

NEVADA MUSIC EDUCATORS ASSOCIATION

POLICY AND PROCEDURES MANUAL

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I. DUTIES OF NMEA OFFICERS

A. PRESIDENT

1. The President will notify all Executive Board members of scheduled meetings for the following school year no later than July 1 and shall preside at said meetings.
2. The President shall also preside at the Annual General Meeting, and shall perform the duties customarily evolving upon a Chief Executive; including power in an emergency to make temporary rulings until a meeting of the Executive Board can be called, or an expression of opinion otherwise obtained from it.
 - a) All other unresolved issues shall be remanded to the Executive Board.
3. The President shall have the power to appoint committees not otherwise provided for in the Constitution and Bylaws.
4. Additionally, the President shall send letters to all new teachers inviting them to join NMEA at the discounted membership fee as established by MENC.
5. The President shall also be the liaison between the National and State members and will provide necessary guidance and direction to the Area All-State Chairs, Board Members, and special appointees.
6. The President is directly responsible for any state NMEA activities.
7. The President is responsible for ensuring that the policy handbook is updated as deemed necessary.
8. As the leader of the Executive Board, the President shall be aware of all board members' responsibilities and assist where necessary.
9. He/She shall act as a liaison to the State Department of Education for the State of Nevada from NMEA.
10. The President shall submit "The President's Message" for the NMEA website and/or publications of Nevada Notes in a timely fashion and complete all state reports to the Western Division Executive Board.
11. The President will be in charge of storing and shipping the Zoom H4 Digital Recorders to be used for NMEA Band and Orchestra auditions.
12. The President may commission a keynote speaker at the opening of the All-State Concert and will preside at the concert as well. He/She will continue to maintain an awareness of current issues in music education as well as attending all MENC Conferences and National Assemblies. Additional duties and responsibilities may be mandated by the NMEA Executive Board or Western Division Board and its President.
13. The President shall schedule the NMEA Professional Development Conference and All State Festival at least three years in advance.
14. The President shall arrange for recording services for the All State Festival ensembles.

B. IMMEDIATE PAST PRESIDENT

1. The Immediate Past-President, shall serve as advisor to the President, and shall have other duties as may be assigned by the President or Executive Board.
2. The Immediate Past-President shall work closely with the NMEA Coalition Chair and may serve as a legislative liaison to the Nevada State Assembly.
3. Additionally, the Immediate Past--President shall submit an article for the NMEA website and/or in each issue of Nevada Notes in a timely fashion.
4. The Immediate Past-President shall investigate the possibility and shall apply for application for any available grants or other outside funding sources to augment.
5. The Immediate Past-President shall be responsible for developing and monitoring all aspects of the Tri-M program within the state of Nevada (e.g., initiating and supporting chapters).

C. PRESIDENT-ELECT

1. The President-Elect shall assume the duties of the President in case of the disability, absence, or resignation of the President.
2. The President-Elect shall be directly responsible for the Annual Professional Inservice activities and shall oversee the All-State Coordinator, Site Chair, and All-State Area Chairs.
3. Additionally, the President-Elect shall submit an article for the NMEA and/or publications of Nevada Notes in a timely fashion.
4. During the fall of the second term, the President-Elect shall form a nominating committee(zone representatives) for the purpose of nominating President-Elect candidates, as well as secretary and treasurer candidates.
5. For the February NMEA Board Meeting, the President-Elect, shall present the results of the nominating committee to the secretary who will compose a ballot for elections after the NMEA General Meeting at the conclusion of the Nevada Music Educators Association Professional Development Conference and All State Festival.
6. The President-Elect will appoint chairs for his/her term. The President-Elect shall attend the MENC Interim meeting and National MENC meetings.

D. SECRETARY

1. It shall be the duty of the Secretary to keep a record of all meetings of the Association and of the Executive Board
2. and to prepare ballots for regular and special elections, including the collection of candidate photos and biographies.
3. The Secretary shall distribute copies of the minutes of any board meeting and general NMEA meetings within two weeks after the meeting to the members of the Executive Board.

4. The Secretary will purchase plaques for each of the All-State Ensemble Conductors to be presented to them at the concert.
5. The Secretary shall be responsible to revise and update all State forms (audition forms, participation forms, etc.) and shall submit forms and minutes to the Editor for timely publication on the NMEA website or in the Nevada Notes.
6. Additionally, the Secretary shall attend all Area meetings at the Annual Professional Inservice.
7. The Secretary shall update the Policies & Procedures documents. This includes confirming the documents on the NMEA website are current.
8. The Secretary shall contact all chairpersons prior to the June Seminar gathering recommendations for revisions to the Policies & Procedures Manual. The board shall make the revisions during the Seminar and the Secretary will contact all chairs immediately following the Seminar to review all Policies and Procedures important to their area.
9. Secretary will create attendance logs for all ensemble rehearsals and collect records at the completion of the Festival performances to retain for official board record.

E. TREASURER

1. It shall be the duty of the Treasurer to collect all the money due the Association; to pay bills incurred by the Association, and to present a written report of the transactions of the office at the annual meeting of the Association.
2. The Treasurer should present a written report of the balance in the treasury at each meeting of the Executive Board.
3. The Treasurer shall deposit the funds of the NMEA in a depository approved by the NMEA Executive Board.
4. All expenditures not already approved in the annual budget which exceed \$100.00 require approval from the NMEA President.
5. The Treasurer shall have the responsibility to transfer signature cards at the election of new officers.
6. Additionally, the Treasurer shall be responsible to monitor, track, and maintain the state and federal tax requirements - and fill out and return necessary tax forms in a timely fashion.
7. The Treasurer will present a budget to the Executive Board at the September Board meeting that will forecast area fund's projected expenditures and incomes, as well as to report fund overages.
8. The Treasurer will be responsible for the activities at the registration booth at the Annual Professional Inservice and will distribute packets of Inservice schedules and other material prepared by the Professional Inservice Coordinator as members register for the Nevada Music Educators Association Professional Development Conference and All State Festival.
9. The Treasurer will set registration hours and can expect assistance from the Membership Chair as well as help from Collegiate chapters of MENC in Nevada.
10. The treasurer shall contact NMEA's CPA to file the IRS 990 form.

F. STATE EDITOR

1. The State Editor will be appointed by the Executive Board, and shall carry out the duties of publishing, soliciting of advertising, mailing and/or placing the official NMEA publication, Nevada Notes on the NMEA website.
2. They shall work closely with the NMEA webmaster to make the website as user friendly as possible.
3. The Editor shall be responsible to the NMEA Treasurer for all fiscal matters relating to the publication of Nevada Notes.

G. ZONE REPRESENTATIVES

1. There will be representatives from each zone within NMEA to serve as liaisons between their zone and NMEA
 - a) (1 – Northern Zone, 1 – Northeastern Zone, 2 – Washoe Zone, 3 – Southern Zone).
2. They shall attend the meetings of the NMEA Board.
3. The representatives are responsible for presenting the concerns and perspective of their zone members to NMEA, communicating NMEA actions, discussions and agenda to their zone, and serving as the nominating committee for NMEA officer elections.

H. APPOINTED POSITIONS

1. The President may appoint positions from the following: Advocacy/Coalition Chair, Technology Chair, Membership Chair, Tri-M Chair, Elementary Chair, Middle School Chair, Collegiate Chair, General Music Chair, MIOSM Chair, Special Learners Chair, Research Chair, Retired Chair, Teacher Education Chair, Historian, Parliamentarian and Webmaster, Exhibits Chairperson, Clinic Chairperson

I. MEMBERSHIP CHAIR

1. It shall be the duty of the Membership Chair to gain access to the MENC website for current Nevada state membership updates.
2. The Membership Chair shall strive to publish an up-to-date membership and Nevada schools directory every two years based on the available information.
3. It shall be the Membership Chairs duty to communicate with any school district Music Administrators and zone reps to keep information about job site assignments, music teaching staff, new and closed schools as well as new and defunct music programs in Nevada as current as possible for said publication and for communication to the NMEA board.
4. The Membership Chair will also coordinate with Webmaster and approve current members to gain access to "members only" viewing areas and information.
5. The Membership Chair will coordinate with the Treasurer for information regarding current membership dues and eligibility for convention attendance and participation as well as assist the Treasurer with convention registration.

6. The Membership Chair will also coordinate with All State audition committee to determine student/teacher eligibility to audition and participate in NMEA sponsored honor ensembles.

II. CONFERENCE CHAIRPERSON PROCEDURES

A. ALL-STATE CHAIRPERSON PROCEDURES

1. The coordinating chairperson of the Nevada Music Educators Association Professional Development Conference and All State Festival is appointed by the NMEA President. This person should reside in the area where the All-State festival is to be held. The chairperson is responsible for overseeing all convention activities.
 2. Meet with the organizing chairpersons to coordinate and publicize dates and discuss revisions needed for All-State activities.
 3. Arrange for the printing of the All-State Concert Program at the least cost to the organization.
 4. Submit the following information to the NMEA webmaster for publication when indicated:
 - a) By September 30th:
 - Teacher Registration Form
 - All-State Audition Applications
 - List of deadlines for the year
 - List of dates for the year
 - Names of guest conductors and programs
 - Names and addresses of organizing chairs
 - b) By November 30th:
 - All-State Tentative Schedule
 - Housing Information
 - Appoint chairpersons as needed for the following:
 - Housing
 - Hospitality
 - Concert Programs
 - Equipment
 - Publicity
 - Stage Crew
 - Scheduling of activities and rehearsals
 - Others as needed
 - Coordinate rehearsals and schedule the performance.
 - Coordinate the set-up for all rehearsals with organizing chairpersons.
 - Coordinate and arrange rooms for all clinics/workshops/meetings.
 - as well as merchandising items such as t-shirts, medals, pencils, pins, etc.
5. ALL-STATE CHAIRPERSON CHECKLIST – List Date Completed
- Secure location for Friday luncheon, and arrange menu and program.
 - At the first Executive Board meeting, generally held in September, have a timetable prepared for distribution which will reflect ALL state deadlines.
 - Prepare a schedule of all Conference and Festival activities.
 - Oversee the scheduling of clinics for participating directors with Clinic Chairperson.
 - Oversee the arrangement of Solo and Ensemble Command Performance rooms with the Solo & Ensemble Chairperson. This should include a central reporting area where ratings would be posted and assistance provided as needed.
 - Arrange for equipment needs of All-State ensembles, clinicians, exhibits, and others as needed including:
 - Pianos (Solo & Ensemble)
 - Choral Risers
 - Chairs/Stands
 - Percussion Equipment
 - Podium and risers
 - AV Needs
 - Arrange exhibit space for all participating exhibitors. (It may also be possible to arrange for an Exhibitors' Reception on Friday evening in the Hospitality Suite.)
 - Oversee the printing of all name badges for the Conference and Festival participants, including students.
 - Arrange for the printing of the All-State program. As soon as the official audition results are announced, arrange for the checking of correct spelling of ALL names, program selections, biographical materials on guest conductors, and photos. For the past few years, there has been "A Message from the President" section as well as a space set aside for the Nevada Coalition for Music Education. All materials must be proofed and submitted to a printer at least one full month before the Nevada Music Educators Association Professional Development Conference and All State Festival. Try to use school district graphics to cut the cost of printing.

- Put out a “TEEZER” on the NMEA website three to four months prior to the Nevada Music Educators Association Professional Development Conference and All State Festival inviting all music educators and enclosing the final schedule and concert program.
- Send out an invitation to all participating school principals to attend the Nevada Music Educators Association Professional Development Conference and All State Festival as the guests of NMEA. (We pay for registration ONLY -- not transportation to the conference site.) Be sure to congratulate those principals who have students participating.
- Arrange final logistics for the All-State Concert.
 - Introductions
 - Warm-up and Holding Area
 - Stage Crew
 - Sit back and enjoy the “fruits of your labors.”

III. PROCEDURES AND DUTIES FOR THE NEVADA HIGH SCHOOL ALL-STATE BANDS, CHOIR, AND ORCHESTRA

A. DESCRIPTION

1. Selected from Nevada's secondary schools, the Nevada All-State Bands, Choir, and Orchestra is a statewide activity consisting of outstanding musicians from grades 9, 10, 11, and 12.
2. This annual event is generally scheduled in March or April encompassing two and one-half days of rehearsal with regionally and nationally known and respected guest conductors.
3. This activity culminates in a free concert which is open to the public.
4. These All-State performing ensembles are sponsored by the Nevada Music Education Association, and are held in conjunction with the association's annual Nevada Music Educators Association Professional Development Conference and All State Festival.
5. The Nevada Music Educators Association Professional Development Conference and All State Festival is sanctioned by the various school districts in the state of Nevada.

B. EXPENSES

1. Expenses for the All-State Band, Choir, and Orchestra include guest conductor's fees, music, facilities for rehearsals, performance, and incidental expenses.
2. The expenses are paid from moneys acquired through grants, special arts funding agencies, registration, in addition to the audition and participation fees.
3. Reimbursable Expenses
 - a) All expenses to be reimbursed must be pre-approved by Committee Chairperson AND State Manager including but not limited to:
 - (1) Travel expenses
 - (2) Housing
 - (3) Working meals
 - (4) All chairpersons must be registered for the conference. Conference Registration WILL NOT be waived or reimbursed.

C. REHEARSAL AND PERFORMANCE EQUIPMENT

1. Band, Orchestra, and Jazz Band
 - a) chairs and stands
 - b) conductor podium
 - c) necessary percussion equipment
 - d) Sounds system for ensemble
2. Choir
 - a) chairs and risers
 - b) instrumentation as needed
 - c) piano
 - d) conductor podium and stand

D. Develop a priority list of recommended guest conductors during the directors' meeting held at All-State to be presented at the general meeting.

1. Develop a list of potential future conductors.

E. The following will be provided to the guest conductors:

1. Honorarium
 - a) \$3000.00 (Band, Jazz Band, Orchestra)
 - b) \$3300.00 (Choir – includes judging command performance ensembles)
 - c) \$1200.00 (MS in state)
 - d) \$1700.00 (MS out of state)
2. The conductors will make their own transportation and housing arrangements out of the honorarium. Honorarium also includes per diem.

F. All-State audition materials and procedures need to be posted on the NMEA website by October 15th.

G. Arrange auditions in the regions per each ensemble's requirements

H. All-State Band, Orchestra, and 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.

I. All-State choir auditions are held in Elko, Las Vegas, Carson City and Reno.

1. Students living outside of the Elko, Clark County, Carson City and Washoe School District have the option of participating in the live audition [preferable] or submitting a video tape for adjudication by the auditioning committee. The video tape must conform to certain pre-determined specifications.

J. Compile festival participation list prior to the February Executive Board Meeting to obtain approval of selected All-State personnel and notify music teachers of final selection.

K. Distribute All-State music to teachers immediately after list is approved.

L. Include the following information in their music packet:

1. Congratulation Letter

2. Student responsibility for learning assigned music
 3. Seating Auditions (if applicable)
 4. Student Schedules for All-State
- M. Host the guest conductor during the Nevada Music Educators Association Professional Development Conference and All State Festival. This includes providing transportation to and from *all* required activities.
- N. Attend all of the respective All-State ensemble rehearsals.
- O. Coordinate set-up of all rehearsals and performances with the All-State Chairperson.
- P. Communicate attendance policy at the beginning of the first rehearsal.
- Q. Keep written attendance records for all rehearsals and submit to the Secretary at the completion of the Festival for permanent board record.
- R. GENERAL AUDITION INFORMATION FOR BAND, CHOIR, ORCHESTRA AND JAZZ BAND CHAIRS
1. Students auditioning for more than one All-State group must indicate, on the audition application, their choice in rank order for which group they prefer if chosen for more than one.
 2. Audition digital files which are not received on or before the prescribed deadline date will not be eligible for adjudication.
 3. Students who have participated in an honor group during the current school year prior to moving to Nevada may be eligible to participate upon approval of the NMEA Executive Board.
 4. Students must be currently enrolled in band, choir, or orchestra at their school, and must have participated in their regional honor ensemble in order to be eligible to audition
 - a) Exceptions to this requirement will be made only to
 - (1) students who live in school districts in which there is no honor band
 - (2) or attend private schools and are not able to participate in the district honor group
 5. The following "Code of Conduct" must be completed in order for any student to audition.
 6. The Consultant Agreement needs to be completed and returned by the clinician.

IV. ALL-STATE CONCERT BAND AND JAZZ BAND CHAIR DUTIES/CHECKLIST

- 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 (October 15th 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.
- E. 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.
- F. 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. Dr. Good at UNLV and Music Department chair at UNR.
- 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.
 - 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.
 - 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.
 - Introduce clinician at NMEA luncheon and at the concert.
- I. After All-State:
- Write a thank you letter to the clinician.
 - Present report to the NMEA Board.

V. BAND AUDITION AND RECORDING PROCEDURES

A. 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) Please see appendix
3. Please refer to Section Four (“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. an 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 audition books may be made or distributed. Please refer to the “Archived Audition Excerpts” for the format of clearly listed etudes to be performed.

B. 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 student doing both by about a half hour.
4. Send out the Audition Schedule at least two weeks before the auditions.

C. 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 students’ 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 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. 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.

VI. ALL-STATE CHOIR CHAIR DUTIES/CHECKLIST

- 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)
 - 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):
- 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 15th 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.
 - 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.
- J. After All-State:
- Write a thank you letter to the clinician.
 - Present report to the NMEA Board.

VII. CHOIR AUDITION INFORMATION/PROCEDURES

A. General Information

1. 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
2. Audition fees must be paid to the NMEA treasurer before the audition occurs, as no money will be collected at the audition.
 - a) NMEA Treasurer will notify the choir chair of schools that have not paid.
 - b) Those students will not be eligible to audition.
 - c) Students must bring a completed and signed audition form, code of conduct and attendance policy with them to the audition.
3. Live vocal auditions will be conducted by the All-State Choir Audition Committee.
 - a) Participants on this committee serve a three year term and are selected by the directors in their zone.
 - b) The committee consists of three representative from the southern zone, one from the Northern Zone, one for the Washoe Zone, and one from the Northeast Zone.
 - c) 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.
4. The All-State Choir accompanist(s) will be a qualified teacher or professional accompanist.
5. See appendix for choir rubric

B. The Selection of Audition Material

1. The audition material should come directly from the clinician's requested program for the All-State concert.

C. The Submission of Audition Material

1. Include with audition material instructions for all directors (including tempo markings, language preference, and type of accompaniment - if any)
2. and the name of their area committee member to schedule auditions.
3. Also, include a reminder that audition forms (including NMEA Code of Conduct and Attendance Policy) are due at the time of the audition.
4. Fees are due to the NMEA Treasurer before the student's audition will be scheduled.

D. The Scheduling of Auditions

1. Based on the information from the area audition committee members, generate a list and time schedule of all schools/students auditioning, so that you will have a master schedule.
2. 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.
 - a) (When scheduling, allow 40 minutes per octet.)
3. Send out the Audition Schedule at least one week before the auditions.

E. The Audition

1. Students form 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.
2. 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
3. The accompanist should adjust starting notes according to the student's selected voice part. The accompanist should establish tonality for the sight reading, as well as emphasizing the starting note.
4. For the interval section of the audition, the student will be given "Do"
 - a) (the same "do" will be used for each interval) and will then be asked to sing the five selected intervals.
 - b) The intervals must be sung ascending only.
 - c) The student will 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.
 - d) All students on like voice parts will be given the same pitch across each audition site in the state.
5. 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.
6. 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.
7. 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.
8. 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.

9. Choir students are permitted to keep their music as the cost has been included in their student participation fees.
- F. Area Rehearsals
1. 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.
 2. The Choir Chair is to delegate to the committee the responsibility of completing the required zone rehearsals prior to the Nevada Music Educators Association Professional Development Conference and All State Festival.
 3. Absences will be excused only at the discretion of the zone chair.
 4. 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.
 5. On first day of All-State, sectional/music checks will occur for those students from zones with no music check or who missed music checks in their zone. The music check will held prior to the first rehearsal.
 6. 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
1. Four-year members of the choir have been recognized at the concert, as well as at the first rehearsal.
 2. 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.

VIII. ALL-STATE ORCHESTRA CHAIR DUTIES/CHECKLIST

- A. One Year Before (March, as assistant chair):
- Take notes at All-State directors' meeting
 - Fax out minutes of meeting to all 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.
 - Put on database all orchestra programs (directors, addresses, e-mail addresses, phone and fax numbers) in Nevada.
 - 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.
 - Write receipts for all checks. Send all checks to the NMEA treasurer. File all forms as you receive them.
 - 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.
 - Also, 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 adjudicators notes, rank all students auditioning and propose a final ensemble roster to NMEA.
 - Once NMEA has approved the roster, fax a list of the ensemble to all directors.
 - 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.
- F. 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.
 - Make a seating chart.
 - Make final copies of the rehearsal and performance schedule to give to all participants.
 - 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.

- Secure sectional leaders. Begin with host university faculty. Go through Dr. Goode for UNLV Faculty and current Music Department chairperson for UNR.
- 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.
 - Be on hand at every rehearsal and provide clinician with everything required.
 - Be certain to acknowledge four-year members at the concert.
 - Arrange for clinician's meals.
 - 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 for future All-State Orchestra Guest Conductors.
 - 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.
 - Put a list of audition etudes used in the "Archived Audition Excerpts" section of the manual.
 - Turn over your manual and all materials and notes to next year's chair.

IX. ORCHESTRA AUDITION INFORMATION/PROCEDURES

- A. The selection/audition team is comprised of the organizing chairperson and a non-partisan committee of qualified area musicians.
- B. Students must file a completed, fully signed application and appropriate audition fees before they audition.
- C. The student's audition is recorded by the orchestra chair.
- D. Students selected for the All-State Orchestra will be assigned section placement by the selection/audition committee.
- E. Students will audition for seating at All-State at the first rehearsal.
- F. AUDITION AND RECORDING PROCEDURES
- G. 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 students' 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 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. The committee should consist of professional musicians/educators who do not have students involved in the auditions. Select two judges per instrument
 - 9. The four highest ranking violins will be placed in the first violin section, the second four highest scoring 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) 1st violins: 16-20
 - b) 2nd violins: 16-20
 - c) viola: 12-14
 - d) cello: 12-14
 - e) bass: 6-8
- H. The Selection of Audition Material
 - 1. Please refer to appendix for method book selection
 - 2. Students are responsible for having their scale memorized at eight note equals 80
- I. The Submission of Audition Material
 - 1. Be prepared to 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 fees to you with a deadline.
- J. The Scheduling of Auditions
 - 1. Based on those directors who have sent in forms and fees, generate a list of all students auditioning.
 - 2. The All-State Orchestra Chair should select an audition assistant from either the north or the south to do the auditions, depending on which area of the state the chair teaches.
 - 3. The chairperson will conduct the auditions at his/her area, while the assistant monitors the taping of the auditions at the other end.
 - 4. Do not schedule any student whose forms are missing or incomplete or who has not paid the fee.
 - 5. Send out the Audition Schedule at least two weeks before the auditions.
- K. Area Rehearsals
 - 1. Each district is responsible for scheduling a minimum of three two-hour rehearsals which students are required to attend prior to All-State.
 - 2. The audition chairs in the north and south should schedule and run these rehearsals.
- L. 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. 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 Chair's responsibility to purchase this gift, along with a thank you card.

X. ELEMENTARY CHAIRPERSON(S) DUTIES

A. APPOINTMENT of ELEMENTARY CHAIR

1. The Elementary Chair is an appointed position by the President of NMEA.
2. As the location of the state conference changes, a healthy rapport with state elementary music teachers and University personnel is encouraged to best represent diverse music/teaching needs.

B. STATE CONFERENCE DUTIES

1. CLINICS

- a) Develop a priority list of recommended clinic topics during the *Elementary Music Division* meeting held during NMEA to be presented at the General Meeting.
- b) Topic areas of clinics:
- c) Consider the needs of the teachers in the state of Nevada both locally and in remote districts. Realize the difference in training, experience and needs. Consider sessions on Kodaly, Orff, Dalcroze, recorder, choral reading, technology, movement.

2. PRESENTERS

- a) There are variety of professional development needs to consider when planning clinics for the conference attendee. These needs can be fulfilled by using many presenters, each doing a small session (60- 120 minutes) or by contracting one main "Headliner" to present the bulk of the sessions rounded out by smaller sessions.

3. HEADLINER to typically present Saturday session (8:30-2:00pm time frame). Saturday's sessions can also be a combination of more than one presenter depending on the location of and needs of the state conference.

- a) Contract Headliner at least one year in advance
- b) Discuss scope and topic of presentation early on so that the schedule and venue can accommodate the needs of the presentation.
- c) Discuss honoraria
 - (1) NMEA will support a total of \$1500.00 to cover expenses listed below.
 - (2) Travel: Each clinician makes their own travel arrangements (coach fare) to be reimbursed by NMEA Treasurer)
 - (3) Hotel: Up to two nights hotel stay will be provided by NMEA at the conference hotel.
 - (4) Honoraria:
 - (a) It is suggested that any local Orff or Kodaly chapter be contacted to help share the cost of the headliner.

4. Other presenters:

- a) Typically, other presenters do not receive an honoraria, travel, hotel or per diem but give of their services gratis.

C. CONFERENCE VENUE

1. Consider the variety of space needs for various functions and Elementary clinics. These can include:

- a) Large sessions, (choral reading, movement clinics, instrumental)
- b) Hospitality table, treats
- c) Local exhibits (not included in main exhibits)
- d) Information, registration, name tags
- e) Technology needs (overhead, screen, sound, internet hook up/powerpoint)

D. MEETINGS AND REPORTS

1. Elementary chair attends all required planning meetings, submits reports of planning and progress and submits a final report within two weeks of the end of the conference.
2. Elementary chair presents a brief aural report at the general meeting.
3. Elementary chair presides at the Elementary Division meeting held during the state conference.

4. OTHER

- a) Elementary chair sends thank you letters to presenters and other personnel involved in hosting the conference.
- b) Elementary chair should consider involving personnel to assist with:
- c) Hospitality set up and clean up
- d) Advertisement
- e) Transportation of clinician
- f) Set up of instrumentarium
- g) Signage
- h) Introductions of clinic presenters
- i) Other information

XI. NMEA MIDDLE SCHOOL ALL STATE CHOIR POLICIES AND PROCEDURES

- 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
 - 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_Chair.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

XII.Solo And Ensemble Festival

A. DESCRIPTION

1. 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.
2. The experience is designed to encourage individualized as well as ensemble instruction and participation.
3. The event is open to all students who are members of their school's vocal or instrumental music program.
4. Students who attend schools which do not offer a comprehensive music program may also participate (e.g. Community College High School).
5. Teachers must be NMEA members in order for their students to participate.

B. FESTIVAL CHAIRPERSON

1. The Festival Chairperson will be appointed by the NMEA Board. The Festival Chairperson will commit to training his/her replacement once they step down from the job.
2. DUTIES OF THE FESTIVAL CHAIRPERSON
 - a) Send out the following information to all members and place it on the NMEA website:
 - (1) Date, time and location of festival
 - (2) Entry forms (at least 7 weeks in advance) with the deadline date for application
 - (3) Events will not be scheduled until all fees are paid.
 - (4) All fees payments are non-refundable.
 - b) Make arrangements for proper facilities as indicated below:
 - (1) Performance rooms for each category with pianos and/or keyboards
 - (2) Warm-up rooms adequate for the largest ensembles.
 - (3) The finest facility with adequate equipment should be reserved for the largest ensemble performance area.
 - c) Make arrangements for all needed equipment as indicated below:
 - (1) Tables and chairs for adjudicators
 - (2) Music stands for performance areas
 - (3) Chairs for performance areas
 - (4) Chairs for audience
 - (5) Pianos or keyboards for each performance area
 - (6) Keyboards as available for practice rooms
 - d) Make arrangements for students/assistants/proctors as indicated below:
 - e) Performance room hosts/hostesses
 - f) Hire adjudicators and manage all adjudicators.
 - g) Relay any messages from teachers/ adjudicators to the festival chairperson and/or the NMEA Board
 - h) Allow no one to enter or leave during a performance
3. Proctors
 - a) Communicate with the adjudicators and fulfill their needs
 - b) Relay any messages from a NMEA member or the adjudicators to the festival chairperson and/or the NMEA President
 - c) Allow no one to enter or leave during a performance
 - d) As the students enter the room, ask for their original scores and give them to the adjudicator.
 - e) Inform the students that you will be stopping their performances when the time limitation has been reached (7 minutes or 5 minutes for vocal solos).
 - f) Check completed adjudication forms for accurate addition and scoring as well as the adjudicator's signature.
 - g) Return the original music score to the student.
4. Adjudicator runners
 - a) Take all adjudication forms from the adjudicator to the office to be posted on a regular basis
 - b) Assist with the master copies of all results
5. Office workers
 - a) Post ratings as soon as they are available
 - b) Prepare a list of two (2) master copies of all results
 - c) Supervise student helpers in festival office
 - d) Provide completed adjudication packets to directors
 - e) Make arrangements for on-site meals as needed for adjudicators, staff, and students.

C. DUTIES OF THE NMEA BOARD

1. Appoint a Festival Chairperson and provide all required entry information, adjudication forms, and blank certificates.
2. Meet with all adjudicators prior to the festival to explain the educational purposes and procedures of this event.
3. Coordinate all activities during the festival
4. Assist the festival chairperson as needed

D. ADJUDICATION

1. Achieving the ultimate in performance excellence shall be the goal.
2. 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.
3. The ultimate motive of teachers should be to give their soloists or ensembles as honest an appraisal of their efforts as the adjudicators.
4. The ratings should be considered as a constructive assessment rather than a placement higher or lower as compared to other participants.
5. Achieving a high rating at the cost of ethical teaching practices is never justified.
6. Students may elect to receive a rating or written comments with no rating.
7. STANDARDS FOR ADJUDICATION
 - a) Standards for rating in the five-division system are listed below with explanatory remarks:
 - (1) The final rating awarded must be a reflective compilation of all ratings given in each category on the adjudication sheet.
 - (2) 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:

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

- 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.

E. POLICIES AND PROCEDURES

1. Plan to arrive at the performance area at least one hour before your scheduled performance.
 - a) Students and directors are urged to be part of the audience for as long as possible during the festival.
2. Teachers with students participating must be present for the festival or have a designated chaperone.
 - a) Teachers must provide adult supervision for their students at all times.
 - b) Unsupervised students will be sent home.
 - c) If the teacher has many entries, please provide an administrator or instructional assistant to help supervise the students.
 - d) Teachers who do not observe this rule will subject their school's organization to forfeiting performances at all NMEA Zone Solo & Ensemble Festival events the following year.
3. Please advise students—the following performance area rules are in effect and must be observed.
 - a) No walking or loitering in 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) Any student who does not adhere to proper concert etiquette will be dismissed from the festival. Proper concert etiquette does not include whistling, booing, screaming, cheering, etc.
4. High school and middle school instrumental ensembles cannot exceed sixteen (16) in number.
5. High school choral ensembles cannot exceed sixteen (16) in number.
6. Junior high /middle school choral ensembles will not exceed twenty-four (24) in number
7. Ensembles may perform with or without a conductor.
8. All vocal, string, wind, and percussion students must be members of their school's music program in the ensemble that relates to their performance.
 - a) For example, a vocal soloist must be a member of the school's choral music program.
 - b) Schools that do not have a music program must have an NMEA member sponsor in order for students to participate.
9. 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.
 - (1) Ensembles may only perform one selection.
 - c) Any performances exceeding these time limitations will be stopped by the room proctor when the time limit is reached.
 - d) Any performance that is stopped at Regional Solo and Ensemble Festival for exceeding the time limit will be disqualified from participation at the All State Level.
10. Memorization
 - a) Vocal solos and ensembles must be memorized at all levels.
 - b) All solos at the Regional Level must be performed from memory in order to advance to the All State Command Performance Audition.
 - c) All solos at the Command Performance Audition and Performance must be performed from memory.
 - d) Instrumental ensembles need not be memorized at any level.
11. Music must be performed with the instrumentation indicated by the composer/arranger.
 - a) For example, a trio composed for violin, viola, and cello cannot be performed by a flute, viola, and cello.
 - b) Performers who do not follow this rule will receive Comments-Only and will not be eligible for the next level.
 - c) Deviations from written instrumentation must be approved by the Festival Chairperson.
12. Participants in ensembles must all attend the same school.
 - a) Performers who do not follow this rule will receive Comments-Only and will not be eligible for the next level.
13. Once the Solo & Ensemble Festival schedule is written, there will be no changes.
14. Ratings will be posted and will be updated as frequently as possible.
 - a) Only registering teachers may pick up rating sheets for their students at the festival office at the conclusion of their students' performances.
15. Only one entry per student per category is permitted.
16. 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.
 - a) **THE ADJUDICATOR'S RATING WILL BE FINAL.**
 - b) **APPEALS ARE NOT PERMITTED.**
17. All comments, questions, and concerns should be directed to an NMEA board member.
 - a) Only NMEA members can bring complaints and requests to the Board.
18. Schools that do not observe NMEA Policies and Procedures for this event will be subject to forfeiting the following year's performances at the NMEA Zone Solo & Ensemble Festival.

19. Vocal solo repertoire will be selected from standard classical literature.
20. Directors are encouraged to select music which will be challenging and commensurate to the students' ability.
21. Students may elect to receive a rating or "Comments Only", written comments with no rating.
22. Each soloist and ensemble must present a numbered, original score to the adjudicator.
23. Photocopied scores are not permitted under any circumstance.
24. Performers are not permitted to repeat literature they have performed in previous years' NMEA Solo & Ensemble Festivals.
25. Solo Accompaniment
 - a) Performers must provide their own accompanist.
 - (1) Some performance rooms may be equipped with electric pianos. Please advise your accompanists of this.
 - b) If the selection is written with accompaniment, an accompanist must be used, otherwise no rating will be given, i.e. "Comments Only."
 - c) Smart Music and other electronic accompaniments are acceptable for Zone Solo & Ensemble Festivals, but these entries are not eligible for advancement to NMEA Regional Solo & Ensemble Festivals.
 - (1) Performers utilizing electronic accompaniment, including SmartMusic are responsible for providing their own technology including all necessary cables, cords, etc.
 - (2) Setup and teardown must be completed within allotted performance time.

F. SOUTHERN ZONE

1. Zone and Regional Festival entry fees are \$5.00 per participant per entry. Ensembles at the Regional level will be capped at \$50.
 - a) For example, at the Zone Festival a solo will cost \$5 and an ensemble of 16 will cost \$80.
 - b) For example, at the Regional Festival, a solo will cost \$5, and an ensemble of 16 will cost \$50.
2. For \$3 a piece, students who earn Superior (I) or Excellent (II) ratings may purchase medals as follows:
 - a) Zone medals – bronze with blue drape [Superior (I)] or red drape [Excellent (II)]
 - b) Regional medals – silver with blue drape [Superior (I)] or red drape [Excellent (II)]
3. Once the Solo & Ensemble Festival schedule is written, there will be no changes. However in the Southern Zone, teachers 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 schools scheduled performances.

G. WASHOE ZONE

1. Zone and Regional Festival entry fees are \$10.00 per entry plus \$5 for each additional person.
 - a) For example, a solo will cost \$10 and a quartet \$25, \$10 for the entry and \$15 for three additional participants.
2. Performers are instructed to wait outside the performance room for the room proctor to return their original scores and tell them their rating.
 - a) Performers who earn Superior (I) or Excellent (II) will receive a medal card from the room proctor and will take it to the medal room and exchange it for the appropriate medal.
3. Medals will be distributed as follows:
 - a) Zone medals – bronze with blue drape – Superior (I) or red drape – Excellent (II)
 - b) Regional medals – silver with blue drape – Superior (I) or red drape – Excellent (II)
4. Performers who do not pick up their medals before leaving the Solo & Ensemble Festival forfeit the right to receive their medals.

H. Regional Solo & Ensemble Festival

1. All Policies and Procedures above apply to Regional Solo & Ensemble Festival
2. Check the NMEA Website for all dates, times, and locations.
3. High School performers who receive a Superior (I) for their performance at the NMEA Zone Solo & Ensemble Festivals are eligible to perform at the same selection at NMEA Regional Solo & Ensemble Festivals
4. Regional adjudicators will choose approximately two (2) or 10% of the events from their rooms as eligible to participate in the NMEA All State Solo & Ensemble Festival held during the NMEA State Conference. The entries chosen MUST have earned a Superior (I) at Regionals.
5. Advancing entries on the NMEA website.

I. ALL-STATE SOLO & ENSEMBLE

1. All Policies and Procedures above apply to All State Solo & Ensemble Festival
2. Check NMEA website for all dates, times, and locations.
3. No ratings are given at the All-State Solo & Ensemble Festival, 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.

J. Command Performance

1. A mandatory meeting for all Command Performance winners will take place 30 minutes prior to the concert. Winners who are tardy to this meeting may be removed from the performance at the Board's discretion.
2. Students must perform the winning pieces exactly the way they were performed for the All State adjudicators. No additional pieces, movements, or sections may be added.

3. Medals will be provided to each of winner.
4. Thirteen (13) winners will be chosen, one from each of the following categories:
 - a) Brass ensemble
 - b) Brass solo
 - c) Guitar
 - d) Percussion
 - e) Piano
 - f) String ensemble
 - g) String solo – high string (violin)
 - h) String solo – low string (viola, cello, bass)
 - i) Vocal ensemble
 - j) Vocal solo – female
 - k) Vocal solo – male
 - l) Woodwind ensemble
 - m) Woodwind solo

XIII. Duties and Responsibilities of the NMEA Clinic/Workshop Chair (Secondary)

A. The NMEA Clinics/Workshop Chair is appointed by the Nevada Music Educators Association Professional Development Conference and All State Festival Chair.

B. Job Description

1. Schedule/organize clinics/workshops for the following areas:

- a) High School Band
- b) High School Orchestra
- c) High School Choir
- d) High School Jazz
- e) Middle School Band
- f) Middle School Orchestra
- g) Middle School Choir
- h) Middle School Jazz
- i) Guitar
- j) Percussion
- k) Technology
- l) Other

C. Timeline for NMEA Clinic/Workshop Chair

1. 2 years prior to conference
 - Obtain dates for conference.
2. 1 year prior to conference
 - Poll educators for clinic/session ideas.
3. 1 year to 6 months prior to conference
 - Contact potential presenters.
4. September prior to conference
 - Schedule/contract presenters.
5. 2 months prior to conference
 - Finalize travel/hotel accommodations.
6. 1 month prior to conference
 - Obtain specific clinic needs (projectors, white board, etc)
7. Week of conference
 - Ensure transportation of clinicians.
8. During conference
 - Assign educators to announce/chaperone clinicians.

XIV. DUTIES OF THE SCHOOL MUSIC TEACHER

- A. Maintain active membership in the NMEA by paying annual dues.
- B. Submit the Nevada Music Educators Association Professional Development Conference and All State Festival registration fee when required so that students from your school may participate.
- C. Encourage students to audition. Assist in students' preparation of required audition materials.
- D. Collect student audition fees and mail to the NMEA Treasurer. Students must have completed form prior to auditioning.
- E. Distribute music and help students prepare for the All-State performance.
- F. Directors are responsible for informing students participating in NMEA events of all rules:
 - 1. Codes of Conduct, responsibilities, etc.
 - 2. Directors must also be responsible to help enforce these policies with all students, reporting violations to the student's director and/or the NMEA Executive Board.
 - 3. Continued and/or willful violations of NMEA policies by the student(s) or director(s) of a school may result in a "letter of concern" being written to the directors and possibly to the director's administrator, as determined by a vote of the NMEA Executive Board.
- G. Only NMEA members in good standing may have students participate in NMEA events.
- H. Any director having a student performing in a NMEA Festival group must be in attendance at the NMEA Conference.
- I. STUDENT HOUSING
 - 1. A convention headquarters hotel will be selected by the All-State Chairperson.
 - 2. Please refer to the NMEA website for current housing information
- J. STUDENT TRANSPORTATION
 - 1. Directors are responsible for all student transportation.

XV. Responsibilities of Exhibits Chair – To be added. Please check www.nmeamusic.org for updates

APPENDIX

SAMPLE LETTER TO STUDENTS SELECTED FOR ALL STATE PARTICIPATION

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

Dear NMEA Member,

Please note this year that there are several changes to the audition and participation forms. Please note that at the time of audition, all students are required to submit:

- Audition Form
- Attendance Policy
- Code of Conduct
- 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

**Nevada Music Educators Association - All-State Band, Choir, Orchestra and Jazz Band
Audition Application Form**

DEADLINE: See NMEA website for deadlines to submit student entries to ensemble chairs: www.nmeamusic.org . Directors will be invoiced after registering for auditions. **One check per school, please- no cash accepted.** 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.**

| | | |
|----------------------------|----------------|---|
| <u>Choir</u> | 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) |
| <u>Orchestra</u> | Choice# _____ | Instrument _____ <i>(wind players/percussion, indicate instrument choices in band area below)</i> |
| <u>Concert Band</u> | Choice# _____ | List instrument(s) here (if auditioning on multiple instruments please list in order of preference): _____ Important Note: Preference order applies ONLY if student qualifies for All State participation on multiple instruments based on audition results. If you prefer placement be made based on highest chair earned regardless of instrument, please check the following: _____ No preference/placement should be determined by highest chair earned. |
| <u>Jazz Band</u> | Choice# _____ | List instrument(s) here (if auditioning on multiple instruments please list in order of preference): _____ Important Note: Preference order applies ONLY if student qualifies for All State participation on multiple instruments based on audition results. If you prefer placement be made based on highest chair earned regardless of instrument, please check the following: _____ 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 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 MENC ID # and Expiration Date
 School FAX # () _____ School Phone # () _____

Nevada Music Educators Association
All-State Rehearsal Attendance Policy
(This form is required for anyone who is auditioning for an All-State ensemble.)

ABSENCE POLICY: An absence from any portion of any All-State rehearsal at the conference shall result in the student being removed from the ensemble. Any student not in his or her assigned seat, prepared for rehearsal precisely at the scheduled start of that rehearsal shall be considered absent.

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

Please see reverse side for
Code of Conduct Form

Nevada Music Educators Association Chaperone of Record

To All Nevada Music Educators Association Directors:

It is required and requested that each performer's home organization provide at least one Event Chaperone to assist the Nevada Music Educators Chairpersons during the following activities. This can be the director, but is usually a choir parent from their school enabling directors to attend interest sessions and meetings during the All-State Conference. Responsibilities of the Event Chaperone include: All scheduled rehearsals, moving performers from rehearsal to lunch / dinner breaks and staying with them, dress rehearsals, All-State Command Performance Concert and the Nevada All-State Host Concert performance.

Please select your Event Chaperone and complete the lower portion of this form and return it, along with the Application - Code of Conduct / Attendance Policy form, participant fees and copy of invoice to your area chairperson at the time of audition.

There are no fees for Event Chaperones that are non-directors, although all Event Chaperones must still register and receive a name badge. All directors must register and pay fees in order to have your students participate in the NMEA Festival Ensembles

I HAVE AGREED TO ASSIST NMEA AS AN EVENT CHAPERONE FOR THE NEVADA MUSIC EDUCATORS ASSOCIATION ALL STATE FESTIVAL ENSEMBLE

| | | |
|------------------------|-------------------|------------------|
| NAME OF CHAPERONE (S): | _____ | _____ |
| | Name of Chaperone | Cellular Phone # |
| | _____ | _____ |
| | Name of Chaperone | Cellular Phone # |
| | _____ | _____ |
| | Name of Chaperone | Cellular Phone # |
| | _____ | _____ |
| | Name of Chaperone | Cellular Phone # |

PARTICIPATING STUDENT NAME (S): _____

DIRECTOR INFORMATION: _____

Name of Director **Cellular Phone #**

SCHOOL NAME: _____

ADMINISTRATOR CONTACT: _____

SCHOOL ADDRESS: _____

SCHOOL PHONE #: _____

DIRECTOR EMAIL: _____

**Nevada Music Educators Association
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

Signature (Both Parents, please)

**NEVADA MUSIC EDUCATORS ASSOCIATION
CONSULTANT AGREEMENT FOR HIGH SCHOOL CHOIR**

This Agreement made and entered into this ___ day of _____, 20___, 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 _____ and directing the ensemble at the concert on the evening of _____. Rehearsals will run daily from 8:00 a.m. to 5:30 p.m. with morning and afternoon breaks as well as lunch breaks (exact times to be determined at a later date). The rehearsal on the first day will begin at 4:30 p.m. until 10:00 p.m. Consultant agrees to adjudicate the Command Performance Choral Ensemble Competition from 10:00 a.m. to 12:00 p.m. (noon) on the first day. Music selection should also be made by the beginning of the second week in September and reported to the _____ chairperson.

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:

| | |
|---------------------------------------|--------------|
| Amount | |
| Honorarium - Ensemble | \$3,000 |
| Honorarium – Competition Adjudication | <u>\$300</u> |
| Total Honorarium | \$3,300.00 |

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

**NEVADA MUSIC EDUCATORS ASSOCIATION
CONSULTANT AGREEMENT FOR HIGH SCHOOL BAND AND ORCHESTRA**

This Agreement made and entered into this ___ day of _____, 20___, 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 _____ and directing the ensemble at the concert on the evening of _____. Rehearsals will run daily from 8:00 a.m. to 5:30 p.m. with morning and afternoon breaks as well as lunch breaks (exact times to be determined at a later date). The rehearsal on the first day will begin at 2:00 p.m. until 10:00 p.m. Music selection should also be made by the beginning of the second week in September and reported to the _____ chairperson.

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:

| | |
|----------------------|------------|
| Amount Honorarium | \$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:

Consultant:

Chairman Signature

Consultant Signature

Address

NMEA Treasurer Signature

City, State, Zip Code

Telephone Number

**2012 NMEA PROFESSIONAL DEVELOPMENT & ALL-STATE FESTIVAL
MS/HS TEACHER REGISTRATION FORM**

| | |
|--------------------------------|----------------------------------|
| _____ Name | _____ School |
| _____ Address (Home) | _____ Principal's Name |
| _____ City/State/Zip | _____ Address (School) |
| _____ Phone | _____ City/State/Zip |
| _____ e-Mail address (home) | _____ e-Mail address (school) |

All-State groups in which you will have students auditioning (check any that apply):

____ Band ____ Jazz Band ____ Choir ____ Orchestra ____ MS Choir

Are you a current member of MENC/NMEA? ____ Yes ____ No

MENC ID Number _____ Expires _____

Please check the amount enclosed (checks payable to NMEA):

_____ \$75 Registration fee (by check)

_____ \$80 Registration fee (by credit card)

Check the NMEA website for possible alternative methods for making payment other than school check

If you have no students participating, but wish to attend the convention, this fee will allow you to attend all workshops, activities, and the luncheon.

Return this form along with payment postmarked by March 23, 2012 to the address below. After the postmark date, registration will be on-site and will not include the luncheon.

NMEA
c/o Diane Koutsulis, Treasurer
Green Valley High School
460 Arroyo Grande Blvd
Henderson, NV 89014

PLEASE NOTE: In order for students to participate, each school must have a licensed teacher of record registered and in attendance at the NMEA conference.

NEVADA MUSIC EDUCATORS ASSOCIATION 2011 FEES

Nevada Music Educators Association
 Fees and Honorariums as of June 2010

Honorariums

| | | |
|--|----------------------------|--|
| Jazz Band, Orchestra and Band Conductor | \$3,000 | |
| Choir Conductor | \$3300.00 | **includes judging the ensembles for command performance |
| Middle School Conductor and Guitar Conductor | \$1200.00 | instate \$1700.00 out of state |
| Accompanist | \$500.00 | per choir |
| S & E Regionals | Full Day | \$250.00 |
| | Half Day | \$125.00 |
| | Day and a half | \$350.00 |
| | Anything less than 4 hours | \$50.00 |
| Command Performance | \$25.00 | per hour - minimum of 2 hours |

**Conductors will make their own transportation and lodging arrangements out of the honorarium
 ***Gifts - if the performing groups want to collect money to get the conductor/accompanist a gift - that is ok.
 The NMEA Secretary will purchase plaques for each of the conductors to be presented to them at the concert.
 NMEA will not reimburse any of the chairs for any gifts, flowers that they choose to purchase.

Student Participation Fees

| | |
|--------------------------------------|---------|
| Band, Orchestra, and Guitar | \$25.00 |
| Choir and Jazz Band and MS Ensembles | \$35.00 |

All-State Ensemble Audition Fees \$10.00 **must be paid before the time of the audition

Regional Solo & Ensemble Fees \$7.50 per person in the entry (excluding the accompanist) not to exceed \$30.00 per entry

Late Regional Solo & Ensemble Fees \$25.00 minimum late fee per school program OR 25% of the total entries

Convention Fees for NMEA Members \$75.00

Convention Fees for Non-NMEA Members \$100.00 \$125.00 if attending the luncheon

Convention Fees for Collegiate MENC Members Free
 Students must still register for the conference

Convention Fees for NMEA/ORFF Members \$40

Clinics Budget
 Elementary \$1500.00
 Secondary \$2000.00

INVOICE FOR ALL STATE PARTICIPATION FEES

ALL FEES MUST BE PAID IN FULL BY FRIDAY, XXXXXXXXXXXXXXXXXXXX

School:

Educator:

Circle Program: Band \$25 per student
 Jazz Band \$35 per student
 Orchestra - \$25 per student
 Choir -\$35 per student

Please complete the information in the box directly below then present this invoice to your school banker so that a check may be cut for the All-State Auditions from your specific program at your school.

| ENSEMBLE | QUANTITY @ | UNIT PRICE = | AMOUNT |
|----------|------------|--------------|--------|
| | | TOTAL DUE | |

MAKE CHECKS PAYABLE TO THE NMEA

Send all fees to:

Diane Koutsulis
 Green Valley High School
 460 Arroyo Grande Boulevard
 Henderson, NV 89014

ALL STATE BAND ETUDE AUDITION BOOKS
REVISED FALL 2011

Flute/Piccolo

Melodious and Progressive Studies Book 2 by Robert Cavally (Southern Music Co.)

Melodious and Progressive Studies Book 3 by Robert Cavally (Southern Music Co.)

Oboe

48 Famous Studies by W. Ferling/revised by Andraud (Southern Music Co.) (same book required for saxophone)

Bassoon

Practical Method for the Bassoon by J. Weissenborn/augmented and adapted by W.F. Ambrosio (Carl Fischer)

All Clarinets

32 Etudes for Clarinet by Cyrille Rose/edited by Warner (Carl Fischer)

Melodious and Progressive Studies Book 1 edited by David Hite (published by Southern Music)

All Saxophones

48 Famous Studies by W. Ferling/revised by Andraud (Southern Music Co.) (same book required for oboe)

Selected Studies For Saxophone by H. Voxman (Rubank)

Trumpet

Sixty Selected Studies for Trumpet Book 1 by C. Kopprasch (Carl Fischer)

Selected Studies For Cornet or Trumpet by H. Voxman (Rubank)

Horn

335 Selected Melodious Progressive and Technical Studies for French Horn edited by Pottag and Andraud (Southern Music)

Rubank Advanced Method For French Horn, Vol. I by H. Voxman (Rubank)

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Tuba

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Percussion

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Choir audition form
Middle school packet