



New Mexico Music Educators

Southwest District 1 Handbook

Updated August 2025

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I. District Eligibility/Classification

- Directors must be active members of NAFME and The New Mexico Music Educators Association in order to vote, hold office, or participate in district festivals.
- Those wishing to attend our festival from out of state must be a member of their state music organization.
- In order for a student to be able to participate in a SW-NMMEA Sponsored Festival the Director must follow eligibility rules and guidelines set by their School District.
- As per State Regulations, students who are not enrolled in a school program where a program is available may not participate in festivals or all-state tryouts. However, should no program exist in a school, private or public, a student should contact the nearest director dealing with the desired medium for sponsorship into the festivals.

Infraction of rules

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

Classifications

- Classifications are determined by your school's NMAA basketball classification.

II. Officers and Their Responsibilities

- **Officer Positions**
President, Secretary, Treasurer, Vice Presidents for Band, Choir, Orchestra, and General Music
- **Term Information**
Each officer should serve no more than two consecutive terms. In the event an officer takes office mid-term they will serve until the next regularly scheduled election. Election process includes nomination, second, acceptance of nomination and voting. If multiple nominations are made, discussion and voting takes place while nominees wait in another area.

- **Officer Communication, Documentation, and Transition**
 - All officers are to use the state provided email address to conduct district business, and check it on a regular basis.
 - Documents created for district use should be saved to the Google Drive associated with the email address. This allows for a smooth transition to the next VP.
 - Assist future VP's with understanding the email, documents and responsibilities of the position.
 - Officers can serve as signers on checks and contracts once cleared by the bank.

- **Elections**

Each NMMEA district will nominate and elect one individual from the current membership to serve as a member of the NMAA State Concert Band and Choral Advisory Councils. This position will be elected every two years and serve that term in full. The elected member must be either a current High School or Middle School band or choral director. If that elected individual can no longer serve in this capacity, the President of the District will ask a member to fill that position. The elected member can also only serve two consecutive terms, and will be elected in the year the district president is elected.

President Responsibilities

- Attend NMMEA State meetings or appoint a VP for representation
- Plan and oversee district meetings
- Relay State information to district and relay district information to state
- Update District Calendar, present at fall meeting and relay to state
 - Find corresponding dates
 - Communicate with performance venues (NMSU, OMHS PAC, and local schools)
 - Complete facility use forms for events and communicate
- Assist festival/site hosts when possible, set a time to be on hand to sign checks
- Report MPA scores to state within 24 hrs of contest completion
- Close website registrations with state and email copy of entrees to VP and treasurer
- Maintain adequate supply of awards
- President will lead nominations for NMMEA State awards at spring meeting
- Serve as a member of the NMMEA Board of Directors
- Provide all requested information in a timely manner to the Executive Director

Secretary Responsibilities

- Record minutes of all district meetings, send to president for state reports
- Present written record of past meetings at subsequent meetings and send to president so they can be posted online
- Perform needed written correspondence
- Update Handbook, send to President for placement on the website
- Update Membership lists and Contact information, provide a sign-in sheet at meetings

Treasurer Responsibilities

- Collect and deposit fees for all district events
- Present an accurate accounting of district finances at district meetings
- Provide payment for district activities
- Provide a budget for each district event
- Assist in booking hotels for out of town judges
- Maintain an up-to-date bank account, including (but not limited to) signature card, supply of checks, and all bank correspondence
- Provide tax information to state when requested
- The Treasurer will receive a stipend for \$1000 per year to be distributed in June
- Collect W-9's from all vendors and provide NMMEA Executive Director
- Collect contracts from all vendors
- Provide NMMEA executive director with amounts paid to all vendors

Vice Presidents (VP) - General Responsibilities

Run District Section Meetings:

- General membership report:
 - Acknowledgments, kudos, items to be celebrated
 - Solutions for improvement of district events or policies
 - Festival information: dates, times, locations, personnel, results, considerations
- Fall Meeting:
 - Vote on MPA Judges
 - Add Solo and Ens. Judges' names to the list
 - Talk about upcoming events; marching festival, choir solo/ensemble, etc.
- Spring Meeting:
 - Review events in order
 - Confirm new dates for events
 - Discuss changes and keepers for the event

Hiring Judges:

- Create and/or maintain a voting/selection system for selecting judges at the fall meeting
- Keep record of past judges
- Contact prospective judges immediately following their selection after the fall meeting
- Announce confirmed judges by email and send them a contract
- Provide information to judges about:
 - Judging expectations, and how to use the judging sheets
 - Location, site host, dates/times, schedule
 - Contract including mileage, honorarium, lodging, mileage
- Confirm judging assignment 1 month prior to event

III. Fees, Expectations, and Honorariums

Fees

- Music Performance Assessment
 - 1st group: \$225.00
 - 2nd group: \$200.00
 - 3rd group and any additional: \$175.00

- Solo and Ensemble
 - Solo: \$8.00 per student per time slot
 - Ensemble: \$8.00 per student \$80.00 maximum

- Marching Band Music Performance Assessment
 - \$225.00 per band

Expectations

- Once you enter your students/groups in an event, you are obligated to pay for that number entered. Judges are hired based on entries, not entries minus cancellations
- Payment and or P.O. is to be emailed to the treasurer one prior to the event or hand delivered the day of the event.
- If the Treasurer receives the purchase order or fee after the date of the festival, a \$100 late fee will be assessed and must be paid before that school program can participate in the next festival
- Registration is considered “late” if the P.O. date is after the event, or if a check is issued after the event without a P.O. for entry fees
- Each individual NMMEA member shall consider it their professional responsibility to make sure their school’s participation fees in every NMMEA District event are paid in full by the end of the semester in which the event took place.
- In the event that a school's participation fees are not paid for any given District event by the end of the academic school year, that school will not be allowed to participate in the next year’s District events until past due payments are rectified.

Cancellation Policy

- A registered entry into a SW-NMMEA event may be canceled up to two weeks prior to the event without penalty, as long as the registered director/sponsor communicates with both the section vice-president and treasurer before the two-week deadline. Extenuating circumstances will be taken into consideration but will ultimately be left up to the district president concerning reimbursement.

Honorariums

- Marching Band MPA Judges
 - \$185 for the event
 - A small dinner will be provided
 - Mileage .40 cents per mile
- Concert MPA Judges
 - \$250/ day
 - Lunch will be provided and dinner if groups are performing into the evening
 - Lodging and mileage will also be taken care of by SW NMMEA
 - Mileage .40 cents per mile
- Solo and Ensemble Judges
 - \$30/per hour (begin @judges meeting through the last student judged)
 - Lunch and snacks will be provided.
 - Mileage .40 cents per mile

IV. Concert Music Performance Assessment (MPA)

For the Director

- Registration:
 - <https://www.nmmea.com/districts/southwest/entry-forms/>
 - Registration is November 1
 - Communicate special scheduling requests on the form; such as placing your bands on different days or on the same day, if you assist another director, and travel considerations
- Bus Request:
 - Once the schedule has been sent out, directors should secure buses with their fine arts directors/transportation department.
- Program Submissions:
 - Final program information should be emailed to the chairperson 1 month prior to the event.
 - sw-vpband@nmmea.com, sw-vpchoir@nmmea.com, sw-vporchestra@nmmea.com

- Day of MPA

Before the Festival and Arrival	Warm-up	Perform	Sight-read	Check Out
<p>Arrive with plenty of time to check in before going into warmup.</p> <p>Have three sets of blank, numbered, original scores E-print scores must be accompanied by receipt for all 3 scores purchased</p> <p>Directors with scores that break copyright will have their ensembles judged for comments only and not scored.</p> <p><i>Repeat offenses will be left up to the discretion of the district president.</i></p>	<p>A worker will greet you in the holding area and have you line up for warm up 5 mins prior to scheduled start time</p> <p>Warm up monitor will give you timing reminders While scheduled in 30 min slots, warm up is 25 mins to allow for transition to stage</p> <p>Please remain backstage until stage crew confirms set up</p>	<p>An announcer will announce you and your ensemble, along with your musical selections.</p>	<p>After the performance, a worker will guide you to the sight reading room. Each participating ensemble must sight read.</p> <p>Please consult each area's sight-reading procedures.</p>	<p>Please check out with the festival chair to retrieve your scores, judges' sheets, etc.</p>

Festival Site Chairperson/Vice President Responsibilities

- **Picking Adjudicators**
 - Use the list voted on at the annual spring meeting by membership
 - Adjudicators should be contacted and finalized as soon as possible
 - The **vice president or chairperson** will communicate necessary information to the adjudicators including schedule and location

- **Scheduling**

- The schedule should be made and emailed out to membership by January
- When scheduling, travel time for out of town schools must be considered
- It is a good idea to consult fine arts coordinators etc for information on bus schedules

- **Site Expectations**

- Provide a courtesy room for directors, accompanist, helpers, and judges
- Provide timers for sight reading and warm up in the form of stop watch, computer screen, or tablet.
- Work with the festival site director to ensure that basic percussion instruments are provided: bass drum, 23" 26" 29" 32" timpani, xylophone, bells, chimes, vibraphone, tam tam, and marimba. The site will NOT provide mallets, cymbals, stands, and small percussion instruments. Make sure director specifies percussion needs on their set up chart
- Oversee the running of the festival
- Gather sight reading folders and supply with enough parts for largest ensemble
- Label all adjudication sheets with information for each performing group, 3 sheets for stage performance and 1 sight reading sheet.
- Keep a master score list; at the conclusion of the event send to NMMEA state executive director

- **Judges' Meeting**

- Meet with adjudicators at least 30 minutes before the festival to go over procedures, goals, rules and regulations
- Explain digital recorders or competition suite
- Handout expense sheet and take lunch/dinner orders
- There will be a runner to deliver scores and sheets throughout the day
- Brief description of SW district 1: Las Cruces, Alamogordo, Silver City, Deming, Ruidoso, Cloudcroft, Hatch, Bayard, Santa Teresa, and Anthony
- Go over judging sheet criteria/answer any questions they may have
 - Sight reading judge
 - There will be a monitor to help distribute folders
 - Allow director to go over score for 3 minutes as you explain rules to students

- **Volunteers**

- Headquarters manager - adult only
 - Check in- organize music scores and set up charts
 - Manage judges comments
 - Record scores
 - Check out- return music scores, judges sheets, and plaques

- Holding area
 - Direct incoming traffic
 - Guide director to go check in at headquarters
 - Inform director where and what time warm up begins
- Warm up monitor
 - Inform director when to begin and end warm up
 - Assist with set up in warm up room
 - Guide to stage
- On stage crew
 - Set up chairs, stands, etc for each performing group
 - Coordinates crew of 3-4 in process, one of these people can be the guide to sight reading
- Announcer (adult preferred)
 - Must be “experienced” i.e. familiar with concert etiquette, and composers names
 - Review program beforehand, chairperson should preferably have this organized beforehand
- Sight reading monitors
 - Preferably 3 helpers with one experienced adult (educator)
 - Assist with setup changes
 - Distribute/collect folders
 - Keep accurate timing

Regulations

- Groups are prohibited from playing or singing the same selection within a 3- year period
- Directors may not program music that was included in any all-state concert program during that school year
- Wind and percussion students who participate in multiple ensembles should perform on a different instrument.
- String students may perform in a “chamber orchestra” as a separate entry and still play in the string orchestra.
- Students may not “move down” to seed a lower level ensemble, even if that ensemble is lacking in instrumentation.

V. Sight-Reading at Music Performance Assessment (MPA)

Sight reading classification (Instrumental):

- Each high school ensemble will read a level below their NMAA basketball classification
 - 1st HS Ensemble reads one grade level below basketball classification
 - 2nd HS ensemble reads two grade levels below basketball classification
 - 3rd HS ensemble reads three grade levels below basketball classification
- Each Middle School Ensembles will read:
 - 1st MS ensemble reads a grade 1
 - 2nd MS ensemble reads a grade .5
- UIL Sight reading literature will be used for all instrument sight reading

Sight Reading Procedures (Instrumental):

Duration: 25 minutes

- Once your students are seated, the sight reading monitors will distribute folders (do not open until told to do so)
- Judge will give the director 3 minutes to study the score while they give rules/explanation to the students
- Timing will begin when all students have their correct parts and the procedures have been explained.
- Timing allowances:
 - Grade levels 4-6 will be allowed 10 mins
 - Grade levels 1-3 will be allowed 7 mins
- Process: You and your students may: air band/bow, clap, sing, count, or use any technique you see fit as long as no sound is produced from an instrument at any time.
- There will be a timer set up so that the director can see the time countdown
- At the conclusion of the timing, instrumental ensembles may play a scale or tuning note, then conduct the students through the piece.
- No vocal cues are allowed during this performance.

Sight Reading Classification (Vocal):

LEVEL 1 – ALL MIDDLE SCHOOL ENSEMBLES

METER:



KEY SIGNATURES: F major, G major

TEXTURE: Homophonic, unison passages may occur

HARMONY: Based around **I-IV-V-(V7)** chords

Melodic Outline:

I CHORD: Melodies may outline a **I** chord in *thirds* (DO-MI-DO, MI-SOL-MI) **or** *fourths* (DO-SOL₁-DO)

IV CHORD: Melodies may outline a **IV** chord in *thirds* (FA-LA-FA, DO-LA-DO) **or** *fourths* (DO-FA-DO)

V CHORD: Melodies may outline a **V** chord in *thirds* (TI-RE-TI, SOL-TI-SOL) **or** *fourths* (SOL-RE-SOL)

CADENCES: Authentic, half, and plagal cadences. **No deceptive cadences**

RHYTHMS:

Whole, dotted half, half, quarter notes, and eighth notes in pairs; a greater use of eighth notes is expected; dotted quarter note on strong beats is desired; whole, half, and quarter rests may be used

FORM and LENGTH:

ABA; regular phrase lengths of 2 or 4 measures | ~24 measures

VOICING CONSIDERATION : Middle school ensembles may elect to read one voice part below stage performance voicing and/or may read in unison.

LEVEL 2 – HIGH SCHOOL “NON-VARSITY” ENSEMBLES

METER:



KEY SIGNATURES: F major, G major

TEXTURE: Homophonic, unison passages may occur

HARMONY: Based around **I-IV-V-(V7)** chords

Melodic Outline:

I CHORD: Melodies may outline a **I** chord in *thirds* (DO-MI-DO, MI-SOL-MI) **or** *fourths* (DO-SOL₁-DO)

IV CHORD: Melodies may outline **IV** chord in *thirds* (FA-LA-FA, DO-LA-DO) **or** *fourths* (DO-FA-DO)

V CHORD: Melodies may outline a **V** chord in *thirds* (TI-RE-TI, SOL-TI-SOL) **or** *fourths* (SOL-RE-SOL)

CADENCES: Authentic, half, and plagal cadences. **No deceptive cadences**

RHYTHMS:

Basic patterns using whole, dotted half, half, quarter notes and some eighth notes in pairs; dotted quarter note followed by an eighth on strong beats only; avoid using rests

FORM AND LENGTH:

ABA; regular phrase lengths of 2 or 4 measures; **A prime possible** | ~24 measures

VOICING CONSIDERATION: Directors may elect to read one voice part below stage performance voicing **but** cannot read in unison

LEVEL 3 – HIGH SCHOOL “VARSITY” ENSEMBLES

METER:



KEY SIGNATURES: B-flat major, F major, C major, G major, D major

TEXTURE: Homophonic with possible polyphony (no more than 20% polyphony, commonly polyphonic entrances)

HARMONY: Based around I-IV-V-(V7) chords | ii and vi chords possible in passing

Melodic Outline:

I CHORD: Melodies may outline a I chord in *thirds* (DO-MI-DO, MI-SOL-MI) or *fourths* (DO-SOL₁-DO) + DO-SOL-DO

IV CHORD: Melodies may outline a IV chord in *thirds* (FA-LA-FA, DO-LA-DO) or *fourths* (DO-FA-DO) + DO¹-FA-DO¹

V CHORD: Melodies may outline a V chord in *thirds* (TI-RE-TI, SOL-TI-SOL) or *fourths* (SOL-RE-SOL) + RE-FA-RE

CADENCES: Authentic, half, and plagal cadences. **No deceptive cadences**

RHYTHMS:

Whole, dotted half, half, quarter notes, and eighth notes in pairs; a greater use of eighth notes is expected; dotted quarter note on strong beats is desired; **whole, half, and quarter rests may be used**

FORM and LENGTH:

ABA; regular phrase lengths of 2 or 4 measures; **A prime possible** | ~32 measures

VOICING CONSIDERATION: Directors may elect to read one voice part below stage performance voicing **but** cannot read in unison.

Sight Reading Procedures (Vocal):

Duration: 20 minutes

- Enter the room and arrange students in seats, sight reading material will be handed out. The music **must remain upside down while being passed out**. The judge will establish rules then allow the ensemble to start their 12-minute rehearsal time.

NOTE: Middle school ensembles may read in unison, high school ensembles must read at the level prescribed **though** the director *may elect to read one voice part less than their stage performance*.

- Director will have 12 minutes to rehearse the piece; you may sing a scale, arpeggio and establish starting pitches.
- You may rehearse any or all of the piece by: singing, changing, speaking solfege/numbers. **The director may NOT sing with students, even in the rehearsal process.**
- Accompanists may not play parts, but can only play the choral reduction during the rehearsal process.
- At the end of the 12-minute rehearsal, the ensemble must perform the piece a capella. They may re-establish tonality by singing a scale, arpeggio, and their starting pitches before their final performance.

VII. Marching Music Performance Assessment

For the Director

- Registration:
 - <https://www.nmmea.com/districts/southwest/entry-forms/>
 - Registration will be in early September
 - Communicate any special scheduling requests on the form
- Bus Request:
 - Once the schedule has been sent out, directors should secure buses with their fine arts directors/transportation department.
- Program Submissions:
 - The band vice president will send out an email with the schedule, map, as well as request information from each band. Please reply in a prompt manner so that we can have all the info ready for the announcer.
 - sw-vpband@nmmea.com
- Day of Festival:

Before the Festival and Arrival	Warm-up	Sight-read	Check Out
<p>When you arrive there will be a lot designated for trucks and buses and a lot designated for public parking.</p> <p>Please refer to the map that the Band VP sends out.</p> <p>Make yourself aware of your warm up and gate time. You may start unloading your equipment truck at any time.</p>	<p>A worker will greet you at the warm up area and remind you of your times.</p> <p>Warm up will be 30 minutes followed by a 10 min transition time to the gate.</p> <p>Each band will have 15 minutes total to set up, perform, and be off the field.</p>	<p>After the performance, a worker will guide you to the sight reading room. Each participating ensemble must sight read.</p> <p>Please consult each area's sight-reading procedures.</p>	<p>After your performance you should take your equipment back to the truck area. You may meet with your band and give them water at this time.</p> <p>If you and your group would like to watch the remainder of the performances you may enter the stadium free of charge.</p>

Festival Site

Chairperson/Band Vice President Responsibilities

- **Picking Adjudicators**
 - Use the list voted on at the annual spring meeting by membership
 - Adjudicators should be contacted and finalized as soon as possible
 - The vice president or chair will communicate necessary information to the adjudicators including schedule and location

- **Scheduling**
 - Communicate with the district president about closing the online registration form by date on the calendar. They will receive an excel spreadsheet of registrations
 - The schedule should be made and emailed out to membership as soon as possible.
 - The first band usually performs at 5 pm, in 15 minute increments. (You may start earlier depending on number of entries)
 - Warm up is 30 minutes long, and transition time to the gate is 10 minutes

- **Site Expectations**
 - Reserve field of dreams with Fine Arts Coordinator and District Athletic Director (LCPS paperwork)
 - 4 Security guards need to be hired through LCPS:
 - 1 guard at the entrance to east lot so that the general public does not park there
 - 1 guard at the main entrance with parents collecting entree fee
 - 1 guard where bands exit
 - 1 guard walking around stands by the press box.

- **Preparation (one week prior to event)**
 - Print judges forms and place labels for each judge
 - Check on organization of hospitality (snacks, drinks, water)
 - Check on organization of a simple meal (ex. burritos)
 - Check that parents to take tickets and money at the gate, have petty cash of at least \$200, lots of 1 dollar bills and the rest 10's + 5's,
 - Make sure you have an announcer for the night plus a scripts from all bands
 - NMSU student helpers to guide bands
 - One of the HS boosters doing concessions
 - Figure out what time field of dreams needs to be opened (concessions, east lot, and to public)
 - Speak with the treasurer about having checks for judges ready for end of festival
 - Collect W2's from judges

- **Judges' Meeting**
 - Meet with adjudicators at least 30 minutes before the festival to go over procedures, goals, rules and regulations
 - Explain digital recorders or competition suite
 - Handout expense sheet and take lunch/dinner orders
 - There will be a runner to deliver scores and sheets throughout the day
 - Brief description of SW district 1: Las Cruces, Alamogordo, Silver City, Deming, Ruidoso, Cloudcroft, Hatch, Bayard, Santa Teresa, and Anthony
 - Go over judging sheet criteria/answer any questions they may have

- **Volunteers**
 - 1 Person at check in east lot
 - 2 persons at warm up giving time and transition to gate
 - 2 persons at field entrance before band goes onto field
 - 1 judge runner brings new SD cards to judges, takes old ones to person uploading comments/ or if using competition suit person checks on judges.
 - Band parent selling tickets at the entrance gate for \$5 for spectators 13 years of age or older. Children 12 years of age and younger are admitted free of charge.
 - 1 person transferring judges comments to google drive
 - Band parent to do hospitality for judges in press box
 - One school does Concessions

VIII. Solo & Ensemble

For the Director

- Registration:
 - <https://www.nmmea.com/districts/southwest/entry-forms/>
 - All registrations must be submitted by the deadline given through the online registration form.
 - Please communicate any special scheduling needs such as: time of day, two time slots, and especially a students accompanist
 - Accurate accompanist information MUST be included for EVERY student when the registration is submitted. Registrations using "TBA" or left blank will be considered to have no accompanist.
 - An accompanist may not play for more than 40 students.

- **Day of the festival:**

Before the Festival and Arrival	Performance	Perform and Check-Out
<p>Bring original copies of scores for the judges.</p> <p>Consult the most recent schedule that your VP sent to confirm performance times. (due to the nature of the festival, time changes may occur)</p> <p>Arrive to the site early to check-in.</p>	<p>Familiarize yourself with the performance rooms and cross-check with the schedules posted.</p> <p>Ensure that your students and their accompanists run as close as possible to the prescribed times.</p> <p>Please observe performance etiquette when performances are happening.</p>	<p>After the performance, you can retrieve your score sheets and music as the judge submits them back to the VP at their designated headquarters.</p> <p>Collect any medals, if applicable.</p> <p>Certificates will be given out as per direction of your VP.</p>

Festival Chairperson/Vice President Responsibilities

- **Picking adjudicators**

- Use the list that is voted on at the annual spring/fall meeting to acquire judges
- Number of adjudicators is determined by the number of entries. The following is a guideline to work by:
 - Orchestra
 - 2 judges for upper strings and ensembles
 - 2 judges for lower strings and ensembles
 - Vocal (*judges should consist of at least one for each following voice part/ensemble*)
 - 1 Soprano
 - 1 Alto
 - 1 Baritone/Tenor/Bass
 - 1 Ensemble (any voicing)
 - 1 Middle school entries (more depending on entry numbers)

Note: Historically, there have been six solo judges and one ensemble judge. ([Perusal sample here](#))

- Band
 - 1 Flute
 - 1 Clarinet
 - 1 for all saxes

- 1 double reed and woodwind ensembles
- 1 Trumpet
- 1 Horn and Brass Ensembles
- 1 Low Brass
- 1 Percussion
 - *If middle school and high school perform on the same day you may need to hire double judges for clarinet, saxophone, and percussion. Depending on entries

- **Scheduling**
 - Schedule should be completed within 2 weeks of website being closed
 - Try your best accommodate time of day that director requested
 - Accompanist booking MUST be considered when making the schedule. One single accompanist cannot be in two places at the same time

- **Site expectations**
 - Confirm with festive site host that all necessary building use forms have been filled out months in advance
 - Make arrangements for each room to have either an acoustic or electric piano (you will have to borrow)
 - NMMEA will pay for tuning of acoustic pianos if needed
 - Secure a team of volunteers to set up and tear down (detailed info below)
 - Arrange for adequate chairs and stands in each performance area; if that is a classroom please communicate with the teacher in advance to move desks etc.
 - Assign room numbers
 - Provide a large area for warm up
 - Provide festival headquarters; sheets and scores collected here. This room can also be a courtesy room for directors and judges.
 - Provide judges with pencils, refreshments, and lunch
 - Work with the festival site to ensure that percussion instruments are in the correct rooms. Festival site will only lend “large percussion instruments”
 - Signs and schedules should be posted outside of every performance room

- **Judges meeting**
 - Hand out and explain expense sheet; gas and honorarium
 - Take lunch orders if necessary
 - There will be runners to pick up sheets/scores
 - I-V rating system; + and - are allowed
 - Brief description of area
 - Please do your best to provide constructive criticism and comments
 - Try your best to stay on time, if your room is running late please limit comments to written only

- **Volunteers needed**
 - Set up crew
 - Judge runners
 - Monitors at every performance door:
 - Ensure the hallway is quiet
 - Help ensure schedule is on time
 - Hospitality
 - Lunch orders for judges and volunteers
 - Take lunch order, arrange its delivery or pick up
 - Keep the hospitality room orderly and clean.
 - Tear down crew

IX. Edits and updates to the handbook

- Edits and updates should be voted on by members of NMMEA and SW district 1
- Requests to edit the handbook can be presented at any meeting and will be voted on by the membership; electronically or at any in person meeting