

## ELEMENTARY SONG FEST GUIDELINES (approved June 12, 2001)

Objective: The purpose of the Elementary Songfest is to provide an enriching choral experience for outstanding elementary students in PMEA District 7. The emphasis of the fest is to be an educational experience rather than competitive.

### **Host Director**

The host director will follow the guidelines in the PMEA handbook and will complete all PMEA forms and paperwork. (See Fest Handbook)

The host director will follow District 7 general guidelines as directed in the District 7 notebook.

The host director is strongly encouraged to provide Act 48 opportunities for participating music teachers. The host director is responsible for supplying the C/I Chair with Act 48 information at least 45 days prior to the fest.

The host director will hire a professional piano accompanist at a negotiable rate of @\$100.

The host director will predetermine the fest site facilities, such as, deciding where students will stand on the stage so that every singer can be seen by the audience and determining the best locations for rehearsals, sectional rehearsals, lining up students, and dressing rooms with restrooms in close proximity.

The host director is responsible for communicating with the participating music teachers on a timely basis, giving teachers and students adequate notice to prepare for the fest.

### **Suggested dates are as follows:**

- \* October 1- Participation forms and registration money are due to the host director.
- \* November 1- Medical forms and insurance forms are due to participating directors. This will serve as the confirmation for participation.
- \* December 15 (or @ 12 weeks prior to fest)- Music, rehearsal notes and tapes should be sent to participating directors.
- \* 45 Days prior to fest- Host must provide Act 48 information to C/I Chair.
- \* 30 Days prior to fest- Contact PMEA Executive Office for certificates for singers.
- \* 30 Days prior to event- Mechanical rights form should be sent to District President.
- \* 30 Days prior to fest- A mailing of the day's events will be sent to the directors, which includes the day's schedule, Act 48 workshop opportunities, biography of guest conductor and information for parents ( concert dress, a map and order forms for tapes and pictures).

The host director will work with the custodial staff to make certain that heat or air conditioning is turned on and that lighting and sound are in working order. The host director is also responsible for hanging the PMEA banner and providing a table and VCR in the lobby for PMEA advocacy materials.

### **Guest Conductor**

The host director should select a guest conductor who is established as a children's choral conductor.

The host director should reach a financial agreement that includes a reasonable fee plus expenses and complete a written contract with the conductor. Expenses may include, travel, meals and hotel.

A biography of the guest conductor must be presented at the August PMEA Executive Board meeting for approval.

The guest conductor will be working with a choir of approximately 150 children.

The guest conductor will provide a pronunciation tape of foreign language songs and also performance suggestions for the rehearsal of music.

### **Music**

A copy of each selection should be purchased for every student and director.

Music for the fest should arrive to the participating directors at least 12 weeks prior to the event. Accompanying the music should be any directives that the guest conductor might have about particular selections.

A rehearsal tape will be made by a designated tape chair and will be available for purchase by the directors. The tape should include pronunciations for foreign language songs, play each part separately in any two part songs, and have accompaniments at accurate tempos.

The selection of music should be a collaboration between the host and guest conductor. However, music should be of festival difficulty and should be a proper mix of religious and secular texts. Special care should be given not to include too many songs in foreign languages.

No photocopied music may be used in the festival unless the host director secures written permission from the publisher. Emergency photocopies must be destroyed when the good copies arrive.

## **Finances**

A festival budget must be submitted by the host director at the District 7 Executive Board meeting in August prior to the event. The budget must cover all expenses for the festival. (See Fest Handbook.)

Seed money in the amount of \$!,000 is available from the District 7 Secretary/Treasurer to cover start up expenses. The seed money must be returned to the District 7 treasury at the conclusion of the fest.

Registration fees per student will depend upon the budget. Past fees have been @\$20 per student.

The host director is responsible for paying all PMEA and District 7 fees. (See Fest Handbook.)

An admission fee to the concert is optional and is determined by the budget.

## **Selection of Students**

Participating music teachers must be members of PMEA/MENC and must document membership with the registration form.

Selected students must be in fourth, fifth or sixth grade, must have unchanged head voices with no vibrato and must sing in tune consistently.

The host director will accept X number of students per director, NOT PER SCHOOL. The number of selected students will be determined by the amount of schools participating in the fest and the optimal number of singers (@150 students). In the past the number of participants has been 4 students per director with @40 directors.

**DIRECTORS WHO ARE THE CURRENT MUSIC TEACHERS OF PARTICIPATING SINGERS ARE THE ONLY TEACHERS WHO MAY BRING STUDENTS TO THE FEST.**

Students must attend the entire fest and must sing all selections.

Directors must be present for the entire fest and final concert. If a director cannot attend the fest, arrangements must be made for another music teacher from the same school district to be in attendance. Potential problems should be directed to the C/I Chair.

The host also may provide an ensemble, either vocal or instrumental if a particular song suggestions something special.

### **Day of Fest Guidelines**

The dress of the final concert should be communicated early to the students and parents. Past practices have been for students to wear good clothing, such as they would wear to church or a fancy gathering. Girls should not wear heels, large hairdos, or gaudy jewelry. Participants should not wear cologne or perfume.

A map giving directions to the fest should be included with information that is sent to parents.

At the time of morning registration, directors should sign up for a designated duty, such as supervising snacks and lunch, dressing areas and lining up students for the concert.

Students usually provide their own lunches. The host school provides a light morning snack. In the past, the PTO's have been helpful in providing snacks for students and morning coffee and snacks for directors. Lunches for directors may be handled in creative ways or directors may bring their own. However, lunches for directors MAY NOT be included as a budget item.

The purchase of photographs, videotapes and recordings are optional. The host director may choose to offer some or all of these items. If a recording is done of the concert, the host director must complete the mechanical rights forms and return them to the District 7 President 30 days prior to the concert.

A certificate of participation should be given to each singer on the day of the event. Certificates may be obtained through the PMEA Executive Office.

A printed program of good quality should be offered to the audience. The program should be particular about correct information and spelling. It should also include the PMEA logo, mission statement and a listing of District 7 officers.

The host director may offer optional music activities during the day of the fest. For example, during sectionals, one part may rehearse with the director while the other part does movement activities or dances. An activity can be incorporated after lunch as a stress reliever. An activity, game, or dance may also provide an educational opportunity for the students and may also be incorporated into the concert.

## **COMMITTEE MEMBERS**

Diane Maclay, Chair

Barbara Jones

Jamie Parker

Peter Riley

Bill Serfass

Beth Sider