



Choral Section
Solo and Ensemble Festival Guidelines
Revised Fall 2023

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I. Philosophy of NMMEA VII Festivals

District VII Festivals are held for educational purposes only and all NMMEA District VII schools are encouraged to participate. Since the District is composed of many types of schools representing varying demographics and educational philosophies, the following general points will be followed:

1. Individuals and groups of all ability levels should feel that participation in a district festival is worthwhile.
2. Festivals are not to be competitive; each group is adjudicated on its own merit.
3. Pursuit of musical excellence should be of paramount importance.

II. Eligibility Requirements

1. Participants must be a Choir member at their school, if such a group exists.
2. Participating directors must be a current member of NAfME: National Association for Music Education.
3. Participants must be in grades 6-12 or equivalent levels in alternative education settings.
4. Participants must be approved by the school director or approved sponsor.
5. GPA and attendance requirements do not apply, as Solo and Ensemble Festival is considered a co-curricular activity.

III. Registration and Payment Guidelines

1. It is the responsibility of the District VII Co-Vice Presidents to contact directors at all public, private, and parochial schools regarding registration. A complete list of schools in District VII can be obtained from the District President.
2. It is each director's responsibility to register students by the established deadline, which will be shared at the Fall Section Meeting and on the NMMEA Google Calendar.
3. Registration fees must be sent to the District Secretary/Treasurer before the date of the festival. Any unavoidable delays in payment should be communicated to the District Secretary/Treasurer before the date of the festival. **Failure to pay fees may impact a director's eligibility to register students for future NMMEA District VII events.**
4. All fees should be paid with one check or purchase order made out to NMMEA District VII. No cash will be accepted. Receipts will be issued by the District Secretary/Treasurer.
5. Fees will be established annually at the section meetings and published in section III of this document.
6. No refunds will be made for cancellations of students after registration.

IV. Current Fees (as of Fall 2022)

\$7 per solo

\$5 per ensemble member, capped at \$40 per ensemble

V. Repertoire Requirements

1. Repertoire selections should have educational value and be a difficulty level which appropriately challenges student performers.
 - a. Broadway/Musical Theater repertoire selections are permitted.
 - b. If you are unsure whether your students' repertoire selections are appropriate for the festival, please ask one of the Section Co-Vice Presidents at least one month prior to the festival.
2. Students must have a legal, physical copy of the sheet music with measures numbered to give to the adjudicator. Unauthorized photocopies are not allowed. **Failure to adhere to this guideline will result in a performance for comments only with no rating given.**
3. Solos must be performed with the written accompaniment if one exists for the composition. Recorded accompaniments are permitted. **Failure to provide an accompaniment will result in a performance for comments only with no rating given.**
 - a. Repertoire selections composed to be a cappella are permitted.
 - b. It is the responsibility of each director to provide a method of playing recorded accompaniments for their students, not the site host.

VI. Festival Mechanics

1. Students may participate in any number of entries, at the discretion of their director. It is the responsibility of the director to notify the Section Vice Presidents of any scheduling requests upon registration.
2. Students must perform their repertoire from memory. Students utilizing sheet music will receive comments only on their score sheet.
3. There may be no more than two students to a part for high school ensemble entries.
4. There may be no more than three students to a part for middle school ensemble entries.
5. There may be no more than twelve singers for any ensemble entries.
6. Standard performance time slots are 10 minutes per entry. This includes setup, introductions, performance, and comments. Performances will be stopped if they exceed these time allotments. If a student wishes to perform an extended work, they must register and pay the fees for additional time slots.
 - a. Adjudicators will provide verbal feedback to student(s) with any time left in the ten-minute allotment after the performance.
7. Rating sheets will be released only to the director at the end of the festival. Ratings are not to be shared with the students at the festival site.
8. The school's director may participate as an accompanist.
9. The school's director may conduct only for ensembles in which an instrumental ensemble comprised of more than one musician is accompanying.
10. Directors of participating schools are required to be at the festival during their students' performances. Directors of participating schools are also expected to assist with the running of the festival at the direction of the Section Co-Vice Presidents or site host.
11. All students should be under adult supervision, arranged by their school director, for the duration of the festival. Chaperones should be in accordance with all regulations regarding student supervision within their school district.

VII. Awards

1. Pins will be awarded to all participants who receive a Superior (I) rating at the festival.
2. Certificates will be awarded to all participants who receive a Superior (I) or Excellent (II) rating at the festival.
3. Pins and certificates will be distributed to directors by the Section Co-Vice Presidents at the conclusion of the festival.

VIII. Duties for Participating Directors

1. Register participating students by the established deadline. All scheduling needs and requests must be expressed at the time of registration.
2. Pay registration fees to the District Secretary/Treasurer before the time of the festival. **Failure to pay fees may impact a director's eligibility to register students for future NMMEA District VII events.**
3. Complete the top portion of a "Vocal – Solo" or "Vocal – Small Ensemble" adjudication form for each entry and provide them to the judges at the time of performance. Adjudication forms can be found on the NMMEA website.
4. Provide live or recorded accompaniment, including a method of playing recorded accompaniments, for their student performers.
5. Provide the adjudicator(s) with a legal, printed copy of the sheet music with measures numbered. Unauthorized photocopies are not allowed. **Failure to adhere to this guideline will result in a performance for comments only with no rating given.**
6. Adequately prepare students to perform successfully at the festival.
7. Be at the festival during their students' performances. Assist with the running of the festival at the direction of the Section Co-Vice Presidents or site host.

IX. Duties for Site Host

1. Secure permission from your school administration to host the festival and make any arrangements for custodial services if required by the school administration. Any custodial fees will be paid by District VII as a festival expense. Contact the District Secretary/Treasurer for the procedure for paying custodial fees.
2. Arrange rooms/spaces for the following needs:
 - a. Registration / Festival Headquarters
 - i. Make sure the registration table has copies of each room's performance schedule as well as extra adjudication forms.
 - b. Warm-up
 - c. Performance (consult with the District Co-Vice Presidents to determine the number of rooms needed)
 - i. Make sure there is adequate seating for an audience (preferably near the exit). Make sure there is a desk or table and a comfortable chair for the adjudicator, and ample amount of performers' chairs, stands, etc.
 - d. Hospitality for adjudicators, Co-Vice Presidents, and site host students
3. Arrange student/parent volunteers for the following needs
 - a. Parents – Registration table assistance
 - b. Parents/Students – Runners to relay information and lead performers from registration to warm-up to performance rooms
 - c. Parents/Students – Door monitors to ensure people do not enter performance rooms during a performance

- d. Parents/Students – Timekeepers to ensure adjudicators stick to the schedule, providing a warning one minute before the end of the time allotment and notifying adjudicators when the end of the time allotment has been reached.

Duties for Site Host cont'd.

4. Share any logistical information (parking, site map, available equipment, etc.) with the Co-Vice Presidents to be distributed no less than one month prior to the festival.
5. Purchase refreshments for adjudicators. The Choral Section of District VII allows an expense limit of \$50 per day of festival. Ask the Section Co-Vice Presidents for assistance with this if needed.
6. Provide 4-5 #2 pencils per adjudicator as well as extra adjudication forms. Be sure to save all expense receipts for reimbursement from the secretary/treasurer. Ask the Section Co-Vice Presidents for assistance with this if needed.
7. On the day of the festival, the host should arrive 60-90 minutes before adjudication begins. Put up signs (inside and outside the building) showing where the registration table, the warm-up room, and the performance rooms are located. Consider posting signs that ask people to be quiet in the hallways, and the people only enter the rooms between performances.
8. Make arrangements for a noon meal for the festival directors and any adjudicators working more than half the day. The meal expenses will be reimbursed by District VII. (Expense limit of \$15 per person) Ask the Section Co-Vice Presidents for assistance with this if needed.

X. Duties for Section Co-Vice Presidents

1. Secure a site host and as many adjudicators as are needed to run the festival.
 - a. Ensure all necessary adjudicator agreement forms and tax documents are completed prior to the festival, then sent to the District Secretary/Treasurer.
 - b. NMMEA District VII high school Choir directors should be the first options explored when hiring adjudicators for Middle School Solo and Ensemble.
2. Provide registration deadlines and event dates to all directors within District VII by the Fall Section Meeting.
 - a. Send registration reminders to all directors within District VII prior to the registration deadline.
3. Communicate with the site host prior to the festival to ensure their duties are being met. Determine the exact number of rooms needed, number of pianos, locations of performance sites/rooms, location of warm-up rooms, percussion and other equipment needs, and festival headquarters.
4. Create a schedule for the festival, accommodating any requests and needs expressed by participating directors at registration. Distribute this schedule to all participating directors no less than two weeks prior to the festival.
5. Distribute logistical information sent by the site host to all participating directors no less than two weeks prior to the event. Be sure to include a list of what equipment will be available, directions to the host site, and a map of the school or building where the festival will be held.
6. Work with the District Secretary/Treasurer to ensure that all registration fees are collected.

XI. Duties for Adjudicators

1. Adjudicators must arrive to the festival site no less than 30 minutes prior to their first student in order to confer with the Section Co-Vice Presidents and site host on festival logistics and policies.
2. Adjudicators will not accept unauthorized photocopied scores. If a student fails to provide a score with numbered measures, the student may perform for comments only, but no rating will be given.
3. Students are expected to provide an accompanist when the composition to be performed has a written accompaniment. Recorded accompaniments are allowed, though the performer must provide his/her their own playback device. Failure to provide an accompaniment should result in a performance for comments only with no rating given. Students should not be penalized for performing compositions that have no accompaniment.
4. Adjudicators are not to ask whether a student has had private lessons, with whom a student studies, what grade the student is in, or which performance groups they are a part of.
5. Positive verbal comments from the adjudicator are encouraged, but only within the time limit. Comments should pertain only to the preparation and execution of musical skills, stage presence, and professionalism.
6. Standard performance time slots are 10 minutes. Students are expected to adhere to these limits. An adjudicator may stop a student performance if the performance exceeds the scheduled time but should not penalize the student for not having completed the performance. Students who wish to perform an extended work (over 10 minutes) are expected to pay for additional time slots. Otherwise, students should be allowed to finish performing the piece they have prepared. Please help keep the festival running on schedule by adhering to these time limits.
 - a. Adjudicators will provide verbal feedback to student(s) with any time left in the ten-minute allotment after the performance. **Please ensure you complete any written and verbal comments within the ten-minute time slot.**
7. Students are to be adjudicated on the music they perform and should not be penalized for the music chosen. Comments may be offered regarding the choice of music, but this should not be reflected in the final rating. It is assumed that all students will have received some guidance from their director regarding the choice of music to be performed.

XII. Solo and Ensemble Budget

- A) \$25/hour pay rate for each adjudicator
- B) \$100 honorarium for site host

- C) \$50 for adjudicator/site host coffee, snacks, and beverages
- D) \$15/person for adjudicator, site host, and VP lunches
- E) \$40 for site host students' snacks and beverages
- F) \$60 for site host students' lunch
- G) \$30 for office supplies and materials
- H) \$50 for janitorial services
- I) \$3 per student for awards, to be purchased with profits in bulk and used for multiple years