



**Festival & Professional Development  
Policy and Procedures Manual**

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# I. General

## I. Purpose

- a. The purpose of this document “Nevada Music Educators Association Festival & Professional Development Policy and Procedures Manual” (NMEA P&P) is to outline the policies and procedures by which the Nevada Music Educators Association (NMEA) will operate its music festivals and professional development activities.

## II. Music Festivals & Ensembles

- a. All-State Festival Approved Ensembles
  - i. High School Band
  - ii. High School Choir
  - iii. High School Orchestra
  - iv. High School Jazz Band
  - v. Middle School Band
  - vi. Middle School Choir
- b. Small Schools Festival Approved Ensembles
  - i. High School Band
  - ii. High School Orchestra
- c. Solo & Ensemble Festival Approved Structure
  - i. Zone Solo & Ensemble Festival
  - ii. Regional Solo & Ensemble Festival
  - iii. Command Solo & Ensemble Festival
- d. Professional Development Activities
  - i. Nevada Music Retreat (On a trial basis through 2017)

## III. Additions to Scope of Festivals and/or Professional Development Activities

- a. NMEA members and/or NMEA areas who wish to expand the scope of an NMEA festival or professional development activity must submit their proposal in writing using the NMEA Event Proposal Form to the NMEA state executive no less than 10 calendar days before the boards next scheduled meeting.
- b. The NMEA board will consider the proposal at the next scheduled board meeting when the Event Proposal Form has been received a minimum of 10 calendar days prior to the scheduled meeting.
- c. The NMEA board will consider the financial impact to the organization and the value of the proposal to students and/or members.
- d. The member and/or area that submitted the proposal will be notified via email of the board’s decision.

## IV. Ensemble Area Procedures

- a. Ensemble area procedures may only be edited/amended/changed by a majority vote of the ensembles area meeting participants.
- b. Each All-State Festival will have a designated meeting time for each area group to meet (i.e. HS Band, HS Choir, etc)
- c. The area group must use Robert’s Rules of Order and the NMEA Secretary (or their appointed designee) in the Area Meeting Minutes must record the transaction. At the conclusion of the meeting the minutes must be submitted to the State Executive for digital storage.
  - i. Motion, Second, Discussion, Vote
    1. The Secretary will record the name of the member who makes the motion, the name of the member who seconds, and the vote totals.
      - a. No member names will be recorded in conjunction with the vote totals.

## II. All-State Festival

### I. General

#### a. Description

- i. The All-State Festival is a music festival to showcase the talent of Nevada's young musicians. Students from across the state are selected via their ensemble's selection process to participate and perform in one of NMEA's approved All-State Festival ensembles.
- ii. Participants are selected from Nevada's secondary schools;
  1. The Nevada High School All-State Bands, Choir, and Orchestra are a statewide activity consisting of outstanding musicians from grades 9, 10, 11, and 12 who auditioned for and were awarded a position in the ensemble.
  2. The Nevada Middle School All-State Band and Choir is a statewide activity consisting of outstanding musicians who are nominated by their teacher of record and awarded a position in the ensemble.
- iii. These activities culminate in ticketed public concerts.

#### b. Expenses

- i. Expenses for the All-State Bands, Choirs, and Orchestra include guest conductor's fees, music, and facilities for rehearsals, performances, and incidental expenses.
- ii. The expenses are paid from monies acquired through grants, special arts funding agencies, registration fees, and ticket sales in addition to the audition and participation fees.
- iii. Reimbursable Expenses
  1. All expenses to be reimbursed must be pre-approved by the All-State Committee Chairperson AND the State Executive including but not limited to:
    - a. Travel Expenses
    - b. Housing
    - c. Working meals
    - d. All chairpersons must be registered for the All-State Festival. All-State registration will be waived for all appointed ensemble chairs.

#### c. Guest Conductors

- i. Selection
  1. A priority list of recommended guest conductors shall be determined during the area division meeting held at the All-State Festival and maintained in a digital format given to the NMEA Secretary.
- ii. Honorarium
  1. \$3000.00 High School Ensembles
  2. \$2000.00 Middle School Ensembles
  3. The guest conductors will make their own transportation and housing arrangements out of the honorarium, the honorarium also includes per diem.
- iii. Consultant Agreement
  1. Must be completed and returned to the State Executive by September 15<sup>th</sup> of the year preceding the All-State Festival along with a 1099 form.
    - a. It is the responsibility of the Ensemble Chair to get the completed forms to the State Executive.

#### d. Auditions

- i. All-State audition materials and procedures need to be posted on the NMEA website by November 1<sup>st</sup> of the year preceding the All-State Festival.
- ii. Auditions will be arranged in each zone per each ensemble's area requirements.

- iii. All-State HS Band, HS Orchestra, and HS Jazz Band auditions are by Zoom H4 Digital Recorder only.
  - 1. The recordings are to be adjudicated by two separate individuals specializing on each instrument.
- iv. All-State HS Choir auditions are held live in Elko, Las Vegas, Carson City, and Reno.
- e. Ensemble Personnel
  - i. Ensemble personnel lists will be presented to the NMEA board at the February meeting for approval.
  - ii. Approved ensemble personnel lists will be posted to the NMEA website for posting on the Monday following the meeting.
    - 1. Music will be distributed to All-State ensemble music educators as soon as possible after the list is approved.
      - a. Include the following information in their music packet:
        - i. Congratulation Letter
        - ii. Student Code of Conduct
        - iii. Seating Auditions (If applicable)
        - iv. Media Release Form
        - v. Area Specific Documentation
- f. Eligibility & Audition Requirements
  - i. Students must be currently enrolled in band, choir, or orchestra at their school, and must have successfully completed participation in their regional honor ensemble to be eligible to audition.
    - 1. Exceptions to this requirement may be made by appeal only to:
      - a. Students who live in school districts in which there is no honor ensemble.
      - b. Students who attend private schools and are not able to participate in the districts honor group.
      - c. Students who have participated in an honor group during the current school year prior to moving to Nevada.
      - d. Students with extenuating circumstances must appeal through their NMEA member teacher.
    - 2. Appeals must be made using the NMEA Student Eligibility Appeal form and submitted through the State Executive for consideration of the NMEA Executive Board.
  - ii. Students auditioning for more than one All-State ensemble must indicate, on the audition application, their choice in rank order for which group they prefer if chosen for more than one ensemble.
  - iii. The NMEA “Code of Conduct” must be completed in order for any student to audition.

## II. High School Band

- a. Band Audition and Recording Procedures
  - i. The Selection of Audition Material
    - 1. Excerpts must be selected from the approved list of audition books. Coordinate with Orchestra and Jazz Band chairs for bass selections.
    - 2. All-State Band Audition Books
      - a. See appendix
    - 3. Please refer to “Archived Audition Excerpts” to avoid duplication of excerpts from previous years.
    - 4. Excerpts chosen should be contrasting (fast/slow) and demand as many different proficiencies as possible (articulation, range, technique, etc.).
      - a. Please avoid excerpts that only test one proficiency, i.e. articulation exercise.

5. A full range chromatic scale
    - a. Tongued up and slurred down in triplets at quarter note = 120 will also be required for the audition
  6. Write suggested tempos for all excerpts and chromatic scale.
  7. No copies of the auditions books may be made or distributed. Please refer to the “Archived Audition Excerpts” for the format of clearly listed etudes to be performed.
- ii. The Scheduling of Auditions
1. Based on those directors who have sent in forms and fees, generate a list of all students auditioning.
  2. Do not schedule any student whose forms are missing or incomplete or who has not paid the fee.
  3. Try to space jazz and concert auditions for students doing both by about a half hour.
  4. Send out the Audition Schedule at least two weeks before the auditions.
- iii. The Recording of Auditions
1. Two separate people, one from the North, and one from the South, coordinate and record the auditions.
  2. As students enter the room, write the student’s name and audition number (the fourth flute is flute four, etc.) on the audition recording list.
    - a. Please make sure that you have continued numbers in sequence from other site auditions.
  3. Write the audition number on the student’s forms.
  4. Make sure your file names are correct on the digital recorder.
  5. When the students are ready, press record and clearly say, “This is (instrument) audition #.”
  6. Please note: Confer with your co-chair to make sure that the room and equipment used for auditions at different sites is comparable. Do your best to ensure that one site is not recording in an acoustically perfect hall when another site is recording in a utility closet.
  7. The digital files should then be sent to adjudicators that are selected by the chair.
  8. The committee should consist of professional musicians/educators who do not have students involved in the auditions. Select two judges per instrument.
  9. Each adjudicator will score each student and rank them 1 – X. The chairperson will then take the rankings and determine the seating of the section. If there are any questions, please contact Diane Koutsulis.

## II. High School Choir

- a. General Information
- i. Choir auditions are held live in designated locations (All-State Choir auditions are held in Elko, Las Vegas, Carson City, and Reno). Rotating starting location each year.
  - ii. Audition fees must be paid to the NMEA State Executive before the audition occurs, as no money will be collected at the audition.
    1. NMEA State Executive will notify the choir chair of schools that have no paid.
    2. Those students will not be eligible to audition.
    3. Students must bring a completed and signed audition form, code of conduct, and attendance policy with them to the audition.
  - iii. Live vocal auditions will be conducted by the All-State Audition Committee.
    1. Participants on this committee serve a three year term and are selected by the directors in their zone.

2. The committee consists of three representatives from the Southern Zone, one from the Northern Zone, one for the Washoe Zone, and one from the Northeast Zone.
  3. If there is no one willing to serve from a particular zone, the All-State Choir Chair reserves the right to find someone from another zone to take that zone's place on the committee.
- iv. The All-State Choir accompanist(s) will be a qualified teacher or professional accompanist.
  - v. See appendix for choir rubric
- b. The Selection of the Audition Material
- i. The audition material should come directly from the clinician's requested program for the All-State Concert.
- c. The Submission of Audition Material
- i. Include with audition material instructions for all directors (including tempo markings, language preference, and type of accompaniment – if any).
  - ii. And the name of their area committee member to schedule auditions.
  - iii. Also, include a reminder that audition forms (including NMEA Code of Conduct and Attendance Policy) are due at the time of the audition.
  - iv. Fees are due to the NMEA State Executive before the student's audition will be scheduled.
- d. The Scheduling of Auditions
- i. Based on the information from the area audition committee members, generate a list and time schedule of all schools/student's auditions, so that you will have a master schedule.
  - ii. Assign members of the audition committee to contact every school in their area, determine the number of students auditioning, and produce an audition schedule to accommodate that particular school's schedule.
    1. When scheduling allow 40 minutes per octet
  - iii. Send out the audition schedule at least one week before the auditions.
- e. The Audition
- i. Students from into quartets or octets which are usually selected by their instructor. Students sing the quartet selection first, either accompanied or unaccompanied, as decided by the chair ahead of time.
  - ii. After the quartet selection, the auditions break down into individual evaluation. Each student will sing the solo portion of the All-State music and proceed through the rest of the audition.
  - iii. The accompanist should adjust starting notes according to the student's selected voice part. The accompanist should establish tonality for the sight reading, playing I-IV-V-I in the given key as well as emphasizing the starting note.
    1. Students will be given 10 seconds to establish their tonal center before beginning their melodic sight-reading.
    2. Students will be given 10 seconds to prepare before beginning their rhythmic sight-reading. They must establish a steady tempo so the committee can follow clearly.
    3. A one-octave chromatic scale will be sung using eighth-notes at the tempo of quarter note = 60-80 bpm.
  - iv. For the interval section of the audition, the student will be given "Do."
    1. The same "do" will be used for each interval
    2. Students will then be asked to sing the five selected intervals.
    3. Intervals must be sung ascending only.
    4. The student will only have one chance on each interval. The student will either receive one point for a correctly sung interval or zero points for an incorrectly sung interval.



5. All students on like voice parts will be given the same pitch across each audition site in the state.
  - v. ON the melodic memory portion of the audition, students will sing the notes back on a neutral syllable at a tempo given by the audition accompanist.
  - vi. The choir director may be present during the audition, but should not be permitted near the judging table Directors may conduct their groups in the quartets/octets, at the discretion of the Chair. Consistency of treatment must be universal throughout the state.
  - vii. After all of the auditions, the committee must separate the judging sheets, check the sheets for scoring accuracy, input scores into Excel and post the results in ranked order. It may be helpful to look for a natural “break” in scores. The committee settles on an approximate size of the choir, and then looks for cut-offs to meet those numbers within each section. The balance of the choir must be first established by the men’s sections, first the tenors and then the basses. The size of the choir will then be determined.
  - viii. In the event of ties, both students will be put in the choir. In the event of a tie in section leaders, both students will be named co-section leaders.
  - ix. The completed list must be kept confidential until it is approved by the Executive Board at their February meeting. Once the list is approved, the choir directors are to be notified, and music should be mailed to students. The choir chair may send music packets with committee members, who will in turn distribute to the necessary schools in their respective areas.
  - x. Choir students are permitted to keep their music as the cost has been included in their student participation fees.
- f. Area Rehearsals
  - i. Each zone in the state is required to have a minimum of two rehearsals for a total of 8 hours in preparation for All-State Choir.
  - ii. The Choir Chair is to delegate to the committee the responsibility of completing the required zone rehearsals prior to the Nevada Music Educators Association All-State Festival.
  - iii. Students are allowed one tardy or absence from the Zone Rehearsals or they will be removed from the choir before going to All-State.
  - iv. Students whose absences are unexcused by the zone chairperson will be dismissed from the choir and will not be permitted to re-audition at either the zone or state level.
  - v. On the first day of All-State, sectional/music checks will occur during sectional rehearsals, students will be pulled in double octets for music checks. If there is a concern about a student during the music check, then that student will be given an individual music check with their teacher of record if possible.
  - vi. Students who do not pass re-auditions will be excluded from participation in All-State Choir and released to their chaperone of record.
- g. Choir Traditions
  - i. Four-year members of the choir have been recognized at the concert, as well as at the first rehearsal.
  - ii. Choir members usually contribute money at the end of rehearsals toward a gift to be given to the clinician at the concert or at the dress rehearsal.

### III. High School Orchestra

- a. Auditions are conducted by the All-State Chairpersons.
- b. Students must file a completed, signed application and appropriate audition fees before they are allowed to audition.
- c. The student’s audition is recorded by the Orchestra Chair.

- d. Student's selected for the All-State Orchestra will be assigned section placement by the All-State Orchestra Chairs.
- e. Students will audition for seating at the first full All-State rehearsal.
- f. Audition and Recording procedures
  - i. The Recording of auditions
    1. The All-State Orchestra Chairs coordinate and record the auditions.
    2. Each auditioner is assigned a sequential number
      - a. Please make sure that you have continued numbers in sequence from other audition sites.
    3. Write the audition number on the students' forms as a double check.
    4. Make sure your file names are correct on the digital recorder.
    5. When the student is ready, press record and clearly say: "This is (Instrument) audition (#)."
    6. Please note: Confer with your co-chair to make sure that the room and equipment used for auditions at different sites is fairly comparable. Do your best to ensure that one site is not recording in an acoustically perfect hall when another site is recording in a utility closet.
    7. The digital files should then be sent to adjudicators that are selected by the chair.
    8. Try to select two judges per instrument.
    9. The four highest ranking violins will be placed in the first violin section the second four highest students will be placed in the second violin section and then every two after thereafter.
    10. The judges will rank, in score order, the auditionees, and give the ranked order back to the chair. The chair will, in turn, match the ranked numbers with the names of the auditionees.
    11. Suggested instrumentation is as follows:
      - a. 1<sup>st</sup> Violins: 16 – 20
      - b. 2<sup>nd</sup> Violins: 12 – 20
      - c. Viola: 12 – 14
      - d. Cello: 12 – 14
      - e. Bass: 6 – 8
  - ii. The Section of Audition Material
    1. Please refer to appendix for method of book selection
    2. Students are responsible for having their scale memorized at eighth note = 80
  - iii. The Submission of Audition Material
    1. Submit all audition material by the beginning of the school year. Contact the Executive Board to find the exact deadline for submission.
    2. Include with audition material instructions for all directors to send forms (All Forms!) and payment instructions. NMEA only accepts payment online. (Exceptions can be made on a case by case basis by contacting the NMEA State Executive.)
  - iv. The Scheduling of Auditions
    1. Generate a list of all students auditioning.
    2. The All-State Orchestra Chairs should select an audition assistant to check in students, collect paperwork, and escort students into the audition room and any other logistical help as needed.
    3. Send out the Audition Schedule at least two weeks before the auditions.
  - v. Area Rehearsals

1. Each district is responsible for scheduling a minimum of one two-hour rehearsal which students are required to attend prior to All-State.
  2. The audition chairs in the north and south should schedule and coordinate these rehearsals.
- vi. Orchestra Traditions
1. All-State Certificates are awarded to each All-State Orchestra member at the dress rehearsal. These certificates are placed on each student's stand prior to the beginning of the rehearsal.
  2. Four-year members of the orchestra have been recognized at the concert, as well as at the first rehearsal.
  3. Four-year members of the orchestra have been recognized at the concert, as well as at the first rehearsal.
  4. Members usually contribute money at the end of rehearsals towards a gift to be given to the clinician at the concert. It is the orchestra chairs' responsibility to purchase this gift along with a thank you card.

#### IV. Middle School Band

##### a. Band Nomination Procedures

- i. Chairperson will have nomination form posted to the NMEA website on November 15.
- ii. Chairperson will communicate updates and reminders about nominations to zone reps, who will forward communication to their zone's middle schools.
- iii. Middle school band directors will enter names of students they wish to select in the order of nomination.
  1. It is highly recommended that nominated students are a part of their local zone's honor band.
- iv. Nomination form will close on January 15.

##### B. Band Selection Procedures

- i. Chairperson will communicate with guest conductor to determine preferred instrumentation.
- ii. Students will be sorted based on instrument and order in which they are nominated. There will be at least 1 student selected per school that submits a nomination.
- iii. Chairperson will notify directors of selected students by February 1.
- iv. Directors will be sent information packet to distribute to selected students. Students are required to confirm their participation and submit their packet to the chairperson by February 21.

#### V. Middle School Choir

##### a. General

- i. Directors should join the google classroom and fill out, scan, and return appropriate paperwork as listed.
- ii. Students should be filled out in the appropriate google form.

##### b. Student Placement

- i. Up to a total of 12 students are selected by the teacher's to join the MS All-State Choir. These students should represent the best of your program and should know their music.

1. Two Sopranos, Two Altos, 4 Tenors, and 4 Basses. No school may send more than the allotted amounts listed.
  - ii. Directors should work with their students before attending rehearsals with the MS All-State Choir Director.
  - iii. Students should know their music well enough for part checks before they attend the first rehearsal.
  - iv. Students who do not know their music may be asked to work with their teacher of record, if possible. If not possible, student may be dismissed from MS Choir.
- C. Ensemble Traditions
- i. Members usually contribute money at the end of rehearsals towards a gift to be given to the clinician at the final rehearsal. It is the choir chairs' responsibility to purchase this gift along with a thank you card.

### III. Small Schools All-State Festival

#### I. General

#### II. Ensemble Selection and Chair Placement Procedures

- a. Eligibility
  - i. Total school enrollment must be 1500 or lower.
  - ii. Students must not have been previously selected to participate in a NMEA All-State instrumental ensemble. (Band, Orchestra, Jazz)
  - iii. Student must be currently enrolled and in good standing with their school music ensemble.
  - iv. Nominating teacher must be a current member of NMEA.
- b. Recommendation Form
  - i. Teachers may nominate up to 10 students.
  - ii. Each school is guaranteed their top two (2) selections. (Instrumentation permitting)
  - iii. Form is to be emailed to the event chair within the specified due date.
- c. Ensemble Selection
  - i. All students ranked either 1 or 2 will be selected first (instrumentation permitting.)
  - ii. All students that auditioned for an NMEA All-State Ensemble and participated in their zone honor ensemble will be placed next.
  - iii. Students that participated in their zone honor ensemble, but did NOT audition for an All-State Ensemble will then be placed.
  - iv. Students that auditioned for their zone honor ensemble but were not selected will then be placed.
  - v. The remaining spots will be filled with the students that did not meet any of the previous stipulations.
  - vi. All ties at each level will be broken by numerical ranking. In the event of a tie on the ranking, both students will be selected (Instrumentation permitting).
- d. Chair Placement
  - i. A live chair placement audition will occur at the beginning of the first rehearsal.
  - ii. Each student will be required to play a two (2) octave chromatic scale and a selection from the first part on their instrument.
  - iii. The audition selection material will be determined by the event chair.

- iv. University personnel will be used as judges when at all possible. Otherwise judging will be done by participating directors. When possible, two (2) judges should be used for each instrument group.
- v. Each judge will rank each student in numerical order and the chairing will be based on the average ranking.
- vi. Parts will be reassigned accordingly after the audition.

## IV. Solo & Ensemble Festival

### I. Description

- a. The Solo & Ensemble Festivals are events in which individual students and small ensembles, grades 6 – 12, have the opportunity to perform before an audience and receive comments and/or a rating from a qualified adjudicator.
- b. The experience is designed to encourage individualized as well as ensemble instruction and participation.
- c. The event is open to all students who are members of their schools' vocal or instrumental music program.
- d. Students who attend schools which do not offer a comprehensive music program may also participate (e.g. Community College High School).
- e. Sponsors must be NMEA members in order for their students to participate.

### II. Policies and Procedures

- a. Festival Structure
  - i. The NMEA Solo & Ensemble Festivals are a competition style festival. At the high school level thirteen (13) winners will be chosen to perform at the Command Performance each year, one from each of the following categories:
    - 1. Eclectic Style
    - 2. Brass Solo or Ensemble
    - 3. Guitar
    - 4. Percussion
    - 5. Piano
    - 6. String Ensemble
    - 7. String Solo – High String (Violin)
    - 8. String Solo – Low String (Viola, Cello, or Bass)
    - 9. Vocal Ensemble
    - 10. Vocal Solo – High (Soprano/Alto)
    - 11. Vocal Solo – Low (Tenor/Bass)
    - 12. Woodwind Ensemble
    - 13. Woodwind Solo
  - ii. Regional adjudicators will choose approximately 20% of the events from their rooms as eligible to participate in the NMEA All-State Solo & Ensemble held during the NMEA All-State Festival.
    - 1. The entries chosen MUST have earned a Superior (I) at Regionals.
    - 2. Advancing entries will be posted on the NMEA website following all S&E events.
  - iii. The NMEA Solo & Ensemble Festivals shall be comprised of the following levels:
    - 1. Regional Solo & Ensemble Festival
    - 2. Command Performance Solo & Ensemble Festival

- a. The thirteen (13) winners will be chosen from the Command Performance Solo & Ensemble Festival and will perform at a free concert open to the public at the All-State Festival.
  - iv. Once the Solo & Ensemble Festival schedule is written, there will be no changes.
    - 1. Educators' will have the flexibility to adjust performance times among their school's assigned times.
      - a. These alterations will not be allowed if they affect another school's scheduled performances.
    - v. The NMEA website (nmeamusic.org) will indicate all dates, times, and locations for Solo & Ensemble Festivals.
    - vi. Solo & Ensemble issues must be presented to the board by the students' NMEA sponsor.
- b. Registration
  - i. Registration forms must be submitted with all fields completed or entries will not be scheduled. This includes names of ALL participants. No further notification will be sent.
  - ii. If the event chair receives the registration form after the posted due date, a late charge of \$25 will be assessed. Checks are due with seven (7) business days from registration deadline. Unpaid entries will not be permitted to perform.
  - iii. Late entries are scheduled on a space-available basis. If no space is available, all registration fees will be returned, including any late fees.
- c. Participation
  - i. Student Eligibility
    - 1. Students must be members of their school's music program.
    - 2. Schools that do not have a music program must have a NMEA member sponsor in order for students to participate.
  - ii. Student Conduct and Participation Policies
    - 1. Students must arrive at the performance area one hour prior to their scheduled performance time.
    - 2. Students are encouraged to be part of the audience for other performances.
    - 3. Performance area rules:
      - a. No waiting or loitering the area reserved for adjudicators.
      - b. No entering or leaving adjudication rooms during performances.
      - c. No eating or drinking in the performance rooms.
      - d. No talking or moving during performances.
      - e. No playing or singing in the performance hallways at any time.
      - f. Failure to adhere to proper concert etiquette will result in dismissal from the festival.
        - i. This includes whistling, booing, screaming, cheering, etc. in the performance rooms.
  - iii. Educator Policies
    - 1. Educators with students participating in the festival must be present for the festival or have a designated chaperone.
      - a. Educators must provide adult supervision for their students at all times.
      - b. Unsupervised students will be sent home.
      - c. All educators registering students are asked to assist with Solo & ensemble duties and will be contacted by the zone coordinator.

- d. Educators who do not observe these policies will be subject to their educational institution or organization being ineligible for the following years Solo & Ensemble Event.
- iv. Ensembles (2 or more participants)
    - 1. Maximum Number of Participants
      - a. Instrumental ensembles cannot exceed sixteen (16) in number.
      - b. High School Choral ensembles cannot exceed sixteen (16) in number.
      - c. Middle/Junior High Choral ensembles cannot exceed twenty-four (24) in number.
    - 2. Interschool/Organization Ensembles
      - a. When an ensemble is comprised of students from multiple schools/organizations it is the responsibility of the educator who registers the ensemble to inform the educators of the participating students.
        - i. When multiple registrations for the same ensemble are received NMEA will not refund additional monies paid.
    - 3. Ensembles may perform with or without a conductor.
  - v. Performances
    - 1. Time Allotments
      - a. Vocal Solos may not exceed five (5) minutes of performance time.
      - b. Vocal Ensembles and Instrumental Solos and Ensembles may not exceed seven (7) minutes of performance time.
        - i. Ensembles may only perform one selection.
      - c. Any performances exceeding these time limitations will be stopped by the adjudicator or proctor when the time limit is reached.
        - i. Any performance that is stopped at Regional Solo & Ensemble for exceeding the time limit will be disqualified from participation at the Command level.
    - 2. Memorization
      - a. To be considered for command performance:
        - i. Vocal Solos and Ensembles must be memorized at regional and command levels.
        - ii. String Solos must be memorized at regional and command levels.
        - iii. Piano solos must be memorized at regional and command levels.
        - iv. Wind and Percussion Solos **need not be memorized** at regional and command levels.
        - v. Instrumental Ensembles **need not be memorized** at regional and command levels.
    - 3. Music
      - a. Each soloist and ensemble must present a numbered, original score to the adjudicator.
        - i. Photocopied scores are not permitted under any circumstance.
        - ii. The burden of proof of public domain is on the performers/educators and must accompany the original score.
          - 1. Its appearance on IMSLP or other public domain websites does NOT ensure that the edition or arrangement of the score is in the public domain.

- iii. For Washoe: Performers are instructed to wait outside the performance room for the room proctor to return their original scores.
  - b. Music must be performed with the instrumentation indicated by the composer/arranger.
    - i. For example, a trio composed for violin, viola, and cello cannot be performed by a flute, viola, and cello.
    - ii. Performers who do not follow this rule will receive Comments Only and will not be eligible for the next level.
    - iii. Deviations from written instrumentation must be approved by the Festival Chairperson prior to the festival.
  - c. Vocal Solo repertoire will be selected from standard classical literature.
  - d. Directors are encouraged to select music which will be challenging and commensurate to the student's ability.
  - e. Performers are not permitted to repeat literature they have performed in previous years' NMEA Solo & Ensemble Festivals.
- 4. Accompaniment
  - a. Performers must provide their own accompanist.
    - i. Some performance rooms may be equipped with electric pianos. Please advise your accompanist of this.
  - b. If the selection is written with accompaniment, an accompanist, or a recorded version of the accompaniment must be used, otherwise no rating will be given.
    - i.e. "Comments Only"
      - i. Middle School soloists are allowed to perform unaccompanied with no penalty to the student's rating.
  - c. Electronic accompaniments are acceptable for Regional Solo & Ensemble Festivals, but these entries must use live accompaniment for Command Solo & Ensemble Festivals.
    - i. Performers utilizing electronic accompaniment, including SmartMusic are responsible for providing their own technology including all necessary cables, cords, etc.
    - ii. Set-up and tear-down must be completed within allotted performance time.
- 5. Ratings
  - a. Ratings will be posted and will be updated as frequently as possible.
    - i. Southern Zone – Only registering teachers (or another teacher from the same school) may pick-up rating sheets for their students at the NMEA table at the conclusion of their students' performances.
    - ii. Northern/Washoe Zone – Ratings will be available electronically to performers or their NMEA sponsor at the medal/NMEA table.
  - b. Students may elect to receive a rating or "Comments Only," written comments with no rating.
  - c. Teachers, instructors, parents, performers and other students are prohibited from interaction with adjudicators regarding student performances and/or scores before, during, and after the festival.
    - i. The adjudicator's rating will be final.
    - ii. Appeals are not permitted.



- d. All comments, questions, and concerns should be directed to an NMEA board member.
  - i. Only NMEA members can bring complaints and requests to the board.
- 6. Fees and Medals
  - a. Regional Festival entry fees are \$10.00 per entry plus \$5.00 for each additional person.
    - i. For example, a solo will cost \$10 and a quartet \$25, \$10 for the entry and \$15 for three additional participants.
  - b. Medals will be distributed as follows:
    - i. Regional Medals: Superior (I) –Blue Drape, Excellent (II) – Red Drape.
    - ii. Southern Zone – Medals will be placed in packets with score sheets for educator pick-up.
    - iii. Northern/Washoe Zones – Performers who do not pick up their medals before leaving the Solo & Ensemble Festival forfeit the right to receive their medals.
- 7. Command Performance Solo & Ensemble
  - a. Command Performance Auditions must be submitted by video recording through the student’s NMEA sponsor of record according to NMEA guidelines.
  - b. Instrumentalists will perform the same 7 minutes of music they played at all S&E levels.
  - c. Vocalists will perform the same 5 minutes of music they played at all S&E levels.
  - d. No ratings are given at the Command Performance Level, as the main goal of the adjudicators will be to select winners for the Command Performance Concert. All entries will receive written comments about their performance.
  - e. A mandatory meeting for all Command Performance winners will take place 30 minutes prior to the concert.
    - i. Winners who are tardy to this meeting may be removed from the performance at the Board’s discretion.
  - f. Students must perform the winning pieces exactly the way they were performed for the Command Performance adjudicators.
    - i. No additional pieces, movements, or sections may be added.
  - g. Medals will be provided to each winner.

## V. Professional Development

# Appendix I – General





## Appendix II – All-State Festival



# CONSULTANT AGREEMENT FOR HIGH SCHOOL ALL-STATE ENSEMBLES

This Agreement made and entered into this [Click here to enter a date.](#) day of [Click here to enter a date.](#), 20[Click here to enter a date.](#), between the Nevada Music Educators Association (NMEA) and \_\_\_\_\_, in the capacity of Consultant.

The NMEA hereby engages and contracts the services of the Consultant as an independent contractor, and not as an employee. Nothing contained herein shall be construed to create the relationship of Employer-Employee between the Association and the Consultant. The NMEA has no responsibility for payment of taxes, workers compensation, social security, or any other benefits incidental to employment with the NMEA. These services are to be rendered in \_\_\_\_\_, Nevada.

Services to be performed by Consultant: Rehearsing and directing the 20\_\_ All-State \_\_\_\_\_ on \_\_\_\_\_ directing the ensemble at the concert on \_\_\_\_\_. Rehearsals will run daily starting on Thursday with morning and afternoon breaks as well as lunch and dinner breaks (exact times to be determined at a later date). Music selection should also be made by the beginning of the second week in September and reported to the \_\_\_\_\_ chairperson along with the consultant’s picture and biography.

Consultant agrees to arrange and pay for his/her own expenses including transportation, housing and meals. Upon completion of the services provided by the Consultant, the NMEA shall make payment as follows:

Honorarium Amount: \$3,000.00

The Consultant agrees to hold the NMEA, its trustees, officers, and members harmless from all suits, claims, judgments, demands or executions of every kind and character arising out of any act or omission of the Consultant.

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by the Consultant without the prior written consent of the NMEA.

Notwithstanding any other provisions of this Agreement, either party hereto may terminate this Agreement at any time with or without cause prior to sixty (60) days before the date of the event as stated in the third paragraph of this Agreement.

This Consultant’s Agreement contains the entire agreement between the parties and may only be modified by a written agreement by both parties. This Agreement shall be governed and construed in accordance with the laws of the State of Nevada.

For the NMEA:

\_\_\_\_\_  
Chairman Signature

\_\_\_\_\_  
NMEA Treasurer Signature

Consultant:

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number



## CONSULTANT AGREEMENT FOR MIDDLE SCHOOL ALL-STATE ENSEMBLES

This Agreement made and entered into this Click here to enter a date. day of Click here to enter a date., 20Click here to enter a date., between the Nevada Music Educators Association (NMEA) and \_\_\_\_\_, in the capacity of Consultant.

The NMEA hereby engages and contracts the services of the Consultant as an independent contractor, and not as an employee. Nothing contained herein shall be construed to create the relationship of Employer-Employee between the Association and the Consultant. The NMEA has no responsibility for payment of taxes, workers compensation, social security, or any other benefits incidental to employment with the NMEA. These services are to be rendered in \_\_\_\_\_, Nevada.

Services to be performed by Consultant: Rehearsing and directing the 20\_\_ All-State \_\_\_\_\_ on \_\_\_\_\_ directing the ensemble at the concert on \_\_\_\_\_. Rehearsals will run daily starting on Thursday with morning and afternoon breaks as well as lunch and dinner breaks (exact times to be determined at a later date). Music selection should also be made by the beginning of the second week in September and reported to the \_\_\_\_\_ chairperson along with the consultant's picture and biography.

Consultant agrees to arrange and pay for his/her own expenses including transportation, housing and meals. Upon completion of the services provided by the Consultant, the NMEA shall make payment as follows:

Honorarium Amount: \$2,000.00

The Consultant agrees to hold the NMEA, its trustees, officers, and members harmless from all suits, claims, judgments, demands or executions of every kind and character arising out of any act or omission of the Consultant.

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by the Consultant without the prior written consent of the NMEA.

Notwithstanding any other provisions of this Agreement, either party hereto may terminate this Agreement at any time with or without cause prior to sixty (60) days before the date of the event as stated in the third paragraph of this Agreement.

This Consultant's Agreement contains the entire agreement between the parties and may only be modified by a written agreement by both parties. This Agreement shall be governed and construed in accordance with the laws of the State of Nevada.

For the NMEA:

Consultant:

\_\_\_\_\_  
Chairman Signature

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
NMEA Treasurer Signature

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

## Sample Letter to Students Selected for All-State Ensembles



DATE

Dear All-State XXXXXXXX Member,

On behalf of the Nevada Music Education Association, congratulations on being accepted into the most elite high school XXXX in our state. Our conductor this year is PUT NAME HERE, WHAT HIS/HER POSITION IS AND WHERE HE/SHE IS FROM, ALONG WITH A SHORT "TIDBIT" ABOUT HIM/HER. He/She is also a truly amazing clinician and is looking forward to Nevada's finest musicians.

To make your All-State experience as outstanding as possible, please be aware of the following things:

- The tardy and attendance policy states that if you are not in your seat at downbeat, you will be dismissed from the ensemble. Please observe all call times.
- Please practice your music diligently. It is expected that you will play your music for your band director so he/she can make sure it is correct. The first rehearsal at All-State will be a sectional in which you will play your music off to a judge. Students found unprepared will be re-assigned to a lower chair or part, or removed from the ensemble entirely.
- You are required to turn in all of your music immediately following the All-State concert. Your music is numbered, so please make sure that you turn in the exact numbers assigned to you.
- Please make sure you have all accessories (i.e., mutes, etc.) called for in your part.
- You are required to bring all items necessary for your performance (with the exception of: bass drums, tam tams, mallet instruments, chimes, bongos, and timpani). This includes mallets/sticks of all varieties, snare drums, equipment stands, cymbals, straps, etc. If in doubt, bring it!
- If the part indicates a large suspended cymbal, bring a LARGE suspended cymbal. Also, have a variety of mallets/sticks in terms of size and hardness. If the conductor asks, "Do you have a harder/softer/bigger/louder/etc. mallet for that," your answer will ALWAYS be, "Yes!"
- Please label all of your items with your name and school.

Good luck to you in your preparation for All-State. We look forward to seeing you soon!

Best regards,

All-State XXXXXXXXXX Chairperson



## Educator Audition Reminders



Dear NMEA Member,

Please note that at the time of audition, all students are required to submit:

- Audition Application Form
- Code of Conduct
- Attendance Policy
- Chaperone of Record
- Publicity Permit

Thank you for your attention to these changes. If you have any questions, please contact your area chairperson.

Sincerely,

NMEA Executive Board

## Audition Application Form

**DEADLINE:** See NMEA website for deadlines to submit student entries to ensemble chairs: [www.nmeamusic.org](http://www.nmeamusic.org). Directors will be invoiced after registering for auditions, fees must be paid prior to auditions. **NMEA only accepts online payments – exceptions can be made with the State Executive.** Band, Choir, Orchestra and Jazz Band students must turn in this Audition Application along with the completed and signed Code of Conduct and Attendance Policy at the time of their audition.

### PART ONE: Student Information

PLEASE PRINT OR TYPE

Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/ Zip: \_\_\_\_\_  
 Home Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_ Grade: \_\_\_\_\_

**\*\*IF YOU ARE AUDITIONING FOR MORE THAN ONE PERFORMING GROUP, YOU MUST INDICATE YOUR 1st, 2nd, AND 3rd CHOICES. IF LEFT BLANK, THE CONFERENCE COMMITTEE WILL MAKE THE FINAL DETERMINATION, AND THEIR DECISION WILL BE FINAL. Only the highest scoring wind/percussion player is guaranteed their preferential first choice.**

<b><u>Choir</u></b>	Choice # _____	Voice Part _____ 1S _____ 2S _____ 1A _____ 2A _____ 1T _____ 2T _____ 1B _____ 2B  <i>*With NMEA Board's consent, exceptions can be made to the live choral audition requirement.</i>  Student is enrolled in school choir _____ (initial here to confirm enrollment, director will verify below as well)
<b><u>Orchestra</u></b>	Choice# _____	Instrument _____  (wind players/percussion, indicate instrument choices in band area below)
<b><u>Concert</u></b> <b><u>Band</u></b>	Choice# _____	List instrument(s) here (if auditioning on multiple instruments please list in order of preference): _____  <b>Important Note:</b> Preference order applies ONLY if student qualifies for All State participation on multiple instruments based on audition results. <b>If you prefer placement be made based on highest chair earned regardless of instrument, please check the following:</b> _____ No preference/placement should be determined by highest chair earned.
<b><u>Jazz</u></b> <b><u>Band</u></b>	Choice# _____	List instrument(s) here (if auditioning on multiple instruments please list in order of preference): _____  <b>Important Note:</b> Preference order applies ONLY if student qualifies for All State participation on multiple instruments based on audition results. <b>If you prefer placement be made based on highest chair earned regardless of instrument, please check the following:</b> _____ No preference/placement should be determined by highest chair earned.

If selected for a NEVADA ALL-STATE organization, I will accept the assignment, learn the required literature, follow all rules and regulations in the All-State Code of Conduct and Attendance Policy, and punctually attend all rehearsals. I realize that this is contingent upon successful completion of my local honor organization assignment. I am including the attendance contract, code of conduct and publicity permit with this form.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Parent/Guardian Signature/Date

### PART TWO: To be completed by the director

I recommend this student for consideration as a member of the NEVADA ALL-STATE BANDS, CHOIR or ORCHESTRA. This student is a member in good standing of our school concert organization (s), has participated in this year's local honor organization, and is worthy of audition.

**PLEASE NOTE:** In order to audition for an All-State performing ensemble, the student must be enrolled in and in good standing with the corresponding performing group at his/her high school, and must have completed the district/regional honor group. String players and vocalists are to audition on the same instrument/voice part as they played/sang in their auditioned local/regional honor group. This should also match their instrument/voice part at their school. Wind/percussion players may audition on multiple wind/percussion instruments regardless of the instrument they played in their local/regional honor group. Students who do not have a district/regional event available to them, or having extenuating circumstances that prevent them from participating in the local event can appeal to the NMEA Executive Board for an exception to be made.

Relevant comments from director: \_\_\_\_\_

\_\_\_\_\_  
Director's Printed Name

\_\_\_\_\_  
Director's email address

\_\_\_\_\_  
Director's Signature/Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
NAFME ID # and Expiration Date

School FAX # ( ) \_\_\_\_\_

School Phone # ( ) \_\_\_\_\_



## All-State Rehearsal Code of Conduct

*(This form is required for anyone who is auditioning for an All-State Ensemble.)*

While the Nevada Music Educators Association has established various All-State activities to provide excellent performance opportunities for high achieving music students in the state, it is also to be viewed as a privilege for these students to represent their peers at this level. The executive board of NMEA in consultation with the NMEA General Assembly has established this "All-State Code of Conduct" to govern individual students conduct as representatives of their high schools and their districts across the state. This code will involve any All-State activity from auditions to rehearsals to performance to motel and restaurant conduct. As a participant, the student agrees to meet the terms of the following code.

### CODE OF CONDUCT:

The student agrees to meet the terms of the attendance policies as outlined in the attendance policy statement, which is to be signed and returned to the school's music director and forwarded to the appropriate All-State chair. The attendance policy contains very strict demands at all rehearsals and does not allow any tardiness.

- I. The student will rehearse and adequately prepare the music of the All-State ensemble and come to the All-State site with all music and a pencil for use during the rehearsals.
- II. Curfew times will be established by the NMEA Board. These curfew times will be enforced by board members, NMEA members, and individual school personnel. Violation of curfew by a student will result in removal from the conference and the student will be sent home at the student/school's expense.
- III. Students will maintain proper decorum while in the hotel/motel, riding the bus or at eating establishments. This will include being respectful of other patrons at all times. Student noise levels in the hotel/motel lobbies, hallways, staircases, elevators and rooms will be kept to a minimum both day and night.
- IV. Students are not to have visitors in their own hotel/motel unless under authorized adult supervision. Under no circumstances will there be girls in boys rooms or boys in girls rooms.
- V. Unlawful use or possession of alcohol, any type of tobacco, or illegal drugs, or any counterfeit substances will not be tolerated. Violation of law in any of these areas, but not limited to these areas, by a student will result in removal from the conference and proper legal authorities will be contacted.
- VI. Sexual harassment or sexual activity will not be tolerated. Violation of this rule by a student or students will result in removal from the conference.
- VII. Student agrees to follow all of their own school and school district rules, regulations and policies. This includes the school district's dress code policy. At the time of All-State, the student will remain in good standing with their school/school ensemble, as verified by the school's director.
- VIII. Students removed from the conference will be sent home at their parent's expense. The executive board may recommend that the student be withheld from participation in All-State activities for up to one year.
- IX. Students who withdraw from All-State after the last day of February will be excluded from participating in the following year's All-State. Students who have extenuating circumstances may appeal to the NMEA Executive Board.
- X. Students accepted to an NMEA All-State Ensemble will be required to pay a participation fee to NMEA. This fee varies by ensemble.

I understand and will abide by this Code of Conduct.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent Signature                      Date



## All-State Rehearsal Attendance Policy

*(This form is required for anyone who is auditioning for an All-State ensemble.)*

### Attendance Policy:

- Attendance is taken in the 15 minute window prior to the rehearsal start time.
- Students will be marked tardy if they are not in their seat at the rehearsal start time. Your first tardy will result in a verbal warning and the chair will notify the teacher of record.
- Students will be removed from the ensemble if
  - They arrive more than 15 minutes after the rehearsal start time and/or
  - It is their second tardy.
- This removal may be appealed to the NMEA Executive Board by the student's teacher of record only if the student has followed the NMEA Rehearsal Attendance Emergency Procedure.
- NMEA Rehearsal Attendance Emergency Procedure:
  - In the event that a student will be late to a rehearsal for any reason beyond their control, that student must contact their ensemble chair.
  - This contact must take place prior to the rehearsal start time.
- The Ensemble Chair's time piece shall be considered the official clock of the ensemble for attendance purposes.

**CHOIR STUDENTS:** Each zone of NMEA will hold two to four - two hour rehearsals prior to All-State. This will be decided by the All-State Choir Chair each year. Each student will be allowed one attendance infraction - either one tardy or one absence at these zone rehearsals. If the student misses one rehearsal, he/she must attend and pass their zone music check before the All-State conference. If there is more than one attendance infraction at the zone rehearsals, the student will be removed from the All-State Choir.

**MUSIC PREPARATION CHECK:** All students in All-State performing ensembles will participate in an individual music check. The students will perform their music for one or two selected music educators chosen by the area chair. If, in the opinion of these educators, the student is not prepared for the All-State experience, he/she will be removed from the ensemble.

**APPEAL PROCESS:** A student, director or parent may appeal decisions regarding the enforcement of these policies to the Nevada Music Educators Association Executive Board. Please contact the current President of NMEA.

As parent, student and director, we acknowledge awareness and acceptance of these rules and our willingness to comply with them.

As parent, I (we) acknowledge responsibility to provide transportation home at my (our) expense, should my (our) son/daughter be removed for infraction of the rules.

This agreement must be signed by parent, student and director and submitted to the appropriate All-State chair in order for the student to participate in the All-State auditions.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Parent Signature                      Date

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Student Signature                      Date

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Director Signature                      Date





## PUBLICITY PERMIT

Last Name of Child \_\_\_\_\_

First Name \_\_\_\_\_

Dear Parents:

Throughout the Nevada Music Educators Association All State Festival, we are asked to take part in local publicity releases by way of pictures, newspaper articles, websites, radio time, television and/or video. If you do, or do not, want your child's picture or name to be used in such publicity releases, indicate your desire below.

\_\_\_\_\_ I see **no objection** to my child having his or her picture and/or name used in connection with the public relations program of the Nevada Music Educators Association.

\_\_\_\_\_ I **object** to my child having his or her picture and/or name used in connection with the public relations program of the Nevada Music Educators Association.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian #1

\_\_\_\_\_  
Signature of Parent or Guardian #2

***\*All parents or guardians of the student must sign.***

## All-State HS Band Chairpersons Checklist and Duties

### A. To Be Completed Upon appointment by Date Completed

- Secure the following year's clinician. Apprise the clinician of the honorarium, meals, lodging, and transportation information. Send out contract immediately, to finalize.
- Contract clinician
- Ask the clinician if he/she would be willing to do a clinic for directors if time permits, and give this information to the clinic chair.

### B. Seven Months Before (August):

- Post to website a list of etude books to be used for auditions.
- Select audition material
- Coordinate audition sites and dates throughout the state and submit them to the Executive Board.
- Coordinate audition sites and dates with Jazz Band Chair.
- Contact adjudicators for audition files.
- Contact clinician and request biography and program information.

### C. Four/Five Months Before (October/November):

- Etudes will be released via the NMEA website (November 1, release to website).
- Submit clinician program and biography to NMEA All-State Chairperson.
- Order program selections (2 sets of each) and begin preparing folders. Rent music when possible.
- Number parts in order to keep track of music
- Consult with clinician on instrumentation for the ensemble, and decide on percussion needs for program.
- Coordinate with other site chairs to insure that auditions will be done consistently.
- Contact conference chairperson to confirm availability of rooms for sectionals.

### D. Three Months Before (December):

- Schedule auditions in your zone and make sure auditions are scheduled in other zones.
- Get Zoom H4 Digital Recorders from NMEA President.
- Get jazz improvisation accompaniment CD.
- Develop a system for writing down student name, school, and instrument during auditions.
- Two-Three Months Before (December/January):
- Complete auditions at all sites.
- Distribute digital files to adjudicators.
- Based on adjudicators notes, rank all students auditioning and propose a final ensemble roster to NMEA.
- Once NMEA has approved the roster, post list of the ensemble on the NMEA website.
- Send out folders to students containing all music, welcome letter, and information sheet. Include specific percussion assignments in percussion folders as well as assignments for each student to bring specific percussion instruments and mallets/sticks.

### E. One Month Before (February):

- Talk to the clinician about the seating chart. Also find out if he/she has any needs during rehearsals such as a metronome, tuner, etc.
- Discuss schedule and check on time for music checks.
- Arrange for large equipment such as timpani, marimba, piano, etc. to be delivered to rehearsal site.
- Arrange with other directors to help set-up and tear down for rehearsals and performance.
- Set up rooms for music check and assign directors to rooms.
- Confirm sectional leaders. Host university faculty is to be contacted first. Music Department chairs at UNR and UNLV

### F. Before First Rehearsal:

- Bring large equipment (percussion, etc.) and set it up.

- Set up room according to seating chart with extra chairs on the side for directors.
- Set up all electronic equipment.
- Post seating chart on the entry door.
- Put each student's name tag on his/her chair, and put schedules and pencil on his/her stand.

G. First Rehearsal:

- Take attendance and welcome students.
- Review attendance policy
- The published time on student schedules is a call time. The conductor's official beginning of rehearsal will be 15 minutes after that scheduled time. If the entire ensemble is present and seated, the conductor may have the option of beginning rehearsal early. Any student who arrives after the beginning of rehearsal will be removed from the ensemble.
- Be on hand at every rehearsal and provide clinician with everything required.
- Be certain to acknowledge four-year members at the concert.

H. Chair the annual Nevada Band Directors' Meeting, and prepare to discuss the following. This information is to be provided at the General Meeting:

- a report on the progress of the band and the director's work with the students
- Auditions - providing statistics to the membership
- Special problems arising from the auditions
- Suggestions for improvement to the audition process
- Entertain suggestions/motions from the floor regarding any band business
- Compile future conductor pool
- Any other business that needs discussing.

I. Introduce clinician at NMEA luncheon and at the concert.

J. After All-State:

- Write a thank you letter to the clinician.
- Present report to the NMEA Board.



## All-State HS Choir Chairpersons Checklist and Duties

### A. Upon Selection as Chairperson – DATE COMPLETED:

- Secure the following year's clinician. Apprise the clinician of the honorarium, meals, lodging, and transportation information. Send out contract immediately, to finalize.
- Contract adjudicator (See page ??? for contract)

### B. Seven Months Before (August):

- Contact clinician and request biography and program information.
- Confirm that the guest clinician has secured transportation and housing for the conference.
- Order program selections and begin preparing folders and music.
- Select audition material from the clinician's program selections.
- Set up audition sites and dates and submit them to the Executive Board.
- Contact chairs in other state zones to coordinate auditions in those zones.
- Audition materials will be published to the NMEA website and sent to each zone representative on the committee.
- Zone chairs should submit a schedule of zone rehearsals to the chairperson in a timely manner.

### C. Four/Five Months Before (October/November):

- Contact audition committee with audition dates, so they may request a substitute for their classroom through their individual districts.
- Have NMEA choir chair secure transportation for audition committee.
- Post reminder on the NMEA website about audition information.
- Submit clinician program and biography to the NMEA All-State Chair.
- Submit audition material to the NMEA Webmaster by October 15<sup>th</sup> for posting deadline.
- Begin preparing folders.

### D. Three Months Before (December):

- Schedule auditions in your zone and make sure auditions are scheduled in other zones.
- Secure at least one laptop computer to take with you during auditions.
- All student data, including scores, can be entered as you finish the auditions at each site on Excel or current spreadsheet program. A backup computer, if possible, should be used to enter data.
- When the music arrives, number every piece of music, prepare it for mailing to the high schools, along with rehearsal information, All-State schedule, and site locations, as well as any NMEA merchandise ordering information.

### E. Two-Three Months Before (December/January):

- Conduct auditions in all sites. (Elko, Reno, Carson City, and Las Vegas) with rotating starting sites
- Based on those directors who have sent in fees, generate a list of all students auditioning.
- Rank all students auditioning and propose a final ensemble roster to NMEA. This roster should be ready for the NMEA Board meeting in February.

### F. One Month Before (February):

- Upon NMEA approval of the roster, the list of the ensemble will be published to the NMEA website and emailed to each zone representative.
- Send out folders to students containing all music, welcome letter, and information sheet.
- Talk to the clinician about the seating chart: placement of sections and section leaders, placement of the piano, use of podium/music stand. Also find out if he/she has any needs during rehearsals such as a metronome, etc. Discuss schedule and check on time for music checks.
- Arrange for large equipment such as piano and risers, to be delivered to the rehearsal site.
- Make a seating chart.
- ADD ATTENDANCE SHEET POLICY
- Arrange with other directors to help set-up and tear down for rehearsals and performance.

- Set up rooms for music check and assign directors to rooms

G. Before First Rehearsal:

- Make sure the piano, chairs, and any other equipment required by the clinician, is set up.
- Set up room according to seating chart with extra chairs on the side for directors.
- Set up all electronic equipment.
- Have each student's name tag ready for section leaders.

H. First Rehearsal:

- Welcome students.
- Introduce section leaders.
- Attendance will be taken at each rehearsal.
- Make sure the students understand the attendance policy.
- The published time on student schedules is a call time. The conductor's official beginning of rehearsal will be 15 minutes after that scheduled time. If the entire ensemble is present and seated, the conductor may have the option of beginning rehearsal early. Any student who arrives after the beginning of rehearsal will be removed from the ensemble.
- Chair or a committee member must be at every rehearsal and provide clinician with everything required.
- Coordinate entrance and exit of the choir to and from the stage before the dress rehearsal on the afternoon of the concert.

I. Chair the annual Nevada Choir Directors' Meeting, and prepare to discuss the following to be presented at the General Meeting:

- a report on the progress of the choir and the director's work with the students
- Auditions - providing statistics to the membership
- Special problems arising from the auditions
- Suggestions for improvement to the audition process
- Entertain suggestions/motions from the floor regarding any choir business
- List in priority order the suggestions for future All-State Choir Guest Conductors to be added to the NMEA All-State Choir Conductor Selection Pool
- As a courtesy, any ACDA or Collegiate business should be recognized as well, but only after all NMEA business has concluded.
- Any other business that needs discussing.

J. Introduce clinician at NMEA luncheon and at the concert.

- Focus attention on introducing the guest conductor, as well as acknowledging/thanking the accompanist(s). A few remarks may be made to thank the committee, if the chair wishes to do so.
- Compile rehearsal list.

K. After All-State:

- Write a thank you letter to the clinician.
- Present report to the NMEA Board.

## All-State HS Orchestra Chairpersons Checklist and Duties

### A. One Year Before (March, as assistant chair):

- Take notes at All-State directors' meeting
- Send minutes to Secretary to be e-mailed to orchestra directors.
- Assess any problems with present All-State orchestra, and begin a list of proposed changes or alterations in the process.
- Assess the appropriateness of the audition materials
- Speak with colleagues about possible ways to improve All-State orchestra experience.
- Maintain a database of all orchestra programs (directors, addresses, e-mail addresses, phone and fax numbers) in Nevada. Database should be shared with the NMEA secretary and transmitted to the next orchestra chair.
- Secure the following year's clinician from the selection pool. Apprise the clinician of the honorarium, meals, lodging, and transportation information. Send out contract immediately, to finalize.

### B. Seven Months Before (August):

- Contact clinician and request biography and program information.
- Confirm that the clinician has secured their own lodging and transportation.
- Order program selections. It is suggested to use Luck's Music Library in Michigan. NMEA's account number at Luck's is N20657. Luck's gives NMEA a discount and is very prompt with delivery. Make arrangements in advance with the NMEA Treasurer to order and pay for the music.
- Select audition material from the clinician's program and submit it to the NMEA webmaster for posting on the website. Be sure to include any special instructions regarding tempo, scales, and/or arpeggios with the excerpts. Coordinate with the Band and Jazz Band chairpersons to arrange for bass etude selection.
- Set up audition sites and dates and submit them to the Executive Board.
- Contact adjudicators for audition files and verbally confirm.
- Contact chairs in other state zones to coordinate auditions in those zones.

### C. Four/Five Months Before (October/November):

- Contract adjudicators.
- Send a reminder email to directors about audition sites, dates, and due dates for forms and fees.
- Audition forms should be sent to you so that you may schedule the students.
- Schedule all auditions in your zone, and make sure co-chairs have done the same.
- Submit clinician program and biography to NMEA All-State Chairperson.
- Begin preparing folders.
- Consult with clinician on instrumentation for the ensemble, and decide on percussion needs for program.
- Ask the clinician if he/she would be willing to do a clinic for directors if time permits, and give this information to the clinic chair.
- Coordinate with other site chairs to insure that auditions will be done consistently.
- Coordinate with conference site coordinator to arrange for rooms for sectional rehearsals.

### D. Three Months Before (December):

- Schedule auditions in your zone and make sure auditions are scheduled in other zones.
- Get Zoom H4 recorders from the NMEA President.
- Get all necessary recording equipment and make sure it is in working order.
- Develop a system for writing down student name, school, and instrument during auditions.

### E. Two-Three Months Before (December/January):

- Do auditions in all sites.
- Make copies of all auditions files and bring them to adjudicators.
- Based on adjudicator's notes, rank all students auditioning and propose a final ensemble roster to NMEA.
- Once NMEA has approved the roster, it will be sent to the Webmaster to be posted on the NMEA website.
- Make folders containing all music, welcome letter, and information sheet.

- Include specific percussion assignments in percussion folders as well as assignments for each student to bring specific percussion instruments and mallets/sticks.
- Arrange for directors to obtain student folders using what ever method you prefer. Typically, directors pick up the music from the chair.

F. One Month Before (February):

- Talk to the clinician about the seating chart.
- Determine if the conductor has any special needs during rehearsals such as a metronome, tuner, etc. Discuss schedule and check on time for music checks.
- Arrange for large equipment such as timpani, marimba, piano, etc. to be delivered to rehearsal site through the All-State Music Festival Coordinator.
- Make a seating chart.
- Make final copies of the rehearsal and performance schedule to give to all participants.
- Arrange with directors attending the All-State Music Festival to help set-up and tear down for rehearsals and performance.
- Secure sectional leaders. It is suggested to try faculty of the host university faculty first and then use whomever you feel qualified to fill in vacancies.

G. Before First Rehearsal:

- Bring large equipment (percussion, etc.) and set it up.
- Set up room according to seating chart with extra chairs on the side for directors.
- Set up all electronic equipment.
- Post seating chart on the entry door.
- Put each student's name tag on his/her chair, and put schedules and pencil on his/her stand.

H. First Rehearsal:

- Take attendance and welcome students.
- The published time on student schedules is a call time. The conductor's official beginning of rehearsal will be 15 minutes after that scheduled time. If the entire ensemble is present and seated, the conductor may have the option of beginning rehearsal early. Any student who arrives after the beginning of rehearsal will be removed from the ensemble. WE NEED TO RESEARCH CURRENT POLICY THIS IS NOT CORRECT.
- Be at every rehearsal and provide clinician with everything required.
- Be certain to acknowledge four-year members at the concert.
- Arrange for clinician's meals.

I. Chair the annual Nevada Orchestra Directors' Meeting, and prepare to discuss the following:

- A report on the progress of the orchestra and the director's work with the students
- Auditions - providing statistics to the membership
- Special problems arising from the auditions
- Suggestions for improvement to the audition process
- Entertain suggestions/motions from the floor regarding any orchestra  
business
- List in priority order the suggestions from meeting attendees for future All-State Orchestra Guest Conductors.
- Any other business that needs discussing.

J. Introduce clinician at NMEA luncheon and at the concert.

K. After All-State:

- Write a thank you letter to the clinician.
- Present report to the NMEA Board.

## All-State MS Band Chairpersons Checklist and Duties

### A. One Year Before

- Consult with colleagues on suggestions for the next All-State ensemble.
- Secure the following year's guest conductor from the selection pool. Apprise the clinician of the honorarium, meals, lodging, and transportation information.

### B. Seven Months Before (September):

- Contact guest conductor and request biography, headshot, and program information.
- Order program selections.
- Secure guest conductor's contract and send signed copy to NMEA state executive.
- Confirm that the guest conductor will secure their own lodging and transportation.
- Attend NMEA board meeting and secure rehearsal dates, times, locations, and sectional rooms.

### C. Four Months Before (late November-early December):

- Post to the NMEA website:
  - Nomination Form
  - MS Band student schedule
- Send out information to all Nevada middle school band directors and include the following information:
  - Teachers may nominate up to 10 students.
  - Each school is guaranteed their top selection
  - All students that participated in their zone honor ensemble will then be placed.
  - All students that auditioned for their zone honor ensemble but were not selected will then be placed.
  - The remaining spots will be filled with students who did not meet any of the previous stipulations.

### C. Three Months Before (early January):

- Confirm that nomination information was communicated to Nevada middle school band directors.
- Send reminder email to all Nevada middle school band directors with nomination deadline.
- Meet with guest conductor to determine instrumentation of the ensemble.

### E. Two-Three Months Before (late January-early February):

- Close nomination form.
- Build ensemble based on criteria in policies and procedures.
- Notify participating directors and include the ensemble list.
- Send paperwork to participating directors:
  - Information letter
  - Application form
  - Code of Conduct form
  - Attendance Policy form
  - Publicity form
  - Chaperone of record form

### F. Two Months Before (February)

- Send music to schools once their paperwork has been received.
- Send schedule, campus map, and any other pertinent information to directors.
- If a student is unable to participate, select next student on the list and communicate with their director.

### G. One Month Before:

- Talk to guest conductor about seating chart.
- Make a seating chart.
- Confirm program order with the guest conductor.
- Determine percussion needs and coordinate transport through the All-State Music Festival Coordinator.

- Determine if the conductor has any special needs during rehearsals such as a metronome, tuner, etc.
- Secure sectional coaches by contacting participating directors.
- Make final copies of the rehearsal and performance schedule to give to all participants.
- Arrange with directors attending the All-State Music Festival to help set-up and tear down for rehearsals and performance.

H. Before First Rehearsal:

- Bring large equipment (percussion, etc.) and set it up.
- Set up room according to seating chart with extra chairs on the side for directors and chaperones.
- Put each student's name tag on his/her chair, and put schedules and pencil on his/her stand.
- Open registration an hour prior to start of first rehearsal.
- Ensure that a chaperone of record will be present for each school's group of students at all rehearsals.

I. Rehearsals:

- Take attendance and welcome students.
- If the entire ensemble is present and seated, the conductor may have the option of beginning rehearsal early. Any student who arrives after the scheduled start time of the rehearsal will be removed from the ensemble.
- Be at every rehearsal and provide clinician with everything required.

J. Attend the annual band area meeting, and prepare to discuss the following:

- A report on the progress of the band and the director's work with the students
- Auditions - providing statistics to the membership of how many were nominated, how many were selected, how many schools participated, etc.
- Entertain suggestions for next year's all-state MS band.
- Entertain suggestions/motions from the floor regarding any middle school band business
- Entertain suggestions for the next year's guest conductor.
- Any other business that needs discussing.

K. Introduce clinician at NMEA luncheon and at the concert.

K. After All-State:

- Present report to the NMEA Board.

## All-State MS Choir Chairpersons Checklist and Duties

- A. One-Year Prior (April):
- Choose the conductor (\$1200 IN STATE, \$1700 OUT OF STATE)
  - Get Consultant Form for them to sign in order to be paid and deliver to NMEA Treasurer
  - Get musical selections and any rehearsal notes or a letter from conductor for kids
  - Get conductor bio and head shot picture for the All-State program
- B. 8 Months Prior (September):
- Send out email to all Nevada MS Choir Directors telling them about MENC / NMEA and inviting them to join or update membership with both associations – directions how
- C. 6 Months Prior (November):
- Make up Timeline of events /due dates / postmark dates for forms, etc.
  - Choose the accompanist (\$500) – get music to them ASAP
  - Update forms for the first informational packet to go out – Get to Webmaster to upload on NMEA website:
    - Informational Letter
    - Timeline of Events / due dates / postmark dates for forms, etc.
    - Hotel Information (traveling students only)
    - Student Hotel Information Form (traveling students only)
    - Director / Chaperone Hotel Information Form (traveling students only)
    - Application Form
    - Code of Conduct / Attendance Policy Form
    - Event Chaperone Form
    - Tentative Schedule of Events
- D. 4 Months Prior (January):
- Mail out Informational Packet with all listed and included in time #5
  - As Application Forms, Code of Conduct / Attendance Forms, Event Chaperone Forms, Invoice and Fees start arriving in the mail, put in notebook in alpha order by school
  - As the Fees start arriving, put checks in alpha order by school name and print out receipts to give with checks to treasurer)
  - As those forms arrive, start making an excel document titled MS All-State Roster – alpha by school by voice part, and the and make an Excel list of teachers' names, schools & addresses (#11)
  - When all names are known by part, email all participating directors the roster to check for mistakes, misspellings, etc. before sending to All-State Convention Headperson for nametags and registration
  - When all Event Chaperone names are known, make list and email directors to check for mistakes, misspellings, etc. before sending to All-State Convention Headperson for nametags and registration
- E. 3 Months Prior (February):
- Order 5 or 6 music selections – enough for all students and accompanist – get program order right away (190 copies?)
  - When all names are correct, make three days of attendance rosters on excel for rehearsals & any concerts –
  - Make excel spreadsheet of student names and parts for mailing labels (item #8 too)
  - Get all fees / checks / invoices to NMEA Treasurer
  - Get Roster and Event Chaperone list to All-State Convention Headperson so name tags can be made
  - Get MS All-State roster, program order, conductor bio and picture and accompanist name to the person in charge of making the concert program and to Webmaster to upload on website
  - Once music arrives, make rehearsal CD for students – all parts and accompaniments and put on the rehearsal link: [http://web.me.com/coronadochoir/Coronado/All-State\\_Chair.html](http://web.me.com/coronadochoir/Coronado/All-State_Chair.html)
  - Next packet to go out consists of the following – some information needs updates / changes:
    - Congratulations letter – page

- Buy padded envelopes
- Receipt of payment for students' fees
- Buy regular envelopes
- Music Program Order – Page 2
- Hotel information (northern students) – page 2
- Schedule of events – page 3
- Dress code information – page 3
- Performance attire – page 3
- Reminder of Conduct / Attendance – Page 4
- MS All-State Roster – Page 5 – 8
- Map of UNLV or UNR campus – page 9
- Musical selections (to be memorized upon your arrival)
- Practice at the following link: [http://web.mac.com/coronadochoir/CoronadoChoir/All-State\\_Choir.html](http://web.mac.com/coronadochoir/CoronadoChoir/All-State_Choir.html)

F. Month of All-State Conference (April):

- Order plaques for the conductor and accompanist (NMEA President usually does this, get info to them)
- Parking passes for UNLV or UNR for directors and event chaperones
- Email all participating directors reminding them to register for the NMEA All-State Conference (form online) and sending form and \$\$registration fee to NMEA Treasurer

G. First Day of All-State Conference (April):

- Set up rehearsal rooms, organize check-in, name tags, seating arrangement (cards w/ names??)
- Prepare report about the Middle School All-State Choir to present at the General Meeting during the All-State Conference. Include the following information / facts:
  - How many schools participating from around the State of Nevada
  - \$30 participation fee x number of participating students = \$\_\_\_\_\_
  - Number of any students who did not show or that have been removed
  - Conductor Name; where they're from, a little about them
  - Accompanist Name; where they're from, a little about them
  - Finish the report by showing the following facts:
    - \$ Operational Funds (total amount figured in item B
    - Consultant Fee, Conductor
    - Consultant Fee, Accompanist
    - Total amount for MS All-State Choir Music for students
    - Any additional expenses (Instrumentalists, Supply Reimbursement
    - Remaining Balance - MS All-State Choir



## Appendix III – Small Schools All-State Festival

### Small Schools All-State Festival Chairpersons Checklist and Duties

- I. To Be Completed Upon appointment by Date Completed
    - a. Secure the following year's clinician.
    - b. Apprise the clinician of the honorarium, meals, lodging, and transportation information. Send out contract immediately, to finalize.
    - c. Request biography and program information.
    - d. Request performance Literature
  - II. B. Two-Three Months Before (February/March):
    - a. Order performance literature
    - b. Send out Information Letter and Recommendation Form. (After All-State ensemble lists have been posted). Both items should be posted on the NMEA website as well.
    - c. Based on ranking system described below, rank all students submitted and propose a final ensemble roster to NMEA.
    - d. Once NMEA has approved the roster, post list of the ensemble on the NMEA website.
    - e. Send out folders to students containing all music, welcome letter, and information sheet. Include specific percussion assignments in percussion folders as well as assignments for each student to bring specific percussion instruments and mallets/sticks.
  - III. C. One Month Before (April):
    - a. Talk to the clinician about the seating chart. Also find out if he/she has any needs during rehearsals such as a metronome, tuner, etc.
    - b. Discuss schedule and check on time for music checks.
    - c. Arrange for large equipment such as timpani, marimba, piano, etc. to be delivered to rehearsal site.
    - d. Arrange with other directors to help set-up and tear down for rehearsals and performance.
    - e. Set up rooms for music check and assign directors to rooms.
    - f. Confirm sectional leaders. University personnel to be used if available.
  - IV. D. Before First Rehearsal:
    - a. Bring large equipment (percussion, etc.) and set it up.
    - b. Set up room according to seating chart with extra chairs on the side for directors.
    - c. Set up all electronic equipment.
    - d. Post seating chart on the entry door.
    - e. Put each student's name tag on his/her chair, and put schedules and pencil on his/her stand.
  - V. E. First Rehearsal:
    - a. Take attendance and welcome students.
    - b. Review attendance policy
    - c. The published time on student schedules is a call time. The conductor's official beginning of rehearsal will be 15 minutes after that scheduled time. If the entire ensemble is present and seated, the conductor may have the option of beginning rehearsal early. Any student who arrives after the beginning of rehearsal will be removed from the ensemble.
    - d. Be on hand at every rehearsal and provide clinician with everything required.
    - e. Be certain to acknowledge four-year members at the concert.
  - VI. F. After Small-State:
    - a. Write a thank you letter to the clinician.
- Present report to the NMEA Board.

# Appendix IV – Solo & Ensemble Festival

## Solo & Ensemble Adjudication

- I. Achieving the ultimate in performance excellence shall be the goal.
- II. The Solo & Ensemble Festival is designed to encourage music excellence and performance artistry throughout the year rather than to prepare for a contest.
  - a. This philosophy has meant the abandonment of the competition contest.
- III. The ultimate motive of teachers should be to give their soloists or ensembles as honest an appraisal of their efforts as the adjudicators.
- IV. The ratings should be considered as a constructive assessment rather than a placement higher or lower as compared to other participants.
- V. Achieving a high rating at the cost of ethical teaching practices is never justified.
- VI. Students may elect to receive a rating or written comments with no rating.
- VII. STANDARDS FOR ADJUDICATION
  - a. Standards for rating in the five-division system are listed below with explanatory remarks:
    - i. The final rating awarded must be a reflective compilation of all ratings given in each category on the adjudication sheet.
    - ii. The adjudicator's rating will be final. Appeals are not permitted.

- I. SUPERIOR rating reflects the finest conceivable performance for the event and the category of participants being judged, worthy of the distinction of being recognized as among the very best. It shows *outstanding* preparation, execution or interpretation for a formal festival performance; musically *very* challenging yet *nearly absent* of technical errors with *very minor flaws in advanced* musical concepts and *interpretation*. This rating should be reserved for only the truly outstanding performance.

A superior rating = any combination of 5 ratings totaling 5, 6, or 7. For example:

$$\begin{array}{ll} 1\ 1\ 1\ 1\ 1 = 5 = I & 1\ 1\ 1\ 1\ 3 = 7 = I \\ 1\ 1\ 1\ 1\ 2 = 6 = I & 1\ 1\ 1\ 2\ 2 = 7 = I \end{array}$$

- II. EXCELLENT rating reflects an exceptional performance in many respects with minor deficiencies in performance, or improper voicing or instrumentation. It shows *above average* preparation, execution or interpretation for a formal festival performance; musically challenging with *few* technical errors and *demonstrated awareness of advanced* musical concepts and *interpretation*. This rating is a performance of distinctive quality.

An excellent rating = any combination of 5 ratings totaling, 8, 9, 10, or 11.

- III. GOOD rating reflects a performance that has accomplishment and marked promise. It shows *average* preparation, execution or interpretation for a formal festival performance; presents *few* musical or technical challenges and demonstrates awareness of *only basic* musical concepts.

A good rating = any combination of 5 ratings totaling, 12, 13, 14, 15, or 16

- IV. FAIR rating reflects a performance that has room for improvement. It shows *below average* preparation, execution or interpretation for a formal festival performance; presents *no* musical or technical challenges and *lacks* demonstrated awareness of basic musical concepts.

A fair rating = any combination of 5 ratings totaling, 17, 18, 19, 20, or 21.

- V. POOR rating indicates a performance that has much need for improvement. Shows *unacceptable* preparation, execution or interpretation for a formal festival performance; presents *no* musical or technical challenges and has *many* errors in technique and basic musical concepts. This rating is rarely used even by the most critical adjudicator.

A poor rating = any combinations of 5 ratings totaling, 21, 22, 23, 24 or 25.

- CO COMMENTS ONLY indicates the performer chose to receive written comments without a Roman Numeral rating or the performer did not follow the NMEA Solo & Ensemble Policies and Procedures.

- NS NO SHOW rating indicates the registered performer(s) did not arrive and participate in the event.



## Appendix V – Professional Development