

PMEA REGION V STATE BAND PROCEDURES

(Revised March 2, 2006)

HOST DIRECTOR RESPONSIBILITIES

I. Permission

- A. Secure permission to host the festival from authorized school officials by letter.
 - 1. Check calendar for facilities conflicts.
 - 2. Notify cafeteria staff.
 - 3. Notify faculty and custodial staff.
- B. Submit letter to Region Chairperson.

II. Facilities and Services

- A. Determine size of ensemble in consultation with District Presidents and as suggested by PMEA documents.
- B. Secure facilities for rehearsals, auditions banquet, recreation, registration, etc.
 - 1. Provide student assistants as needed
 - 2. Establish committees
- C. Prepare budget
- D. Secure peripheral services.
 - 1. Recording Company
 - 2. Photographer
 - 3. Banquet meal
 - 4. Order medals

III. Guest Conductor

- A. Submit conductor's name to Region Chair to verify approval.
- B. Upon approval, secure conductor using guest conductor contract as provided by PMEA Executive Office.

IV. Program Selection

- A. Collaborate with guest conductor on program selections.
- B. Regional music and information must be prepared for distribution by the District Festival.
 - 1. Director's information to include: map, invoice, medical form, hotels, schedule, repertoire list (Including common etude. Percussion folders include snare, timpani and mallet common etudes) etc.
 - 2. Student information to include: responsibilities, map, concert dates and times, concert attire, behavior rules, repertoire list (including common etude; percussion folders include snare, timpani and mallet common etudes) etc.

V. Forms

- A. Forms to PMEA Executive Office.
 - 1. Festival Insurance form
 - 2. Host Financial Responsibility form
 - 3. Festival Student Participation Fee form
- B. Mechanical Rights Form
- C. Financial Report
 - 1. A copy of the Festival Financial Report form outlining your proposed budget, should be submitted to the hosting District Executive Board for approval.
 - 2. Copy of the program should be submitted with the Festival Student Participation Fee at the conclusion of the Festival.

VI. Housing

- A. Arrange for housing and meals for participants
- B. Housing arrangements must be made with a minimum of two students per home.
 - 1. Exceptions can be made under extraordinary circumstances.

REGIONAL CHAIRPERSON RESPONSIBILITIES

I. Before Festival

- A. Ensure that a host be secured in cooperation with the appropriate District President.
- B. Verify guest conductor approval according to PMEA procedure.
- C. Schedule Region Band Selection Conference with the other District President and host.
 - 1. This should occur the Saturday morning of District Band weekend.
 - 2. Distribution of music and finalization of personnel occurs at this meeting.
- D. Order Host Plaque from Executive Office.

II. At the Festival

- A. Preside at the audition meeting.
- B. Preside at the business meeting. Necessity and time of meeting determined by the two district presidents.
- C. Preside over any student disciplinary conference that may occur.
- D. Present plaque to Host Director.
- E. Distribute All-State Music.
- F. Supervise audition committee assignments. Ensure equal representation in all audition assignments.
- G. Ensure that Festival procedures are in compliance with PMEA policy.

III. After the Festival

- A. Complete and send reports for All-State.

SELECTION OF STUDENTS TO REGION V STATE BAND

I. Student Eligibility

A. Students must be in grades 10, 11, or 12. A student may participate in regional events for a maximum of three consecutive years. The determination of grade level of a home schooled student is at the discretion of the director.(PMEA-7/2001)

B. Students must participate in their own school organization in order to participate in region events. The definition of participation is at the discretion of the director. (PMEA-7/2001).

C. Any exceptions must meet the criteria stated on page 69 of the PMEA Policy Handbook.

D. Director must hold current membership in PMEA/MENC.

E. Excuses from the festival will be handled according to the PMEA Policy Handbook.

F. All Districts must use an application form which contains the following statement: *“Students should not apply to participate in festivals if, for any reason (including religious activities) they plan to miss part of the affair. A student must participate in the complete festival program commencing with registration and concluding with the final concert, except in the case of illness that must be verified in writing by a physician within five days of the festival. Students must rehearse and perform all musical compositions selected for the concert.”*

G. All student participants are to be required to sign this application. It is also recommended that the application be signed by the student’s parent, director, and the school principal. The guidelines for exceptions and the appeal process to follow can be found in the PMEA Policy Handbook, beginning on page 68.

H. If the student cannot participate in the festival, it is the responsibility of the student’s director to contact the host in order that an alternate may be selected.

II. District Representation in Region V Band

- A. Each District is entitled to a percentage representation of the Region V Band.
- B. Percentage will be determined by dividing each District's total number of participating schools by the number of total schools participating at both District Festivals.
- C. Established percentage quotas will be applied to each section in the ensemble.
- D. Specific instrumentation/voicing will be determined by agreement of District Presidents at the Region Band Selection Conference.
- E. The Region Band Selection Conference will be held the Saturday of District Band weekend at a mutually convenient site.
- F. Attendees at the Region Band Selection Conference will be the Presidents of Districts 7 and 10; Secretaries of Districts 7 and 10; Region Band Host; representatives appointed by either District President.
- G. Any costs incurred at the Region Band Selection Conference will be the responsibility of the Region Band Host and should be a part of the Region Band budget.

III. Courtesy Appointments

- A. In order to ensure participation by the Host school a number of courtesy appointments will be permitted. Courtesy appointments are not eligible for All-State participation under existing state policy.
- B. Host director will determine qualifications.
- C. Exact number will be determined at the Region Band Selection Conference by the District Presidents and the Host.
- D. These students must audition but are not eligible for participation beyond the Regional level.

IV. Substitutions

- A. If a student cannot attend the Region V State Band Festival, the host and the District President must be contacted immediately.
- B. The District President has the responsibility to substitute the next eligible student.
- C. There shall be a 72 hour time limit for the substitution.
- D. The District President will notify the host and the Region Chair of the substitution.
- E. If the vacancy cannot be filled within the District of the cancellation, the Region Chair will notify the other District to fill the vacancy.

V. Student Conduct and Dismissals

- A. Students participating in the festival will be expected to comply with behavior codes of their home school and the host school.
- B. Any home school director may remove their own student from the festival for disciplinary reasons. Should a director choose this action it should be made clear to the student that it is the director's decision and not that of PMEA or the festival host.
- C. If it is necessary to remove the student from the festival:
 - 1. A conference will be held with the student, host director, home school director, a PMEA officer, and the Region Chair in attendance. At this meeting the student will have the opportunity to refute the charges brought against him or her.
 - 2. At the conclusion of the meeting, the decision of dismissal will be made jointly by the host, home school director, the PMEA officer and the Region Chair.
- D. If dismissal is chosen, the PMEA officer will notify the student's parents, the home school principal, and the student's director.
- E. Students disciplined at a Region-State Festival shall be subject to punishment deemed appropriate by the Region Chair including, but not limited to: exclusion from the concert; dismissal from the festival; ineligibility to participate in future festivals; withholding of medals; letter of reprimand/concern to parents, school administrator, and PMEA sponsoring member director.

AUDITIONS

I. Definition - an audition is a performance of specific sections of music by a student, judged by PMEA directors.

- A. All students must audition.
 - 1. If a student refuses to audition, he/she will be sent home.
 - 2. Students excused from auditions as per State Policy will receive a zero.
- B. All auditions will be blind auditions.
 - 1. Judges will sit facing away from the student or the student may audition behind a screen.
- C. No music used in the District festival will be used for auditions.

II. Audition Schedule and Assignments

- A. Auditions will follow student registration and the Directors' audition meeting.
1. Under emergency conditions, the schedule will be established by the local host and both District Presidents and/or their representatives.
- B. Audition Committees
1. Region Chairperson shall supervise all audition assignments.
 2. Every effort must be made to avoid directors auditioning their own students, their private students, or their own children.
 3. Each committee will have a chairperson whose duties are to:
 - a. Ensure that the process remains completely anonymous.
 - b. Identify for the student the beginning, midpoint and end of each audition passage and describe the audition performance order.
 - c. Complete judges tally sheet as per individual District practice.
 - d. Complete master rating form as per individual District practice.
 - e. Deliver forms to tabulation committee.
- C. Duties of the Audition Committee
1. Select passages of adequate duration to allow for fair evaluation of student's preparation and ability.
 2. Adjudicate each student in all categories.
 3. Avoid talking to student being adjudicated.
 4. Avoid discussion with other committee members while the audition is in progress.
 5. Refrain from eating, drinking, or smoking during the audition process.
- D. A Sergeant At Arms with the following duties will be assigned to each audition room.
1. Organize the section by audition number.
 2. Collect all folders from students and keep them in audition rooms until auditions are over.
 3. Collect audition form as each student enters the audition room and check for completeness.
 4. Usher student into the audition room and announce the student number.
 5. Upon completion of auditions:
 - a) give all student audition forms to committee chairperson.
 - b) return all folders to students.

III. Audition Material

- A. Region V Common Etude must be part of the audition material. Common Etude rotation is as follows; 2005–Series I, 2006–Series II, 2007–Series III, 2008–Series I, 2009–Series II, 2010–Series III.
- B. A maximum of two different excerpts from the regional festival program is also to be used. In the event there are no sufficient common passages in the music, the common etude should be used in its entirety.
- C. During emergency situations, when auditions and rehearsals are concurrent, audition material may not be chosen from rehearsed sections.
- D. Solo passages may be used.

IV. Audition Procedure

- A. Students will audition in predetermined random order.
- B. Students enter the room and locate their own folder.
- C. Audition passages and performance order are identified by the Audition Committee Chairperson.
- D. Students may communicate with only the Sergeant At Arms outside the room or the Audition Committee Chairperson inside the room.
- E. A student may opt to perform a passage a second time. Once a student has reached the midpoint of a passage, the restart will occur at the midpoint.
- F. Students will not be permitted to practice or use audio devices while auditions are in progress.
- G. Students will leave their folder in the audition room.
- H. Students will return to the holding area or auditorium unless otherwise directed by the Sergeant At Arms or Audition Committee Chairperson.

V. Scoring

- A. A whole number score from one to ten must appear in each category on the judges sheet.
- B. Ten is the highest score.

C. Ties within the wind instrument sections will be broken by considering total scores in the following priority order:

1. tone quality
2. rhythmic accuracy
3. intonation
4. musicianship
5. technique

D. Ties in the percussion section will be broken by considering total scores in the following priority order:

1. rhythmic accuracy
2. musicianship
3. technique
4. tone quality

E. See Appendix A – Region V Band Wind Scoring Guide.

F. See Appendix B – Region V Band Percussion Scoring Guide.

VI. Tabulations

- A. There must be a tabulations committee.
- B. The committee must ensure the accuracy of scores and results.

VII. Ranking

- A. Reseating (ranking) will be required at the first rehearsal following auditions.
- B. After ranking, master score sheets will be posted for director perusal only.

SELECTION TO ALL-STATE

- I.** Students should complete the audition form prior to auditions.
- II.** Students, parents and directors must make a final decision to attend All-State prior to the start of the festival and indicate that decision on the appropriate form. (PMEA, April - 2002)

CONCERT DRESS

- I.** Participants will use school issued concert band uniform and appropriate foot wear.
- II.** No drum major or band front uniforms should be worn.