



## District Handbook

New Mexico Music Educators Association

NMMEA

Central District VI

CNMMEA

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**I. Purpose and Philosophy** - Music education plays an essential role in developing the whole human being. Music education is important because it fosters creativity, teaches effective communication, provides basic tools for a critical assessment of the world around us, and instills the abiding values of self-discipline and commitment. Central District VI accomplishes these stated goals through sponsoring honor festivals, solo and ensemble and large group assessments under the guidelines of NMMEA. Central District VI exists to provide the well-prepared and talented music student an opportunity to participate in a fine musical organization under the direction of recognized specialists and to provide the students motivation for greater achievement in music education and performance.

## **II. Officers**

- Officers include:  
President, Secretary, Treasurer, Vice Presidents: Band, Choir, Orchestra, Guitar, and General Music
- Terms:  
Officers serve for a term of two years. Elections are held at the spring meeting of even numbered years. 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.
- Communication, Documentation and Transition:
  - All officers are to use the state provided email address to conduct district business.
  - Documents created for district use can be saved to the Google Drive associated with the email address
  - 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
- 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.

## **President**

- 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
- Assist festival/site hosts when possible, set a time to be on hand to sign checks

## **Secretary**

- 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**

- Collect and deposit fees for all district events
- Present an accurate accounting of district finances at district meetings
- Provide payment for district activities
- 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
- Maintain an adequate supply of all awards
- At least \$6,000 needs to be in the District VI account before each “set” of events: Honor Festivals; S&E; MPA, so all judges and hosts can be paid on the days of the festivals
- In order to maintain financial stability a full years cost of operation is to be built and maintained in the account: \$32,000
- The Treasurer may receive reimbursement for any mileage accrued in collecting or dealing with district festivals
- The Treasurer will receive a stipend for \$500 per semester to be distributed once in December and once in May

## **Vice Presidents (VP) - General Responsibilities**

Honor Clinicians:

- Create and/or maintain a voting/selection system for selecting clinicians at the spring meeting
- Keep record of past clinicians and music selection
- Contact prospective clinicians immediately following their selection after the spring meeting
- Present confirmed clinicians at the fall meeting
- Provide information to clinicians about:
  - Our District’s music selection process
  - History of music selection
  - Location, site host, dates/times, schedule
  - Contract including mileage, honorarium, lodging, mileage
- Get information from clinicians:

- Bio for program
- Seating charts (provide roster after auditions)
- Music selected (at least 3 months prior to festival to allow delivery time from Music Mart)
- Special requests for the festival, i.e. sectionals, special instrumentation, etc.

#### 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
- Present confirmed judges at the Honor Festival meeting
- Provide information to judges about:
  - Unique ensemble history for our district
  - 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

#### Honor Festival Auditions:

- Schedule and organizes auditions
- Select and provide audition material at the fall meeting
- Create/maintain/revise the adjudication process
- Inform the membership about the registration process
- Create a roster from the audition results
  - Provide billing information treasure
- Organize festival music (and recordings) to be handed out at the audition

#### MPA, Solo and Ensemble and Honor Festivals:

- Help festival/site hosts schedule, organize and run the events.
- Set a day and time during the event to meet with the festival/site host and treasurer to sign checks and transfer financial information
- See specific events for more information

### District Meetings:

- General assembly report:
  - Information provided in the report will be used by the District President at the NMMEA State level meetings, items to include:
    - Acknowledgments, kudos, items to be celebrated
    - Concerns and disgruntlement
    - Solutions for improvement of district events or policies
    - Festival information: dates, times, locations, personnel, results, considerations
- Organize and run section meetings
  - Fall:
    - Vote on MPA Judge
    - Announce Honor Band Clinicians
    - Elect Co-Chairs for Honor Band Groups
    - Add Solo and Ens. Judges' names to the list
  - Spring:
    - Review events in order
    - Confirm new dates for events
    - Discuss changes and keepers for the event
    - Vote on Honor Band Clinicians
- Relay information from meetings to the district president

### District Handbook:

- Reflect on, update, revise and maintain accurate record of festival procedures
- Provide updated handbook information to the secretary, following events you have organized and run

## III. Committees

### Handbook Revisions

Over the summer, VP's and other volunteers are to compile changes to be presented at the fall meeting for the membership to vote on

### Award Nominations

- Setup and maintain a Checklist for each state level award
- See NMMEA website for list of awards
- Review membership roster and set up a rotating nomination system for each award
- Assist nominees in acquiring the needed documentation

## **IV. Eligibility**

### **Curricular**

Curricular activities are activities which occur within the regular school day and which are required by law, educational standards for New Mexico schools, or by local school board policy which constitutes the delivery of instruction in content areas defined in 4.1.4 or which are required by a special education students total service plan. Curricular activities occur during regularly scheduled class periods and do not require absences from other classes for participation. A student may not be denied access to a curricular activity because he/she has not attained the GPA (grade point average) required for participation in extracurricular activities.

### **Co-curricular**

Co-curricular activities are activities that are an extension of classroom instruction which are required by law, educational standards for New Mexico schools, or local board policy which require no more than five hours per week or twenty hours per month of time for a student outside of the regularly scheduled instructional day for practice, meetings, events, or performances. Co-curricular activities do not require that the students are absent from class other than the sponsoring class for practice, meetings, events, or performance. GPA and attendance requirements of the public school code do not apply to co-curricular activities. Examples: vocational, fine arts, club activities, field trips.

### **Extra-curricular**

Extra-curricular activities are activities that are not required by law or educational standards for New Mexico schools which require time either during or outside of the regular school day for practice, meetings, events, performances, or interscholastic competition. Implementation of the public schools reform act components on the required schedule will preclude using school time for practice, meetings, events, performances, or interscholastic competition. Implementation of the public schools reform act components on the required schedule will preclude using school time for practice, meetings and events. Extra-curricular activities provide worthwhile contributions to student growth and development. While these activities may have an indirect relation to the school's curriculum, extra-curricular activities do not include direct instruction to the state-required student competencies established in educational standards for the New Mexico schools. GPA and attendance requirements of the public school code apply for all extra-curricular activities. Example: Interscholastic competition of any type music festivals, performing arts activities that do not adhere to the criteria established for co-curricular, vocational or other club activities that do not adhere to criteria established for co-curricular.

## V. Code of Conduct for All Central District VI (CNMMEA) Participants

Participation in Central District VI (CNMMEA) events is considered a privilege granted to students, educators, and adult supporters. To uphold the highest standards of professionalism, respect, and educational integrity, all participants are required to adhere to the following Code of Conduct:

- **Professional and Respectful Behavior:** All educators, students, and adults must consistently demonstrate professionalism and respect to NMMEA officers, hosts, adjudicators, staff, volunteers, and participants. Disrespectful, abusive, disruptive, or otherwise unprofessional conduct will not be tolerated and may result in disciplinary measures, including removal from the event or restrictions on future participation.
- **Student Supervision:** Educators bear responsibility for supervising their students and ensuring their appropriate conduct and safety throughout all District VI events.
- **Audience Etiquette:** Proper audience behavior is expected from all attendees and participants. Talking, disruptive actions, or the use of electronic devices during performances are strictly prohibited.
- **Event Attendance and Punctuality:** Participants are expected to arrive on time, adhere to assigned schedules, and fulfill all event obligations.
- **Facility Respect:** Host facilities must be treated with respect by all participants; any damages incurred may result in liability.
- **Compliance with Policies:** Adherence to both event-specific and site-specific rules is mandatory for all participants.
- **Complaint Procedure:** Concerns or grievances should be directed through the appropriate professional channels in a respectful manner.

Failure to comply with this Code of Conduct may lead to disciplinary actions as determined by the Site/Event Host and/or Section Vice-President and/or the CNMMEA President and ultimately the CNMMEA Board of Directors. Disciplinary actions may include, but not be limited to, removal from the event, notification to the participant's school administration, and/or suspension from future District VI activities.

## VI. Fees, Honorariums and Expectations

### District Financial Guidelines

The following guidelines have been established by the NMMEA Board of Directors to ensure financial viability, adherence to financial best practices, and compliance with IRS regulations:

- Each event must be financially solvent and operate profitably.
- Each district should maintain at least 50% of their operating budget in reserves for emergency spending.
- Emergency spending is defined as costs for unforeseen expenses not accounted for in the budget planning process. Insufficient budget planning is not a valid reason for emergency spending.
- Emergency spending must be approved by a vote of the District Board of Directors.
- If the District Board of Directors does not approve the emergency spending, the individual sections (e.g., Band, Choir, Orchestra, General Music, Guitar) will be responsible for covering the shortfall.
- Each district must comply with all IRS reporting requirements.
  - A signed contract (statement of work) for any necessary event support (clinician, adjudicator, etc.) must be in place prior to the event.
  - A W-9 must be signed and submitted to the district treasurer prior to the start of the event.
  - W-9s and amounts paid to each individual must be submitted to the executive director at the conclusion of the event.
  - Payments will not be issued without a current W-9 and/or contract on file.
- Sound accounting methods are to be adhered to.
  - Books are to be kept via detailed documents or an accounting program.
  - Invoices are to be issued for all accounts receivable.
- 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.

### **Festival Fees:**

- District Honor Festivals
  - Band: \$20.00 per participant (covers the cost of clinicians and facilities)
  - Orchestra: \$25.00 per participant (covers the cost of clinicians and facilities, with the option of t-shirts if funds allow)
  - Choir: \$26.00 per participant (covers the cost of clinicians, facilities, and a t-shirt), in addition to the cost of practice CD's
- Music Performance Assessment
  - Band: \$100.00 per group + \$5.00 per student
  - Choir: \$100.00 per group + \$5.00 per student
  - Orchestra: \$125.00 per group + \$10.00 per student
- Solo and Ensemble
  - Band: \$7.00 per student per event
  - Choir: \$7.00 per student per event
  - Orchestra: \$10.00 per student per event
- General Music Festival = \$25.00 per group (15 in each group) \$15.00 per student, Optional \$12.00 t-shirt fee per adult (teacher, chaperone) if t-shirts are included in the Festival

**Clinician's Honorarium:**

- District Honor Clinicians = \$200.00 per day (or \$300 for one extended day of over eight hours), meals and lodging expenses, mileage reimbursement will be the same as the IRS amount at the time of service
- General Music Festival Clinicians = \$100 per District VI station leader, \$200 per out-of-district/retired station leader (no more than 3 out-of-district/retired station leaders)
- General Music Festival Director of Opener = \$50, Director of Closer = \$50

**Accompanist Honorarium:**

- District Honor Choir Accompanist = \$300.00 plus meals and lodging expenses. Mileage reimbursement will be the same as the IRS amount at the time of service.
- General Music Festival Accompanist = \$50 for playing the opener and closer

**Judge's Honorarium:**

- \$25 per hour, rounded up to the next hour, plus meals and lodging expenses. Mileage reimbursement will be the same as the IRS amount at the time of service.

**Custodian Honorarium:**

- General Music Festival Custodian = \$75 for the day

**Payment 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 mailed to the Treasurer at least a week prior to the event or hand delivered the day of the event

**Late Fees:**

- If the Treasurer receives the P.O. or festival fees without a P.O. after the festival, a \$100 late fee is 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
- If you know you are submitting a late payment: INCLUDE THE \$100 ON THE PURCHASE ORDER OR CHECK PAYMENT. Otherwise, your District may not pay the additional \$100 on the invoiced purchase order and you have to submit yet ANOTHER P.O. for the late charge.
- EVERYONE HAS TO PAY LATE FEES WHEN THE P.O. OR FEE CHECK IS LATE – even the Treasurer!

**Cancellation Policy:**

- A registered entry into a CNMMEA (excluding Solo & Ensemble) 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 CNMMEA Treasurer before the two-week deadline.

- If a registered entry is canceled within two weeks of the event, a \$100.00 cancellation fee, or the applicable registration fee (for individual-based events) will be assessed and future registrations from the same school will not be accepted until the cancellation fee has been paid.
- In the event of a cancellation, the registered director/sponsor may request an exception from this Cancellation Policy. Any exceptions to this Cancellation Policy will be considered by the CNMMEA President, Section Vice-President and Treasurer.

## **VII. Festival/Site Host – General Responsibilities**

- The host should be a member of the host school music staff
- As many staff as possible are encouraged to help host the event so that the load is shared and the experience is better for all involved
- Specific maps, motel accommodations, restaurants, equipment supplied, and festival data must be sent to clinicians and directors two weeks before the festival
- The festival site must be prepared well in advance of the actual event
- Sites of festivals are determined at the district spring meeting. School systems wishing to host specific events should make their interests known at this time
- Band has set up a rotating system for HB and MPA: RRHS, VHS, LLHS, CHS (can be revised)
- Hosts are responsible for acquiring any and all equipment needed for the festival, including but not limited to: chairs, stands, tables, computers, lights, pencils, judging sheets, recorders, etc.
- Hosts are to provide a hospitality room/table for directors, clinicians and judges.
  - Include: snacks, water, caffeinated drinks and appropriate utensils
- Hosts are to provide meals for clinicians and judges
- Hosts can have site booster organizations set up concessions for the event
- Hosts are to provide student runners and/or adults to assist clinicians and judges
- Hosts are to provide adults to run a registration area to collect and disseminate information
  - Data collected is to be passed along to the Treasurer and/or district president
    - Payments, PO's, registration information, judging results data, detailed awards data, expense sheets
    - Registration information to include: Names of schools entered in the festival, # of entries, and schools paying by P.O. or check collected at the festival.
    - Entry forms need to reflect the # of events or groups and the # of participants in each ensemble or choir plus # of soloists entered. This allows the Treasurer to make sure the P.O. or check and entries match.
- Set a day and time during the event to meet with the VP and treasurer to sign checks and transfer financial information. If a meeting is not possible, the above information is to be sent immediately so that late fees can be assessed

## VIII. Honor Festival Auditions

### A. Honor Band Auditions

#### 1. Honor Band Festival/Site Host – Specific Responsibilities

- Provide rooms for judging, with access to power
- Set out labels for where to place CD's
- Send someone for lunch if auditions go long

#### 2. Honor Band VP Responsibilities:

- Select Audition music, cut/paste, copy and distribute at the fall meeting
- Pre arrange festival music in folders for directors and students
- Label folders by instrument and chair placement (Clr 1, Clr 2, etc...)
- Have folders ready at the Auditions
- Have a congratulations and etiquette letter, place in folder
- Have an additional letter for percussion about what they need
- Send out an email to directors with audition procedures and reminders
  - Have them reply with their primary instrument and second choice for judging, set judging assignments
- Send a follow up email with last minute reminders
  - Send adjudication form with email
- Make enough copies to account for MS, HS for each instrument
- Have a meeting to explain the adjudication process
- Organize percussion parts – or delegate someone to do this
  - Have a list of percussion needs for the directors whose students are selected and site host
- Update the invitations – or delegate someone to do this
  - Have color copies at meeting, email color pdf if necessary
- Director packet at audition: Judging Sheets, Invitations, Schedule for Festival, Instrumentation
- Create a Master Roster and Adjudication Forms from the registration information
  - Assign someone to update the roster as results come in
  - Update roster as drops occur
  - Send schools' total counts and roster to treasurer for billing

#### 3. Honor Band Participant Procedures

- **Registration:**
  - Registration is due 1 week prior to auditions
  - Registration done online via a Google Doc
    - Directions provided on the Doc
- **Policies/Procedures:**
  - All auditions are to be recorded on cassette tapes or CD. You may use one tape/CD per section of instruments. (ie. You may put all saxes: alto, tenor, and bari on one tape/CD for the auditions)
  - Once the student is ready to play, you say the school, instrument, and student's name. (Example: "Los Lunas Middle School, Clarinet, John Doe"). Then the student can begin playing. Have them play

the music in the order that it appears on the audition sheet (Chromatic scale, etude 1, then etude 2).

- Once the audition has begun, the recording must not be turned off or paused. Students will be penalized if any audible clicks are detected on the recording. The audition must be straight through. If there is an unforeseen interruption, start again or just continue and finish. Exceptions for percussion are indicated below.
- Include a typed (or a very legible handwritten) track list of the students names with the recordings
- Bring audition tapes/CDs to audition site on the predetermined audition date. The auditions will be heard on that date.
- All directors are expected to be present at the auditions.
  - Directors who do not participate in the audition process will not be allowed to have their students considered for the honor groups.
- If you have made your recordings on a CD, please check to make sure the CD will play on a CD player, not just the computer. It would also be highly recommended for you to bring that CD player with you to the auditions so that if any problems occur with the CD, you will at least know it plays on your CD player. Music that has been received will be given out after the auditions.
- **Selection Committee**
  - All directors submitting recordings are members of the selection committee.
  - Directors submitting recordings must attend the selection meeting to submit those recordings.
  - Exceptions will only be made for cases of a family emergency.
  - The vice-presidents will assign two directors to listen to each section.
  - Directors will score each audition independently and then combine their scores to rank the auditions.
  - The directors will use a district HB Judging Form
  - The final scores will be turned in to the band vice-president
  - After auditions have been scored, a roster will be created and the top ranking students will be selected to create a balanced instrumentation
  - Students will be seated in the order selected by the committee; there will be no additional chair test.
  - Every attempt will be made to have every school represented by at least one student, without compromising the integrity of the honor ensemble.

#### **4. Honor Band Audition Material:**

- Middle School music is on a 3 year Cycle

- Mid-School audition music will include a chromatic scale of two octaves with the exception of Oboe and F Horn, which will be one and one-half octaves, and two etudes selected from a recognized band method.
- High School music is to be selected from All-State Small School Band audition material.
- High School audition music will include the chromatic scale (district approved ranges or substitute NM All-State ranges)
- Regarding percussion auditions: **both high school and middle school students must play all the music as provided.** For high school that includes: mallet chromatic scale, mallet etude, snare drum etude, timpani etude and the multi-percussion etude. **For middle school that includes: mallet chromatic scale, mallet etude, and the snare drum etude.** For both of the high school and middle school auditions, the recording must be continuous between the mallet chromatic scale and the mallet etude. The high school auditions must also have a continuous recording within the multi-percussion etude (i.e. no breaks between: triangle to tambourine to crash cymbals to bass drum, etc.). For both high school and middle school, the recording may be stopped after the mallet etude and after the snare drum etude. In addition, for high school the recording may also be stopped after the timpani etude. (Stopping the recording allows for time to move the recording device, if necessary).

## B. Honor Choir Auditions

### 1. Honor Choir Festival/Site Host – Specific Responsibilities

### 2. Honor Choir VP Responsibilities

- Clinicians and accompanists must be selected and hired during the summer.
- Practice tracks need to be available to the choral directors at least six weeks before the event.

### 3. Honor Choir Participant Procedures

- Registration/Selection Process- Directors must provide the total number of students enrolled in choir at their school. This number must be provided no later than two weeks after the Fall meeting. Directors must provide the number of treble voices and the number of changed voices in their program. Honor choir numbers are based on percentages. These percentages allow programs to stay true to the honor of being able to participate in an honor group. (i.e. a bigger program will be allotted more students to participate and a smaller program will be allotted less students). However, if a program has a surplus of changed voices available, that program will be allowed to bring more students to help balance the sections.

Every attempt will be made to have every school represented by at least one student, without compromising the integrity of the honor ensemble festival

- Memory Audition Process – During the first two hours of the festival directors will host a memory audition and sectionals. Students will be allowed to use their sheet music for this process. A small group of students will be asked to step forward and sing their proper voice part as the directors listen for acceptable note/rhythm memory and accuracy. The large choir will continue to sing behind the small group that is auditioning. Students will repeat this process for all selected pieces. If a student is not prepared, they will be directed to the Choral VP for a second assessment. The Choral VP will then make the decision to send the student home or to sing with the choir. Students that don't have a ride back home may stay with their school but may not participate with the honor ensemble.
- Ensemble Music Selection - Honor ensemble music will be selected by the clinicians. Each director is responsible for ordering the selected repertoire in addition to the entry fee.
- Practice Tracks – Choir adds cost of practice CD's. \$30 per ensemble tracks (i.e. \$60 total if you have students participate in treble and mixed ensembles). If practice tracks are available through JWPepper, the tracks will be purchased and shared. The cost will be split between the participating schools.

## **C. Honor Orchestra**

### **1. Honor Orchestra Festival/Site Host – Specific Responsibilities**

### **2. Honor Orchestra VP Responsibilities**

- Keep sets of audition materials.

### **3. Honor Orchestra Participant Procedures**

- **Selection Committee**

- All orchestra directors are members of the selection committee. The vice-president will assign one director to listen to each section. The directors will use the all-state audition form as a “guideline” to score each audition. The final scores will be turned in to the orchestra vice-president. After all auditions have been scored, the committee will meet to select the honor students using the rankings for each section.
- Students will be seated in the order selected by the committee; there will be no additional chair test.

- **Music**

- Honor Orchestra music will be selected by the orchestra teachers and made available on selection/audition day. The honor music must be selected two months prior to the selection/audition meeting in order for it to be ordered on time.

- Every attempt will be made to have every school represented by at least one student, without compromising the integrity of the honor ensemble.

#### 4. Honor Orchestra Audition Material-

- **Audition Music-** Audition music will be selected by the orchestra teachers and will be distributed at the fall meeting.
  - High School audition music will include the two octave scales and selections from the current All State orchestra audition excerpts.
  - Mid-School audition music will be rotated every four years from sets kept by the current NMMEA Orchestra Vice-President.
  - Honor Orchestra music that has been received will be given out after the auditions.
- **Auditions-** All auditions are to be recorded on CD or MP3. Each instrument should be recorded on a separate CD, or placed in a separate MP3 folder.
  - Once the student is ready to play, you say the school, instrument, and number order they are playing in. (Example: "Mountain View Middle School, violin # 1). Then the student can begin playing. Have them play the music in the order that it appears on the audition sheet (Scales, etude 1, then etude 2).
  - Once the audition has begun, the recording must not be turned off or paused. Students will be penalized if any audible clicks are detected on the recording. The audition must be straight through. If there is an unforeseen interruption, start again or just continue and finish.
  - Include a typed (or a very legible handwritten) list of the students as they appear on the CD/MP3. This helps with correct placement of personnel in the groups and correct spelling of the names for the program.
  - Bring audition CDs/MP3s to audition site on the predetermined audition date. The auditions will be heard on that date. All directors are expected to be present at the auditions.
  - If you have made your recordings on a CD, please check to make sure the CD will play on a CD player, not just the computer. It would also be highly recommended for you to bring that CD player with you to the auditions so that if any problems occur with the CD, you will at least know it plays on your CD player.

#### D. Honor Guitar Auditions– CURRENTLY COMBINING WITH DISTRICT VII

##### 1. Honor Guitar Festival/Site Host – Specific Responsibilities

##### 2. Honor Guitar VP Responsibilities

##### 3. Honor Guitar Participant Procedures

- **Registration**
- **Policies-** No required audition. Students are selected at the discretion of the director. A number of 8 students maximum to be registered for high school, and 10 students maximum for middle school.

## IX. Honor Festivals

### A. Honor Band

#### 1. Honor Band Festival/Site Host – Specific Responsibilities

- Name Tags with Instrument, School, Chair, Part
- Get seating chart from clinicians, set up rooms prior to participant arrival
- Create and copy a performance program, include: roster, bios, etiquette

#### 2. Honor Band VP Responsibilities

- Get program list from clinicians 2 months in advance of the auditions
- Order from Music Mart
- Check to see if extra scores need to be ordered
- Check music for specialty instruments and find a way to cover them
- Select someone to give announcements to HS and MS - Co-chair
  - Coordinate announcements
- Select some to watch over percussion –Hire?
- Run a meeting to nominate jobs:
  - Ushers: signs for doors “...no entrance during... remain till end of concert”
  - Tickets: Cash box, money for change \$200 1s,5s,10s (let the Treasurer know), table in lobby
  - Guides: to seating auditorium in balcony and to/from stage (can be co-chair)
  - Stage crew: Caller, have seat charts with +- changes and crew to move
  - Announcer: read etiquette in between each group and director bio
  - Someone to hand out Patches as students walk off stage (collect music at the same time if originals)
  - Discuss changes to Audition or Festival
  - Touch base on MPA – Announce MPA judges

#### 3. Honor Band Participant Procedures

- **Registration**
- **Policies:**
  - The honor festival is a two-day event with the concert on the afternoon of the second day. Students must participate in ALL rehearsals in order to participate in the concert. Students who are unable to participate completely in the festival should be replaced by an alternate as soon as possible.
  - High School Honor students will receive a district honor patch at the completion of their participation in the festival.
  - **Eligibility:** Students must be eligible as outlined in state eligibility guidelines and Central District VI guidelines. Only Central District VI students may participate in honor groups. Students in grades 6-12 (middle school-high school) are eligible to try out. Alternates will be selected by the audition committee.

#### 4. Honor Band Clinician Information:

- Honor ensemble music will be selected by the clinicians and made available on selection/audition day
- Provide seating chart using roster

## **B. Honor Choir Clinic**

### **1. Honor Choir Festival/Site Host – Specific Responsibilities**

- Set up rooms for rehearsal prior to participant arrival.
- Create and copy a performance program, include: roster, bios, etiquette

### **2. Honor Choir VP Responsibilities**

- Get a program list from clinicians by the end of July. The list will be finalized by the Fall meeting. Any input on the list must be provided prior to this date.
- Ask clinicians if they already own practice tracks for any of the songs they selected and is willing to share.
- Order from JWPepper or publisher for clinicians and accompanists/instrumentalists.
- Provide scanned copies of the sheet music. Scanned copies should only be used in the case a title is on backorder. All copyright laws must be followed at all times.
- Check music for specialty instruments and find a way to cover them
- Select someone to give announcements to HS and MS - Co-chair
  - Coordinate announcements
- Run a meeting to nominate jobs:
  - Ushers: signs for doors “...no entrance during... remain till end of concert”
  - Tickets: Cash box, money for change \$200 1s,5s,10s (let treasurer know), table in lobby
  - Guides: to seating auditorium in balcony and to/from stage (can be co-chair)
  - Stage crew: Caller, have seat charts with +- changes and crew to move
  - Announcer: read etiquette in between each group and director bio
  - Coordinate with the treasurer to determine the amount of honor musician patches needed and arrange the exchange. Patches will be included in the t-shirt distribution.

### **3. Honor Choir Participant Procedures**

- **Registration:**
  - Directors will provide the total number of choir members in their program. Directors will also include the total number of changed voices in their program.
  - The VP will calculate the number of students each school may bring to the festival using the calculation spreadsheet.
  - Directors will select their students at their own discretion and will follow the policy requirements listed below.
  - The VP will provide a working spreadsheet where directors will enter the names of students they wish to register. The list will be finalized 4 weeks prior to the event. All students included on the list

by the given deadline, will be required to pay the fee, including no shows.

- All directors are responsible for purchasing their own music.
- **Policies:**
  - The honor festival is a one-day event with the concert in the evening. Students must participate in ALL rehearsals in order to participate in the concert.
  - High School Honor students will receive a district honor patch at the completion of their participation of the festival.
  - **Eligibility:** Students must be eligible as outlined in state eligibility guidelines and Central District VI guidelines. Only Central District VI students may participate in honor groups. Students in grades 6-12 (middle school-high school) are eligible to try out.
  - Memory Audition Process – During the first two hours of the festival directors will host a memory audition and sectionals. Students will NOT be allowed to use their sheet music for this process. A small group of students will be asked to step forward and sing their proper voice part as the directors listen for acceptable note/rhythm memory and accuracy. The large choir will continue to sing behind the small group that is auditioning. Students will repeat this process for all selected pieces. If a student is not prepared, they will be directed to the Choral VP for a second assessment. The Choral VP will then make the decision to send a student home or to sing with the choir. Students that don't have a ride back home may stay with their school but may not participate with the honor ensemble.

#### 4. Honor Choir Clinician Information

- The clinicians will select honor ensemble music.
- Purchase clinician song selections if needed.

#### 5. Honor Choir Accompanist Information

- Purchase sheet music for clinicians and accompanists.

### C. Honor Orchestra

#### 1. Honor Orchestra Festival/Site Host – Specific Responsibilities

- Name Tags with Instrument, School, Chair, Part
- Get seating chart from clinicians, set up rooms prior to participant arrival
- Create and copy a performance program, include: roster, bios, etiquette

#### 2. Honor Orchestra VP Responsibilities

- Get program list from clinicians 2 months in advance of the auditions
- Order from Music Mart
- Check to see if extra scores need to be ordered

#### 3. Honor Orchestra Participant Procedures

- **Registration**
- **Policies**

- The honor festival is a two-day event with the concert on the afternoon of the second day. Students must participate in ALL rehearsals in order to participate in the concert. Students who are unable to participate completely in the festival should be replaced by an alternate as soon as possible.
- High School Honor students will receive a district honor patch at the completion of their participation of the festival.
- **Eligibility:** Students must be eligible as outlined in state eligibility guidelines and Central District VI guidelines. Only Central District VI students may participate in honor groups. Students in grades 6-12 (middle school-high school) are eligible to try out.

#### **4. Honor Orchestra Clinician Information**

- Honor ensemble music will be selected by the clinicians and made available on selection/audition day
- Provide seating chart using roster

### **D. Honor Guitar Festival/Site Host – Specific Responsibilities**

#### **CURRENTLY COMBINING WITH DISTRICT VII**

##### **1. Honor Guitar VP Responsibilities**

##### **2. Honor Guitar Participant Procedures**

- Registration
- Policies

##### **3. Honor Guitar Clinician Information**

### **X. Music Performance Assessment (MPA)**

#### **A. Band MPA**

##### **1. Band MPA Festival/Site Host – Specific Responsibilities**

- **Facilities needed:** Warm-up room, performance room and sight-reading room.
- **Judges:** The judges should be isolated from the audience and elevated for better observation. The sight-reading judge will be seated in the sight-reading room at the discretion of the festival host.
- **Equipment:** All performance judges need chairs, tables, and pencils.. Large group uses three performance judges and one sight-reading judge.
- **Scheduling:** All bands are allotted 30 minutes for each room and performance. Each participating school will receive a schedule at least 7 days before the event.

#### **Six Weeks Before Large Group:**

- **Band:** Contact the RBC music dealer (Texas) about sending sight-reading material for the festival as needed.

#### **Two Weeks Before Large Group:**

- Contact all judges and confirm dates, times, lodging needs and directions.
- Follow up and finalize arrangements for other equipment needs, i.e chairs, stands, tables, etc.

#### **One week Before Large Group:**

- Provide the Central District VI directors with:
  - a festival schedule
  - a map to the festival site
  - a list of provided equipment
  - a list of restaurants in the host community

#### **One Day Before Large Group** the host should:

- Make sure there are enough chairs, stands, and podiums in each room to accommodate the largest group of the day.
- Be certain the right equipment is in each room at the right time.
- Post signs in warm-up areas that remind students: NO PLAYING WILL BE ALLOWED OUTSIDE OF PERFORMANCE ROOMS OR SIGHT-READING ROOMS.
- Post signs designating sight-reading room, performance room, festival headquarters, warm-up room, refreshment areas, and bathrooms.
- Post signs that are clearly visible to the entire audience detailing performance manners in the performance area.
- Establish headquarters where ratings will be compiled, directors packets prepared, which include tapes, judge's sheets, and plaques as necessary.
- Each director's packet should be ready 45 minutes after each group's performance.
- The host must meet with all helpers and explain their individual duties. These include the setup crew, door monitors, room runners, office staff, guides, and sight-reading room assistants, announcers for the performance areas, and refreshment stand people.

#### **The Day of Large Group:**

- Provide door monitors at all doors leading into the performance and sight-reading area. No one is allowed to enter or leave during a group's performance.
- Assign student guides to each school as the school arrives. The guide(s) serve as general helpers to the participating groups.
- Assign student helpers to judges to provide general assistance, sharpened pencils, and refreshments throughout the day.
- Meet with the judges 30 minutes before the festival begins to give final information to them about goals, procedures and rules of the festival.
- Collect judges results on the MPA Data Collection worksheet
  - Send results to membership and NMMEA

## **2. Band MPA VP Responsibilities**

- 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
  - Present confirmed judges at the Honor Festival meeting
  - Provide information to judges about:
    - Unique ensemble history for our district
    - 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
  - Coordinate Registration with District Pres, NMMEA website developer and site host
  - Run judges meeting with site host
    - District Philosophy, Information and suggestion for how to use the judging sheet
  - Check with site host that they reported results to NMMEA
- 3. Band MPA Participant Procedure**
- **Registration:**
    - MPA Registration is done on the NMMEA website and must be completed 4 weeks before the festival date. Forms will include name of the school, name of the performing organization, director's name, performance titles, composer's names, and school classification according to NMAA and Central District VI guidelines
      - Grade level of each piece is to be included, the composite grade level will be used to determine the sight-reading level
  - **Policies:**
    - Out-of-district schools are encouraged to attend Central District VI events. Priority of performance slots will be given to Central District VI schools.
    - No Eligibility Requirements are required for this event (all students are allowed to be evaluated based on their merits in their music class not on the merits of other classes).
      - Schools can require Eligibility based on school policies
    - **Allotted times:**
      - Warm-Up-Room:
        - (i) Schedule all bands at 30 minute intervals
          - (a) 25 minutes to set up/warm up and 5 minutes for transition
          - (b) Percussion sections will be escorted to the stage for set up 10 minutes before the scheduled performance time
      - Stage performance:
        - (i) Schedule all bands at 30 minute intervals



- A = I = Superior; B = II = Excellent; C = III = Good; D = IV = Fair; F = V = Poor
- Groups that earn an Overall Score of 90 and above will receive a plaque.
  - Engraving will be the responsibility of the recipients

#### 4. Band MPA Sight Reading

- Sight-reading is required for all participating groups.
- All groups will receive a score for sight-reading.
- The site host will procure all music for sight-reading purposes from the official U.I.L. sight-reading music provider (RBC Music).
- Sight-reading scores are not averaged in the Overall Score.
- For groups sight-reading at Levels 4, 5, and 6, directors are given ten minutes, and for groups sight-reading at levels 1, 2, and 3, directors are given eight minutes, to look over the music and explain the piece to their groups in any way they wish, provided they do not play their instruments.
- No verbal communication is allowed once the performance of the piece has begun.
- No audience will be allowed for sight-reading other than the group's sponsors and chaperones and then only at the discretion of the performing group's director.
- Bands that stop during sight-reading can start again at the most logical place in the music. Groups that stop will have their final rating lowered one level no matter how many more stops occur.

#### Sight-Reading Classification

- Directors are to include the grade level of each piece along with the title and composer/arranger on the registration form
- Determining the grade level of each piece of music performed on stage:
  - **Option 1:** As listed by the publisher, conversion charts:
    - Very Easy = 1; Easy = 2; Medium Easy = 3; Medium = 4; Medium Advanced; = 5 Advanced = 6
    - I = 1, II = 2, III = 3, IV = 4, V = 5, VI = 6
  - **Option 2:** As Classified on the UIL
  - **Option 3:** As Classified by the GMEA or any other state list
- Determining the composite grade level of music performed on stage (referred to as the "Stage Grade"):
  - The "Stage Grade" will be determined by the composite of all pieces performed (or the highest three, if your band is playing more than three pieces) by using the composite matrix as follows:

Grade Level 1: 111 112 113 114 115 116

Grade Level 2: 122 123 124 125 126 222 223 224 225 226

Grade Level 3: 133 134 135 136 233 234 235 236 333 334 335 336

Grade Level 4: 144 145 146 244 245 246 344 345 346 444 445 446

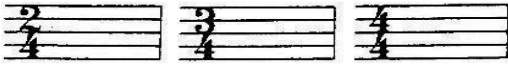

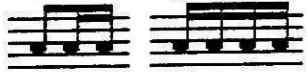
Grade Level 5: 155 156 255 256 355 356 455 456 555 556

Grade Level 6: 166 266 366 466 566 666




- Level options for Sight-Reading:
  - The Sight-Reading level a band must perform will match the “Stage Grade”
    - i.e. if the “Stage Grade” is determined to be a Grade Level 4, then the band sight reads a Grade 4 sight-reading piece.
- In the sight-reading room, the director can choose to sight-read up one or more levels from the band’s classification.

## CRITERIA FOR BAND SIGHTREADING MUSIC

### No Solos for any Level

	<b>LEVEL I</b>	
KEY:	Concert F, Bb, Eb. Maximum of one key change.	
METER:		Maximum of one meter change.
RHYTHM:	Basic patterns 	Percussion only 
LENGTH:	Two and one-half (2 1/2) minutes or less.	

	<b>LEVEL II</b>	
	Same criteria as Level I EXCEPT KEY: Maximum of two (2) keys with a maximum of two (2) key changes.	

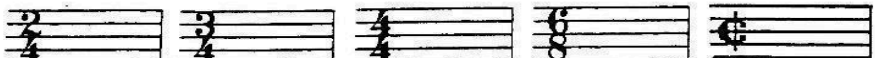
	<b>LEVEL III</b>	
KEY:	Concert F, Bb, Eb. Maximum of two (2) keys with a maximum of two (2) key changes.	
METER:		Maximum of two (2) meters with a maximum of two (2) meter changes.
RHYTHM:	Basic patterns 	
	Percussion only 	
LENGTH:	Three (3) minutes or less.	

## LEVEL IV

Same criteria as Level III EXCEPT KEY: Add Ab, and RHYTHMS: All sixteenths can be used for percussion AND wind players.

## LEVEL V

KEY: Concert F, Bb, Eb, Ab. Maximum of two (2) key changes.

METER:  Maximum of two (2) meter changes.

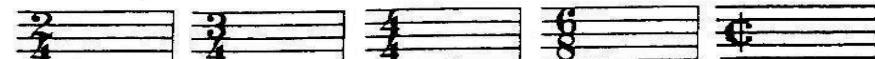
RHYTHM: Basic Patterns



LENGTH: Four (4) minutes or less.

## LEVEL VI

KEY: Concert F, Bb, Eb, Ab. Maximum of three (3) key changes.

METER:  Maximum of three (3) meter changes.

RHYTHM: Same as basic patterns for Level V.

LENGTH: Four and one-half (4 1/2) minutes or less.

## 5. Band MPA Judges Information

### • Stage Performance

- Evaluations by judges have an important place in making our festivals successful and in encouraging our students to improve. The critiques should be positive in nature, point out areas that need improvement, and give suggestions to bring about needed change.
- Judges should call attention to the potential of students and should praise areas of exceptional musicianship and teaching.
- **The judge should assign a numeric score for each sub category indicative of the performance and make enough written and/or aural comments to support the evaluation. The sub category scores are to be added up for an overall score, refer to the judging sheet for the score to rating conversion**
- Judges should keep in mind that the standard of performance cannot be that of a professional musician. A Class 6A performance should not be expected from a Class 1A school, nor should a Class 1A performance from a Class 6A be accepted as superior.
- There is no restriction on the number of 90 and above totals scores which may be earned. It is also not required that any 90 and above totals scores be given.
- Performance and sight-reading judges are to follow the established procedures as described by the section vice-presidents at the judges meeting prior to the start of the festival.

- **Sight Reading**
  - Considered “appropriate” to relate to 8 minutes of preparation vs months of preparation
  - Have a script to describe the value of sight-reading and the rules for sight reading

## B. Choir MPA

### 1. Choir MPA Festival/Site Host – Specific Responsibilities

- **Facilities needed:** Warm-up room, performance room and sight-reading room.
- **Judges:** The judges should be isolated from the audience and elevated for better observation. The sight-reading judge will be seated in the sight-reading room at the discretion of the festival host.
- **Equipment:** All performance judges need chairs, tables, and pencils. Large group uses three performance judges and one sight-reading judge.
- **Scheduling:** All performing ensembles are allotted 15-20 minutes for each room and performance. Each participating school will receive a schedule at least 7 days before the event.

#### Six Weeks Before Large Group:

- **Choir:** Contact the sight-reading judge to make sure that they have understanding of the sight-reading material.

### 2. Choir MPA VP Responsibilities

- 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
- Provide information to judges about:
  - Unique ensemble history for our district
  - Judging expectations, and how to use the judging sheets
  - Location, site host, dates/times, schedule
  - Contract including mileage, honorarium, lodging
- Confirm judging assignment 1 month prior to event
- Coordinate Registration with District President, NMMEA website developer and site host
- Run judges meeting with site host
  - District philosophy, information and suggestion for how to use the judging sheet
- VP will send scores to NMMEA Executive Director using the NMMEA scoring template document
- Sight-reading materials: Determine the materials needed by communicating with participating groups and order music so that it arrives on time for the festival. VP is allowed to spend up to \$500 for sight-reading materials.

### 3. Choir MPA Participant Procedure

- **Registration:**

- MPA registration is done on the NMMEA website and must be completed 4 weeks before the festival date. Forms will include name of the school, name of the performing organization, director's name, performance titles, composer's names, and school classification according to NMAA and Central District VI guidelines
  - Repertoire voicing of each piece is to be included, the composite voicing grade level will be used to determine the sight-reading level

- **Policies:**

- Out-of-district schools are encouraged to attend Central District VI events. Priority of performance slots will be given to Central District VI schools.
- No Eligibility Requirements are required for this event (all students are allowed to be evaluated based on their merits in their music class not on the merits of other classes).
  - Schools can require Eligibility based on school policies
- **Allotted times:**
  - Warm-Up-Room:
    - (i) Schedule all choirs at 20 minute intervals
      - (a) 15 minutes to set up/warm up and 5 minutes for transition
  - Stage performance:
    - (i) Schedule all groups at 20 minute intervals
      - (a) Time includes: set up, logistics, music selection, preparation, performance, and transition
- Each participating school will receive a schedule at least 7 days before the event.
- The following equipment will be provided by the Festival Host:
  - Warm-Up-Room: Risers, Piano and director's stand
  - Performance Stage: Risers, Piano and director's stand
  - Sight-Reading Room: Chairs, Piano and director's stand
- The number of chairs needed in the sight-reading room is determined by the quantity needed for the largest ensemble of the day

- **Music Requirements**
  - Music performed should be of good quality and an appropriate challenge to the students. However, there is no list of required music. Careful consideration should be given to what is considered “appropriate” literature. Pop, rock, or Broadway show music is considered to be inappropriate for this festival.
  - Foreign language requirement-all groups must include a minimum of one foreign language piece. Advanced groups must include an a cappella piece. Intermediate and beginning groups have the option to include an a cappella piece but are not required. Exceptions must be approved by the Choral VP. (group categories are established below)
    - Beginning Ensemble: more than 50% are first year in choir
    - Intermediate Ensemble: less than 50% are first year in choir
    - Advanced Ensemble: at least 90% of students have been in choir before
  - Teachers must provide adjudicators with original music scores with numbered measures. **No photocopied scores will be allowed without official documentation attached to each score explaining that it is “on order,” “out of print,” etc., and that publisher’s permission to photocopy has been granted.** Failure to provide scores for the judges will result in a performance for comments only with no rating (NR) being given.
- **Overall Scores and Plaques**
  - An Overall Score is calculated by adding the 3 stage judges’ Total Scores and dividing by 3
  - And Academic Letter Grade will be assigned to the Overall Rating as follows:
    - 100-90 = A, 89-80 = B, 79-70 = C, 69-60 = D, 59 and below = F
    - Letter Grades are a translation of the following ratings
    - A = I = Superior; B = II = Excellent; C = III = Good; D = IV = Fair; F = V = Poor
  - Groups that earn an Overall Score of 90 and above will receive a plaque.
    - Engraving will be the responsibility of the recipients

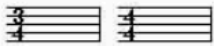
## 4. Choir MPA Procedures for Sight Reading

- **Procedure Standardization**
  - 1 minute – Director score study
  - 5 minutes – Preparatory time with Ensemble
  - 1st Performance\* (adjudicated/piano reduction allowed). Stopping and restarting during the performance is not allowed.
  - 2 minutes – Error correction by director with ensemble (piano reduction is allowed)
  
- **Final Performance**
  - A cappella only (adjudicated) Stopping and restarting during the performance is not allowed.
  - \* Both performances are evaluated and reflected in the final score.\*
  
- **Process Standardization**
  - Students are permitted to sing during prep time.
  - Students are permitted to integrate hand signs at any time during preparation AND performance.
  - The Director is not permitted to sing at any time during preparation OR performance.
  - Directors may use hand signs during prep time and only in limited, reasonable amounts for error correction during performance. The Adjudicator will ensure that the director's use is appropriate.
  - Other than the limitations listed above, directors may use their preparation time as they see fit.
  
- **Use of PIANO**
  - Piano may be used to establish the key by playing the scale, arpeggio and starting pitches at the beginning of the preparation period plus one other time, as the director requests.
  - The piano will also be used to establish the key by playing the scale, arpeggio and starting pitches at the beginning of the performances (2).
  - Piano may also be used to play the choral reduction during the first performance.
  - The piano may not be used to play individual parts - only the full piano reduction during the first performance.
  - Playing the full piano reduction can be used during error correction time. Use of PIANO (Cont'd.)
  - Districts can opt to provide an accompanist in the sight-singing room.
  - Directors may use their own accompanists.
  - Directors may choose to play for their own ensembles.
  - Directors may opt to not use piano for the initial run through.
  - The piano may not be used during the final performance.

- **District VI Sight Reading Criteria**
  - All groups will read level 1 but have the option to level up if needed.
  - Advanced groups will read equal voicing as the majority of the repertoire that is performed on stage. Non-advanced groups have the option to sing one minus voice part as the majority of the repertoire that is performed on stage. However, all groups are highly encouraged to sing with equal voicing if possible.
  - Criteria:

## Level I - Conference 1C Varsity; All MS/JH NV & 3A/2A/1A NV

### Meter



No meter change

### Key:

Major keys: F, G

### Texture

Homophonic, with unison passages allowed

### Harmony

I, IV, and V or V7 chords

Melodic skips in the I chord: 3rds---do-mi-do; mi-sol-mi;

4th---do-sol<sup>1</sup>-do

Melodic skips in the IV chord: 3rds---fa-la-fa; do-la<sup>1</sup>-do

Melodic skips in the V chord: 3rds---ti-re-ti; sol-ti-sol

Begin on the tonic triad with voices on do-mi-sol, do-mi, or unison do.

### Cadences

Authentic, half, and plagal cadences only

### Rhythm

Basic patterns using whole, dotted half, half, quarter notes and a few eighth notes in pairs; avoid using rests

## Length

Approximately 24 measures in 4/4, 32 measures in 3/4

## Form

ABA, Regular phrase lengths of 2 or 4 measures should occur

## Voicings




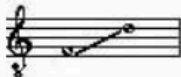

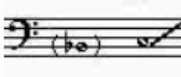
Mixed: SATB and SAB; Treble: SSA/SA; Tenor-Bass: TTB (Middle School & Junior High) /TBB (High School) /TB

## Text

Choir may use the printed text or their preferred method of reading on both readings.

## Ranges

\*\*In SAB writing the piece will allow for optional octaves for the baritone part on "sol" throughout the piece

Sop. I	Sop. II	Alto	
			
Ten. I	Ten. II / Bass I	Bass 2	Baritone for SAB
			

## 5. Choir MPA Judges Information

### ● Stage Performance

- Evaluations by judges have an important place in making our festivals successful and in encouraging our students to improve. The critiques should be positive in nature, point out areas that need improvement, and give suggestions to bring about needed change.
- Judges should call attention to the potential of students and should praise areas of exceptional musicianship and teaching.
- **The judge should assign a numeric score for each sub category indicative of the performance and make enough written and/or aural comments to support the evaluation. The sub category scores are to be added up for an overall score, refer to the judging sheet for the score to rating conversion.**
- Judges should keep in mind that the standard of performance cannot be that of a professional musician. A Class 6A performance should not be expected from a Class 1A school, nor should a Class 1A performance from a Class 6A be accepted as superior.

- There is no restriction on the number of 90 and above totals scores which may be earned. It is also, not required that any 90 and above totals scores be given.
- Performance and sight-reading judges are to follow the established procedures as described by the section vice-presidents at the judges meeting prior to the start of the festival.
- **Sight Reading**
  - Considered “appropriate” to relate to 8 minutes of preparation vs months of preparation
  - Have a script to describe the value of sight-reading and the rules for sight reading
  - *Sight Reading Scoring*. The final score will be based on the best performance of the two readings.

## C. Orchestra MPA

### 1. MPA Festival/Site Host – Specific Responsibilities

- **Facilities needed:** Warm-up room, performance room and sight-reading room.
- **Judges:** The judges should be isolated from the audience and elevated for better observation. The sight-reading judge will be seated in the sight-reading room at the discretion of the festival host.
- **Equipment:** All performance judges need chairs, tables, and pencils. Large group uses three performance judges and one sight-reading judge.
- **Scheduling:** All groups are allotted 25 minutes for each room and performance. Each participating school will receive a schedule at least 7 days before the event.

#### Six Weeks Before Large Group:

- **Orchestra:** Choose three pieces for Middle School (levels 0.5, 1 and 1.5) and three pieces for High School (levels 2, 2.5, and 3) for sight reading.

#### Two Weeks Before Large Group:

- Contact all judges and confirm dates, times, lodging needs and directions.
- Follow up and finalize arrangements for other equipment needs, i.e chairs, stands, tables, etc.

#### One week Before Large Group:

- Provide the Central District VI directors with:
  - a festival schedule
  - a map to the festival site
  - a list of provided equipment
  - a list of restaurants in the host community

#### One Day Before Large Group the host should:

- Make sure there are enough chairs, stands, and podiums in each room to accommodate the largest group of the day.
- Be certain the right equipment is in each room at the right time.

- Post signs in warm-up areas that remind students: NO PLAYING WILL BE ALLOWED OUTSIDE OF PERFORMANCE ROOMS OR SIGHT-READING ROOMS.
- Post signs designating sight-reading room, performance room, festival headquarters, warm-up room, refreshment areas, and bathrooms.
- Post signs that are clearly visible to the entire audience detailing performance manners in the performance area.
- Establish headquarters where ratings will be compiled, directors packets prepared, which include tapes, judge's sheets, and plaques as necessary.
- Each director's packet should be ready 45 minutes after each group's performance.
- The host must meet with all helpers and explain their individual duties. These include the setup crew, door monitors, room runners, office staff, guides, and sight-reading room assistants, announcers for the performance areas, and refreshment stand people.

#### **The Day of Large Group:**

- Provide door monitors at all doors leading into the performance and sight-reading area. No one is allowed to enter or leave during a group's performance.
- Assign student guides to each school as the school arrives. The guide(s) serve as general helpers to the participating groups.
- Assign student helpers to judges to provide general assistance, sharpened pencils, and refreshments throughout the day.
- Meet with the judges 30 minutes before the festival begins to give final information to them about goals, procedures and rules of the festival.
- Collect judges results on the MPA Data Collection worksheet
  - Send results to membership and NMMEA

#### **2. Orchestra MPA VP Responsibilities**

- 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
- Present confirmed judges at the Honor Festival meeting
- Provide information to judges about:
  - Unique ensemble history for our district
  - 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
- Coordinate Registration with District Pres, NMMEA website developer and site host
- Run judges meeting with site host
  - District Philosophy, Information and suggestion for how to use the judging sheet

- Check with site host that they reported results to NMMEA

### 3. Orchestra MPA Participant Procedure

- **Registration:**

- MPA Registration is done on the NMMEA website and must be completed 4 weeks before the festival date. Forms will include name of the school, name of the performing organization, director's name, performance titles, composer's names, and school classification according to NMAA and Central District VI guidelines
  - Grade level of each piece is to be included, the composite grade level will be used to determine the sight-reading level

- **Policies:**

- Out-of-district schools are encouraged to attend Central District VI events. Priority of performance slots will be given to Central District VI schools.
- No Eligibility Requirements are required for this event (all students are allowed to be evaluated based on their merits in their music class not on the merits of other classes).
  - Schools can require Eligibility based on school policies
- **Allotted times:**
  - Warm-Up-Room:
    - (i) Schedule all orchestras at 25 minute intervals
      - (a) 20 minutes to set up/warm up and 5 minutes for transition
  - Stage performance:
    - (i) Schedule all orchestras at 25 minute intervals
      - (a) Time includes: set up, logistics, music selection, preparation, performance, feedback and transition
- Each participating school will receive a schedule at least 7 days before the event.
- The following equipment will be provided by the Festival Host:
  - Warm-Up-Room: Chairs, Stands, Podium and director's stand
  - Sight-Reading: Chairs, Stands, Podium and director's stand
  - Performance: Chairs, Stands, Podium and director's stand
- The number of chairs and stands needed in each room is determined by the quantity needed for the largest ensemble of the day

- **Music Requirements**
  - Music performed should be of good quality and an appropriate challenge to the students. There is no list of required music. Careful consideration should be given to what is considered “appropriate” literature. Pop, rock, or Broadway show music is considered to be inappropriate for this festival.
  - Teachers must provide adjudicators with original music scores with numbered measures. **No photocopied scores will be allowed without official documentation attached to each score explaining that it is “on order,” “out of print,” etc., and that publisher’s permission to photocopy has been granted.** Failure to provide scores for the judges will result in a performance for comments only with no rating (NR) being given.
- **Overall Scores and Plaques**
  - An Overall Score is calculated by adding the 3 stage judges’ Total Scores and dividing by 3
  - And Academic Letter Grade will be assigned to the Overall Rating as follows:
    - 100-90 = A, 89-80 = B, 79-70 = C, 69-60 = D, 59 and below = F
    - Letter Grades are a translation of the following ratings
    - A = I = Superior; B = II = Excellent; C = III = Good; D = IV = Fair; F = V = Poor
  - Groups that earn an Overall Score of 90 and above will receive a plaque.
    - Engraving will be the responsibility of the recipients

#### 4. Orchestra MPA Sight Reading

- Sight-reading is required for all participating groups.
- All groups will receive a score for sight-reading.
- The site host will procure all music for sight-reading purposes from the official U.I.L. sight-reading music provider (RBC Music).
- Sight-reading scores are not averaged in the Overall Score.
- No audience will be allowed for sight-reading other than the group’s sponsors and chaperones and then only at the discretion of the performing group’s director.
- Orchestras that stop during sight-reading can start again at the most logical place in the music. Groups that stop will have their final rating lowered one level no matter how many more stops occur.

- The sight reading level of each orchestra will be one level lower than the average level of their MPA performance pieces.

## 5. Orchestra MPA Judges Information

- **Stage Performance**

- Evaluations by judges have an important place in making our festivals successful and in encouraging our students to improve. The critiques should be positive in nature, point out areas that need improvement, and give suggestions to bring about needed change.
- Judges should call attention to the potential of students and should praise areas of exceptional musicianship and teaching.
- **The judge should assign a numeric score for each sub category indicative of the performance and make enough written and/or aural comments to support the evaluation. The sub category scores are to be added up for an overall score, refer to the judging sheet for the score to rating conversion**
- Judges should keep in mind that the standard of performance cannot be that of a professional musician. A Class 6A performance should not be expected from a Class 1A school, nor should a Class 1A performance from a Class 6A be accepted as superior.
- There is no restriction on the number of 90 and above totals scores which may be earned. It is also, not required that any 90 and above totals scores be given.
- Performance and sight-reading judges are to follow the established procedures as described by the section vice-presidents at the judges meeting prior to the start of the festival.

- **Sight Reading**

- Considered “appropriate” to relate to 8 minutes of preparation vs months of preparation
- Have a script to describe the value of sight-reading and the rules for sight reading

## D. Guitar MPA– CURRENTLY COMBINING WITH DISTRICT VII

1. MPA Festival/Site Host – Specific Responsibilities
2. MPA VP Responsibilities
3. MPA Participant Procedure
  - Registration
  - Policies
4. MPA Sight Reading
5. MPA Judges Information
  - Stage Performance
  - Sight Reading

## **XI. Solo and Ensemble (S&E)**

### **A. Band S&E**

#### **1. Band S&E Festival/Site Host – Specific Responsibilities**

##### **Two weeks before the festival:**

- Contact all clinicians, provide a schedule
- Make housing arrangements as necessary
- Follow up and finalize piano arrangements
- Follow up and finalize arrangements for other equipment needs, i.e. chairs, stands, tables, etc.
- Send a draft of the festival schedule to the participating directors

##### **One week before the festival:**

- send the following information to all clinicians and all directors:
  - a festival schedule
  - a map to festival site
  - a list of equipment host school is providing
  - a list of restaurants in the host community

##### **One day before the festival:**

- Make sure there are enough chairs and stands in each performance area
- Make sure the right equipment is in each room
- Identify homerooms for each participating school
- Provide signs for the warm-up and performance rooms
- Establish festival headquarters

##### **The day of the festival:**

- Provide a festival headquarters where ratings, music and medals may be picked up.
- Provide a headquarters staff to maintain a packet for each school that has the correct number of medals, certificates, judge's sheets, and music.
- Provide room monitors for each room. Remind monitors that no one is allowed to come and go into rooms during a performance. Monitors are not to leave their post during performance.
- Provide sharpened pencils and refreshments for the judges throughout the day as needed.
- Keep receipts of all expenses to be reimbursed by the district treasurer.

## 2. Band S&E VP Responsibilities

- Create and/or maintain a list of potential judges at the fall meeting
- Select judges – no vote needed, your discretion and judges availability is enough
- Coordinate Registration with District Pres, NMMEA website developer and site host
- Run judges meeting with site host
  - District Philosophy, Information and suggestion for how to use the judging sheet
- Check with site host that they reported results to the Treasurer for billing and awards

## 3. Band S&E Participant Procedures

- **Registration:**
  - S&E Registration is done on the NMMEA website and must be completed 4 weeks before the festival date.
    - Note: All information fields are to be filled in, any blank spaces will create a glitch in the way the registration info is reported
- **Policies**
  - Instrumental solo and ensemble uses at least 8 judges for the following categories: flute, clarinet, saxophone, double reed/woodwind ensembles, high brass, low brass, percussion and strings. Additional judges may be hired based on the number of entries received. Each judge must have a separate room with a piano tuned to A-440.
  - Each solo and ensemble entry will be allotted **8 minutes** in the schedule. Schedule 7 events per hour. Reset the time slots at the top of each hour, allowing for a 4 minute make up time at the end of each hour.
  - Each school will be assigned blocks of time with judges based on their entries.
  - Each student may participate in a maximum of four events.
  - Instrumental selections do not need to be memorized.
  - **All wind instrument solos must have a piano accompaniment if the solo was composed with an accompaniment. Recorded accompaniments may be used. Any solo played without an accompaniment that was composed with accompaniment will receive a NR (no rating) and cannot be considered for best of day or “outstanding.”**
  - Etudes are not appropriate material for Solo and Ensemble Festival.
  - Careful consideration should be given to what is considered “appropriate” literature. Pop, rock, or Broadway show music is considered to be inappropriate for this festival.

- An original copy of the music must be provided to the judge with measures numbered. **Unauthorized photocopied music presented to the adjudicator will receive a “No Rating” (NR).**
- Adjudication forms should be given to the adjudicator, by the student performer(s), at the time of the performance. The forms must have the name of the work being played, the school, the performer’s name, time of performance, and grade level.
- Medals are awarded to all first division recipients.
- Each judge must select an “Outstanding” (Best of Day) Solo or Ensemble for each category they judge if a first division is earned by any solo or ensemble in that category. Medals are awarded to all outstanding musicians.
- The festival host will keep a list detailing the number of medals awarded to each school. The host will compile a master list of entries at the end of the day and submit that to the district treasurer.

#### **4. Band S&E Judges Information**

- Refer to VP generated S&E Judges Information Sheet

### **B. Choir S&E**

#### **1. Choir S&E Festival/Site Host – Specific Responsibilities**

##### **Two weeks before the festival:**

- Contact all clinicians, provide a schedule
- Make housing arrangements as necessary
- Follow up and finalize piano arrangements
- Follow up and finalize arrangements for other equipment needs, i.e chairs, stands, tables, etc.
- Send a draft of the festival schedule to the participating directors

##### **One week before the festival:**

- send the following information to all clinicians and all directors:
  - a festival schedule
  - a map to festival site
  - a list of equipment host school is providing
  - a list of restaurants in the host community

##### **One day before the festival:**

- Make sure there are enough chairs and stands in each performance area
- Make sure the right equipment is in each room
- Identify homerooms for each participating school
- Provide signs for the warm-up and performance rooms
- Establish festival headquarters

##### **The day of the festival:**

- Provide a festival headquarters where ratings, music and medals may be picked up.

- Provide a headquarters staff to maintain a packet for each school that has the correct number of medals, certificates, judge's sheets, and music.
- Provide room monitors for each room. Remind monitors that no one is allowed to come and go into rooms during a performance. Monitors are not to leave their post during performance.
- Provide sharpened pencils and refreshments for the judges throughout the day as needed.
- Keep receipts of all expenses to be reimbursed by the district treasurer.

## 2. Choir S&E VP Responsibilities

- Create and/or maintain a list of potential judges at the fall meeting
- Select judges – no vote needed, your discretion and judges availability is enough
- Coordinate Registration with District Pres, NMMEA website developer and site host
- Run judges meeting with site host
  - District Philosophy, Information and suggestion for how to use the judging sheet
- Check with site host that they reported results to the Treasurer for billing and awards

## 3. Choir S&E Participant Procedures

- **Registration:**
  - S&E Registration is done on the NMMEA website and must be completed 4 weeks before the festival date.
    - Note: All information fields are to be filled in, any blank spaces will create a glitch in the way the registration info is reported
- **Policies**
  - Choir solo and ensemble uses at least 5 judges. Additional judges may be hired based on the number of entries received. Each judge must have a separate room with a piano tuned to A-440.
  - Each solo and ensemble entry will be allotted **6 minutes** in the schedule.
  - Each school will be assigned blocks of time with judges based on their entries. Judges will rotate throughout the day.
  - Each student may participate in a maximum of four events.
  - Solo or ensemble performances must be memorized. Students are allowed to perform with music for no rating.
  - **All solos must have a piano accompaniment if the solo was composed with an accompaniment. Recorded accompaniments may be used on an appropriate audio device that is audible to the student and the judge. Any solo played**

**without an accompaniment that was composed with accompaniment will receive a NR (no rating).**

- Careful consideration should be given to what is considered “appropriate” literature. Pop, rock, or Broadway show music is considered to be inappropriate for this festival.
- An original copy of the music must be provided to the judge with measures numbered. **Unauthorized photocopied music presented to the adjudicator will receive a “No Rating” (NR).**
- Adjudication forms should be given to the adjudicator, by the student performer(s), at the time of the performance. The forms must have the name of the work being played, the school, the performer’s name, time of performance, and grade level.
- Medals are awarded to all first division recipients.
- Each judge has the option of awarding **an Award of Merit for outstanding performances**. Medals are awarded to all outstanding musicians.
- The festival host will keep a list detailing the number of medals awarded to each school. The host will compile a master list of entries at the end of the day and submit that to the district treasurer.

#### **4. Choir S&E Judges Information**

- Refer to VP generated S&E Judges Information Sheet

### **C. Orchestra S&E**

#### **1. Orchestra S&E Festival/Site Host – Specific Responsibilities**

##### **Two weeks before the festival:**

- Contact all clinicians, provide a schedule
- Make housing arrangements as necessary
- Follow up and finalize piano arrangements
- Follow up and finalize arrangements for other equipment needs, i.e chairs, stands, tables, etc.
- Send a draft of the festival schedule to the participating directors

##### **One week before the festival:**

- send the following information to all clinicians and all directors:
  - a festival schedule
  - a map to festival site
  - a list of equipment host school is providing
  - a list of restaurants in the host community

##### **One day before the festival:**

- Make sure there are enough chairs and stands in each performance area
- Make sure the right equipment is in each room
- Identify homerooms for each participating school
- Provide signs for the warm-up and performance rooms
- Establish festival headquarters

### **The day of the festival:**

- Provide a festival headquarters where ratings, music and medals may be picked up.
- Provide a headquarters staff to maintain a packet for each school that has the correct number of medals, certificates, judge's sheets, and music.
- Provide room monitors for each room. Remind monitors that no one is allowed to come and go into rooms during a performance. Monitors are not to leave their post during performance.
- Provide sharpened pencils and refreshments for the judges throughout the day as needed.
- Keep receipts of all expenses to be reimbursed by the district treasurer.

## **2. Orchestra S&E VP Responsibilities**

- Create and/or maintain a list of potential judges at the fall meeting
- Select judges – no vote needed, your discretion and judges availability is enough
- Coordinate Registration with District Pres, NMMEA website developer and site host
- Run judges meeting with site host
  - District Philosophy, Information and suggestion for how to use the judging sheet
- Check with site host that they reported results to the Treasurer for billing and awards

## **3. Orchestra S&E Participant Procedures**

- **Registration:**
  - S&E Registration is done on the NMMEA website and must be completed 4 weeks before the festival date.
    - Note: All information fields are to be filled in, an blank spaces will create a glitch in the why the registration info is reported
- **Policies**
  - Instrumental solo and ensemble uses at least 2 judges. Additional judges may be hired based on the number of entries received. Each judge must have a separate room with a piano tuned to A-440.
  - Each solo and ensemble entry will be allotted **8 minutes** in the schedule. Schedule 7 events per hour. Reset the time slots at the top of each hour, allowing for a 4 minute make up time at the end of each hour.
  - Each school will be assigned blocks of time with judges based on their entries.

- Each student may participate in a maximum of four events.
- Instrumental selections do not need to be memorized.
- **Recorded accompaniments may be used. Any solo played without an accompaniment that was composed with accompaniment will receive a NR (no rating) and cannot be considered for best of day or “outstanding.”**
- Etudes are not appropriate material for Solo and Ensemble Festival.
- Careful consideration should be given to what is considered “appropriate” literature. Pop, rock, or Broadway show music is considered to be inappropriate for this festival.
- An original copy of the music must be provided to the judge with measures numbered. **Unauthorized photocopied music presented to the adjudicator will receive a “No Rating” (NR).**
- Adjudication forms should be given to the adjudicator, by the student performer(s), at the time of the performance. The forms must have the name of the work being played, the school, the performer’s name, time of performance, and grade level.
- Medals are awarded to all first division recipients.
- Each judge must select an “Outstanding” (Best of Day) Solo or Ensemble for each category they judge if a first division is earned by any solo or ensemble in that category. Medals are awarded to all outstanding musicians.
- The festival host will keep a list detailing the number of medals awarded to each school. The host will compile a master list of entries at the end of the day and submit that to the district Treasurer.

#### 4. Orchestra S&E Judges Information

- Refer to VP generated S&E Judges Information Sheet

### D. Guitar S&E

#### 1. Guitar S&E Festival/Site Host – Specific Responsibilities

##### Two weeks before the festival:

- Contact all clinicians, provide a schedule
- Make housing arrangements as necessary
- Follow up and finalize piano arrangements
- Follow up and finalize arrangements for other equipments needs, i.e chairs, stands, tables, etc.
- Send a draft of the festival schedule to the participating directors

##### One week before the festival:

- send the following information to all clinicians and all directors:
  - a festival schedule
  - a map to festival site

- a list of equipment host school is providing
- a list of restaurants in the host community

**One day before the festival:**

- Make sure there are enough chairs and stands in each performance area
- Make sure the right equipment is in each room
- Identify homerooms for each participating school
- Provide signs for the warm-up and performance rooms
- Establish festival headquarters

**The day of the festival:**

- Provide a festival headquarters where ratings, music and medals may be picked up
- Provide a headquarters staff to maintain a packet for each school that has the correct number of medals, certificates, judge's sheets, and music
- Provide room monitors for each room. Remind monitors that no one is allowed to come and go into rooms during a performance
- Monitors are not to leave their post during performance
- Provide sharpened pencils and refreshments for the judges throughout the day as needed
- Keep receipts of all expenses to be reimbursed by the district treasurer

**2. Guitar S&E VP Responsibilities**

- Create and/or maintain a list of potential judges at the fall meeting
- Select judges – no vote needed, your discretion and judges availability is enough
- Coordinate Registration with District Pres, NMMEA website developer and site host
- Run judges meeting with site host
  - District Philosophy, Information and suggestion for how to use the judging sheet
- Check with site host that they reported results to the Treasurer for billing and awards

**3. Guitar S&E Participant Procedures**

- **Registration:**
  - S&E Registration is done on the NMMEA website and must be completed 4 weeks before the festival date.
    - Note: All information fields are to be filled in, any blank spaces will create a glitch in the way the registration info is reported

- **Policies**

- Instrumental solo and ensemble uses at least 2 judges. Additional judges may be hired based on the number of entries received. Each judge must have a separate room with a piano tuned to A-440.
- Each solo and ensemble entry will be allotted **8 minutes** in the schedule. Schedule 7 events per hour. Reset the time slots at the top of each hour, allowing for a 4 minute make up time at the end of each hour.
- Each school will be assigned blocks of time with judges based on their entries.
- Each student may participate in a maximum of four events.
- Instrumental selections do not need to be memorized.
- **Recorded accompaniments may be used. Any solo played without an accompaniment that was composed with accompaniment will receive a NR (no rating) and cannot be considered for best of day or “outstanding.”**
- Etudes are not appropriate material for Solo and Ensemble Festival.
- Careful consideration should be given to what is considered “appropriate” literature. Pop, rock, or Broadway show music is considered to be inappropriate for this festival.
- An original copy of the music must be provided to the judge with measures numbered. **Unauthorized photocopied music presented to the adjudicator will receive a “No Rating” (NR).**
- Adjudication forms should be given to the adjudicator, by the student performer(s), at the time of the performance. The forms must have the name of the work being played, the school, the performer’s name, time of performance, and grade level.
- Medals are awarded to all first division recipients.
- Each judge must select an “Outstanding” (Best of Day) Solo or Ensemble for each category they judge if a first division is earned by any solo or ensemble in that category. Medals are awarded to all outstanding musicians.
- The festival host will keep a list detailing the number of medals awarded to each school. The host will compile a master list of entries at the end of the day and submit that to the district treasurer.

#### 4. Guitar S&E Judges Information

- Refer to VP generated S&E Judges Information Sheet

## **XII. General Music Festival**

### **1. General Music Festival/Site Host/VP– Specific Responsibilities**

- Oversee the General Music Festival Registration process through Central District VI Entry Forms available on the NMMEA website
- Arrange for facilities/building/rooms
  - Six rooms for stations (one of which can be the auditorium/performance room).
- Arrange for a wide variety of clinicians from District VI. Provide clinicians with refreshments throughout the day
- Set up registration/check in table
- Create a schedule and distribute to all participating schools and clinicians ahead of the festival date as well as physical copies at the time of check in
- Set up home-base areas for each attending school for personal belongings to be left throughout the day
- Arrange for use of cafeteria or eating space for snack and lunch
- Arrange for custodial care and pay of the custodian
- Arrange place for chaperone meeting during first large group rehearsal
- Hang station signs and directions to rooms if needed
- Arrange for all equipment needed for the day
  - Station equipment
  - Microphone for auditorium
  - MP3 and CD audio playback for auditorium
- Set up risers on stage

**2. General Music Festival Procedures**-The site rotates within the district and is always held on a Saturday. Each school is permitted to bring 15 well behaved and highly motivated 3rd-6th grade students to participate. The festival includes student participation in various music stations taught by experts in the field. The day culminates in a performance which highlights the activities of the day as well as a whole group performing selected songs.

- **Registration**
- **Policies**

## **XIII. Forms**

- A. Service Contract
- B. Expense Sheet
- C. MPA Data Collection Worksheet

This Contract and Agreement is made and entered into this (date) \_\_\_\_\_, by and between the New Mexico Music Educators Association (NMMEA) (District number) \_\_\_\_\_, called the "FIRST PARTY," and A DULY QUALIFIED professional (Name) \_\_\_\_\_, called the "SECOND PARTY." WHEREAS it is the desire of the First Party that the second party:

Service \_\_\_\_\_ Event \_\_\_\_\_

Date(s) \_\_\_\_\_ Location \_\_\_\_\_

Description of service \_\_\_\_\_

\_\_\_\_\_

**THE PARTIES HERETO COVENANT AND AGREE AS FOLLOWS:**

1. The financial consideration to be paid the Second Party for said services shall be as follows:

- Payment per day \_\_\_\_\_ (Total number of days \_\_\_\_\_)
- Payment per hour \_\_\_\_\_
- Payment for event \_\_\_\_\_

2. Lodging will be paid directly to the hotel by NMMEA (district number \_\_\_\_\_).

- Yes
- No
- NA

3. Additional expenses covered by NMMEA (district number \_\_\_\_\_)

- Meals (provided) \_\_\_\_\_
- Meals (reimbursed) \_\_\_\_\_
- Mileage \_\_\_\_\_
- Other \_\_\_\_\_

4. Both Parties agree to save harmless the other party in case of a catastrophic situation which causes NMMEA (District number \_\_\_\_\_) to cancel said event. A "catastrophic situation" shall include, but not be limited to, an act of God, act of nature (including any epidemic or outbreak of pandemic disease), storm, flood, earthquake, fire, act of government or state, war, civil commotion, insurrection, embargo, labor disputes, and any other situation or event out of the reasonable control of the Parties.

5. Both Parties agree to save harmless the other party in case the Second Party is unable to serve because of illness or accident. NMMEA (District Number \_\_\_\_\_) will have the right to appoint a substitute to carry out the duties outlined.

6. The First Party (NMMEA) reserves the right to terminate this contract at any time, with or without cause, by providing written notice to the Second Party. In such an event, NMMEA shall not be liable for any further compensation beyond payment for services already rendered up to the date of termination.

7. IRS Requires: The Second Party shall provide a completed IRS Form W-9 to the First Party prior to payment.

\_\_\_\_\_  
SIGNATURE, FIRST PARTY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE, SECOND PARTY

\_\_\_\_\_  
DATE

# Central District VI

1500 VERANDA RD SE  
RIO RANCHO, NM 87124

## EXPENSE SHEET

Festival: HS MS      HS MS  
Honor Band/Orchestra   Honor Choir   General Music /Guitar   Band S & E   Choir S & E   Band Large Group   Choral Large Group

Name: \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Honorarium . . . . . \$ \_\_\_\_\_ per day . . . . . \$ \_\_\_\_\_

Meals . . . . . \$ \_\_\_\_\_

Lodging . . . . . \$ \_\_\_\_\_

Mileage (round trip)      Total miles \_\_\_\_\_ x 67 cents per mile . . . . . \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Amount . . . . . \$ \_\_\_\_\_

Check Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your services!

CATHERINE DANNER, TREASURER  
505-962-4839  
C-TREASURER@NMMEA.COM