

North Central New Mexico Music Educators Association District IV Handbook



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General Information and Policies

1. This handbook shall be the official rules for NCNMMEA District IV Festivals/Clinics. NMAA rules are also in effect and supersede this handbook in case of conflict.
2. It is the policy of NCNMMEA to not distribute the internal contact list of the organization to outside groups.
3. NCNMMEA shall reimburse all purchases of refreshments at all NCNMMEA events. It is the responsibility of the purchaser to keep receipts and submit them to the Treasurer for reimbursement.

Official District Events

1. Membership in New Mexico Music Educators Association (NMMEA) and National Association for Music Education (NAfME) will be required of directors whose students participate in District Events. Membership is paid through NAfME, where affiliation with NMMEA is specified.
2. District IV does not currently sponsor a Marching Band Festival.
3. The North Central NMMEA District Honor Clinic will consist of at least two separate festivals. These festivals will include the Middle School Honor Band, High School Honor Band, Middle School Honor Orchestra, and High School Honor Orchestra. The other will include the middle and high school Honor Choirs. In the case of low participation, one of the events may be combined with another district's event (i.e. HS Honor Orchestra taking place in combination with another district). The events will be scheduled to take place over a Friday and Saturday in the fall, usually November, on separate weekends. Dates and sites will be determined at the November/December NCNMMEA Meeting for the following year.
4. Other Honor Groups, including but not limited to guitar ensemble, jazz band or mariachi, may be scheduled in the fall as per the decision of the district membership at the May meeting.
5. The North Central NMMEA Vocal and Instrumental Solo and Ensemble Festivals will consist of two separate festivals. One festival will include vocal middle school

and high school students and the other will include middle school and high school instrumental students. These may be scheduled at any point during the school year as decided at the May meeting.

6. As decided at the May meeting, Vocal Solofest may be scheduled as a separate festival from Vocal Solo and Ensemble for students auditioning for All-State.
7. Music Performance Assessments (MPA) for Middle School and High School groups will be scheduled on appropriate dates usually in late February or early March. Choir, Band and Orchestra Assessments will be scheduled for one day each. If registration warrants, a second day will be scheduled. Elementary Bands, Choirs, and Orchestras can participate in Music Performance Assessment if space is available. Festival Date and location will be decided at the spring meeting. It is preferable to alternate sites each year.

Enrollment

1. Students must be enrolled in the appropriate musical group if the class is a part of the school's curriculum in order to participate in any of our district activities.
2. A student may participate in a musical group within another school district if that ensemble is not offered on their school campus.
3. Home school students must be sponsored by an active NCNMMEA member.
4. As indicated on adjudication forms, include the age or experience of the students to ensure fair adjudication. For MPA, it is suggested that you include the level of the students in the title of the ensemble.

Eligibility

1. NMAA eligibility requirements are in effect for all festivals and clinics except for MPA.
2. All students are eligible to participate in Music Performance Assessment regardless of academic eligibility because MPA is an assessment and not a festival.

3. Ineligibility does not constitute breaking the Honor Clinic Commitment Letter, and does not bar students in Honor Clinic from participating the next year if the report card is released after the audition date.

Officer Duties

Enforcement

The acting officers of NCNMMEA will be the final voice in deciding any violation of the rules and regulations contained in this manual.

Selection of Judges and Clinicians

1. The general membership will nominate Solo & Ensemble, Solofest, and MPA adjudicators at the August meeting.
2. District Honors Clinicians are to be nominated at the December meeting so clinicians can be in place by the May Meeting. District Honor Clinicians are to be booked by June 1st and programs are to be submitted to the Section Vice President by the clinicians no later than the August general meeting.
3. Guest judges and adjudicators may not judge students from their school program participating in the event they are asked to clinic. In the case of a private lesson teacher who judges Solo and Ensemble Festival, the student will be scheduled in another room if possible. Whenever possible, clinicians from outside the district are preferred in order to give our students a more unique opportunity for feedback.
4. The Section Vice Presidents will be the primary contact for the adjudicators and clinicians, complete signed contracts, and relay all relevant information to them. The signed contracts are to be sent to the Secretary and Treasurer.
5. The Treasurer will make all lodging arrangements for adjudicators/clinicians as communicated by the Section Vice Presidents.

Officer Chairperson Chart 2018-2019

These assignments are subject to change in order to minimize missed rehearsal times with each VP's own ensembles.

Event	Chairperson(s)
Vocal Solofest	Co-secretary 1
Vocal Solo & Ensemble	Treasurer
Instrumental Solo & Ensemble	President
Choir Honor Clinic	Choir VP
Band Honor Clinic	Band VP
Orchestra Honor Clinic	Orchestra VP
Choir MPA	Orchestra VP & Guitar/Piano VP
Band MPA	Choir VP & Co-Secretary 1
Orchestra MPA	Band VP & Co-Secretary 2
Guitar/Mariachi MPA	General Music VP
District Meetings	President

Chairperson Duties:

When chairing a festival, duties include:

- Make arrangements to acquire recorders and award materials from President and transport them to the festival

- Be present and available at all times at the festival to assure things run smoothly.
- Enforce Rules and Procedures of the festival as outlined in Handbook
- Keep festival running as close to on schedule as possible
- Communicate with site hosts to ensure rooms and materials are set up properly.
- Oversee Site Hosts during the festival to make sure Site Hosts have instructed and trained all respective volunteers to meet the duties required of them.
- Acquire lunch for clinicians/adjudicators, chairperson(s), site host, and any additional officers that may attend the festival and works in a chairperson capacity. (Save receipts in order to be reimbursed by Treasurer.)
- Collect receipts for meals & gas reimbursements from judges/adjudicators and submit them to the treasurer at the conclusion of each event.

President Duties

president-nc@nmmea.com

1. Attend the July and January NMMEA meetings
2. Act as liaison between NCMMEA and officers at the state-level/other districts
3. Chair festivals as indicated on the Chairperson Chart.
4. Host all district meetings
5. Set the agenda for all district meetings
6. Prepare President's Report for district meetings and state meetings
7. Track the work of VP's and committees and advise as necessary
8. Be the single communication contact between North Central and the State administrators of NMMEA.

9. Communicate with NMMEA Webmaster to ensure all aspects of the NC website are updated and accurate. This includes registrations, forms, handbook, hosts, fees, etc.
10. Forward NMMEA award nomination materials on to the NMMEA past-president for consideration by the deadline.
11. Inventory, manage, and securely store NCMMEA property and materials.
12. Maintain the state-provided email address and use it to communicate with the membership as needed.
13. Create a spreadsheet for MPA scores and share/send to festival chairpersons at least one week before the start of all MPA events.
14. Transfer all files, mentor and guide incoming officer through the transition process at the end of current term.
15. Will receive a \$100 dollar annual stipend.

VP of Membership Duties
nc-vpmembership@nmmea.com

1. Email handbook to membership every fall and serving as a resource if anyone has questions.
2. Send a yearly email to VP's advocating for joining NCMMEA. They will distribute to schools within their respective groups.
3. Be available to the entire membership to answer questions about festivals as needed.
4. Assume the duties of President in the president's absence.
5. Head the Handbook Revision Committee to make updates to the handbook. Schedule revision meetings as needed.
6. Maintain VP's email address and use it to communicate with the membership as needed.

7. Make stand nametags for Instrumental Honor Clinic musicians and wearable nametags for Vocal Honor Clinic students. Acquire pencils for all Honor Clinic student musicians and distribute to section VPs before the start of the first Honor Clinic rehearsal.
8. Transfer all files, mentor and guide incoming officer through the transition process at the end of current term.
9. Will receive a \$100 dollar annual stipend.

Band VP Duties

nc-vpband@nmmea.com

1. Assist President with meeting agenda items
2. Maintain VP's email address and use it to communicate with the membership as needed.
3. Get names of judges at spring meeting. It is suggested to make contacts at All-State for the following year.
4. Hire Clinicians and judges for festivals.
 - a. Honor Clinic – 1 HS clinician, 1 MS clinician. District Honors Clinicians are to be selected no later than February 1. District Clinic programs are to be submitted to the Section VP's by the clinicians no later than the August meeting.
 - b. Solo and Ensemble – 1 flute/double reeds, 1 single reeds, 1 brass and percussion
 - c. Music Performance Assessment – 3 performance judges and 1

sight-reading judge

5. Communicate regularly with judges/clinicians once hired
 - a. Send and acquire written contracts
 - b. Communicate dates, times and places of events.
 - c. Pass all requests for lodging and payment inquiries along to the treasurer.
 - d. Communicate all contest/festival rules procedures and scoring systems.
 - e. Train judges on use of rubrics prior to the start of the festival.
 - f. Honor Clinic: Get clinicians' bios for Honor Clinic program and send to Secretary
 - g. Acquire past Honor Clinic song selections from Secretary and send to clinicians so they may choose an appropriate program and advise the clinicians on appropriate grade level of literature.
6. Chair festivals per the Chairperson Chart.
7. Submit completed judges/adjudicators contracts and all lodging requirements to the Treasurer no later than 30 days before the start of the event.
8. Appoint a committee to acquire music and prepare it for Honor Clinic auditions. The committee will:
 - a. Get literature lists from conductors and find/borrow literature. Band VP is not required to purchase music out of his/her own school's budget.
 - b. Copy literature and sort into folders for legal distribution by audition listening date.
 - c. Prepare a schedule of the event as well as a welcome letter to include in the folders.
 - d. Hand out folders to directors of accepted students at audition listening session.

- i. Oversee creation and distribution of audition music.
 - ii. Set audition dates and times at the NC May meeting
9. Run band section meetings at NC at May, August and December meetings.
10. It is encouraged but not required that Band VP greet clinicians at their hotel, welcome them to the festival, take them to dinner, and try to invite other directors.
11. Attend NCMMEA Honor Clinic Auditions to compile the Alias Lists and create a mailing for the membership including rosters and part assignments.
12. Acquire seating chart from Honor Clinic guest conductor and send to Site Host and VP of Membership no later than two weeks before the first Honor Clinic rehearsal.
13. Give all signed contracts from guest clinicians to the Treasurer immediately upon receipt.
14. Mentor new band teachers
15. Order, store, & prepare MPA sight reading music every year. Five levels of sight reading difficulty are required for each MPA. Deliver prepared music to chairperson no later than one week before MPAs. Sight reading music may be sold to interested members at the conclusion of all MPA festivals that school year.
16. Prepare a list of percussion equipment needed in the sight reading room for the Site Host of the Band MPA festival.
17. Transfer all files, mentor and guide incoming officer through the transition process at the end of current term.
18. Will receive a \$100 dollar annual stipend.

Choral VP Duties
nc-vpchoir@nmmea.com

1. Get names of judges at spring meeting. It is suggested to make contacts at All-State for the following year.
2. Assist President with meeting agenda items
3. Maintain VP's email address and use it to communicate with the membership as needed.
4. Hire Clinicians and Judges for festivals:
 - a. 2 judges for Solofest (unless combined)
 - b. 3 clinicians for NC honor choir, 1 MS and 2 HS. District Honors Clinicians are to be selected no later than February 1. District Clinic programs are to be submitted to the Section VP's by the clinicians no later than April 1.
 - c. 3 judges for solo and ensemble
 - d. 3 performance judges and 1 sight reading judge for MPA.
 - e. Give all signed contracts from guest clinicians to the Treasurer immediately upon receipt.
5. Communicate regularly with judges/clinicians once hired
 - a. Send and acquire written contracts
 - b. Communicate dates, times and places of events.
 - c. Pass all requests for lodging and payment inquiries along to the treasurer, including mileage.
 - d. Communicate all contest/festival rules procedures and scoring systems. Train judges on use of rubrics prior to the start of the festival.
 - e. Get clinicians' bios for Honor Clinic program and send to Secretary
6. Chair festivals per the Chairperson chart.
7. Submit completed judges/adjudicators contracts and all lodging requirements to the Treasurer no later than 30 days before the start of the event.

8. It is encouraged but not required that Choral VP greet clinicians at their hotel, welcome them to the festival, take them to dinner, and try to invite other directors.
9. Run choir section meetings at NC at May, August and December meetings.
 - a. Set audition dates and times at the NC May meeting
10. Mentor new choir directors in the district.
11. Distribute audition music for Honor Clinic
12. Send Honor Clinic roster for each ensemble to VP of Membership no later than two weeks before the first Honor Clinic rehearsal so nametags can be made.
13. Order, store, & prepare MPA sight reading music every year. Five levels of sight reading difficulty are required for each MPA. Deliver prepared music to chairperson no later than one week before MPAs. Sight reading music may be sold to interested members at the conclusion of all MPA festivals that school year.
14. Transfer all files, mentor and guide incoming officer through the transition process at the end of current term.
15. Will receive a \$100 dollar annual stipend.

Orchestra VP Duties
nc-vporchestra@nmmea.com

1. Get names of judges at spring meeting. It is suggested to make contacts at All-State for the following year.
2. Assist President with meeting agenda items
3. Maintain VP's email address and use it to communicate with the membership as needed.
3. Hire Clinicians and Judges for festivals:

- a. 1 clinician for Honor Clinic. District Honors Clinicians are to be selected no later than February 1.
 - b. 1 judge for solo and ensemble
 - c. 3 performance judges and 1 sight reading judge for MPA's
 - d. Give all signed contracts from guest clinicians to the Treasurer immediately upon receipt.
4. Communicate regularly with judges/clinicians once hired
- a. Send and acquire written contracts
 - b. Communicate dates, times and places of events.
 - c. Pass all requests for lodging and payment inquiries along to the treasurer, including mileage.
 - d. Communicate all contest/festival rules procedures and scoring systems to judges/clinicians. Train judges on use of rubrics prior to the start of the festival.
 - i. Honor Clinic: Get clinicians' bios for Honor Clinic program and send to Secretary
 - ii. Acquire past song selections from Secretary and send to clinicians so they may choose an appropriate program
 - iii. Ask clinician if they have suggestions for excerpts to include in audition materials for students
5. District Clinic programs are to be submitted to the Section VP's by the clinicians no later than April
6. Chair festivals per the Chairperson chart.
7. Submit completed judges/adjudicators contracts and all lodging requirements to the Treasurer no later than 30 days before the start of the event.
8. It is encouraged but not required that the Orchestra VP greet clinicians at their hotel, welcome them to the festival, take them to dinner, and try to invite other directors.

9. Run section meetings at NC at May, August and December meetings. Bring up timely items but also solicit items from directors beforehand.
 - a. Set audition dates and times at the NC May meeting
10. Mentor new orchestra directors in the district.
11. Attend NCNMMEA Honor Orchestra Auditions to compile the Alias Lists and create a mailing for the membership including rosters and part assignments.
12. Acquire seating chart from Honor Clinic guest conductor and send to Site Host and VP of Membership no later than two weeks before the first Honor Clinic rehearsal.
13. Appoint a committee to acquire music and prepare it for Honor Clinic auditions. The committee will:
 - a. A. Get literature lists from conductors and find/borrow literature. Band VP is not required to purchase music out of his/her own school's budget.
 - b. B. Copy literature and sort into folders for legal distribution by audition listening date.
 - c. C. Prepare a schedule of the event as well as a welcome letter to include in the folders.
 - d. D. Hand out folders to directors of accepted students at audition listening session.
14. Order, store, & prepare MPA sight reading music every year. Five levels of sight reading difficulty are required for each MPA. Deliver prepared music to chairperson no later than one week before MPAs. Sight reading music may be sold to interested members at the conclusion of all MPA festivals that school year.
15. Transfer all files, mentor and guide incoming officer through the transition process at the end of current term.

Will receive a \$100 dollar annual stipend

Mariachi/Guitar/Piano VP Duties

nc-vpguitar-mariachi-piano@nmmea.com

1. Get names of judges at spring meeting. It is suggested to make contacts at

All-State for the following year.

2. Assist President with meeting agenda items
3. Maintain VP's email address and use it to communicate with the membership as needed.
4. Hire Clinicians and Judges for festivals:
 - a. 1 judge for Solofest
 - b. 3 performance judges for MPA's
 - c. Give all signed contracts from guest clinicians to the Treasurer immediately upon receipt.
5. Communicate regularly with judges/clinicians once hired
 - a. Send and acquire written contracts
 - b. Communicate dates, times and places of events.
 - c. Pass all requests for lodging and payment inquiries along to the treasurer, including mileage.
 - d. Communicate all contest/festival rules procedures and scoring systems to judges/clinicians. Train judges on use of rubrics prior to the start of the festival.
6. Chair festivals per the Chairperson chart.
7. Submit completed judges/adjudicators contracts and all lodging requirements to the Treasurer no later than 30 days before the start of the event.
8. It is encouraged but not required that the VP greet clinicians at their hotel, welcome them to the festival, take them to dinner, and try to invite other directors.
9. Run section meetings at NC at May, August and December meetings. Bring up timely items but also solicit items from directors beforehand.
10. Mentor new guitar, mariachi, & piano directors in the district.

11. Transfer all files, mentor and guide incoming officer through the transition process at the end of current term.
12. Will receive a \$100 dollar annual stipend.

Secretary Duties

nc-cosecretary-1@nmmea.com

nc-cosecretary-2@nmmea.com

1. Maintain secretary email address and use it to communicate with the membership as needed, including emailing communications from the officers to the membership.
2. Update email contacts regularly in the gmail account.
3. Schedule students/performing groups for all festivals as outlined in handbook
4. Chair festivals as outlined in Chairperson chart
5. Send out reminders about meetings and registration deadlines to the membership.
6. Take minutes at meetings.
7. Bring copies of contacts (for updating) and minutes of previous meetings (for distribution) to all membership meetings.
8. Email minutes to membership in a timely manner.
9. Type programs for MPAs and Honor Clinic. Submit to membership for proofing at least 2 weeks prior to festival. Submit to VP's at least one week prior to the festival so he/she may print them.
10. Notify VP's and Site Hosts of the largest ensemble size for MPAs so they may tell the site hosts how many chairs/stands/risers are needed for each festival
11. Transfer all files, mentor and guide incoming officer through the transition process at the end of current term.
12. Will receive a \$100 dollar annual stipend.

Treasurer Duties
nc-treasurer@nmmea.com

1. Purchase award materials for all festivals as directed by the president.
2. Maintain VP's email address and use it to communicate with the membership as needed.
3. Pay all judge/clinician expenses promptly per the following guidelines
 - a. Stipend of \$200/day or \$100/half day or \$25/hour for less than half day for all festivals except Honor Clinic
 - b. Honor Clinic stipend is \$250/day
 - c. Reimbursements in the amount of up to \$30 per day with receipts
 - d. Mileage reimbursement per chart below

Gas Price Range per gallon \$	Reimbursement per mile \$
2.01-2.50	.38
2.51-3.00	.41
3.01-3.50	.44
3.51-4.00	.47
4.01-4.50	.51

4. Pay accompanists for Choral Honor Clinic.
5. Invoice all schools for event expenses (SFPS invoice after purchase orders are received, all other districts invoice immediately after registration)
6. Deposit income promptly at Los Alamos National Bank
7. Document all income and expenses for each event
8. Prepare a Treasurer's report for every district meeting

9. Complete and pay reimbursements for assorted district expenses
10. Maintain PO Box 31565, Santa Fe, NM 87594, located in the DeVargas Mall Post Office.
11. Be responsible for district credit card and its balance. Keep it in a secure location with the PIN code in separate location. Use the card for professional purchases for the district only.
12. Chair festivals as outlined in Chairperson Chart.
13. Order free music folders from WoodwindBrasswind for the Instrumental Honor Clinic Festivals. Give to VP or Host of auditions.
14. Reimburse cost of sight reading materials for all MPA Festivals as directed by president.
15. Collect all signed contracts for guest clinicians from Section VP's and keep on hand for record keeping purposes.
16. Notify event chairs of schools who have not paid by the date of the festival.
17. Prepare a yearly financial statement to be provided to the NMMEA Board.
18. Pay all VP stipends at the May meeting each year.
19. Transfer all files, mentor and guide incoming officer through the transition process at the end of current term.
20. Will receive a \$1200 dollar annual stipend.

Registering for Events

Only active members of NMMEA may register their students for events.

Website Registration

Registration for all events are completed through the NMMEA website, which can be found at <http://www.nmmea.com>. Once on the site, click on “Districts” in the top menu, then on “District 4”. On the right hand menu, click on “Entry Forms” and follow the prompts from there. In order to be successful when registering your ensemble, you will need the following information:

1. Your NAFME membership number AND the email address associated with that registration.
2. Name, voice/part/instrument of student, grade level, title of piece they are performing (Solo & Ensemble and/or Honor Clinic)
3. Song titles (for MPA); if you do not know song titles, you can register and e-mail the secretary the titles at a later date.
4. If you have any problems registering, e-mail the district president immediately.

Deadlines

For most district events, the deadline for registration is 30 days prior to the first date of the event. In the case of the Music Performance Assessment, the deadline can be up to 90 days in advance of the performance date. Please check the NMMEA website and the most recent meeting minutes for updated information.

Fees

The following fees are applicable to District activities:

1. Solo and Ensemble, Solofest (per entry):
 - a. Solos: \$7
 - b. Duet/Trios: \$10
 - c. Groups of four or more participants: \$3 per student
2. Honor Clinic:
 - a. \$17.00 per student, includes souvenir (usually a pin or other item)
3. Music Performance Assessment:
 - a. Ensembles with up to 13 students: \$12 for each student
 - b. Ensembles with 14 students or more: \$160 flat rate

All entry fees must be paid to the NCMMEA Treasurer at the time of registration. Acceptable forms of payment include a school purchase order, money order, or check. Cash will not be accepted at any time. Make payments out to NCMMEA.

No refund of entry fees will be allowed.

Exception: When a festival is rescheduled through District action, groups unable to participate due to the rescheduling will be refunded their fees.

Solofest General Information

Solofest was created to help high school singers prepare for All-State auditions. Only singers who are going to audition for All-State are eligible to participate in this festival. Two vocal judges are hired and the festival proceeds as per the Solo and Ensemble format. Every student must have his or her music memorized. It is acceptable to use recorded accompaniment. The judges will choose one outstanding performer per room; these two singers will receive a plaque and the rest will receive certificates.

1. Entries will be accepted online only. The entry form may be found on the District 4 Entry Forms page at www.nmmea.com.
2. Adjudication forms for each judge will be filled out by the director for each group entered. Forms are available on the website at <http://www.nmmea.com/districts/north-central/adjudication-forms/>. Forms should include whether students are performing for ratings or comments only, and the titles of selections being performed; however, the selections may be changed at the discretion of the director.
3. Students must be enrolled in their school's choir program in order to participate in Solofest. If, due to scheduling restrictions, a student is not enrolled in their school's choir program, the director must approve registration of the student.
4. If there is no similar musical group in the school, the student must be sponsored by a certified NMMEA member and must be designated in writing as a sponsor by the chief administrator of the school the student attends.
5. In the case of a home school student, the student must be certified by a NMMEA sponsor and must be designated in writing as a sponsor by the student's legal guardian.
6. All students must be in good standing with his/her director to be eligible for Solofest.

7. **Academic Eligibility:** Because all of our festivals are school-sanctioned, NMAA activities; all participating students are required to be academically eligible. That means that the students' most recent report card (in some cases, the most recent report card may be last year's) must have no more than one failing grade and all grades must average a 2.0 or higher. It is up to each director to make sure his or her students meet this requirement. In addition, all directors must be active members of NAFME. Without a current membership, students may not participate in any NMMEA event.
8. **Participation Fee:** The fee for participating students is \$7.00. This must be paid to the Treasurer prior to the start of the festival.

Solofest Rubric and Ratings

The adjudication form for Solofest is the "Vocal Solo" adjudication form available under Solo and Ensemble adjudication forms on the website: <http://www.nmmea.com/districts/north-central/adjudication-forms/>.

Solofest will be rated in five divisions as follows:

- a **Division I Superior**
A Division I rating represents a SUPERIOR performance and indicates exceptional training and understanding of the instrument as well as the composition performed.
- b **Division II Excellent**
A Division II rating represents an EXCELLENT performance but is not worthy of the highest rating, lacking finesse and polish.
- c **Division III Good**
A Division III rating represents a GOOD performance but there is considerable lack of polish and finesse.
- d **Division IV Fair**
A Division IV rating represents a FAIR performance and indicates a great need for improvement of fundamentals and basic musicianship.
- e **Division V Poor**
A Division V rating represents a POOR performance and indicates an immense need for improvement of basic musicianship and preparation.

Solofest Awards

1. All students receiving a Superior will be awarded a blue medal and a certificate.
2. All ensembles receiving a Superior will be awarded red medals and a certificate.
3. All students receiving an Excellent will be awarded a certificate.

Solofest Checklist

Before Solofest

- Provide interested vocalists with All-State Audition music
- Inform them they may use recorded accompaniment but pianos will also be provided
- Register accepted students on the NMMEA website.
- Collect participation fees from students
- Complete and submit PO to NCNMMEA
- Collect parent contact information in case of an emergency
- Submit bus requests
- Complete all necessary school paperwork (field trip forms, permission slips, etc.)
- Make lunch arrangements for students for festival days if the host site does not offer food options
- Recruit chaperones and educate them on their role per the NCNMMEA Handbook and your school's guidelines
- Check with your business office to make sure the PO has been sent to NCNMMEA

During Solofest

- Serve as Head Chaperone for your school and follow the guidelines outlined in the NCNMMEA Handbook
- Have parent contact information for all of your participating students in case of emergencies
- Check in at the Registration Desk – bring a list of any absent students with you.

Solofest Chairperson and Site Host Duties

1. Roles:
 - a. Chairperson: Oversees festival as outlined on the general chairperson duties page. Print certificates and assign awards.
 - b. Site Host:
 - i. Provide 2 warm up rooms and two audition spaces. Have pianos tuned
 - ii. There should be signage in the parking lot and for all performance spaces
 - iii. Provide registration table
 - iv. Communicate bus drop-off & pick up locations, rehearsal schedule, lunch plans, and maps to campus with all involved directors.
 - v. Create a green room and provide beverages and snacks for judges. NCNMMEA pays for lunch.
 - c. Registration person: Check in schools and performers. Notify runners of any changes in the schedule.
 - d. Runners: (2) pick up scores from judges, find out if judges and/or monitors need anything (coffee, pens, etc.), check in with main table and bring schedule updates to monitors. Responsible for 2 rooms. (One warm up and one performance room)
 - e. Monitor: (2) Keep room running on time, check in student on schedule at time of performance, prevent anyone from entering room during a performance, clears the room if a student doesn't want an audience, keep noise level in hallway down, prevent students from singing in the hallway, update judges on schedule changes, check with judges periodically to ensure they don't need anything make sure performers have their music for the judges and their judging sheet.

Solo and Ensemble Festival General Information

This festival gives students the opportunity to perform a selected piece of literature for a judge in order to receive personal feedback for improvement. In District 4, there is a choral festival hosted by the district. Details for Instrumental S&E can be found below. These festivals can take place any time during the year.

1. In the years District 4 does not sponsor a S&E festival, it will be up to any individual school district or school to host their own instrumental S&E. Fee collection, hiring and payment of judges, and all other paperwork related to the event will be the responsibility of the host school or district. It is strongly recommended that schools/districts use the NMMEA Instrumental S&E Rubric found on the NMMEA website. If you need guidance contact the Band or Orchestra VP, or the district President.
2. In the years District 4 sponsors a S&E festival, entries will be accepted online only at <http://www.nmmea.com/districts/north-central/entry-forms>.
3. Adjudication forms for each judge will be filled out for each group entered by the director. Forms are available on the website at <http://www.nmmea.com/districts/north-central/adjudication-forms/>. Forms should include whether performing for rating or comments only, and the titles of selections being performed; however, the selections may be changed at the discretion of the director.
4. Students must be enrolled in their school's band, choir or orchestra program providing the class is a part of the curriculum in order to participate in Solo and Ensemble. If, due to scheduling restrictions, a student is not enrolled in a given class, the director must approve registration of the student.
5. If there is no similar musical group in the school, the student must be sponsored by a certified NMMEA member and must be designated in writing as a sponsor by the chief administrator of the school the student attends.
6. In the case of a home school student, the student must be certified by a NMMEA sponsor and must be designated in writing as a sponsor by the student's legal guardian.

7. All students must be in good standing with his/her director to be eligible for Solo and Ensemble.
8. The solo and ensemble date and location will be selected at the spring meeting.
9. Students are to be judged on how well they perform the music they have selected. It is assumed that all students will have received some guidance from their director regarding the choice of music to be performed. Comments can be made in section "Other Factors" and the rating in that section should reflect the choice of music, appearance, and stage presence, etc. Students are strongly encouraged to choose music from the established repertoire for their instrument/voice. Pop/Rock selections are strongly discouraged.
10. For Grades 10-12, Band students are required to perform musical literature from any state's Prescribed Music List. Whether the music is on a PML can be looked up on jwpepper.com. Middle School students are strongly encouraged to use music from a PML list.
11. High school orchestra students are required to perform musical literature from any state's Prescribed Music List. Whether the music is on a PML can be looked up on jwpepper.com.
12. Directors and sponsors of participating schools are expected to be at the Festival no later than 10 minutes before the first student's performance time and remain on campus throughout the duration of the scheduled performances.
13. Students must have a legal, printed copy of the music with measures numbered to give to the judge. Failure to do this will result in a performance "for comments only" with no rating being given. No music is to be photocopied without the written permission of the publisher.
 - a. Solos should be accompanied if the solo calls for accompaniment. Electronic accompaniment is acceptable and students should bring their own electronic devices to the festival. The director may petition the chairperson to allow students to perform without accompaniment due to extenuating circumstances. The judge will be advised by the site chairperson.
 - b. There is a limit of 20 student performers to 1 accompanist at any S&E event.
 - c. The director may participate only as a conductor of a large ensemble or

as an accompanist.

15. Scheduling will be done by the Secretary allowing 10 minutes per entry. Mariachi ensembles will be given two time slots back to back.
- a. Larger groups may request multiple entry slots in 10 minute intervals.
 - b. Students may participate in no more than three (3) events. Approval for additional entries must be submitted to the Section Vice President.
 - c. Schedule changes to accommodate conflicts will be requested by the director. These changes will not include changing from one judge to another except in extreme circumstances and with the approval of the Festival Chairperson.
 - d. Requests for scheduling will be accommodated based on the date when the Secretary receives completed registrations.

Solo and Ensemble Rubric and Ratings

The adjudication forms for Solo and Ensemble are available under Solo and Ensemble adjudication forms on the website:
<http://www.nmmea.com/districts/north-central/adjudication-forms/>.

Solos and ensembles will be rated in five divisions as follows:

- a **Division I Superior**
A Division I rating represents a SUPERIOR performance and indicates exceptional training and understanding of the instrument as well as the composition performed.
- b **Division II Excellent**
A Division II rating represents an EXCELLENT performance but is not worthy of the highest rating, lacking finesse and polish.
- c **Division III Good**
A Division III rating represents a GOOD performance but there is considerable lack of polish and finesse.
- d **Division IV Fair**
A Division IV rating represents a FAIR performance and indicates a great need for improvement of fundamentals and basic musicianship.
- e **Division V Poor**

A Division V rating represents a POOR performance and indicates an immense need for improvement of basic musicianship and preparation.

Solo and Ensemble Awards

1. All solos receiving a Superior will be awarded a blue medal.
2. All ensembles receiving a Superior will be awarded a red medal and a certificate for every participant in the ensemble.
3. All students receiving an Excellent will be awarded a certificate.

Solo and Ensemble Festival Checklist

Before Solo & Ensemble

- Provide interested vocalists with music appropriate for performance for adjudicators.
- Inform them they may use recorded accompaniment but pianos will also be provided. Student must bring their own electronic devices.
- Register accepted students on the NMMEA website.
- Collect participation fees from students. See the fees page for details.
- Complete and submit PO to NCNMMEA
- Collect parent contact information in case of an emergency
- Submit bus requests
- Complete all necessary school paperwork (field trip forms, permission slips, etc.)
- Make lunch arrangements for students for festival days if the host site does not offer food options
- Recruit chaperones and educate them on their role per the NCNMMEA Handbook and your school's guidelines
- Check with your business office to make sure the PO has been sent to NCNMMEA
- Meet with your students to help them prepare their literature for performance.

During Solo and Ensemble

- Serve as Head Chaperone for your school and follow the guidelines outlined in the NCNMMEA Handbook
- Have parent contact information for all of your participating students in case of emergencies
- Check in at the Registration Desk – bring a list of any absent students with you
- Remain on campus until the conclusion of your students' performances.
- Collect any certificates/awards from the registration desk.
- If any of your students are identified as the top performer in each room for that day, you will be notified after the conclusion of the festival by a member of the Executive Board to make arrangements to pick up the plaque.

Solo and Ensemble Festival Site Host and Job Duties

1. Chairperson: An NCNMMEA officer. Be sure to review general job outlines under the chairperson chart. Train judges to use rubrics. Maintain open and frequent communication with the Site Host. Help run the registration desk.
2. Site Host: Responsible for assigning people to roles and training them in their roles prior to the start of the festival. Must meet all requirements on this page through item "d".
 - a. Provides the following spaces:
 - i. Large group warm up space for everyone. (Gym, cafeteria, or large room) with a piano or two.
 - ii. Instrumental S&E Performance Rooms: 1 brass and percussion, 1 Single reed, 1 double reed/flute, 3 Orchestra/guitar/mariachi. 6 total
 - iii. Vocal S&E Performance Rooms: 3 vocal rooms
 - iv. Tuned pianos in each room (both Instrumental and Vocal Festivals). If pianos are electric, they must have full weighted keyboards (88 keys) and decent sound.
 - v. 4-5 Music stands for every room
 - vi. Percussion (Instrumental S&E only): Provide large percussion

equipment for brass percussion room: Bass Drum, 4 Timpani, Chimes, 1 Mallet Instrument- Marimba, Xylophone or bells. (All sticks/mallets and any other instruments should be provided by performers unless requests are made to the chairperson and/or site host in advance.)

- b. Places appropriate signage (include maps) to direct students and directors around the campus
- c. Provide a green room for judges with snacks and beverages. Host school pays for these.
- d. Provide a Welcome/Registration table for check-in and award pickup
- e. Communicate bus drop-off & pick up locations, rehearsal schedule, lunch plans, and maps to campus with all involved directors at least 2 weeks prior to the event.
- f. Assign jobs listed below and train volunteers on how to execute their job professionally.
 - i. Runners/Guides: pick up scores from judges, find out if judges need anything (coffee, pens, etc.) from judges and/or monitor, check in with main table and bring schedule updates to monitors. Responsible for 1-5 rooms each.
 - ii. Monitor: Keep room running on time, check in student on schedule at time of performance, prevent anyone from entering room during a performance, clears the room if a student doesn't want an audience, keep noise level in hallway down, prevent students from playing instruments in the hallway, check with judges periodically to ensure they don't need anything.

Honor Clinic General Information

1. Honor Clinic refers to at least two festivals that take place during two separate weekends in November- one Instrumental and one Choral. Students in both Middle and High School are either nominated or audition to be accepted into

one of the ensembles: Middle School Band, High School Band, String Orchestra, Middle School Mixed Choir, High School Mixed Choir, and High School Treble Choir. Clinicians are brought in to work with each ensemble.

2. Middle School Honor Groups – Students recommended for this category must be in grade 8 or below. All other eligibility requirements as listed in the New Mexico Activities Association Handbook and other requirements listed in this handbook will apply.
 - i. Exception: If a student attends a school that houses ninth grade, but not tenth through twelfth grades, the student may choose to participate in either the MS or HS Honor Group.
3. High School Groups – Students recommended for this category must be in grades 9 through 12.
4. Academic Eligibility: Because Honor Clinic is a school-sanctioned, NMAA activity; all participating students are required to be academically eligible. That means that each student’s most recent report card (this might be last year’s report card if the first grading period has not yet closed) must show no more than one failing grade and all grades must average a 2.0 or higher. It is up to each director to make sure his or her students meet this requirement.
5. All directors must be active members of NAFME. Without a current membership, students may not participate in any NMMEA event.
6. All directors will maintain an Alias List for all students that audition. See below.
7. All directors will have students and parents complete a Commitment Form (available via e-mail after the August meeting) and will file it. Every student that is nominated and/or auditions must complete one of these prior to auditions. For band, teachers need to bring the commitment forms to the audition listening and submit them to the Band VP. Please bring them to the auditions and to the festival.
8. Audition procedure are outlined below. Please note: If only a partial audition is included (any part of the audition requirements are not recorded) the audition will be given a score of zero and disqualified from acceptance into the festival.
9. Registration Deadlines: Once students have been accepted into the festival either through nomination or audition, they must be registered online at the NMMEA website. Be diligent about getting your registrations done on time. The

website entry form will become deactivated after the deadline and you will no longer be able to submit names. Emailed registrations will not be considered for participation.

10. Acceptance Fee: The fee for accepted students is \$17.00 per student. This must be paid to the Treasurer upon notification of students' acceptance, prior to the start of the festival. See the "Fees" section of this handbook for additional information.
11. Instruments: Students are responsible for bringing their own instruments. With regards to percussion: Schools are responsible for bringing all small percussion equipment. **Make sure all cases, percussion equipment, and instruments are labeled with the school's name.**
12. Assigned Parts: Please have your accepted students learn ONLY the assigned parts as per the assignment sheets that you will receive after auditions.
13. All students who participate will receive a pin.
14. Percussion students and their directors will be responsible for providing all necessary instruments that are smaller than a snare drum. Students will also provide all sticks and mallets related to their assigned parts.
 - a. The site host will provide large instruments as required by the literature.

Instrumental Honor Clinic Audition Process:

- 1.** Student selection for Honor Bands and Orchestras will be done by audition.
- 2.** Directors will receive the audition music via e-mail in August. Contact the VP of your area if you do not receive the music.
- 3.** Directors will record their students digitally only. Auditions are anonymous. Each director will introduce the student on the digital recording, using instrument name and student ID only. Suggested methods of recording: Mac Computer using an attached or internal mic and Garage Band, iPhone using the "voice memos" app and importing to iTunes, or using a digital recorder.
- 4.** Introduce the student by stating their school, instrument and alias number. (e.g. Los Alamos High Clarinet 1).

5. The student must play through the whole audition page in one take. They can stop between etudes and restart but if the recording is stopped, the student must start again from the beginning of the page. Please have the percussionists tune the timpani on the recording.
6. If there are any clips in the recording or signs that the tape has been edited or compiled from different takes, the audition will be disqualified.
7. Make one recording per student.
8. Only bring auditions of students that you have commitment forms for.
9. Director will have recordings for each of the following sections (if you have someone who plays that instrument):

 - Flute
 - Oboe
 - Clarinet
 - Low winds (Bassoon, Bass Clarinet, Bari Sax)
 - Alto Saxophone
 - Tenor Saxophone
 - Cornet/Trumpet
 - French Horn
 - Baritone
 - Tuba
 - Percussion (students must perform the ENTIRE snare and mallet sections to be considered, the timpani etude is required if they wish to be considered for the Timpani chair)
10. Director will bring those recordings (labeled by school and instrument) to a listening session (date will be communicated by the area VP), where they will be divided up among the directors for listening purposes. Teams of directors will decide upon who makes it into the bands.
11. Directors must bring signed commitment forms for the students who are auditioning.
12. Directors must bring a completed alias sheet for all students who are auditioning.

13. Directors must come to the listening session or send a proxy in order to have eligible students.

Vocal Honor Clinic Audition Process:

Choir auditions for middle school and high school students will be uploaded to a Dropbox account. Deadlines will be mailed out to the membership by the Choral VP.

Middle school students will sing an a cappella scale up and down in a comfortable range and then sing their part to an accompaniment CD for the selected audition song.

The high school singers will state Name, Grade, Voice Part and which choir (Mixed or Treble). They sing a scale a cappella up and down in a comfortable range. Then they sing music minus one from the All State audition CD. Selected measures will be selected each year for the state piece.

Teachers will then upload them to the DropBox on the selected submission date (address sent under different letter) and over the weekend two directors for each voice part will judge individually. Sunday evening the choral VP will compile the scores and send out the lists of who will be in the three honor choirs. This date occurs approximately one month before the honor clinic festival.

Honor Clinic Audition Site Host Requirements

Roles: Site Host, Judges/Directors, Band/Choir/OMG VP

1. Site Host: Provide enough rooms for listening so that each instrument group will get its own space. Provide refreshments! Also must assemble judging packets with copies of audition music, rubrics, rating sheets, blank Alias Lists, pens/pencils, and a large whiteboard for compiling results.
2. Judges/Directors: Volunteers from various schools. If a director attends, he/she automatically gets two students into the festival as long as they audition. Judges must bring their own listening devices and CD's. Directors must also bring a list of student names to accompany the recordings. (In other words, which number is which kid?)
3. Section VP: Compiles results to create a well-balanced ensemble. Also provides copies of music to each accepted student in a folder with a schedule of the event and a congratulatory acceptance letter.

Instructions for Judging Instrumental Auditions

1. Divide the directors up so two people are judging each instrument/voice.
2. The site host or area VP will provide the rubric.
3. After all auditions are ranked; directors will determine the size of the ensemble based on Tuba/Bass numbers and where the cutoff should be based upon the ability of the students.

Honor Clinic Audition "Alias" List

School:

Instrument/Voice	# on Recording	Student Name
Ex: Flute	1	Suzy Q.

Honor Clinic Checklist

Before Recording Auditions

- Read audition procedure protocol
- Check student academic eligibility
- Renew NAFME membership
- Hand out Commitment Form to everyone who wishes to participate
- Educate students on audition procedure

While Recording Auditions

- Follow the proper audition procedure, including taping the entire audition in one "take".
- Complete the Audition Alias List
- Collect signed Commitment Forms from students

What to Bring to Audition Judging Day

- All audition recordings (if not uploaded digitally)
- A device that will play your recordings
- Completed Commitment Form for each student
- Completed Audition Alias List
- Pen/pencil

After Auditions

- Register accepted students on the website:
<http://www.nmmea.com/districts/north-central/entry-forms/>
- Collect acceptance fees from students
- Complete and submit PO to NCNMMEA
- Prepare accepted students on the performance music
- Collect parent contact information in case of an emergency
- Submit bus requests

- Complete all necessary school paperwork (field trip forms, permission slips, etc.)
- Make lunch arrangements for students for festival days if the host site does not offer food options
- Recruit chaperones and educate them on their role per the NCNMMEA Handbook and your school's guidelines
- Check with your business office that the PO has been submitted to NCNMMEA

During the Festival

- Serve as Head Chaperone for your school and follow the guidelines outlined in the NCNMMEA Handbook
- Be available for sectional rehearsals should guest clinicians choose to break into smaller rehearsals
- Have Commitment Forms with you in case they are needed
- Have parent contact information for all of your participating students in case of emergencies

Honor Clinic Chairperson and Site Host Roles

Roles: Chairperson, Site Host, Percussion Coordinator for each ensemble (band only), Clinician's Assistant for each group AND the concert, MC for concert, chaperones, directors, monitors.

1. Chairperson: In addition to general requirements listed on the VP page, duties also include:
 - a. Create teacher monitor schedule for rehearsal spaces. It is suggested that teachers rotate on a 2-hour basis and that teacher monitors have their name written on a board in the rehearsal space. Send this schedule out to teachers prior to the festival.
 - b. Place nametags on stands (instrumental) or distribute to students (vocal), prior to the start of the first rehearsal.

2. Site Host:
 - a. Arrange and book adequate rooms and performance spaces for festivals.
 - i. Choir- 3 rehearsal spaces; one for MS and 2 for HS,
 - ii. Band/Orch- 3 rehearsal spaces; one for MS Band, HS Band and Orch.
 - iii. Judges "green," room.
 - iv. Small rooms/spaces for sectionals
 - v. Performance space able to sit at least 500 in the audience.

- b. Obtain Equipment:
 - i. Conductors Podium,
 - ii. Conductors stand,
 - iii. Enough chairs and stands for each student in the rehearsal and performance spaces (choir only needs conductor's stands),
 - iv. Enough Choral risers to fit the number of students in choir as communicated by choral VP
 - v. Acoustic Shells (required for choir, preferable for Orchestra
 - vi. Recently tuned Piano(s) for choir one for each rehearsal and performance space.
 - vii. For Band: Large percussion equipment: 4 Timpani, Concert Bass Drum, Concert Toms, Snare Drum, Xylophone, Marimba, Vibraphone, Chimes, Gong, Piano if needed. *All small percussion, sticks, cymbals and mallets are the responsibility of the student/director assigned the part.
 - c. Food arrangements for students
 - d. Provide snacks and beverages for clinicians
 - e. Band/Orchestra: Create nametags for each students' stand
 - f. Communicate bus drop-off & pick up locations, lunch plans, and maps to campus with all involved directors.
 - g. Prepare folders for all students (Treasurer will order folders from WWBW) that includes schedule of event, letter of acceptance/congratulations, and any other materials necessary (surveys, order forms for CD's or t-shirts).
3. Clinician's Assistant: stays in the room with the clinician. Makes announcements to the group as needed (the VP may also do this) and makes sure the clinician's needs are met.
 4. MC for concert- An adult or the VP of that section (Band, choir, orchestra)
 5. Chaperones- Follow and abide by all school rules. Never leave students unattended. Be sure to check in with teacher periodically.
 6. Directors- never leave students unattended. Always be head chaperone for your group. As long as students are present, a school representative with medical forms/emergency contact information must be present on campus.
 7. Monitors- Take care of the students. Deal with any student issues and serve as a resource when needed. This should be an adult.
 8. BAND ONLY- PERCUSSION COORDINATOR- This person makes sure all the equipment is present before the first rehearsal. (Remember that individual schools are bringing all small percussion instruments.) Get extra equipment as needed. Stay in the rehearsal room for rehearsals and play with students as needed. Run sectionals if the conductor chooses to have them.

Music Performance Assessment Festival General Information

The Music Performance Assessment events feature ensemble performances for 3 judges who will each give a rating using the NMMEA rubric. (See the website for copies at <http://www.nmmea.com/districts/north-central/adjudication-forms/>.) Currently, there are separate festivals for band, choir, and strings. After each performance, one of the three judges will give a brief workshop before ensembles leave the stage to begin the sight reading portion of the assessment. Beginner level ensembles will receive a workshop with the sight reading judge rather than completing sight reading.

1. MPA is held for the purpose of individual and large group assessment, and include no competition between schools, NCNMMEA does not require its MPA participants to meet any academic eligibility requirements.
2. Entries will be accepted online only. The entry form may be found <http://www.nmmea.com/districts/north-central/entry-forms/>
3. Adjudication forms for each judge will be filled out for each group entered by the director. Details can be found in the MPA Checklist below.
4. Students must be enrolled in their school's band, choir or orchestra program providing the class is a part of the curriculum in order to participate in MPAs. If, due to scheduling restrictions, a student is not enrolled in a given class, the director must approve registration of the student.
5. If there is no similar musical group in the school, the student must be sponsored by a certified NMMEA member and must be designated as a sponsor by the chief administrator of the school the student attends.
6. In the case of a homeschooled student, the student must be certified by a

NMMEA sponsor and must be designated in writing as a sponsor by the student's legal guardian.

7. All students must be in good standing with his/her director to be eligible for MPAs.
8. Elementary ensembles can participate in Music Performance Assessment on a space available basis.

Music Selection for Music Performance Assessment

1. Ensembles must perform three selections in order to receive a score. Any ensemble performing less than three selections will receive comments only.
2. Selections should include a march-type number (for band) (appropriate number for other divisions) and two other pieces of comparable difficulty to the classification level of the group performing. As there is no prescribed music list it will be up to the discretion of the judges to evaluate the appropriateness of the selections performed. This can affect both the rating and the comments of the adjudicators. A large multiple movement work can be viewed as two selections. (Example: The thirteen movements of "Carmina Burana" or all of "La Fiesta Mexicana" could be considered as two selections.) The judges will be informed that the director enters the work in that manner. This may affect the rating by judge's decision. All selections must fit in the allotted time period, including entrance and exit time.
3. Music performed should be of good quality and an appropriate challenge to the students.
4. Orchestras are required to perform at least one piece off of any state's PML.
5. Repeats in music may be omitted unless their omission adversely affects the musical form. Judges will be informed. It will be up to the discretion of the judge if the musical form has been adversely affected by the omission of the repeat. The omission may affect the rating by judge's decision.
6. Three-year high school and mid school/junior high groups: two District Festivals must intervene before a music selection can be used again.

7. Four-year high school groups: three District Festivals must intervene before a musical selection can be used again.
8. It shall be the responsibility of each director to comply with these rules.

Music Performance Assessment Process

1. All groups will be scheduled in thirty-minute intervals. Twenty minutes are allotted for each performance and a ten-minute on stage clinic given by one of the three performance judges will immediately follow each performance. The Secretary may change this time interval if necessary for scheduling purposes.
2. Warm-up will be scheduled for the same amount of time as performance. The warm-up will commence early enough to allow a five-minute travel time to the performing area after warm-up.
3. No group is to use the performance area for warm up. However, it is acceptable to play a tuning chord or scale on stage prior to performance.
4. Instrumental directors must provide a seating arrangement chart for the performing area included in the MPA Packet.
5. The host school will provide a set up crew for performing area. Some members of the performing band such as percussion should assist.
6. Set up will commence as soon as the previous group exits the performing area.
7. Teachers must provide adjudicators with original music scores labeled with school name and with numbered measures. No photocopied scores will be allowed without official documentation attached to each score indicating the publisher's permission to photocopy has been granted. Failure to provide legal scores will result in a performance "for comments only" with no rating

being given.

Sight Reading Rules and Process

1. Sight-reading is required. The director may request “for comment only” instead of a rating.
 - a. Exception: Beginning Bands (Class B) will not be expected to sight-read. Instead, they will receive an additional clinic on their stage performance music from the sight-reading judge.
2. Sight-reading music will include five levels of difficulty.
3. Sight reading rubrics are available on the NMMEA website.

Instructions for Sight-Reading (Instrumental)

Beginning ensembles may request a workshop with the judge rather than complete the sight reading portion of the event.

1. Once the ensemble is seated, all music belonging to the group will be placed underneath the chairs.
2. The director will choose the level of music to be sight read. It is expected that groups will sight read one playing level below their performance music. If a groups plays Grade I music for performance, they will play Level I music for sight-reading.
3. The monitors will pass out the music. Once the music is distributed and checked

for the correct part, it is to be placed face down.

4. The judge will give instructions including the time allotted for study. The time limit is ten minutes of instruction for all groups.
5. The timekeeper will give a warning when there are three minutes remaining. The director must request any other warnings, such as two minutes or one minute.
6. Rules during the allotted time:
 - a. The director may sing, clap, or describe the music in any way other than playing on an instrument.
 - b. The director may use any counting system to describe the music.
 - c. The students may sing, clap, or describe the music in any way other than playing on an instrument. Fingering and the audible sounds of fingering including air band will not be considered as playing on an instrument.
 - d. The students may ask questions of the director at any time.
 - e. When the allotted time is up, all activity will cease and the ensemble will be allowed to play a scale or chorale as warm-up.
 - f. The group will sight-read the selection.
 - g. The director may not talk during the performance time. The director may give a countdown to start the sight-reading. If it is a multiple movement work, the director may countdown at the beginning of each movement. Visual signals are allowed.
 - h. If the director must stop the group while sight-reading, then the rating will be one number lower than that which would have been given.
7. After the performance the judge is encouraged to address the ensemble and provide constructive comments. The students are to return the music to the folders, collect their music from under their seats, and exit the sight-reading room.

Instructions for Sight Reading (Choral)

NCNMMEA uses Masterworks Press sight singing method.

Directors may contact the Choral Vice President for examples of differing levels so they may easily choose one the day of your sight singing performance.

Advanced choirs should sing in 4 or 3 parts and beginning choirs may sing in 2 parts.

Procedure:

1. The director has 2 minutes to discuss the piece, including identifying the key, solfeggio syllables or numbers and rhythms without piano.
2. The choir is encouraged to clap the rhythms and also chant on solfeggio.
3. After the initial 2 minutes are up, the choir will then sing the scale and arpeggio with the piano and then sing the excerpt straight through.
4. The director then has 2 more minutes to discuss and refine.
5. The piano may play the starting pitches of each part.
6. When the 2 minutes are up the choir sings the selection again for adjudication without piano.

MPA Rubrics and Score Calculation

1. All rubrics are available at the NMMEA website, under the District 4 webpage. <http://www.nmmea.com/districts/north-central/adjudication-forms/>
2. Using the three performance judges scores, the matrix in the “MPA Awards” section of this handbook will be used to determine the overall final rating. There are no plus or minus signs used in any ratings, including the final ratings. The sight-reading score is not used to determine the final rating.
3. The numerical average of the three performance judges scores will be used to determine eligibility of ensembles for the NMAA state contest. Directors are responsible for checking the NMAA website (www.nmact.org) to determine eligibility for participation in NMAA events.

4. The sight-reading score is separate and not averaged into the overall score, nor is it considered part of the requirements to attend the NMAA Contest.
5. The MPA score is not calculated as part of the NMPED End of Course Exam grade. The written test is 100% of the EOC grade.

MPA Awards

1. Final performance award rating will be determined by the following matrix which indicates all possible scoring combinations. The chart will be used when three adjudicators are judging to determine the final rating. Averages of the rubric's numeric scores will not be used to determine performance awards.

I	II	III	IV	V
I, I, I	I, II, II	I, III, III	I, IV, IV	I, V, V
I, I, II	I, II, III	I, III, IV	I, IV, V	II, V, V
I, I, III	I, II, IV	I, III, V	II, IV, IV	III, V, V
I, I, IV	I, II, V	II, III, III	II, IV, V	IV, V, V
I, I, V	II, II, II	II, III, IV	III, IV, IV	V, V, V
	II, II, III	II, III, V	III, IV, V	
	II, II, IV	III, III, III	IV, IV, IV	

	II, II, V	III, III, IV	IV, IV, V	
		III, III, V		

2. MPA groups will receive a plaque(s) for earning a score “I” or “Superior” in Concert and/or a Sight-reading. Sight Reading plaques will be awarded for ensembles scoring a 90 or higher (“Superior”) score only.
3. Groups earning a concert performance score “II” or “Excellent” will receive a certificate.
4. All final results, ratings, and awards are to be picked up by the director only at the Festival Office after they are verified.

MPA Checklist

BEFORE MPA'S:

- Make sure your musical selections meet the guidelines for performance.
- Learn the sight reading rules and procedures outlined in the handbook.
- Download the judging rubrics from the NMMEA website, hand them out to your students, and review them with them. The more consistently accurate the performance, the better the score.
- Register your students online. Scheduling requests are handled on a first come, first served basis. The earlier you make your request, the more likely the chance that your request can be accommodated. As hard as we try to make everything work, we also make no promises to anyone. Also, you’ll need a PO number to register.
- Pay your registration fees.
- Request buses and complete payment paperwork for them.
- Obtain permission slips and emergency medical information for all of your participating students. Bring this with you to the festival.
- Order 3 extra scores for each of your chosen pieces. Number the measures in all of these scores.
- Print and fill out the appropriate rubrics and seating chart. They can be found on the NMMEA website. PLEASE NOTE: The judging rubrics are two pages!!! Print both!!!
- We are district 4. Please circle this on the forms.
- Band and Orchestra: You’ll need three instrumental judging rubrics, one sight-reading

- rubric, and one seating chart.
- On the seating chart, please mark chairs with O's and stands with X's. Add extra lines into the form as needed. The seating chart can be found on the NMMEA website.
 - Email the seating chart to the site host AT LEAST one week before the event.
 - Choir: You'll need three vocal judging rubrics, and one sight-reading rubric.
 - If your ensemble is performing for "Comments Only", please write "CO" in the final score box on all judging sheets.
 - Make the judges packets. You will need 3 large, manila envelopes, clearly marked with your ensemble name at the top along with either Judge 1, Judge 2, or Judge 3.
 - In each envelope place an original score (with all measures numbered) and a completed judging rubric. Photocopied scores are not acceptable unless written permission from the publisher is attached to each. An ensemble using illegally copied scores without permission will not receive scores from the judges.
 - Attach a completed sight-reading rubric to your envelopes. The sight-reading judge doesn't need a packet- only the rubric.
 - Label EVERY piece of equipment that you plan to bring, as well as every sheet of music and every score. It's tedious but it means that you'll probably get everything back if it's left behind.
 - Check and double check the list of instruments provided by the site host. Please don't assume that all of your instrumental needs will be provided. If you have any questions, contact the host. Basically, if you play it, and it can be transported on a bus, you bring it.
 - Check with your business office that they have paid, or are in the process of paying, your entrance fees. NCNMMEA rules state that if you haven't paid by the date of the festival, your students cannot perform. Be sure to contact your business office and double check that they have processed payments!
 - Notify your students that there is no place to change before the concert. They need to ride the bus in their concert attire.
 - Communicate lunch plans to your students. Site Hosts are under no obligation to provide lunch to students at MPAs. If the Site Host chooses to sell lunches to the students during the event, he/she should email any pertinent lunch information to directors well in advance of the festival. Whether the host provides lunch for purchase or you take your ensemble out to eat, the students need to know. I've also told students to pack a lunch on days I know the schedule will be tight. You don't want hungry, grumpy, light-headed kids on stage. Plan accordingly.
 - Please review concert etiquette with your students. The performers on stage deserve to have a quiet, respectful environment in which to play/sing.

ON MPA DAY:

- Bring permission slips and Emergency Medical forms for all of your kiddos.
- Bring extra copies of your music, as well as reeds and oils for that kid that forgot his! One year I had a student forget his saxophone mouthpiece! I had to borrow one and was asked by the site host to trade something in exchange to make sure he got his

equipment back. This was only fair. Be prepared to barter if you find yourself in the unexpected position of having to borrow equipment.

- ❑ DIRECTOR'S ONLY check in at the registration table. Don't bring your kids!
- ❑ Bring those envelopes you prepared for the judges, along with the completed sight-reading form and the completed seating chart (band and orchestra only.)
- ❑ There is no storage space for cases for band students. Leave cases on the bus. Note: orchestra students will be provided case storage at the location of the festival.
- ❑ Have students lined up, ready to go into the warm up room 5 minutes before your scheduled time. The guides have been informed to strictly adhere to the schedule. If you show up late to warm up, you don't get extra time. So be there a few minutes early.
- ❑ PLEASE, keep kids quiet in the hallways and outside of performance spaces (warm up, stage, and sight reading). You could tell them that talking in the hallways could get the whole group disqualified. It won't, but they don't know that.
- ❑ You will have 20 minutes to warm up. You will receive a five-minute warning from a guide at the 15-minute mark. You may request an additional time warning at the 10-minute mark. BAND- At the five-minute time reminder, your ensemble guide will take your percussion students to the performance space to set up. The guide will return to get you and escort you to the stage at the conclusion of your warm up.
- ❑ During the performance it is acceptable between songs to turn and wait for the judge to signal you to continue in your program.
- ❑ Immediately following your performance you will have a clinic with a judge. After this, the guide will lead you to the sight-reading room.
- ❑ You can pick up packets at the registration table after you perform. Please remember that the judges and the runners need time to gather the sheets, print certificates, get plaques, etc. They will never interrupt a performance to do this, so several ensembles may perform before sheets are collected. Please be patient! If you need to leave immediately after your performance, please let the registration desk know. (We would appreciate it if you make an arrangement with a colleague to pick up your envelopes for you and let the Chairperson know when you check in.)
- ❑ This is an assessment- not a contest. No academic eligibility is required for your students. For the same reason, scores for participating ensembles will not be published either at the event or later via email.
- ❑ Please remember classes are in session at the host sites. Be respectful of the spaces inside and outside of the school.
- ❑ Again, if you choose to stay and listen to other ensembles, please review concert etiquette with your students prior to entering the performance space.
- ❑ Never, ever leave your students unattended anywhere on campus.

AFTER MPA DAY:

- ❑ If your ensemble qualifies to participate in the NMAA State Band/Choir Contest and you choose to participate, you'll need to check academic eligibility for all of your students. NMAA requires each student to have a minimum GPA of 2.0 and no more than

one failing grade on the most recent report card. They also require that you and your principal sign a paper verifying this for every student. If attending that contest is one of your goals, it might not hurt to check academic eligibility way in advance of MPAs.

- Note, since the Music Performance Assessment (hence the name) is not a contest, it is an academic assessment of performance, NCNMMEA does not demand academic eligibility requirements for the MPA event.

Site Hosts Guidelines

SITE HOST DUTIES

Preparation:

- Two weeks before the event, email directions to campus to participating schools
- Email lunch arrangements to directors of participating schools.
- Review each of the volunteer roles needed, assemble your team, and hand out the job duties listed to each person. Reviewing and setting clear expectations will go a long way towards hosting a successful event.

Day of the event:

- One table for each judge (3 total), spread out across the performance space
- One Registration/Check in table
- Coffee, water and snacks for judges.

Rooms needed:

- Warm-up,
- Performance,
- Sight Reading,
- Hospitality,
- Office/space for printing certificates,
- Storage space for Orchestral cases (Orchestra MPA only)

Volunteers needed: (see duties on subsequent pages)

- Ensemble Guides (at least four to maintain rotation- assign shifts and make sure the whole event is covered.)
- Judge Runners
- Stage Crew
- Stage Announcer
- Time Keeper

- Door Monitor for performance space
- Assistant/Monitor in Sight Reading Room
- Data Input Person/CD burner/Recorder “eraser” - must have access to laptop
- House recorder/sound tech (optional but highly recommended)

Equipment:

- Chairs and Stands (Band, Orchestra), and Choral Risers
- Find out size of largest performing group from the section VP and provide this number of risers, chairs and stands in warm-up, performance and sight reading rooms. Provide a shell for the performance space if one is available.
- Large Percussion Equipment (BAND MPAs ONLY)– please ensure good working condition and intonation prior to festival.
 - Performance *and* Sight Reading to be provided: Bass Drum, Timpani (4), Chimes, 1 Mallet Instrument – Marimba, Xylophone, or bells. (All sticks/mallets and any other instruments should be provided by performers unless requests are made to the chairperson and/or site host in advance.)
 - Conductor podium and music stands are needed for performance and sight-reading rooms.

Hospitality:

- Provide a space for adjudicators with refreshments.
 - Lunch: NCNMMEA will provide a decent meal for adjudicators, Site host(s) and NC Officers that are working the festival. Coordinate with Chairperson and Treasurer.

MPA Chairperson Duties

As Chairperson, all major decisions fall to you, including changes in the schedule and dealing with unforeseen circumstances. Chairperson is recognized and authorized by NCNMMEA as the final decision authority.

As Ensembles arrive:

1. Check-in Procedure:
 - a. Director should provide: (for each performing ensemble)
 - i. 3 ORIGINAL and NUMBERED scores for Judges

- ii. in separate envelopes, in performance order
 - iii. Any copied scores must have written permission from the publisher attached to them. If they do not, the ensemble will perform for “comments only.”
 - iv. 3 COMPLETED judging rubrics with school and program info
 - v. 1 COMPLETED Sight reading Adjudication form
 - vi. 1 COMPLETED (and legible) seating chart (Instrumental Only)
2. Check with director for any changes to program
 3. Assign a Guide to the ensemble
 4. Mark them as present on a copy of the schedule

Throughout the day:

1. Provide judges with extra pens and pencils
2. Check in with guides and runners that judges are not in need of anything.
3. Collect and record ratings.
 - a. Chairperson will receive a spreadsheet from district President, showing columns for each judge. Enter scores NUMERICALLY (not Roman Numerals) and be consistent with keeping each judge’s score in the same column. At the end of the event, upload this data to the NCNMMEA google drive, through the VP of Membership’s account. Be advised that scores are not public, and should not be shared with other directors.
 - b. Every subscore for each category, for each judge, must be recorded along with the final score.
 - c. The final score is determined by averaging the overall concert performance judges scores from each adjudication sheet. The sight reading score is not factored into the overall score.

- d. The final score determines which award (plaque or certificate) an ensemble will receive, if any.
 - e. Scores are no longer posted publicly or emailed to the membership. Please keep score sheets confidential.
4. Distribute Awards/Return Scores
- a. If an ensemble receives an average score of I from the performance judges they get a large plaque. Composite scores do NOT include sight reading scores.
 - b. If an ensemble receives an average score of II they earn a certificate. Please double check spelling before printing.
 - c. Any ensemble scoring a 90-100 in sight reading gets a small plaque.
5. AFTER recording the ratings, return all judging sheets, scores, awards and CD's (comments and performance) to the Director. DO NOT return partial packets! Make sure everything is included before letting a director leave.

Ensemble Guide Duties

Your job is to keep the event running ON TIME!

Please stick EXACTLY to the printed schedule, even if: - an ensemble arrives late, forgets something and needs to retrieve it during their warm up, needs to return to a bus, etc. If you encounter an issue and a director refuses to comply, please notify the festival Chairperson immediately.

Please have ensembles lined up near the warm-up room 5 minutes before their posted time. Keep talking to a minimum so as not to disrupt the group in the warm up space.

NO ONE can play any instrument or vocally be warming up until their exact warm up time (no starting early!)

Warm up is 20 minutes long. Band MPAs- Retrieve percussionists 5 minutes before warm-up time ends and take them to the performance space to prepare for their performance and position equipment.

Give timing warnings to the director so they know when warm-up ends. A five minute notice (15 minutes into warm up and when you take the percussionists) is mandatory. Directors may also request a ten minute warning.

After bringing percussionists to the stage area, return to get the remaining ensemble members after they complete their last five minutes and escort them to the performance space.

Be persistent but polite about running on the correct timeline.

Any scheduling changes due to serious tardiness must be done by the Festival Chairperson, not the directors, sites hosts or judges.

Stay with your ensemble until you escort them into the sight-reading room.

When they are sight-reading you may report to the chairperson to be assigned another ensemble.

Runner Duties

Your job is to make sure the Judges stay happy! J Please offer them refreshments, refills on coffee, etc.

Keep an eye on the hospitality room to see if ice, fresh coffee or anything else is needed. Notify the site host if an item needs replenishing.

In between every two or three performances, do the following:

- Give each judge their envelope for the upcoming performance(s)
- Keep envelopes in the order they are handed to you

- Make sure the judge has a program
- Check to see if the judges need sharpened pencils. If so, take care of it. There should be extras at the check in desk.
- Make sure the judge has digital recorders (these are in the envelopes you bring them- you can feel them through the envelopes)
- Retrieve any completed judges sheets and keep them with the original envelopes.
- Check on the sight reading judge as well
 - o Retrieve completed sheets, offer refreshments etc.
 - o The sight reading judge does not have recorders.

Do not rush judges if they are finishing comments. Provide any necessary assistance with the recording devices.

Don't deliver more than two sets of upcoming performance folders so the judges aren't overwhelmed with extra envelopes to keep in order.

Always ask if judges are finished with sheets, don't just take anything.

Be sure to give the on-stage clinician time to complete their sheets.

Alert the Chairperson of any special requests the judges make.

Stage Crew Duties

In the morning make sure the performance space and the Sight Reading rooms are in respectable condition (no clutter/trash/backpacks etc.)

Make sure there are enough chairs and stands (instrumental) or risers (vocal) in both the Performance Space and Sight Reading Room to accommodate the largest group of the day.

- Check with Festival Chairperson and/or Site Host for this number.
- Note: The sight reading room is only set up once at the beginning of the day. Smaller ensembles will simply sit towards the center of the large setup.

Have chairs/stands and percussion equipment neatly organized and ready for easy access.

Periodically retrieve seating charts from registration desk, act professionally and listen quietly and respectfully to all performances.

Set up the performance area for each ensemble according to the seating charts.

Prior to the first ensemble of the day, set up the Sight Reading room for the LARGEST group. The Site Host should have this number. This will only be done once at the start of each day.

Stage Announcer/Time Keeper Duties

It is recommended that the stage announcer also be the stage time keeper. Both positions are described on this page.

Stage Announcer

1. This person must seek out the director once he/she has entered the performance area to verify pronunciation of director's name, ensemble's name, song titles, and composers.
2. Follow this script: "Welcome to the (year) New Mexico Music Educators Music Performance Assessment Festival. The next ensemble to perform is the (name of ensemble) under the direction of (director's name). Today they will be performing (Title of Song 1) by (composer's name), (Title of Song 2) by (composer's name), and (Title of Song 3) by (composer's name). Please welcome the (name of ensemble) to the stage.

Time Keeper

1. Create and hold up signs for the judge/clinician to see how much time is left in each clinic. Signs should be held up until there is a visual confirmation from the judge. Suggested times include 5 minutes, 1 minute, and "Time's Up".

2. Time for each ensemble starts from the “first person on the stage” - not including percussion and concludes at the end of the clinic. The allotted time for each ensemble is 25 minutes. This includes setup, performance, clinic, and departure time. Time warnings should be given so that the ensemble has enough time to exit the stage area and proceed to sight reading so that the next ensemble can begin on time.

Door Monitor for Performance Space

1. This person stands outside of the performance space and allows people to enter the performance area in between songs and at the end of a performance. They should not ever allow anyone into the theater during a performance, no matter how much the audience gets upset.

Sight Reading Room Assistant Duties

Hand out music under the direction of the sight reading judge.

Collect music under the direction of the sight reading judge.

Get the judge anything he/she needs- water, snacks, pencils, blank forms, etc.

The stage crew should set up the room for the largest ensemble of the day prior to the first group’s performance. If this is altered at any point during the day, reset it as needed.

Do not let groups take chairs or stands out. That will become a problem with the largest group arrives.

Make sure all percussion equipment for all songs is available and laid out.

Bring completed score sheets to the Chairperson as the judge finishes with them. Do

not ever take anything from the judges table without first asking if the judge is finished.

During the sight-reading performance, give the judge time warnings to include five minutes, one minute, and time's up. Continue to keep the time warning up until you receive some confirmation from the judge that he/she has seen it. Each group gets 25 minutes of performance time. It's very, very important that the time does not run over and the judge sticks to the schedule.

Data Recorder Person

Before the day starts, make sure fresh batteries are in each recorder. (Available from Chairperson.) Make sure all files have been erased from all recorders.

After each ensemble's performance, download files to a computer (cables should be provided with recorders). You will do two things with these files; upload the digital recordings for the ensembles' director and save a copy of all recordings in a backup file on the computer.

1. Label backup file as follows:
 - a) Label the backup file with name and year of the festival.
 - b) Within that folder, create individual folders for each ensemble. Label those folders by school and ensemble name.
 - c) Within the school folder, place all three judges' comments files.
2. Create a file in Google Drive for each participating ensemble. Label each school's files with the school initials and ensemble name (some schools will enter more than one ensemble) and the words "judges comments". Using the director's email address, share the Google drive file with them.

Erase comments from the recorders and give to chairperson to be used again.

Replace batteries in recorders as needed.

After the final ensemble's performance, return recorders to Chairperson,

NCNMMEA Handbook Revision Dates

Drafted 8/10/2001
Revised 8/17/2002
Revised 5/08/2004
Revised 8/06/2005
Revised 8/06/2006
Revised 9/15/2009
Revised 11/15/2012
Revised 11/21/2013
Revised 6/25/2015
Revised 9/30/2015
Revised 1/30/2017
Revised 5/15/2017
Revised 7/26/2017
Revised 12/10/2017

Appendix I: Clinician/Adjudicator Contracts

New Mexico Music Educators Association North Central District Solofest Contract and Agreement

This Contract and Agreement is made between the North Central New Mexico Music Educators Association (NCNMMEA) and Adjudicator (name)_____ to judge the District 4 Solofest Festival on (date)_____ at (location including school name, city, and state)_____.

The North Central New Mexico Music Educators Association and the adjudicator agree as follows:

1. The adjudicator shall judge the Solofest entries as assigned in accordance with the NCNMMEA Handbook and instructions provided by the festival chair.
2. The clinician shall be paid a fee of \$200.00 per day plus up to \$30.00 for meals (excluding alcohol and travel meals) with receipts. If lunch is provided the clinician shall be reimbursed up to \$22.00 per day with receipts. Mileage reimbursement will be paid at the rate determined by the approved mileage formula of the district.
3. Lodging, if applicable, will be arranged and paid directly by the NCNMMEA.
4. Both NCNMMEA and the adjudicator agree to save harmless the other party in case of a catastrophic situation which causes NCNMMEA to cancel the festival.
5. Both NCNMMEA and the adjudicator agree to save harmless the other party in case the adjudicator is unable to serve because of illness or accident.

Signature of Adjudicator

Date

Guest Adjudicator Name (Please Print)

Social Security Number

Home Mailing Address

City State Zip

Phone Number

NCNMMEA Vice-President Contact Information:

This contract and agreement is to be signed and a copy returned by (date)_____ to:

(Name of current VP_____)

(Street Address of VP_____)

(City, State, Zip Code of VP_____)

(Email address of VP_____)

Gas Price Range	Reimbursement
\$2.01-2.50	\$0.38
\$2.51-3.00	\$0.41
\$3.01-3.50	\$0.44
\$3.51-4.00	\$0.47
\$4.01-4.50	\$0.51

Name_____

Festival Position_____

Starting Location/Address	Ending Location/Address	Miles

Total Miles _____ x Reimbursement Rate _____ = Total Due _____

I hereby sign that the above is correct and true.

Name _____ Signature _____ Date _____

**New Mexico Music Educators Association
North Central District
Solo and Ensemble Contract and Agreement**

This Contract and Agreement is made between the North Central New Mexico Music Educators Association (NCNMMEA) and Adjudicator (name)_____to judge the District 4 Solo & Ensemble Festival on (date)_____ at (location including school name, city, and state)_____.

The North Central New Mexico Music Educators Association and the adjudicator agree as follows:

1. The adjudicator shall judge the Solo & Ensemble entries as assigned in accordance with the NCNMMEA Handbook and instructions provided by the festival chair.
2. The clinician shall be paid a fee of \$200.00 per day plus up to \$30.00 for meals (excluding alcohol and travel meals) with receipts. If lunch is provided the clinician shall be reimbursed up to \$22.00 per day with receipts. Mileage reimbursement will be paid at the rate determined by the approved mileage formula of the district.
3. Lodging, if applicable, will be arranged and paid directly by the NCNMMEA.
4. Both NCNMMEA and the adjudicator agree to save harmless the other party in case of a catastrophic situation which causes NCNMMEA to cancel the festival.
5. Both NCNMMEA and the adjudicator agree to save harmless the other party in case the adjudicator is unable to serve because of illness or accident.

Signature of Adjudicator

Date

Guest Adjudicator Name (Please Print)

Social Security Number

Home Mailing Address

City State

Zip

Phone Number

NCNMMEA Vice-President Contact Information:

This contract and agreement is to be signed and a copy returned by (date) _____ to:

(Name of current VP _____)

(Street Address of VP _____)

(City, State, Zip Code of VP _____)

(Email address of VP _____)

NCNMMEA Mileage Reimbursement

Gas Price Range	Reimbursement
\$2.01-2.50	\$0.38
\$2.51-3.00	\$0.41
\$3.01-3.50	\$0.44
\$3.51-4.00	\$0.47
\$4.01-4.50	\$0.51

Name _____

Festival Position _____

Starting Location/Address	Ending Location/Address	Miles

Total Miles _____ x Reimbursement Rate _____ = Total Due _____

I hereby sign that the above is correct and true.

Name _____ Signature _____ Date _____

**New Mexico Music Educators Association
North Central District
Honor Clinic Contract and Agreement**

This Contract and Agreement is made between the North Central New Mexico Music Educators Association (NCNMMEA) and Guest Clinician (name)_____ to conduct and prepare the North Central District Honor (ensemble)_____ Clinic on (dates_____) at (location including school name, city and state_____).

The North Central New Mexico Music Educators Association and the clinician agree as follows:

1. The guest clinician shall conduct and prepare the group for a concert to be held at the conclusion of the festival.
2. The clinician, in conjunction with the festival chair, shall select a program of music not to exceed 30 minutes in length.
3. The clinician shall be paid a fee of \$250.00 per day plus up to \$30.00 for meals (excluding alcohol and travel meals) with receipts. If lunch is provided the clinician shall be reimbursed up to \$22.00 per day with receipts. Mileage reimbursement will be paid at the rate determined by the approved mileage formula of the district.
4. Lodging, if applicable, will be arranged and paid directly by the NCNMMEA.
5. NCNMMEA shall have the responsibility to select the students for the group and shall set the dates, times, and place of the festival and concert.
6. Both NCNMMEA and the guest clinician agree to save harmless the other party in case of a catastrophic situation which causes NCNMMEA to cancel the festival.
7. Both NCNMMEA and the guest clinician agree to save harmless the other party in case the guest clinician is unable to serve because of illness or accident.

Signature of Guest Clinician

Date

Guest Clinician (Please Print Name)

Social Security Number

Home Mailing Address

Phone _____

NCNMMEA Vice-President Contact Information:

This contract and agreement is to be signed and a copy returned by (date) _____ to:

(Name of current VP _____)

(Street Address of VP _____)

(City, State, Zip Code of VP _____)

(Email address of VP _____)

NCNMMEA Mileage Reimbursement

Gas Price Range	Reimbursement
\$2.01-2.50	\$0.38
\$2.51-3.00	\$0.41
\$3.01-3.50	\$0.44
\$3.51-4.00	\$0.47
\$4.01-4.50	\$0.51

Name _____

Festival Position _____

Starting Location/Address	Ending Location/Address	Miles

Total Miles _____ **x Reimbursement Rate** _____ = **Total Due** _____

I hereby sign that the above is correct and true.

Name _____ Signature _____

**New Mexico Music Educators Association
North Central District
Music Performance Assessment Contract and Agreement**

This Contract and Agreement is made between the North Central New Mexico Music Educators Association (NCNMMEA) and Adjudicator (name) _____ to judge the District 4 Music Performance Assessment on (date) _____ at (location including school name, city, and state) _____.

The North Central New Mexico Music Educators Association and the adjudicator agree as follows:

1. The adjudicator shall judge the Music Performance Assessment entries as assigned in accordance with the NCNMMEA Handbook and instructions provided by the festival chair.
2. The adjudicator shall be paid a fee of \$400.00 (\$200.00 per day of judging) plus up to \$30.00 for meals (excluding alcohol and travel meals) with receipts. Lunch will be provided both days. When lunch is provided, the clinician shall be reimbursed up to \$22.00 per day with receipts. Mileage reimbursement will be paid at the rate determined by the approved mileage formula of the district.
3. Judges will attend a 30 minute meeting prior to the start of the assessment event to receive training on using the MPA rubric.
4. Lodging, if applicable, will be arranged and paid directly by the NCNMMEA.
5. Both NCNMMEA and the adjudicator agree to save harmless the other party in case of a catastrophic situation which causes NCNMMEA to cancel the festival.
6. Both NCNMMEA and the adjudicator agree to save harmless the other party in case the adjudicator is unable to serve because of illness or accident.

Signature of Adjudicator Date

Guest Adjudicator Name (Please Print) Social Security Number

Home Mailing Address

City State Zip

Phone Number

NCNMMEA Vice-President Contact Information:

This contract and agreement is to be signed and a copy returned by (date) _____
to:

(Name of current VP _____)

(Street Address of VP _____)

(City, State, Zip Code of VP _____)

(Email address of VP _____)

NCNMMEA Mileage Reimbursement

Gas Price Range	Reimbursement
\$2.01-2.50	\$0.38
\$2.51-3.00	\$0.41
\$3.01-3.50	\$0.44
\$3.51-4.00	\$0.47
\$4.01-4.50	\$0.51

Name _____

Festival Position _____

Starting Location/Address	Ending Location/Address	Miles

Total Miles _____ x Reimbursement Rate _____ = Total Due _____

I hereby sign that the above is correct and true.

Name _____ Signature _____

**North Central District
New Mexico Music Educators Association
Constitution**

Article I

Name, Purpose, Affiliations, Boundaries

Section I. Name: The name of the organization shall be the North Central District, New Mexico Music Educators Association.

Section II. Purpose: We, the members of this organization, have associated ourselves for the purpose of promoting music and music education. From this association it is hoped that our combined efforts will better serve to help others find the inspiration that we have found in music.

Section III. Affiliations This organization shall function as a district unit of the New Mexico Music Educators Association, and shall receive approval from the New Mexico Activities Association for all dates for musical activities.

Section IV. Boundaries The boundaries of the North Central District shall be the same as

those set up for District IV by the New Mexico Music Educators Association.

Section V. NCMMEA This organization is a non-profit making association.

Article II **Membership**

Section I. Active Membership: Any active teacher of music in a school in the North Central District of New Mexico, private teachers of music, director of musical activities, or anyone having an active interest in the field of music may, upon payment of dues to the National Association for Music Education (NAfME) and the New Mexico Music Educators Association (NMMEA), become a member of this association. All registered members have the right to attend annual meetings.

Section II. Voting Membership: Only current members of NAfME/NMMEA associated with public schools, institutions of higher learning, or retired music educators within the North Central District of New Mexico may vote.

Section III. Dues: Payment of dues to the New Mexico Music Educators Association shall cover all membership dues to the district organization.

Article III **Officers and Government**

Section I. Officers: The officers of this Association shall be: President, Section Vice-Presidents for each content area (Band, Choir, and Orchestra/Mariachi/Guitar), Secretary and a Treasurer will be elected.

Section II. Term of Office: The term of office shall be for two years and shall overlap so that the executive board is never comprised of exclusively new officers.

Section III. Election:

The election of officers for this Association shall be held on even numbered years during its May meeting for the President, Secretary and Treasurer. Nominations shall be made from the floor. Election shall be by majority count of the votes cast at the meeting.

Section Vice Presidents will be decided in section meetings at the August meeting of odd numbered years in section meetings.

Section IV. Eligibility: Any member who has a voting privilege in the Association shall be eligible to hold office.

Section VI. Festival Chairperson

Each festival sponsored by the Association shall have a designated Chairperson. It is recommended that the President appoints an officer who is not performing as a director at the festival. In the event of multiple day festivals, multiple chairpersons may be appointed in order to avoid performance conflicts for officers.

The duties of the Festival Chairperson shall be as indicated in the handbook.

Section VII. Site Hosts

Any NCNMMEA members who teach at a school which is hosting an event will be considered the Sites Hosts.

Duties of the Site Hosts shall be as indicated in the handbook for each festival.

Section VII. Vacant Offices

Any member of the executive board of the NCNMMEA shall have the power to call a meeting of this Association for the purpose of electing officers in the event that the duly elected officers have moved or are otherwise ineligible. An appointed representative should preside at the meeting until such time as a President is elected.

Article IV.

Annual Meetings

Section I. The first annual meeting of the school year for this association shall be held August/September. There will be an interim meeting during November. The last annual meeting shall be held in May.

Article V.

Quorum

Section I. After all members have been notified of a general business meeting a quorum will consist of those members present.

Article VI.

Amendments

Section I. This constitution may be amended by any regular annual August/September meeting of the Association upon approval by a two-thirds majority of the voting members present at the meeting with the approval of the New Mexico Activities Association. Modification of any amendment must be mailed to all voting members three weeks before that amendment is to be presented at the business meeting.

End of Constitution