

NMMEA
Southwest
District
Handbook

Revised August 2018

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Duties of the Officers

President

President of the SW district is a two-year term and nominees will be voted on by the SW membership. The president will preside over all district meetings, represent the SW district by presenting a district report at NMMEA Board of Directors meetings in January and July, disseminate information to the SW district, and will assist the Executive Secretary. The president will submit all appropriate building and PAC use forms for Band, Choir, and Orchestra Music Performance Assessment. This is to be completed in the week following the Spring Meeting, where dates are chosen. The president must check the NAFME membership status of directors having registered for district festival.

District Vice Presidents

Vice presidents serve a two-year term and nominees will be voted on by the SW district membership. The vice presidents will attend all SW district meetings and assist the president. In the event that the president is unable to attend a district meeting, a vice president will preside. In the event that the president is unable to fulfill the two-year term, a vice president as voted on by the district membership will assume his or her responsibilities as president. At that time nominations for a new vice president will be opened and voted upon to fill the vacated position.

District vice presidents are responsible for acquiring clinicians and adjudicators for their content area's festivals, and for relaying all necessary contact information to the executive secretary, who will book and mail adjudicator contracts. They should confirm receipt of payments with the executive secretary. They will also communicate lodging needs and other accommodations to the executive secretary and festival site host as necessary. District vice presidents serve as Festival Chairpersons, assist site hosts with scheduling as necessary (for Solo and Ensemble), and coordinate with site hosts to make sure equipment needs are met.

Secretary

The secretary will attend all SW district meetings and record minutes at those meetings. Minutes will be typed and given to the executive secretary and president no later than 2 weeks after the meeting. Minutes should be read and approved at the beginning of each SW district meeting. Upon approval of the minutes, the secretary will email approved minutes to the NMMEA webmaster and Executive Director for posting.

Executive Secretary

The executive secretary is responsible for the following:

1. Contact, book and mail contracts to the adjudicators once the district vice president has given them the names. It is the responsibility of the executive secretary to make sure that the adjudicator returns the contract. The executive secretary will collect fees for district festivals, provide medals and certificates for district Solo and Ensemble Festivals.
2. All financial concerns should be addressed to the executive secretary. All entries must be paid for and are not refundable due to cancellation.
3. The executive secretary must make arrangements to have pianos tuned (Solo & Ensemble).
4. The executive secretary will coordinate pay for PAC techs through LCPS.
5. The executive secretary will present a hard copy of the budget to the SW district members at the fall and spring meetings.
6. Executive secretary will submit financial report to the NMMEA Executive Director within 2 weeks after each meeting
7. The executive secretary will submit end of the year closing financial report to the NMMEA Executive Director by June 15th.

Finances

Responsibilities of the District

The district will pay MPA judges (3 performance and 1 sight reading) \$250 per day as well as travel and lodging expenses. Travel mileage will be paid on the NMAA sliding scale. Additionally, the district will pay for meals for adjudicators during the event.

The district will pay (3 performance) Marching MPA judges \$150 for the event. Travel mileage will be paid on the NMAA sliding scale. Additionally, the district will pay for one meal.

The district will pay Solo and Ensemble judges \$ 25 per hour. If the adjudicator works before and after lunch, then lunch will be provided. Travel mileage will be paid on the NMAA sliding scale.

Responsibilities of the Adjudicators

Each adjudicator will be responsible for all expenses incurred which are not directly related to the festival. Adjudicators are to present all bills and receipts to the festival chairperson and/or the executive secretary (meals while traveling to festival and etc).

Payment and Fees for Festivals

Payments for Festivals will be made either by Purchase Order or check. **A purchase order or check must be received by the Executive Secretary 2 weeks before the event or performance spots will be cancelled.** No refunds for solo and ensemble registrations will be made. Refunds will be issued for ensembles registered for MPA if the president and executive secretary are notified by January 15th.

Fees are as follows:

Solo and Ensemble

Solo: \$7 per time slot

Ensemble: \$7 per student - \$70 maximum

Music Performance Assessment

1st Group: \$200

2nd Group: \$175

3rd Group and any additional groups: \$150

Marching Festival

\$175

Festival Information

Adjudicators

A list of adjudicators for each festival will be generated in each section meeting at the spring meeting. Adjudicators from Elementary/Middle Schools, High Schools, and collegiate/Retired organizations will be used in order to have a well-rounded panel of judges. Names on the list need to be ranked by preference. It is advisable to generate a list containing at least twice the number of names than is needed to accommodate judges who are not able to adjudicate.

Festival Site and Festival Chairpersons (Vice President) Responsibilities

Site selection and festival chairpersons will be determined at the district spring meeting for each festival held the following year. The director at the host site is asked to advise the chairperson on parking, door usage and any other information that is exclusive to the building.

The director at the festival site, if not the chairperson, needs to work with the festival chairperson in providing basic percussion instrument needs. The festival chairperson must arrange for additional equipment needs to be borrowed from other schools.

Music Performance Assessment – For Directors

Registration via <http://nmmea.com/swdistrict/swforms.htm>

The Registration date for spring Music Performance Assessments is October 15. If a director registers a group and doesn't follow through with payment by the payment due date: 2 weeks prior to the event, regardless of whether that group attends the festival, that school will be ineligible to participate the following year.

Please communicate any special scheduling needs to the festival chairperson at the time of registration. Once the festival chairperson receives the registration information he/she may schedule the festival and send schedules to each participating director as well as the executive secretary. Final schedules of spring MPAs should be sent to each entering school by November 1st.

Bus Requests

Once the final schedule has been sent out, directors should secure the appropriate number of busses for their ensemble(s) as soon as possible.

Program Submission

Final program information must be emailed to the corresponding chairperson no later than 2 weeks prior to the event. Information submitted within 2 weeks of the event is not guaranteed to be included in the program.

sw-vpband@nmmea.com

sw-vpchoir@nmmea.com

sw-vporchestra@nmmea.com

Day of the Festival

Arrive with plenty of time to check in before going into warm up

- Have three sets of blank, numbered, original scores
 - ePrint scores must be accompanied by receipt
- Ensembles without proper scores will be allowed to perform but only for comments
- Provide an accurate setup chart

A student/parent worker will meet you in the holding area and guide you to warm up five minutes prior to your scheduled time. Chairs and stands will be provided. The Warm Up Monitor will give you 10, 5, and 1-minute warnings (or other duration at your discretion). While scheduled in 30-minute slots, warm up is actually 25 minutes to allow for transition.

The Warm Up Monitor will guide you to the stage in a single file line. Please remain backstage until the Lead Stage Crew member confirms the set up. At that time, your students may proceed to the stage. Final set up will be adjusted if needed, and then the Announcer will announce your ensemble. You may take the stage following this announcement.

After the performance, a student/parent worker will guide you to the sight-reading room. Each participating ensemble must sight read, with the only exception being a select ensemble (If 80% of a group are in another ensemble from the same school, only one of those groups must sight read).

Sight reading procedures (instrumental)

Once your students are seated, the sight-reading monitors will distribute folders (do not open them at this time). The sight-reading judge will give you the score to look over as he/she explains the rules to your students. He/she will then have the students will open

their folders and check for correct parts. When this is done, timing will begin. Band/Orchestra level 4-6 (10min) level 1-3 (7 minutes). Choir timing (12 minutes). You and your students may “air band,” clap, sing, count, or use any other technique you see fit as long as no sound is produced from an instrument at any time. The judge will give you 5, 3, and 1-minute warnings (or others at your discretion). At the conclusion of the timing, instrumental ensembles may play a scale or tuning note and then you will conduct the students through a performance of the piece. No vocal cues are allowed during this performance. Following sight reading you are done!

Sight reading (Choral) - General Information

1. Each choir will choose between two octavos.
2. The level (SA, SSA) is the director’s choice.
3. High School may not sight read in unison.
4. The director should not sing at any time in the sight-reading room.
5. The adjudicator will comment on the rehearsal as well as the performance.
6. The actual rating will come from the performance.
7. You are to use your own accompanist.

Procedures

While staying within these guidelines you will have 12 minutes rehearsal time to prepare the octavo example.

1. The director will decide on the group’s level and inform the adjudicator.
2. The director will choose between two octavos.
3. The music will be passed out (keep face down on laps) and the procedure read.
4. The director will then have 12 minutes to rehearse the piece.
5. In the rehearsal, you may sing a scale and/or arpeggio. You may hold the first chord.
6. Sing through the example *one* time with the piano.
7. Now that you have sung through the example one time, you may rehearse any or all of the piece by: singing, chanting rhythms, speaking solfege or numbers. Do not use the piano to teach rote singing! The piano may only be used while the group is singing; do not use the piano for rote teaching.
8. After rehearsing, you may sing the example a second time with piano. (Take the piano out as soon as possible. Remember, the final performance has to be sung acapella.)
9. The adjudicator will give a one-minute warning. At the end of the 12 minutes, you are to perform the selection acapella. Your final performance may be sung with solfege syllables or numbers. Singing the selection using text is at the discretion of the director. You do not have to use the text!

Judges’ sheets, recordings, the extra scores, and plaques (if applicable) may be picked up from the check in room starting one half hour after the conclusion of your stage performance.

Music Performance Assessment – For Chairperson

The appropriate vice president or their designee is responsible for the following:

Vice President will acquire adjudicators using the prescribed list voted on at the annual spring meeting. Adjudicators should be contacted in order of preference as voted on in section meetings. Adjudicators should be contacted and finalized by; September 1st (marching MPA), January 15th (for MPA) and 4 weeks prior to Solo and Ensemble.

Executive Secretary will communicate all necessary information to the adjudicators including schedule and location. Festival Chairperson will finalize any other information with adjudicators.

Provide a courtesy room for directors, chaperones, accompanists, bus drivers, and guests. (Coffee, soft drinks, snacks – obtain these items through sponsorship if at all possible) Often festival headquarters can serve this dual purpose.

Provide pencils and refreshments throughout the day for the judges. Please discuss expenses with the executive secretary prior to spending money.

Provide stop watches or other timers for sight reading and warm up.

Work with festival site director to ensure that basic percussion instruments are provided. (Bass Drum, 23” 26” 29” 32” Timpani, Xylophone, Bells, Chimes, Vibraphone, Tam Tam, and Marimba)

Schedule the festival and mail schedules to schools by November 1st.

- When scheduling, travel time for out of town schools must be considered.

Oversee the running of the festival. The chairman needs to plan on attending the entire festival.

Meet with all adjudicators at least 30 minutes before the festival to go over procedures, goals, awards, rules and regulations.

Stage Judges

1. How to work digital recorders
2. Hand out and explain expense sheet
3. Take lunch and/or dinner orders if needed
4. There will be a runner to pick up sheets/scores – do not hold sheets
5. Brief description of area (Las Cruces is a 4 high school town, most others are 1, some teachers teach multiple levels and multiple subject areas)

6. Please do your best to provide constructive criticism and comments (written and verbal) that will help directors progress to the next overall rating
7. Judging Rubric

Sight Reading Judge (instrumental ensembles)

1. Monitors will help with set up and to distribute folders – students should not open folders until instructed to do so.
2. Allow director to look over score as you explain rules to students:
 - Timing
 - Count, clap, airband, etc. – as long as no sound is produced on their instruments.
 - Run--through performance with no audible cues from director following rehearsal portion
 - Have students open folders and check for correct part distribution

- Begin timing (10 minutes for Level 4-6, 7 minutes for Level 1-3) for director to prep ensemble - give 5, 3, and 1 minute warnings – unless director asks otherwise (judge or student/parent monitor may keep time)

Placement of judges in the performance area is at the discretion of the festival chairperson. It is suggested that the judges be isolated from the audience and elevated for better observation of the performing groups. Group classification needs to be given to judge.

Equipment for judges will be: a chair, table, plenty of pencils, and a digital recorder, refreshments as needed

Each medium (band, orchestra, choir) will require: one holding room (gym), one warm-up room, one performance room, and one sight-reading/clinic room.

Large percussion equipment, well-tuned piano and/or risers, a conductor's podium and stands should be provided in the sight reading/clinic and performance rooms. Warm up for choirs will require the same equipment.

A program of performances should be provided.

Secure the following workers (may be student and/or adult):

- One Headquarters Manager -- Adult Only
 - Check in
 - Transfer judges' comments to CD
 - Record scores
 - Check out
- One Holding Area Monitor
 - Direct incoming traffic
 - Guide to director to Check In
 - Guide group to Warm Up
- Warm Up Monitor
 - Keep accurate timing
 - Give director 10, 5, and 1 minute warning (unless they request otherwise)
 - Guide to Stage
- One Stage Crew Manager
 - Obtains set up charts
 - Coordinates set up in a timely and efficient manner
- Three to Four Stage Crew Workers*
 - Assist in set up
 - *One of these workers can be the guide to sight reading.

- One Announcer (Adult preferred)
 - Must be “experienced” i.e. familiar with concert etiquette (remind to turn off cell phones, no clapping between movements, etc.) composer names, etc.
 - Review program beforehand
 - Check with director if unsure of any pronunciation
- Three Sight Reading Monitors
 - Assist with set up changes
 - Distribute/collect folders
 - Keep accurate timing (unless the judge wishes to do so)

Judging sheets should be picked up after each performance or sight--reading session. JUDGES ARE NOT ALLOWED TO HOLD JUDGING SHEETS.

Label all adjudication sheets with the information for each performing group (name, director, time slot). Do not send them in advance to the various directors. There should be three (3) adjudication sheets for each group and one(1) sight--reading form.

Chairperson is responsible to keep a master score sheet (provided by NMMEA and posted on website). Scores must be sent to the Band/Choir Vice-President, NMMEA Executive Director, and the participating directors immediately following the festival.

No group should be allowed to warm up on stage.

Music Performance Assessment Regulations

All Performing Groups

A specific playing group is prohibited from playing or singing the same selection within a 3-year period.

Directors may not program music that was included in any All-State concert program during that school year.

Wind and percussion students who double in like groups should perform on a different instrument. String students may perform in a "chamber orchestra" as a separate entry and still play in the regular string orchestra. String students may not "move down" to seed a lower level ensemble, even if that ensemble is lacking in instrumentation.

All entries shall be classified as follows:

- Primary or first groups in accordance with the school's basketball classification.
- Second or less experienced groups in accordance with the school's basketball classification, but labeled as such. (i.e. AAA orchestra, 2nd group)
- Junior High School. Must include 9th grade
Middle School. Must not have 9th grade

- Sight-reading classifications are as follows:

5 A High School 1st – level 6
5 A High School 2nd group – level 5
5 A High School 3rd group – level 4
4 A High School 1st group – level 5
4 A High School 2nd group – level 4
3 A High School 1st group – level 4
2 A High School 1st group – level 3
1 A High School 1st group – level 2

All Middle School Advanced – Level 2
All Middle School Intermediate – Level 1
All Middle School Beginning – Level 1

Any school may choose to sight-read at a higher level but may not choose a lower level.

All groups will sight read for ratings. "Comments Only" is not an option.

Awards---Music Performance Assessment

1st Division--District Plaque

Sight Reading Material for MPA

The district will purchase full sets of UIL Sight Reading Material. Once 5 full sets/years is of music purchased, the district will reuse the materials on a 5-year cycle. Sight reading assistants should be provided in the sight-reading room throughout the day to distribute folders and collect them after each session. It is suggested that three (3) students be used in band sight-reading and two (2) in vocal and string sight-reading.

Recording for MPA

Adjudication recordings will be emailed to directors following the festival. Performance CDs will be provided for each performance and contracting recording equipment/ recording personnel is the responsibility of the executive secretary.

Solo & Ensemble – For Directors

Registration via <http://nmmea.com/swdistrict/swforms.htm>

All registrations must be submitted by posted deadline through the online registration form on the NMMEA website.

Please communicate any special scheduling needs (time of day, two time slots, etc.) to the festival chairperson at the time of registration. Special scheduling needs may or may not be granted as per the discretion of the chairperson. Once the festival chairperson receives the registration information he/she may schedule the festival and send schedules to each participating director as well as the executive secretary. Schedules should be sent to each entering school at least 2 weeks before the event.

Accurate accompanist information **MUST** be included for EVERY student when the registration is submitted. Registrations using “TBA” or anything similar for the accompanist *will not be scheduled*. An accompanist may not play for more than 40 students.

Solo & Ensemble – For Chairperson

Acquiring clinicians and adjudicators using the prescribed list voted on at the annual spring meeting. Adjudicators for choir solo and ensemble should be contacted and finalized if possible by the August district meeting. Adjudicators for band and orchestra should be contacted by October 15.

The festival chairperson is responsible for the following:

- Confirm with festival site host that all necessary building use forms have been filed.
- Make arrangements for quality acoustic pianos to be moved to site. In the event not enough quality pianos are available, electric pianos may be used.
- Work with executive secretary to arrange tuning of pianos
- Secure a “Worker Team” to help set up and tear down the festival. All LCPS teachers with a student registered for the festival will help with set up and tear down.
- Give Executive Secretary adjudicators names from a list generated at the spring meeting. Executive Secretary will contact adjudicators and will send a contract to them.
- Executive Secretary will communicate all necessary information to the adjudicators including schedule and location. Festival Chairperson will finalize any other information with adjudicators.
- Arrange for adequate chairs and stands in each performance area. Arrangements will need to be made to have pianos moved from other schools if the sight does not have an adequate number.
- Assign room monitors to each room.
- Provide a warm--up area.
- Provide festival headquarters. It is helpful to have booster parents to help with paperwork in headquarters. Please do not rely on student help to organize and record

scores.

- Provide a courtesy room for directors, chaperones, accompanists, bus drivers, and guests. (Coffee, soft drinks, snacks – obtain these items through sponsorship if at all possible) Often festival headquarters can serve this dual purpose.
- Provide pencils and refreshments throughout the day for the judges. Please discuss expenses with the executive secretary prior to spending money.
- Work with festival site director to ensure that basic large percussion instruments are provided.
- Coordinate with the festival site host to help them schedule the festival and email the schedule according to the appropriate timeline.
- Oversee the running of the festival. The chairman needs to plan on attending the entire festival.

Meet with all adjudicators at least 30 minutes before the festival to go over procedures, goals, awards, rules and regulations.

- Hand out and explain expense sheet (pass out at meeting – collect at noon)
- Take lunch orders if needed
- There will be runners to pick up sheets/scores – do not hold sheets
- I–V rating system; + and – are allowed
- Brief description of area (Las Cruces is a 4 high school town, most others are 1, some teachers teach multiple levels and multiple subject areas)
- Please do your best to provide constructive criticism and comments (written and verbal) that will help students progress to the next overall rating
- Hand out Honors Form, explain selection process
- Remember that you are only seeing/hearing the final result, you do not know the journey each student has taken to get to where they are

The same judge must adjudicate all like solos and ensembles.

Each judge should have a separate room with one table and chair and a piano tuned for this event. Please make sure that the piano is in good working order.

The appropriate number of stands and chairs should be ready in each ensemble performance area.

Performance rooms must be monitored at all times to ensure that no performance is interrupted or disturbed and to keep track of the festivals progress.

All solos composed with an accompaniment must be performed with such or the performance will be for comments only. A computer generated, or taped accompaniment may be used if need be.

If a student is performing a solo that is longer than the allotted time slot (7 minutes – HS Band and Orchestra; 7 minutes – MS Band and Orchestra; 7 minutes – Vocal) an additional time slot needs to be paid for and scheduled. It is the responsibility of the director to communicate this need to the festival chair.

Those using CD accompaniments music provide their own CD player. If more than one CD accompanied students are performing simultaneously or back to back, multiple CD players must be provided. Please allow for transition time between rooms if needed.

Number of Adjudicators – Solo and Ensemble

Number of adjudicators is actually determined by the number of entries. Following is a guideline to work by. It is better to hire an additional adjudicator rather than have an adjudicator work more than 8 hours

Orchestra

2 – upper string and ensemble

2 – lower string and ensemble

Vocal

1 – 1st soprano

1 – 2nd soprano

1 – Alto

1 – Tenor and like ensemble

1 – Baritone/Bass and mixed ensemble

1 – Cambiata (beginner) judge (MS only)

Band

1 – Flute

1 – Clarinet

1 – Saxophone and Mixed Woodwinds

1 – Double Reed and Woodwind Ensemble

1 – High Brass

1 – Low Brass and Brass Ensembles

1 – Percussion and ensemble

Honors Requirements--Solo and Ensemble Festival

All honor soloists and ensembles must have a rating of "1" to be considered for honors. Lower ratings cannot be considered for honors.

Band and Choir – duets are not eligible for honors.

Memory requirements will vary for each medium.

Out of district entries may not be considered for honors.

Honor Categories

Strings

- Memorization is not required for string solos.
- Honor Solo: Strings--mid--school and high school honors soloist: violin, viola, cello, bass
- Honor Ensembles: Strings--mid--school and high school: duet, standard trio, mixed trio, standard quartet, mixed quartet, standard quintet, mixed quintet, small ensemble (6--19), large ensemble (20 or more).
- Instructors may not play with their groups but may conduct large ensembles of 7 or more.

Wind, Brass, Percussion

- Memorization is not required for w/b/p solos
- Honor Solo: All standard or recognized band instruments including all sizes of flutes, clarinets, saxophones, trombones and double reeds. Percussion will include snare drum, timpani, melodic percussion, and multiple percussion performed by one player. Other percussion instruments could be considered at the discretion of the adjudicator in consultation with the festival chairperson.
- Honor Ensembles: Flute ensemble (6 or less), flute choir (7 or more), like clarinet ensemble, mixed clarinet ensemble, clarinet choir, double reed ensemble, saxophone ensembles (American Standard, French Standard), woodwind quintet (standard, no substitutions), mixed woodwind ensemble small (6 or less), large (7 or more), trumpet ensemble, horn ensemble, trombone ensemble, baritone ensemble, mixed brass ensemble, tuba ensemble (may include baritones but not trombone),

percussion ensemble small (3--6), large (7 or more), melodic ensemble.

Vocal

- All vocal solos and ensembles will be memorized.
- Honor Solo: Honors for mid--school solos are for first time singers or inexperienced level, and others, regardless of grade. Divisions within the two categories are: beginning soprano, soprano, mezzo--soprano, alto, cambiata or unchanged male voice, tenor, baritone--bass.
- High school should award the same.
- Honor Ensembles: All small ensembles are considered 4 or less, large, 5 or more. Divisions are: men's small, men's large, women's small, women's large, small mixed, large mixed.
- Doubling of parts: No more than three on a part.
- At least one half of the members of a like ensemble must change in order to perform more than once at the solo and ensemble festival and each ensemble may perform only one composition.

District Entry and Eligibility

Directors must be active members of NAFME and The New Mexico Music Educators Association in order to vote, hold office, or participate in district festivals. Those wishing to attend our festival from out of state must be a member of their state music organization.

In order for a student to be able to participate in a SWNMMEA Sponsored Festival the Director must follow eligibility rules and guidelines set by their School District.

As per State Regulations, students who are not enrolled in a school program where a program is available may not participate in festivals or all--state tryouts. However, should no program exist in a school, private or public, a student should contact the nearest director dealing with the desired medium for sponsorship into the festivals. In the case of elementary students who wish to participate, and there is no program in their school, they should contact the middle school director in the school to which they will eventually be assigned. (Elementary school for purposes of this regulation is K-5)

Mid--school students may not participate in high school Solo and Ensemble or with a high

school at Music Performance Assessment unless they are in a recognized AEP or gifted program and enrolled in a high school setting. 9th grade students who are enrolled in a Junior High will participate in the high school festivals.

Infraction of Rules

District rules and regulations regarding festivals will be in effect throughout the duration of the festival. Any infractions of the rules should be reported to the festival chairperson and the district president who, in turn, will discuss the infractions with the directors of that organization. If a reasonable resolution or compromise cannot be reached, the problem can be brought before the Board of Directors and the general membership.