



CHORAL SECTION

Honor Choir Festival Guidelines

Revised Fall 2022

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I. Philosophy of NMMEA VII Honor Choir

District VII Honor Choir is 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. Honor Choir should be an enriching experience for participating students and their directors which they may not get at their home schools.
2. Students selected for Honor Choir should be committed to contributing positively to a choral setting through preparation, participation, and positivity.
3. Pursuit of musical excellence should be of paramount importance.

II. Eligibility Requirements

1. Participating students 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 6-8 (middle school), 9-12 (high school), or equivalent levels in alternative education settings.
4. Participants must be approved by the school director or approved sponsor. They should be reliable students who have indicated, through audition or experience, their ability to contribute positively to a high caliber choral ensemble.

5. GPA and attendance requirements do not apply, as Honor Choir is considered a co-curricular activity.

III. Registration Information

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. Each director is responsible for selecting students (through audition or any criteria they see fit) who will contribute positively to the Honor Choir festival.
3. It is each director's responsibility to register students via the state NMMEA website to the Choral Vice President by 8 p.m. of the registration deadline published in the NMMEA District VII's annual event calendar. Honor Choir Commitment forms must be collected from every participating student by the established deadline.
4. Each participating **high school** will send a balanced octet of two sopranos, two altos, two tenors, and 2 basses. If music featuring *divisi* is programmed, each director will be responsible for assigning the *divisi* in their octet.
 - a. Any **high school** director who does not have a complete, balanced octet will need to contact the Section Co-Vice Presidents so the missing slots can be filled. This should be done by the registration deadline.
5. Each participating **middle school** will send two sopranos, two altos, and two baritones. If music featuring *divisi* is programmed, each director will be responsible for assigning the *divisi* amongst their students.
 - a. Any **middle school** director who does not have 2 of each voice part will need to contact the Section Co-Vice Presidents so the missing slots can be filled. This should be done by the registration deadline.
6. Any student who drops out of Honor Choir after the registration deadline should be replaced by the director if a viable candidate from the same school is available.
 - a. The Section Co-Vice Presidents should be notified of personnel changes immediately.
 - b. If a viable candidate is not available, the Section Co-Vice Presidents should be informed immediately so the missing slots can be filled.

IV. Payment Guidelines

1. Registration fees (**\$30 per student**) must be sent 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.**
 - a. Registration fee includes repertoire and pin for each participant.
2. 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.
3. No refunds will be made for cancellations of students after registration.

V. Event Guidelines

1. Concert Length: A concert program consisting of no more than four pieces for the **high school** ensemble and four pieces for the **middle school** ensemble.
2. The repertoire will be chosen for each ensemble by the clinician and shared with the Choral Section prior to the Fall Section Meeting. Chosen repertoire will be voted on for approval by a committee selected by the Section Co-Vice Presidents.
3. **High school** ensemble repertoire:
 - A. Secular and sacred music is acceptable
 - B. Any language is acceptable, but the adjudicator should take care that the repertoire can be successfully learned in the time required.
 - a. Programming of repertoire which honors the cultures of students in New Mexico is encouraged but not required.
 - C. One SSAATTBB selection is allowable.
 - D. One double choir selection is allowable.
 - E. The repertoire should represent a variety of literature.
4. **Middle school** ensemble repertoire:
 - A. Three-part and SAB selections
 - a. Occasional divisi is acceptable
 - B. Secular and sacred music is acceptable
 - C. Any language is acceptable, but the adjudicator should take care that the repertoire can be successfully learned in the time required.
 - a. Programming of repertoire which honors the cultures of students in New Mexico is encouraged but not required.
 - D. The repertoire should represent a variety of literature.
5. Memorization of music is encouraged, but not required.
6. Each participating student will earn a pin. The pin will be provided to the directors and distributed at the Honor Choir Festival.
7. **To defray expenses of the honor choir concert, a \$5 ticket price per person will be charged to attend the honor choir concert.**

VI. Event Schedule

FRIDAY	SATURDAY
<u>8:30am-9:00am</u> Check-in, welcome, and introductions	<u>8:30am-9:00am</u> Check-in and welcome
<u>9:00am-12:00pm</u> Rehearsal with a ten-minute break	<u>9:00am-12:00pm</u> Rehearsal with a ten-minute break
<u>12:00pm-1:15pm</u> Lunch break	<u>12:00pm-1:15pm</u> Lunch break
<u>1:15pm-2:30pm</u> Rehearsal	<u>1:15pm-4:00pm</u> Final rehearsal with a ten-minute break
<u>2:30pm-3:30pm</u> Sectionals	<u>4:00pm-4:30pm</u> Getting into performance attire for concert
<u>3:30pm-4:00pm</u> Concert Run	<u>4:30pm</u> Concert

VII. Participating Director Responsibilities

1. Register students and collect/file Honor Choir Commitment forms from every participating student by the established deadline, which will be shared at the Fall Section Meeting and on the NMMEA Google Calendar.
2. Ensure that each of your students has access to practice tracks when they become available.
3. Ensure that each of your students brings a pencil, black folder, and bottle of water to every rehearsal.
4. Attend both days of the event from start to finish and ensure their students are supervised during all breaks.
5. Submit any suggestions for future clinicians at the Spring Section Meeting.

VIII. Student Responsibilities

1. Singers will wear their school's concert attire for the performance, as dictated by their choral director.
2. Participating students must complete and abide by the NMMEA District VII Honor Choir Commitment Form.
3. Memorization of music is encouraged, but not required. Students MUST bring their music to all rehearsals and concerts.

IX. Duties for Section Co-Vice Presidents

1. Contract clinicians and accompanists for each ensemble with adequate time for repertoire to be selected by July 31st preceding the school year of the festival.
 - a. Ensure all necessary agreement forms and tax documents are completed prior to the festival, then sent to the District Secretary/Treasurer.
2. Aid the clinician in picking an appropriate program if requested.
3. Send student registration and fee reminders to directors two weeks prior to the stated deadline on the District VII Calendar of Events. Remember to include private and parochial school.
4. Work with the District Secretary/Treasurer to ensure that all registration fees are collected.
5. Purchase sheet music for participating students, clinicians, and accompanists. Sheet music should be distributed before December 1st.
6. Ensure the host school or site has enough rooms for rehearsal and sectionals with chairs, stands, and other equipment necessary to host the festival.
7. Distribute finalized festival information to participating schools:
 - a. Schedule and locations of rehearsals, solo auditions, and performance
 - b. Directions to the site and a map of the areas which will be utilized
 - c. Phone number available to directors in case of emergency
 - d. Concert admission charge
8. Create a student seating/standing chart for rehearsal and performance.
 - a. Work with the clinicians to create a plan for entering and exiting the stage.
9. Type up the final program and have it duplicated for the performance.
10. Be a good host for the clinician by making arrangements for lunches, dinners, etc. If he/she is from out of town, make hotel arrangements and arrange for transportation to and from the hotel. District VII will reimburse meal costs at \$40 per day for the clinician and accompanist. Lunch will be provided for the Vice President(s) and site host.
11. Before the final concert, make arrangements with the secretary/treasurer to have honorarium checks ready for presentation after the final concert.

X. Duties for Site Host

1. Check with the Section Co-Vice Presidents regarding the equipment needed for the honor group rehearsals and the number of additional rooms needed for auditions or section rehearsals.
2. Be at the school/location early to open the rehearsal area for students and parents. If possible, have an area where parents may wait if they choose to stay during the rehearsal.
3. Assist the Section Co-Vice Presidents in running the festival.

XI. Duties for Clinician and Accompanist

1. The clinician must provide the repertoire to NMMEA District VII by July 31st preceding the school year of the festival.
 - a. Care should be taken to select repertoire which can be successfully performed within the time constraints of the event.
2. The clinician and accompanist must be present to lead both days of the event, and adequately prepared to lead their ensemble to a successful performance.

XII. Budget

- A. \$400 honorarium for each Clinician
- B. Two nights' hotel accommodations and \$40 per diem will be provided for out-of-town clinicians.
- C. \$400 honorarium for each Accompanist
- D. \$700 maximum for facility rental
- E. \$100 maximum for piano tuning
- F. \$100 maximum for janitorial services
- G. \$100 maximum for moving of choral risers
- H. Day of Festival Lunch for Clinician, Accompanist, Choral Vice President(s), and Site Host not to exceed \$15 per person
- I. \$20 per day for adults' snacks and beverages
- J. \$100 per song for procurement/creation of practice tracks
- K. \$150 for Recording Tech to make an archive copy of concert
- L. TBD: Instrumentalists other than keyboard as scored in the selected repertoire
- M. Site host for honor choir will receive a \$100 honorarium.

***Note:** Concert proceeds will be used to help cover expenses including clinician's travel expenses, programs, and venue costs such as rental fees and janitorial services. Unused funds will be carried over to the next year.*