sonates Progressives (All Mvts. of 1 Sonata)...F. J.Nadermann - arr.A.Hasselmanns*  
*Etude de Concert, Au Matin... Marcel Tournier*  
*Chanson dans la Nuit...Carlos Salzedo*  
*Solfeggietto...C.P.E. Bach - ed. Marie Miller*  
*The Minstrel's Adieu to His Native Land...John Thomas*  
*Reflets Dans L'Eau...Jacques Ibert*  
*Absidioles... B. Andres*  
*Sonata in C Minor ...G. B. Pescetti- ed. Salzedo*  
*Concerto in Bb (one Mvt. only) ...G. F. Handel (any edition)*  
*Fantasie on a Theme of Haydn...Marcel Grandjany*  
*Impromptu Caprice ...G. Pierne*  
*First Arabesque ...C. Debussy*

### Orchestral Excerpts- Harp I Parts ONLY

*Nutcracker (Cadenza)...P.Tchaikovsky*  
*Swan Lake (Black Swan) ... P.Tchaikovsky*  
*Romeo and Juliet Overture ... P.Tchaikovsky*  
*Capriccio Espagnol ...N. Rimsky-Korsakov*  
*Berceuse and Finale- Firebird Suite... Igor Stravinsky*  
*Overture to "La Forza del destino"...G. Verdi*

*Nocturnes...Claude Debussy*  
*Prelude to Afternoon of a Faun...Claude Debussy*  
*Carnival Overture, Op. 92...Antonin Dvorak*  
*Young Person's Guide (Cadenza)...Benjamin. Britten*  
*Death and Transfiguration...Richard Strauss*  
*Symphony No. 5 ...Dimitri Shostakovich*

**Listing of Sources for Harp Music:**

Lyon & Healy West  
877-621-3881; [www.harp.com](http://www.harp.com)  
Vanderbilt Music  
800-533-7200; [vanderbiltmusic.com](http://vanderbiltmusic.com)  
Virginia Harp Center  
856-428-1430; [www.vaharpcenter.com](http://www.vaharpcenter.com)

## **All-State Accompanist Auditions**

Directors who wish to have their students (grades 10-12 only) considered for selection should:

1. Complete the application form online at [www.submittable.com](http://www.submittable.com) The Director must be a current PMEA member. (There is No Charge for this submission, however the student must be the accompanist for their region's festival.)
2. The Audition selections must be submitted online via Submittable. The audition selections must be recorded from start to finish without cuts and/or splices. The recording may be stopped between selections of each requirement. **The video must have a clock with second hand visible behind the applicant.** No identifying clothing may be worn (i.e. no school t-shirts, no name identification, no PMEA, NAFME All Eastern or National shirts). Applicants must secure the tryout music making sure it is the same Publisher as listed. (Scores are in most libraries).
3. The **“Window of Opportunity”** to Audition will begin the Monday following the PMEA District Chorus Festival-**(Monday, January 29, 2018)** and closes at midnight on a Friday, 2 ½ weeks later. **(Deadline Midnight, Monday, February 12, 2018.)**
4. 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 who has been recommended by the District Host, Guest Conductor, District President and the Chairperson of the district accompanist audition committee may apply.

### **Please note the following:**

- Students applying for Accompanist may be selected as an accompanist for the instrumental ensembles based on their score placement and if the instrumental ensemble requires an accompanist for the majority of music selections programmed.
- If the Accompanist has also advanced vocally to the All-State level, the student will receive an All-State Choral folder and audition with the All-State Chorus students to determine ranking for future Ensembles-National Honors and NAFME All- East. (This includes Accompanists who are placed in an All-State Instrumental Ensemble.) The next region student in the specific voice section who qualifies for All-State Chorus would still be eligible to also audition since the Accompanist audition would be solely for ranking purposes.

## **ACCOMPANIST REQUIREMENTS**

### **Accompaniment ONLY**

1. Thompson: The Last Words of David, E. Schirmer (**play from beginning to bottom of pg. 9**)
2. Faure: Cantique de Jean Racine, Broude Bros. (**play entire selection**)

### **Open Score Reading**

1. Beethoven: Hallelujah Chorus from Mt. Of Olives, Presser (**mm.69 - mm.101 ONLY**)
2. Faure: Cantique de Jean Racine, Broude Bros. (**mm.39 - mm. 79 ONLY**)



## At-Large Instruments

Directors who wish to have their students (grades 10-12 only) considered for selection should:

1. Complete the [Online Application](#) via Submittable during the submission period: Monday, January 15 – Friday, February 2, 2018. Each requirement must be recorded from start to finish without cuts and/or splices. The recording may be stopped between selections of each requirement. The video must have a clock with second hand visible behind the applicant. No identifying clothing may be worn (i.e. no school t-shirts, no name identification, no PMEA, NAFME All-Eastern or National shirts)
2. Have application uploaded by the end of the day (Midnight), Friday, February 2, 2018
3. Expect notification during the 2018 PMEA Region Orchestra festival. The results will also be posted online.
4. The director is asked to view the file and verify the recorded audition is consistent with the student's level of performance.
5. The first chair player (Piccolo, E-Flat Soprano Clarinet, Double Bass) from each Districts' Concert Band and will attend the PMEA Region Band Festival will have the opportunity, using the Submittable program, to audition for States and be assigned to either the All-State Concert Band or All-State Wind Ensemble.

\*[Audition selections](#) can be found in the All-State Information section of the PMEA website at [www.pmea.net](http://www.pmea.net) in September.



# **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**

**Additional Revisions made in 2008, 2009, 2010, 2013, 2015, 2016, 2017**

**REGIONAL FESTIVAL 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 Student Performance Events Council to verify approval before contacting the conductor.
- B. Upon approval, secure conductor using guest conductor contract
- C. **At the Region level a minimum of two PMEA members or clearance-approved volunteers should be with the guest conductor at all times during rehearsal; every effort should be made for the breakdown to be one male and one female.**  
...New, July 2017

### 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 (i.e. directions, invoice, hotel info, schedule)
  - 2. Student information (i.e. schedule, concert date(s) & time(s), concert attire)
- C. If an instrument part substitution needs to be made, the host director is to contact the guest conductor for guidance. The region chair and the festival coordinator are to be consulted before any final decision is made to ensure all students have an appropriate part.  
...July, 2016

### V. Forms

- A. [Mechanical Rights form](#)
- B. [Host Financial Report Spreadsheet](#)
- C. Copy of Program submitted with the [Festival Participation Fee Form](#)

## **VI. Housing/ Chaperones**

- A. Arrange for housing and meals for participants
- B. Housing arrangements must be made with a minimum of two students per home, if using host family housing.  
**\*All members of a household 18 years and older will need to have volunteer clearances in order to host students.**
- C. **A minimum of two male and two female chaperones that are PMEA members must be used at the hotel for hotel stay festivals.** ....New, July 2017
- D. **All Student activities must be chaperoned.** ....New, July 2017

## **Region Chair 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 Region 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 Region 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. Present plaque to Host Director
- E. Distribute All-State Music

### **III. After the Festival**

- A. Assist All-State Coordinator if any substitutions become necessary

## **Selection of Students to the Region Festival**

### **I. Eligibility**

- A. Students must be in grades 10, 11, or 12. *A student may participate in region events for a maximum of three consecutive years. The determination of grade level of a homeschooled 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 found in the Festivals and Festival Clinic information at the beginning of this manual.
- D. Director must hold current membership in PMEA/NAfME
- E. Excuses from the festival will be handled according to the State Policy Handbook.
  - 1. **Hosts cannot authorize any excusals.**

### **II. District Representation for Region Band and Chorus**

- A. Individual Region Festivals have the autonomy to set the percentage of representation from each PMEA District for the specific Region Festival. Possible ranges would be an equal representation of each District receiving 50% of the Region group, to a direct percentage based on the total number of schools involved in each District Festival. The individual Region procedure for representation will be determined by agreement between the executive boards of the PMEA Districts involved.

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

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

- A. Student Accompanists at Region 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 Region 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 Region Chorus.

#### **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 Region Festival Conference by the District Presidents and the Host.
- C. These students must audition but are ineligible for participation beyond Region level.

#### **VI. Substitutions**

- A. If a student cannot attend a Region 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 the Region Festival from that District until the vacancy is filled.
- C. The District President will notify the host and Region Chairperson of the substitution.
- D. Student cancellations at Region and All-State Festivals will not be replaced if they occur six days or less prior to the start of the festival. (updated July 2015)**
- E. If the vacancy cannot be filled within the District of the cancellation, the Region Chairperson will notify the other District to fill the vacancy.
- F. Substitutions in Region Orchestra unable to be filled by the same District will be made by the WRSO Coordinator or Region Chairpersons of each Eastern Region 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 sponsoring PMEA member-director must be musically qualified and must serve in an audition capacity as assigned.
  - 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 or monotoning will not count as a valid audition.
  - D. No music used in a 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.
- E. The [PMEA Audition Forms](#) which must be used for all Region and All-State Festivals can be found in the Fest & Festival Information section of the PMEA website ([www.pmea.net](http://www.pmea.net)) under the Conferences & Events menu option.

### 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**, 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. (Added 7/24/2001) **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. All music in the festival repertoire may be considered for auditions. Care should be taken by audition committees to avoid, whenever possible, music that has been rehearsed by the ensemble prior to auditions. However, use of previously rehearsed pieces are permitted at the discretion of the region chair and festival audition chair/content specific coordinator. **(updated July 2016)**
- 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. **There can be no use of any device that can be perceived to give aid to a student once the audition process has begun. Students having these devices in their possession during the audition risk dismissal from the festival and forfeiture of advancement.** (added, April 22, 2009)
- 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 15 must appear in each category on the judges sheet.
- B. Fifteen is the highest score.
- C. If there is a tie when determining the Final Ranking within the section, the tiebreaker will be total of all of the judge's scores within the Evaluation Area of *Pitch/Intonation*, then *Rhythm*, then *Interpretation* if needed.
- D. Specialized percussion audition forms must 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, parents and directors 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 accompanists may choose this involvement in lieu of participating in other All-State groups to which they had previously committed** ...March 29, 2006

### **Concert Dress**

- I. Region Band**
  - A. Participants will use school issued concert band uniform and appropriate footwear.
  - 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.

# **APPENDIX**

# Host Family Information

## Example of a Host Family Letter (if using host family housing)

**\*All members of a household 18 years and older will need to have volunteer clearances in order to host students. The PMEA Office must be contacted by the festival host prior to making host family arrangements)**

LOCATION

PMEA (Name of Festival)

DATE

HOUSING REQUEST/INFORMATION

Dear Faculty Members, Boosters and Friends:

The (School Name) will be serving as host for the (Festival Name) to be held (Dates). 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 musicians. As a host family you would be asked to:

- Provide sleeping accommodations for the two (2) nights of the festival (include days of the week)
- Provide breakfast each day for your guests
- Provide the evening meal on (list day/s for meals if applicable) for your guests
- Make some type of arrangement for transporting your guests to school in the morning and home again in the evening

**\*All members of the household 18 and older are required to have current volunteer clearances and must provide a copy to the festival host**

If you choose to volunteer as a host family, you will receive a detailed student schedule and two complimentary tickets to the (day/time of concert) concert.

Please discuss this with the members of your family. If you would be interested in hosting any number of the guest musicians, return the form at the bottom of the page to (your name) at (location or address) no later than (date).

Thank you for your support of our school music program.

(Name)

-----  
We will host \_\_\_\_\_ students for the (Festival Name) to be held on (dates) at (location).

Please indicate your preference below:

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

Signature of Parent(s): \_\_\_\_\_

**All household residents 18+ have current volunteer clearances and copies of all applicable clearances will be submitted with the completed Host Family Agreement Form**

Full Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

**\*All members of a household 18 years and older will need to have volunteer clearances in order to host students**

Enclose Housing Guidelines and Host Family Agreement

**HOST FAMILY INFORMATION**  
**(FESTIVAL NAME)**  
**(FESTIVAL LOCATION)**

Dear (Name):

Thank you for volunteering your home as a Host Family for the (Festival Name). We believe it will be an interesting and rewarding experience for your entire family. The following students will be visiting with you (dates). (\*An Excel file list works well too)

Student's Name	Gender	School
Student's Name	Gender	School
Student's Name	Gender	School
Student's Name	Gender	School

Enclosed are the Following:

- Two complimentary tickets to the Friday Evening Concert (date/ time)
- A list of your responsibilities as a Host Family
- A copy of the student schedule
- Directions on how to find and meet your guests on (day/ time)

**\*NOTE: Please refer to the PMEA Official Forms and Information Section for the Host Family Agreement for housing at festivals. Schools that do not wish to take advantage of the housing option offered must use the housing waiver form and will be charged a commuter fee. If a host is using host families, there will be no difference in the fee.**

**\*All members of a household 18 years and older will need to have volunteer clearances in order to host students**

## PMEA District & Region Festivals

### **Host Director – Student Housing Guidelines for Host Family Stays**

1. The host director shall obtain a list of participant names and phone numbers, as well as the parent's/guardian's names, of those who will require housing while participating in a District or Region Festival.
2. The host director shall request volunteer families to house these students for the duration of the festival. **\*All adults 18 and over residing in a household volunteering to host students must provide a copy of current, required state child abuse clearances to the host director.**
3. Host Housing Applications will be given to volunteers. The application will clearly state requirements of host families.
4. Families shall be accepted in the following order:
  - a. Families of current band/orchestra/choir/jazz members
  - b. Known families of band/orchestra/choir/jazz member alumni
  - c. Families known to PTA/PTO organizations within the school district
  - d. Other families which are well known to host director and/or host school authorities
  - e. 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 administrators.
5. 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. Host could accept a completed [Housing Waiver Form](#). The participating student 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.**
6. Host family applications should be reviewed jointly by the host director and host principal/administrator.
  - a. Applications should be screened by this panel for any known problems.
  - b. Applicants should house only same sex students.
  - c. If Host Director has any concerns, the list of potential host families could be reviewed by local law enforcement authorities and requesting any concerns they might have.
7. Host families should be prepared to house at least two students.
8. The following information should be made available to host families prior to the festival:
  - a. Student information (student names, phone numbers, parent's/guardian's names, home school and director name.
  - b. Host school information (phone numbers where host director & housing coordinator can be reached 24 hours a day.)
  - c. Student Festival Schedule
  - d. Complimentary Tickets to a concert.
9. Participating Directors should receive one week before the festival:
  - a. Host family's name, address & phone number, email address. This information should be passed along to the parents/guardians of participating students in case of emergency.
  - b. Host school information including phone number, address, names of directors, administrator and PMEA Official(s) who will be responsible on site.
  - c. Host director and/or PMEA cell phone numbers in case of emergency.
10. A PMEA Official or host director should speak frankly with the students 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.

## PMEA Host Family Agreement

Please complete this agreement as soon as possible and return it to your PMEA music director. We hope 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 visiting students.

Name of Host Family: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Please list the names of all adults (anyone 18 & older) residing in the house:

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

**\*A copy of clearances for each individual 18 and older residing in the house must be submitted with this form.**

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

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

Please indicate the number of students you are willing to house: \_\_\_\_\_

Would you prefer to house males or females? \_\_\_\_\_

In case of student allergies we will need to know: Is your home non-smoking? \_\_\_\_ Yes \_\_\_\_ No

Do you have pets? \_\_\_ dogs \_\_\_ cats \_\_\_ birds \_\_\_ other

If other, please indicate: \_\_\_\_\_

Please review the following agreement and sign:

- I understand that the PMEA Host Director will provide me with the following information: visiting student(s) names, primary phone numbers, home schools, home director's name and a phone number where the Host Director can be reached 24 hours a day.
- I agree to notify the host director if any disturbance should occur during the students' visit.
- I understand that PMEA may screen this application with the local law enforcement authorities.
- I agree not to transport my visiting student(s) after having drunk alcohol or using any illegal substances.
- I agree that all firearms present on the premises will be placed in a locked cabinet.
- I agree not to serve the student(s) any alcohol or other illegal substance during their stay.
- I will make the necessary arrangements to see to it that the student(s) staying with us will be in attendance for all scheduled PMEA Festival Functions on time.

\_\_\_\_\_  
Signature of Responsible Adult Party/Parties

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Adult Party/Parties

\_\_\_\_\_  
Date

**Thank you for agreeing to host a student(s) during the upcoming PMEA Festival. We are very grateful for your support of music education and our students.**

## Additional Host Family Information

1. Become familiar with your students' 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.
  - 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 school district administration first.
3. Meals: Please make arrangements for some type of breakfast each day (nothing fancy or different from your usual meal). Your guests will be joining you for dinner on (day/s). 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:
  - Did they forget anything?
  - Do they need anything?
  - 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 (the final day).
7. Make your guests feel welcome in your home!

### How to find your students on (day/time)

Upon your arrival at (location) on (day/time), report to the auditorium and look for the sign for the high school where 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 (name) or one of the high school 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 (phone number).

Name  
Housing Chairperson

## Host Thank You Note

Include something like this (signed by Host and Housing Chair)

We would like to take this opportunity to thank you for serving as a host family for the (event name). 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.

# 2018 PMEA Student Performance Events Council

**Chair:** Lisa Hummel (District 3 Festival Coordinator), [hummelle@unionsd.net](mailto:hummelle@unionsd.net); 814-473-3121 ext. 5 & then 3 (work)

## **District 1**

Fest Coordinator: Rachel Skilone, Bethel Park SD; [Muzik83@aol.com](mailto:Muzik83@aol.com)

Festival Coordinator: Stephanie Glover, Bethel Park SD; [glover.stephanie@bphawks.org](mailto:glover.stephanie@bphawks.org)

## **District 2**

Fest Coordinator: Patrick Baldwin, Maplewood ES; [pbaldwin@penncrest.org](mailto:pbaldwin@penncrest.org) (SPEC Vice Chair)

Festival Coordinator: Molly Caprara, Meadville Area SD; [molly.caprara@crow.org](mailto:molly.caprara@crow.org)

## **District 3**

Fest Coordinator: Rebecca Sensor, DuBois Area MS; [mrssensor@gmail.com](mailto:mrssensor@gmail.com)

Festival Coordinator: Lisa Hummel, Union HS

## **District 4**

Fest Coordinator: Robert Pennington, Curwensville ES; [rpennington@curwensville.org](mailto:rpennington@curwensville.org)

Festival Coordinator: Ryan Wade, Bald Eagle Area SD; [ryan.wade@beasd.net](mailto:ryan.wade@beasd.net)

## **District 5**

Fest Coordinator: Claire Barker, Seneca Valley MS; [barkercl@svsd.net](mailto:barkercl@svsd.net)

Festival Coordinator: James V. Scanga, Retired; [j\\_scanga@hotmail.com](mailto:j_scanga@hotmail.com)

## **District 6**

Fest Coordinator: Allen Bixel, Conemaugh Valley SD; [abixel@cvk12.org](mailto:abixel@cvk12.org)

Festival Coordinator: Larry Detwiler, Altoona Area SD; [ldetwile@altoonasd.com](mailto:ldetwile@altoonasd.com)

## **District 7**

Fest Coordinator: Samuel Fisher, Middletown Area HS; [samuelkfisher76@gmail.com](mailto:samuelkfisher76@gmail.com)

Festival Coordinator: Marie Weber, Retired; [immedpastpres@pmeadistrict7.org](mailto:immedpastpres@pmeadistrict7.org)

## **District 8**

Fest Coordinator: Deb Rapson, Mifflinburg Area SD; [drapson@dejazzd.com](mailto:drapson@dejazzd.com)

Festival Coordinator: Pat Wagner, Mifflinburg Area SD; [pwagner@mifflinburg.org](mailto:pwagner@mifflinburg.org)

## **District 9**

Fest Coordinator: Kevin Kreinberg, Tunkhannock Area MS; [kevin.kreinberg@tasd.net](mailto:kevin.kreinberg@tasd.net)

Festival Coordinator: Nino Bennici, Montrose Area SD; [nbennici@yahoo.com](mailto:nbennici@yahoo.com)

## **District 10**

Fest Coordinator: Debra Heiney, Retired; [debheiney@aol.com](mailto:debheiney@aol.com)

Festival Coordinator: John Potlunas, Retired; [potlunas@yahoo.com](mailto:potlunas@yahoo.com)

## **District 11**

Fest Coordinator: Sue Basalik, Methacton SD; [sbasalik@methacton.org](mailto:sbasalik@methacton.org)

Festival Coordinator: Don Washam, Upper Merion HS; [dwasham@umasd.org](mailto:dwasham@umasd.org)

## **District 12**

Fest Coordinator: Kathleen Boyer, ET Richardson MS; [kathleen.boyer@ssdcougars.org](mailto:kathleen.boyer@ssdcougars.org)

Festival Coordinator: Matt Ceresini, Great Valley HS; [matthewwceresini@gmail.com](mailto:matthewwceresini@gmail.com)

## **Adjudication Chair**

Tom Snyder, West Allegheny SD; [tsnyder@westasd.org](mailto:tsnyder@westasd.org)

## **Staff:**

Shanna Danielson, Dir. of Education & Events; [sdanielson@pmea.net](mailto:sdanielson@pmea.net) ; Mary Lynne Peters, All-State Coordinator;

[mlpeters@pmea.net](mailto:mlpeters@pmea.net)



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