



**WWW.CMEACENTRAL.ORG**

**Seventh Edition  
2020-2025**

## **FOREWORD**

This handbook has been compiled in an effort to improve the CMEA Central Section festivals. The goal of the handbook is to provide all parties with the same understanding of, and expectations for, Central Section festivals. The handbook represents a culmination of efforts over several years to clarify our activities, improve the overall quality of events, and present a professional appearance to our endeavors.

The seventh edition of this handbook was revised with input from festival committee members, festival hosts and members from throughout the section. This edition is intended to serve the membership for five years and is scheduled to be revised in 2025. Suggestions for revisions should be submitted to the Festival Committee Chair (Central Section 1<sup>st</sup> Vice President).

Member participation in revising this handbook is essential. The CMEA Central Section Constitution requires that the Festival Chairman (First Vice President) update the “List of Approved Adjudicators” on an annual basis. Festival Members are encouraged to complete the provided festival evaluation forms

after festival attendance so that feedback is generated regarding the quality of adjudication at section festivals.

CMEA Central has committed to implementing a process of adjudicator training so that qualified members may receive training and certification in the area of adjudication. CMEA Member Directors are encouraged to apply to this program designed to continually increase the pool of qualified adjudicators who serve at CMEA Central Section festivals. Qualifications for entry as well as an application form to participate in the Adjudicator Apprentice Program are included in the appendix.

## **CMEA CENTRAL FESTIVAL with ADJUDICATOR HANDBOOK COMMITTEE**

Festival Committee Chair and Central Section 1<sup>st</sup> Vice President

Michael Tackett

Steve McKeithen, Central Section President

Rob Bentley, Festival Coordinator (*Tulare/Kings, Fresno/Madera & Mariposa/Merced Counties*)

Peggy Biller, Festival Coordinator (*Kern County*)

Festival Handbook Committee Members

Emily Mason, Member

Lisa Butts, Member

Tony Mowyer, Member

*CMEA Central Section Festival with Adjudicator Handbook Seventh Edition, Approved January 2020*

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## ***FESTIVAL COMMITTEE CHAIR***

*The Festival Committee Chair is the Central Section First Vice President and is responsible for maintaining the integrity of Central Section Festivals. The Festival Committee Chair meets with the Festival Committee as needed to review and recommend Board policy regarding festival.*

## **FESTIVAL COMMITTEE**

The Festival Committee shall consist of the Festival Coordinators, Site Hosts and those individuals interested in helping to assure CMEA Central Sections Festivals are professional, effective and of quality. The Festival Committee Chair will schedule no less than one Festival Committee meeting per year to review festival procedure and policies.

## **ADJUDICATORS**

Specialty Area Representatives are to provide the Festival Coordinators with an updated and preferred list of adjudicators including the adjudicator's complete name, address, e-mail address, and contact phone number by August 15<sup>th</sup>. The Festival Coordinators will contact the adjudicators and issue contracts.

## **APPRENTICE ADJUDICATORS**

Be familiar with the Adjudicator Handbook

Receive applications

Determine if applicant meets basic requirements to adjudicate and then contact the Apprentice with your decision as to their acceptance into the Adjudicator Apprenticeship program.

Ask for dates and locations that would be suitable for their assignment

Select an appropriate Festival, contact the Festival Hosts (so that additional materials can be made available).

Select a Master Adjudicator to act as a mentor judge. (See Master Adjudicator Qualification and Compensation Document)

Contact Apprentice with their assignment.

Receive and evaluate written and verbal comments made by the apprentice, as well as the comments from the mentor adjudicator.

May solicit another board member for help in final determination

Make the determination by June 1<sup>st</sup> and report to the board your recommendation at the June Meeting.

Send letter to Apprentice Applicant with your decision by July 15<sup>th</sup>

## **APPROVAL OF HIRED SECURITY AND FACILITY RENTAL**

Facility Costs and the hiring of Security for Festivals will be approved on a case by case basis.

Projected costs must be given to the Festival Coordinator in advance of the festival.

If the Festival Coordinator determines that there will not be adequate entry fees to cover all expenses, the Festival Committee Chair will be consulted and will advise the Site Chair as to the proper course of action.

Facility Rental

If the Festival Coordinator determines that there will not be adequate entry fees to cover all expenses and an alternate site is not available or otherwise suitable, the Festival Committee Chair will be consulted and will advise the Site Chair as to the proper course of action.

Proper courses of action may include:

Canceling the festival because the venue is too expensive.

Granting a one-time allowance to let the festival go forward, knowing CMEA Central Section will lose money and then make policy adjustments for the following year.

Security

Site Hosts are required to be sure that there is security on campus

Any costs entailed for security must be given to the Festival Coordinator in advance

## **REPORTS**

Following review by the Festival Committee, the Festival Committee Chair will make reports to the Central Section Board with recommendation for changes in policies and procedures.

Prepare the following reports and submit them to the Board Members.

Festival Evaluation Report

Receive Festival Evaluation forms from participating directors.

Prepare the data for presentation.

Pass on Evaluations to Festival Site Hosts

Adjudicator Evaluation Report

Receive Adjudicator Evaluation forms from participating directors.

Prepare the data for presentation.

Contact Adjudicators who have negative evaluations.

Inform about the issue with an eye to making them better adjudicators

Contact Festival Coordinators if an adjudicator needs to come off the preferred adjudicators list.

If time, pass on to all adjudicators, positive comments made about them from directors.

Site Chair Adjudicator Evaluation Report

Receive Evaluation Form from Site Chairs

Prepare Data for Presentation

Recommend to the board actions that should be taken (if any) that come out of these evaluations

Receive from the Festival Coordinators

Festival Financial Reports and Ratings Tally

### **FESTIVAL HANDBOOK**

Maintain a file of recommendations for changes to the Central Section Festival Handbook.

Recommendations may come from participating directors, the Board and other pertinent sources.

Chair of the committee is to review and edit the handbook as new policies/procedures are voted on passed and added in a timely basis.

Consider the Festival Handbook as a work that is the final say in adjudicating issues, yet can be adapted/changed with board approval to keep it current as policies need to be changed.

## ***FESTIVAL COORDINATOR***

*The Festival Coordinators attend all Central Section Board meetings and provide information and services to the Festival Committee and Site Chairs. The Festival Coordinators act as the communications hub for all festival related activities. There may be more than one Festival Coordinator serving in this capacity in CMEA Central Section.*

### **FESTIVAL SITES AND DATES**

Procure Site Hosts as needed

Site-Host Questionnaire is a good resource in trying to find Qualified Site Hosts

Compile all festival dates and locations from the Site Chairs.

Report festival dates and locations at the Festival Committee Meeting in June or sooner.

Communicate to the Grace Notes Editor and Web-Master the above information for publication to the membership.

### **FESTIVAL REGISTRATION**

In conjunction with the CMEA Central Section Web Master, prepare [www.CMEAcntral.org](http://www.CMEAcntral.org) to accept registrations for Large Group Rating Festivals

### **SUPPLIES**

Print

Current Award certificates  
Choral adjudication Sheets  
Order/Replenish  
Award Stickers  
Unanimous Superior, Command Performance, Superior, Excellent, Good, Fair, Poor  
Medals  
Unanimous Superior, Command Performance, Superior, Excellent  
Plaques  
Unanimous Superior and Superior

## **ADJUDICATORS**

Send current list of adjudicators to Specialty Area Representatives by August 1<sup>st</sup>.  
Receive recommended/deleted list of adjudicators including complete name, address, e-mail addresses and phone number for each adjudicator from the Specialty Area Representatives by August 15<sup>th</sup>.  
Solicit adjudicator requests from the Site Hosts during the summer before the current school year.  
Adjudicator requests are due to the Festival Coordinator by September 1<sup>st</sup>.  
In conjunction with the Central Section Webmaster solicit through [www.CMEACentral.org](http://www.CMEACentral.org) using the current adjudicator list for adjudicator availability no later than August 20<sup>th</sup>.  
Read the qualifications of each Adjudicator's application to judge to be sure that they are qualified to judge the event they are assigned.  
The expectation from the directors is that they are being adjudicated by the best music educators available.  
Mail contracts by November 1<sup>st</sup>. Language in the contract should indicate that the adjudicator has read and is familiar with the most current version of the Adjudicator handbook which is available on-line at [www.CMEACentral.org](http://www.CMEACentral.org).  
Contracts must include honorarium amount and clearly state the parameters of the housing/mileage reimbursements.

## **FESTIVAL ENTRIES**

### **LARGE ENSEMBLE**

Festival Registration through [www.CMEACentral.org](http://www.CMEACentral.org) shall begin no later than September 15<sup>th</sup>.  
Ask Site Hosts to announce and encourage registration as early as possible.  
Online registration automatically generates the info into a spreadsheet.  
A Signature/fee sheet will be generated.  
Director must have a completed sheet with signatures for each ensemble.  
The fee check can include multiple ensembles.  
Fees with the signature pages must be sent postmarked 6 weeks before festival.  
\$50.00 late fee must be assessed if late.  
Request a current NAFME/CMEA membership roster from CMEA at [cmea@calmusiced.com](mailto:cmea@calmusiced.com)  
Properly completed forms and fees:  
Confirm CMEA membership (all directors must be current members of CMEA on the day of the Festival in which they want to participate) with current roster. The Director is responsible to provide proof of membership/renewal through e-mail.  
Keep a record of the order by which the completed entries come in.  
Include: Name of School and Ensemble, Director, Fee Paid and Check #  
Improperly completed forms and fees:  
E-mail director to inform them of the problem and how to solve it.  
Record entry, but with no order number until the Application is complete  
Send entry fees to the Treasurer with a log sheet that shows the following:  
School Name, Teacher's Name, Check Number and Amount of Check (amount of check should be broken down to indicate how much is for the festival fee, late fee.



## SOLO & ENSEMBLE

Festival Registration is done through a dedicated web-site. The web-site opens for registration of students by the director in the month of January.

The web-site for S/E registration will automatically access a \$20.00 per entry late fee after the 4 week before the event due date.

A Signature/fee sheet will be generated by the web-site.

Directors must secure Signatures

One check must be procured for all entries per director. (No Cash, credit/debt or P.O.'s)

Fees with the signature pages must be sent postmarked 4 weeks before festival.

\$20.00 late fee must be accessed if late.

Request a current NAFME/CMEA membership roster from CMEA at [cmea@calmusiced.com](mailto:cmea@calmusiced.com)

Confirm CMEA membership (all directors must be current members of CMEA on the day of the Festival in which they want to participate) with current roster.

The Director is responsible to provide proof of membership/renewal through e-mail.

The S/E Website Master generates the schedule, regardless of whether the signature page and fees have been received.

The Festival Coordinator must keep the Festival Host informed of directors who have not completed registration.

Until completion of registration, students scheduled will not be able to participate in the Festival

Keep records of registration

Include: Name of School, # of entries, Director, Fee Paid and Check #

Improperly completed forms and fees:

E-mail director to inform them of the problem and how to solve it.

Send entry fees to the Treasurer with a log sheet that shows the following:

School Name, Teacher's Name, Check Number and Amount of Check (amount of check should be broken down to indicate how much is for the festival fee, late fee.

## SIGHT READING

Sight reading materials will be provided to the Site Host of the earliest Festival. After completion of the festival, the materials must be delivered to the next Festival.

Site-Host can arrange for the music to be transferred

Festival Coordinator must provide a Schedule for Sight-reading Materials distribution by January.

## PRE-FESTIVAL INFORMATION LETTER TO SITE HOST

Mail, e-mail or "zoom" meet General instructions for Facilitating a CMEA Central Section Festival

Include the CMEA Insurance/Liability form. Instructions for returning the completed form to the Treasurer and CMEA representative by email.

All Site Hosts should have a hard copy of the most recent Festival Handbook on site for quick reference.

Copies will also be available on-line at [www.CMEACentral.org](http://www.CMEACentral.org)

Any newly passed policy must be included in the communication

## DISTRIBUTE THE FOLLOWING TO SITE HOSTS AT LEAST SIX WEEKS BEFORE FESTIVAL

(All forms can be sent through e-mail, downloaded from web-site or transferred via flash drive)

Large Ensemble Festivals

## Digital Recorders

At least 3 recorders. 6 recorders will help facilitate timely uploading

Online access to the Registration spreadsheet

Google sheets can be converted to Excel sheets for easier Scoresheet preparation using merge files

Copies of adjudicator contracts.

Digital Files should include

Score Sheets

Standards sheets

Summary Forms

Expense Statement Forms

Meal Check Accountability Forms

Medal/Plaques Order Forms

Evaluation Flier

Ample Award certificates and seals.

## **RECEIVE FROM SITE HOSTS WITHIN TWO WEEKS FOLLOWING FESTIVAL**

Excess Award certificates and rating seals, etc.

Festival Result Forms

Ratings Tally

Festival Summary

Festival Expense statement

All Receipts

Meal Expense record Form

With meal purchase receipts

Check for unused funds

Site Host Adjudicator Evaluations (Online)

Ask site hosts to send as much as possible through email (Scan receipts, etc.)

## **TREASURER CHECK PROCUREMENT**

Before the Festival, Provide the Treasurer with:

Name of the site host and his/her mailing address,

Names of each judge, the date(s) of their festival(s) and the amount(s) to be paid.

Meal check amount

Lunches - \$15.00, Dinner - \$20.00

All Adjudicators - Lunches and Dinner (Multi Day)

Host and Co-Host - Lunches and Dinner (Multi Day)

Up to 3 Adult helpers (lunches only)

\$125.00 Lunch allowance (per day) for Student helpers

After the completion of the festival

Provide the Treasurer with a list of approved expenditures for reimbursement from each Site Host. Site Host expenses that can be claimed for reimbursement on the Expense Statement are limited to:

Office supplies (pencils, envelopes, labels, blank CD's, DVD's, Flash Drives, printing/duplicating, etc.)

Postage

Clerical help (Solo and Ensemble Festival **ONLY**).

Hired Security – confirm approval by Festival Committee Chair, if needed.

Facility Rental – confirm approval by Festival Committee Chair, if needed. Beverages and food for Adjudicators provided at the discretion of the Site Host.

Provide the Treasurer with the names and addresses of Site Hosts who return festival materials to Festival Coordinator within two weeks of festival so that they may receive a \$100.00 per day and \$50.00 per half day of festival honorarium.

## **EVALUATIONS**

Coordinate with the Web-Master online Adjudicator and Festival Evaluations to be distributed to each director immediately following their festival. In the same way, a site host adjudicator evaluation must be sent to the site host. The Festival Chairman (1<sup>st</sup> VP) is responsible for compiling and disseminating the information.

## **REPORTS**

At the conclusion of all festivals, a report must be completed and represented to the Board of Directors at the June Board meeting. The report will include:

Festival Summary

Number of entries.

Number and types of ratings awarded (command performance, Unanimous Superior, superior, excellent, good, fair and poor)

Number of "no shows."

Number of cancellations prior to festival.

Financial Report (prepared in two parts)

Report by Festival Site

Overall report from each Festival Coordinator.

Reports shall include:

Number of entries

Total site income

Festival expenses

Statement of profit/loss

Medal replenishment needs (see medal report section)

## **FINANCES**

### ***REGISTRATION FEES***

Upon receipt of signature pages and fees from the directors, keep a careful record including:

Date received

Amount of Check & Check #

School and Ensemble(s) Name

### ***MEDAL/PLAQUE PURCHASE***

Check to be sure that the medal/plaque ordered corresponds to what the ensemble earned

Upon receipt of the medal/plaque order forms keep a record

Amount of Check & Check #

School and Ensemble(s) Name

What and amounts ordered

For your safety, **DO NOT EVER ACCEPT CASH**

Send the checks in a timely fashion (once a month) to the Treasurer

Send via priority mail

Email treasurer when it is mailed and expected to arrive

Include in mailing a document that states which funds are for what.

## ***SPECIALTY AREA REPRESENTATIVES*** ***(Band, Orchestra, Choir and Jazz Representatives)***

*The quality of adjudicators asked to serve is perhaps the single most important component of Central Section Festivals and is crucial to the success and future of the association. It is imperative that only the*

*most competent and respected leaders in our profession evaluate our students and school performing ensembles. The Central Section Board is dependent on the expertise of the Specialty Area Representatives to be abreast of the best available adjudicators.*

### **ADJUDICATOR SELECTION**

Receive from Festival Coordinators the current list of adjudicators by August 1<sup>st</sup>.

Develop and maintain a list of recommended adjudicators/ Update by August 15<sup>th</sup>.

Provide the Festival Coordinators with a list of recommended adjudicators annually by August 15<sup>th</sup>. This list shall include complete name, address and phone number. The Festival Coordinators will contact the adjudicators and issue contracts.

### ***MEDALS***

*(Coordinated by Festival Coordinators and Central Section Treasurer)*

*The CMEA Central Section Treasurer in conjunction with the Festival Coordinators are responsible for ordering and maintaining the CMEA Central Section medal and plaque inventory, coordinating the sales of these items and in the filling of the order.*

### **MEDAL AND PLAQUE PURCHASING**

#### **MEDALS:**

Medals available for purchase by directors and students are:

Unanimous Superior (New in 2020) Large Ensemble only

Command Performance Solo & Ensemble Only

Superior

Excellent

By the end of the summer, establish an inventory of medals based on inventory remaining from previous year and on the reports of the Festival Coordinators. Order medals needed to replenish sold medals in the fall.

Purchase from:

The Medalcraft Mint, Inc.,

P.O. Box 10267

Green Bay, WI 4307-0267

(800) 558-6348

In the Fall, replenish the inventory of superior and unanimous superior plaques that were sold the previous season

Purchase from:

Bruce Fox Inc.,

1909 McDonald Lane

New Albany, IN

(812) 945-3511

### **SELLING/ORDERING MEDALS AT FESTIVAL**

Large group festival directors will order plaques and medals using an order form included in their packets  
Solo/Ensemble Festivals may sell medals on site.

Site host must request medal inventory from the Festival Coordinator

Fill out medal accounting form.

All orders must have an order form and check in order for it to be processed

After festival give money collected and all unsold medals back to Festival Coordinator  
Festival Coordinators will send checks to treasurer for deposit

### **MAIL ORDERS**

The Festival Coordinators will receive, process and fill orders for medals and plaques.

### **REPORTS (*Festival Coordinators*)**

The Festival Coordinators will prepare and present the following report to the Board in June:

- Number of Units by type sold
- Total Funds received medals/plaques
- Remaining inventory

### **DEPOSIT OF FUNDS**

Festival Coordinators should deposit funds received in a timely fashion to the Treasurer

- Sent by Priority Mail
- Document stating what the funds are for
- Email treasurer stating date of mailing and expected delivery date.

## ***SITE HOST***

*The Site Host provides the “delivery system” to Central Section festival participants and is responsible for implementing Central Section philosophy and policies. The work of the Site Host is crucial to the success of Central Section Festivals. Many Festivals (Especially multiple day festivals) are encouraged to secure a co-host and divide the responsibilities*

### **GENERAL CONSIDERATIONS**

- Each festival site is supervised by the Site Host. Upon agreeing to host a festival this person assumes the duties of preparation, organization and supervision of the site, facilities and equipment necessary to properly conduct a festival. The Site Host must become familiar with all sections of this handbook pertaining to the type of festival to be hosted. The policies listed herein cannot be changed without the approval of the Festival Committee and/or Central Section Board. Site Hosts shall contact the Festival Coordinator with concerns prior to their festival dates.
- Site Hosts shall obtain permission for the site in which the festival will be held as well as the authorization of district or other facility managers before agreeing to host a festival.
- Site Hosts are encouraged to find someone to “Co-Host” the festival. Especially if the festival is a multiple day festival.

### **PRELIMINARY PLANNING**

- Give Festival Coordinator names, addresses and phone numbers of desired adjudicators by September 1<sup>st</sup>. Make sure they are available before making request. If no names are presented to the Festival Coordinator by September 1<sup>st</sup>, adjudicators will be selected from the available pool of names for those dates.

- A determination should be made of the availability of chairs, stands, risers, pianos, tables, etc. for Warm-up, Sight-Reading and Performance rooms.
- Instrumental: Secure large Percussion instruments to be borrowed on the performance stage. Bass Drum, Timpani, Chimes, Gongs, xylophone, marimba, bells, vibraphone floor toms etc.
  - Whatever it is that you can or cannot supply, make it clear to the directors
- Determine the amount of materials and costs that can be absorbed by the facility in which the festival will be held and what the costs will be to Central Section.
- A great deal of volunteer help will be needed as indicated in subsequent sections below. A determination should be made of the availability of this kind of help and other kinds of voluntary help whenever possible.
- Paid security may be necessary. Determine the appropriate type and amount of security needed with consideration of cost.
- If a facility must be rented, the Festival Coordinator must first consider if there will be adequate entries to cover the cost of other expenses plus the rental charge and then seek the approval of the Festival Committee Chair.
- Make arrangements for piano tuning. This expense will be reimbursed to the Site Host only on approval of the Festival Chairman and/or Central Section Board.
- Complete and submit a CMEA insurance/liability form for the festival to the Central Section Treasurer and CMEA. Send copy of application to Festival Coordinator. On receipt of the Insurance Certificate, send a copy to the Festival Coordinator.
- Procure at least 6 recording devices whose recordings can be tracked and easily downloaded.
- A private, inaccessible to the public, place for an adult to tabulate and record the score/rating sheets
- Tables/desks for adjudicators
- Computer and internet connection
- computer savvy person available to transfer adjudicator recordings from recorders to computer, then computer to director
- Prepare dropbox, google drive, flash drive, etc. folders
- Create a google form to distribute to your directors. Questions to ask
  - Name of school
  - Name of ensemble
  - Name of director
  - Time of Arrival
  - Titles of music with composer/arrangers in order of performance
- Instrumental Ensembles:
  - Upload of seating charts, with percussion placement
  - List of large percussion equipment needed to borrow for performance
- Anything else unique to your festival
  - Are you purchasing a professional recording/video of your ensemble?
  - Taking a professional photograph?
  - Will you be eating on campus?
  - Etc
- Choral Ensembles
  - Accompanists name
- Upload for rosters of ensemble members
- Access to being able to project in the Performance Venue the name of the school/group and order of performed music on the wall.
  - Being able to do this eliminates an announcer (notorious for mispronouncing)
- Information about the group is visible to adjudicators and audience for the entire performance.
- Storage Areas for instruments/empty cases.

- Can use “pop-ups” tents
  - Be sure to have someone keeping an eye on the space.
- Have a back-up plan for rain (Venues where going from warm-up to performance-to sight reading involves going outside)
- Pop-ups/easy-ups set-up next to each other can form tunnels
- Have a plan in place (Using campus procedures) for emergencies, fire, earthquake, lock-downs, lock-outs, etc.
- Rosters should be placed in a binder and put in an easy to get to location.

## **SCHEDULING PROCEDURES**

- All such information needed for scheduling is contained in the Database/sheet provided or shared with you by the festival coordinator. For Large Group entries, pertinent information such as size of group, level of ability and experience of group, hours of rehearsal time per week, etc is included. See Appendix for sample documents. This information is to be transcribed to the adjudication sheets by creating labels or printing the information directly on the scoresheet using mail merge programs. Templates may be found on the CMEA Central Web-site.
- Scheduling and mailing deadlines must be met to enable directors to plan transportation, resolve conflicts, etc.
- Make the schedule as early as possible after the 6 week deadline and the Festival Coordinator has given the list and order of completed applications.
  - A preliminary schedule can be emailed to directors to get input
- Plan to e-mail schedules and information a minimum of four weeks before the festival.
- ***Large group festival scheduling:***
- In planning the sequence of groups, allowance should be made, whenever practical, for:
  - Priority scheduling is to be given to the order of those ensembles who have completed (Signature Page and Fees) registration. (Festival Coordinator will provide that list to you.)
  - age level, experience, size, etc.
  - distance to be traveled
  - requested performance time
  - director conflicts in cases where the director has more than one group performing
  - **Central Section participants will receive priority over those from outside of the section, i.e. Stanislaus County. Likewise, participants from a given region within the section will receive priority over those from outside the region, i.e. Fresno to Visalia.**
- To allow for sufficient time for the judges to write and justify their scores/ratings on the score sheet schedule with these guidelines:
- Instrumental Music performance slots should be a minimum of 25 minutes portal to portal (HS ensembles should be 30 minutes)
- Choral Ensembles need a minimum 20 minutes portal to portal
  - The choral scoresheets can provide a wealth of information about the ensembles’ performance – if the adjudicator is allowed enough time to fill them out.
  - Adjudicators can take turns doing live short clinics on stage immediately after the ensembles’ performance.
- Create a 10 minute adjudicator break after every two hours
- Printed schedule should contain:
  - name of event
  - name of the adjudicators
  - name of school, group and director
  - numbers or names of all rooms that each group will use (warm-up, performance, sight reading)
  - time that each group is expected to arrive at each room
  - map to site (including parking areas)

- ***Solo and Ensemble Scheduling***
- Solo/Ensemble Festivals are scheduled through a special dedicated web-site
- The Festival Coordinator will inform the Site Host of which directors have not completed registration (Signature Page, Fees paid and current CMEA Membership).
- Students of directors who have not completed the process, though they are scheduled, will not be allowed to participate.
  - Only Festival Coordinators can clear Directors for participation.
- Performances are spaced at ten minute intervals, allowing five to seven minutes for performance and three to five minutes for oral and written comments by the adjudicator.
- Minimum time allowance for breaks is ten minutes every hour, i.e. 8:50, 9:50, 10:50, and one hour for lunch.
- Scheduling
  - The schedule is computer generated
  - Each director must thoroughly complete the registration form – especially in regards to accompanists.
  - Time preferences, must have a stated legitimate reason and may not be honored.
- E-mailed information should include a memo to directors including the following:
- Directors will give cancellations to Site Host either prior to the day of the festival or as early as possible on site.
- No refunds of fees if cancelled
- Cannot Change rooms or times the day of the Festival. (Accompanist schedule is impacted)
- Adding students in cancellation spots can only be facilitated by the Site Host.
  - Students added the day of festival must pay \$40.00
- How director packets will be disbursed (either pick-up on site at the end of the day, hand delivered or mailed-out).

#### **ADJUDICATOR STATION AND DOCUMENT PREPARATION**

- Adjudicators should have at their judging station:
- Score sheets preprinted with the information received from the festival coordinator in the order of performance
  - Use a mail merge program to either print information directly on the sheets or on to 2” by 4” labels
  - If ensemble is being heard for “comments only” place on the scoresheet in the rating box the words “Comments Only”
- Batteries
- Pencils
- Copy of standards
- *Large Group Only*
  - Schedule for tracking recorded comments
  - 1 or 2 digital recorders (labeled with adjudicators name)
  - Instructions for using recorders
  - Blank CMEA Central Letterhead and envelopes for private communications from adjudicator to director
- Provide a way for adjudicators to personally keep track of their scores/ratings of each ensemble/solo to help with staying consistent.
  - Solo & Ensemble Adjudicators must keep track of the rating they give to each entry
    - Scoresheets are collected from many different rooms and sometimes may get waylaid
- Schedule of Performance



## FINANCIAL

- Each Site Host will be mailed an advance for the Adjudicators', Site Hosts' and 3 adult lunches (\$15.00 each) if applicable, Dinner (Adjudicators/Hosts only)(\$20.00 each) and \$125.00 per day for student helpers (lunch only) by the Central Section Treasurer.
- Receipts for all meals are to be kept and categorized on the Meal Check Accounting Form.
  - A check must be written back to CMEA Central Section for all unused funds
- The treasurer will send to the Site Host checks for each of the Adjudicators Honorarium to be distributed at the end of the assignment.
- It would be professional to place checks in an envelope with your thanks.
- Site Host expenses that can be claimed for reimbursement on the Expense Statement are limited to:
  - Office supplies (pencils, envelopes, blank CD's/DVD's, Flash drives, printing/duplicating, computer labels, etc.)
  - Postage
  - New recording devices (Must be approved by the Festival Coordinator)
  - Snacks, Continental Breakfast, Beverages for judges
- Security – if the Festival Coordinator determines that there will be adequate entry fees to cover all expenses, the paid security may be arranged by the Site Host. If the Festival Coordinator determines that there will not be adequate entry fees to cover all expenses, the Festival Committee Chair (1<sup>st</sup> Vice-President) and Treasurer should be consulted prior to making any financial commitments. The Festival Coordinator will advise the Site Host as to the proper course of action with the approval of the Festival Committee Chair.
- Facility rental – if the Festival Coordinator determines that there will be adequate entry fees to cover all expenses, the facility should be secured and the Festival Coordinator should be notified of the location and cost. If the Festival Coordinator determines that there will not be adequate entry fees to cover all expenses, an effort should be made to secure an alternate site. If the Site Host is unsuccessful in locating an alternate facility, the Festival Committee Chair should be consulted prior to making any financial commitments. The Festival Coordinator will advise the Site Host as to the proper course of action.
- Proper courses of action may include:
  - Canceling the festival because the venue is too expensive.
  - Granting a one-time allowance to let the festival go forward, knowing CMEA Central Section will lose money and then make adjustments for the following year.
- Beverages and food provided at the discretion of the Site Host.
- Piano Tuning (Must have prior approval from Festival Coordinator if cost reimbursement is required)
- A concession stand for participants can be a highly profitable undertaking for a student or parent organization.
  - Hot dogs, sandwiches, candy, soft drinks, snow cones, etc. can be sold as campus rules allow
  - Type of food available should be mentioned in mailing from the Site Host so directors can inform students and plan accordingly.
  - Site Hosts may wish to make an agreement with the sponsor of a school club to take on this activity.
- The Site Host may make arrangements with a professional photographer, videographer or sound recorder to be on site for the day.
- All related costs will NOT be reimbursed by CMEA Central.

## E-MAILING PROCEDURES

- Communication to participants and adjudicators is an essential part of the Site Hosts' duties. It must not be put off until the last moment, as many schools are required to make travel and other arrangements well in advance.
- Instructions to directors must be explicit especially at solo and ensemble festivals because of the number of participants and events. These instructions should stress:
  - No changing groups or individual students from one time slot to another.
  - No schedule changes the week preceding the festival except in dire emergencies.
- Procedure for sign-in at large group festivals. Sign-in is not required at solo and ensemble festivals except in case of cancellations on that day.
- Include all instructions that directors need to have a positive logistical festival experience
- Pass on to directors helps that are available on [www.CMEAcentral.org](http://www.CMEAcentral.org)
  - Festival handbook
  - Standards and scoresheets
  - Procedures
  - Preparation advice
- Highlight any changes in policy

### DAY OF THE FESTIVAL

- The Site Host will be available to keep a continual check on the schedules and office activities  
Reminder: Instructors have the choice of not having their ratings distributed. **No Sight Reading ratings are ever distributed.** No numerical scores are ever written down anywhere. Numerical scores are for the directors eyes only and they will choose who to share them with (students)
- **NOTE: The Site Host May select another person to Co-Host multiple day festivals.** Clearly decide which host will cover what.
- One-half hour before the festival begins, review adjudication materials with the judges and confirm that they are familiar with the Central Section guidelines for judges. Answer questions that may arise using the adjudicator handbook as needed.
- Show the CMEA Central Adjudicator Video. This video is designed to help the adjudicators have a clear concept of the Philosophical Foundation of Adjudication for CMEA Central Section Festivals before they start their judging assignment.
- Be sure that they know how to run the recording device. (Best to have written instructions available)
- Remind Judges that they *must justify their scores in writing on the score sheet*.
  - They cannot write "On recording".
  - Directors may not get their audio comments until way after their protest of the rating has expired.
- A "**Head Judge**" must be selected to help assure the consistency of the judge panel. This judge will regulate the Start of each performing group and the time between each selection. At the end of each groups' performance, the "Head Judge" will collect each judges' score sheet, check to be sure that there isn't more than a "10 Point" spread between the highest and lowest score and then hand them to the judge runner to be taken to tabulation.
- Remind judges that if Original Scores are not presented to them that they are to judge for comments only without using a score.

- **MAKE SURE YOU ARE FAMILIAR WITH THE GUIDELINES, ESPECIALLY THE PROTEST PROCEDURE.**

**ALL RATING PROTESTS MUST BE PRESENTED BEFORE THE END OF THE DAY OF YOUR FESTIVAL PERFORMANCE WHILE THE ADJUDICATORS ARE STILL ON SITE.**

- Provide judges with paper and envelopes for private comments to directors. The Site Host should be prepared to effectively enforce the protest procedure. All other complaints should be directed to either the Festival Coordinator or the Festival Committee Chair.
- At the headquarters, be sure that all necessary forms and materials are ready for distribution. The materials shall include:
  - pre-labeled envelopes (Large enough to hold most scores) for directors' packets
  - pre-labeled adjudication forms/scoresheets
    - It is best practice to have the judges scoresheets pre-labeled and stacked in order of performance at the adjudicators judging station/table
  - Pre-printed certificates and seals
  - sufficient numbers of sharpened pencils,
  - copies of this handbook, rating summary sheets, etc.
  - Each Adjudicator must have a standards sheet on hand and all directors will receive one in their packet
- Adjudicators and performers shall be reminded that the performances and/or comments will be stopped on schedule but without penalty. This information should also be posted near where the final rating sheets are located so that no one can argue the point.
  - At large group festivals, the Site Host will enforce the time schedule.
  - At solo and ensemble festivals the adjudicators and their student assistants will assume the responsibility of enforcing the time schedule.
    - This policy is important for the accompanists who play for many students and for the students who play in many ensembles in addition to their solos.
- Lunch will be provided on site for the Adjudicators, Site Hosts and up to 3 adult volunteers.
  - Beverages, and food for adjudicators, site chairs and adult help can be made available at your discretion and can be reimbursed through your expense sheet.
  - Dinner funds will be provided for adjudicators and site chairs that have an extended day or two day assignment.
- All of the adjudicators recorded comments must be delivered to directors by the end of the day they performed
  - The delivery can come in various forms, computer uploads via various platforms (dropbox, google etc.), flash drives (place in directors packet with scoresheets), CD's etc.
  - It is best practice to have a computer savvy adult or trustworthy student to handle the transferring of the adjudicators recorded comments.
  - It is imperative that the correct director receives the comments for their ensemble only.
    - Adjudicators need to have a written chart/plan to keep everything straight
    - There are examples in the appendix

## **DUTIES OF PERSONNEL AT FESTIVALS**

- **HEADQUARTERS STAFF**
- The festival headquarters are the nerve center of the festivals and are usually where things go right or wrong. It is necessary that their personnel understand the function of each part of the festivals and be able to work efficiently. An adult, and several able students should be on duty at all times to make sure that the festival runs smoothly
- **CHECK-IN TABLE**
- Collect three Original copies of the scores from the director
  - Put scores with pre-stuffed ensemble envelope

- Collect Rosters for each ensemble (Only if not earlier received)
  - Large Instrumental Groups: Seating Charts (If not already received)
- Check with director concerning any cancellations and inform him/her of locations of various events. Inform the directors of any last minute schedule changes.
- Introduce student Guide
- **ENSEMBLE GUIDES**
- For large group festivals, assign a guide to the group.
  - Guides are tasked with keeping the directors on schedule, answering questions from the directors or knowing where to get the answers.
  - They need to be kind, polite and be able to stay with the ensemble until they complete Sight reading
- **RUNNERS**
- Volunteers (Usually students) to carry scores, forms, etc. from headquarters to the judges in each event, and to return completed forms, scores, etc. to tabulation or headquarters when the judges are finished with them. They keep judges supplied with coffee/beverages, sharp pencils, information and forms, etc. upon request. They must not discuss ratings, comments, etc. while in transit – in fact, they should not be reading them at all. The runners are a vital link between headquarters and performing events.
- **FESTIVAL TABULATION**
- *LARGE GROUP FESTIVALS*
- Must be facilitated by an adult. No student is to have access to any score sheet.
- The tabulator will check each sheet to determine if the adjudicator has completed it - the final score is indicated, the rating is assigned and the judges' signature is at the bottom
  - If something is missing then the tabulator or a site host must bring the sheet back to the adjudicator for correction.
- Record each rating given by the adjudicators (no numerical scores), including SR using the summary sheet
- Using the festival final rating graph determine the overall rating. Sight reading is not included in the overall rating calculation.
- Unanimous superiors are to be reduced to Superior if the ensemble does not go to the Sight-Reading Event.
- Place the earned rating sticker on the preprinted Award Certificate
- Director Packet – Place the following items in an envelope with school, ensemble and directors name preprinted on it.
  - All completed adjudication forms of individuals or groups from that school including sight-reading (large group only).
  - Large Group: Completed certificates (large group) – must be preprinted with school name and ensemble title, name of director, Earned Rating sticker applied. Must use a computer to prepare certificates. They need to be suitable for framing
  - Solo/Ensemble: blank certificates for the number of each person in the ensemble and award stickers earned. Directors are responsible for putting names on certificates.
  - Music scores.

- Medal/ Plaque order form.
- Festival and Adjudicator Evaluation information flier.
- Recorded Comments (If not uploaded)
- Private Letters from Adjudicators (if any)
- Envelope needs to be delivered to or picked up by the director only.
- *SOLO & ENSEMBLE*
- Scoresheets are collected by adults from the various rooms and brought to Headquarters
- Ratings are recorded on a master event sheet
- A blank Award Certificate and rating sticker for each student performer is put in their school directors' envelope.
- A woodwind quintet would receive 5 certificates and stickers
- About once an hour, the ratings must be posted in a public space
- Adjudicator questions and Director packets are as Large Group Festivals
- **DOOR MONITORS**
- *LARGE GROUP FESTIVALS*
  - At least one door monitor to each audience door. Allow no one to enter or leave except between selections.
  - Large groups wanting to enter or leave must wait for the group performing to complete all selections before entering or leaving.
  - It is the responsibility of the door monitors to keep order.
  - Keep the area outside the door quiet.
- *SOLO AND ENSEMBLE FESTIVALS*
  - Door Monitors also act as Runners for the adjudicator
  - One for each room.
  - Remain at the door, closing it when the performance begins and allowing no one to enter until after applause is heard or performers exit
  - Help keep track of the time
  - Using the posted list of performers, be sure the room runs smoothly
  - Keep the corridor outside the room quiet.
- **STAGE SET-UP (Instrumental)**
  - 2-6 students that can quickly and quietly set up chairs, stands and percussion as per the seating chart the director has supplied.
  - The Ensembles percussionists should be allowed to come on stage during set-up.
  - At least one student needs to remain close to help the director make any adjustments to the set-up.

- During the performance the students need to be off stage, out of sight, no talking/whispering, no cell phones.
- **ANNOUNCER/PROJECTOR**
  - Each ensemble is to be introduced to the Audience and Adjudicators.
  - Introduction includes: Name of School, Name of Ensemble, Director Name, Accompanist (Choral) and the name of each music selection with composer/Arranger in the order to be performed.
    - If a computer projection system is available (Project on the side wall of the facility) it is the most efficient way to handle this. Slides (powerpoint) or equivalent are pre-made. This allows for the adjudicators and audience to see the information for the entire time the ensemble is performing. Someone would need to change slides at the end of each group.
    - Announcers can be used, but often mispronounce titles, composers and directors' names.
- **SIGHT READING HELP**
  - Need 2-3 people in the room to:
    - Put chairs in basic rows and set out stands for sharing (Instrumental)
    - Open room when ready for new ensemble
    - Pass out sight reading music folders and collect them at the completion of each group
    - Run covered score sheet to the Tabulation room
    - Help keep the adjudicator on time and supplied with whatever he needs
  - **Only performers, officials (With permission from the director) are permitted in the room.**
- **MEDAL SALES (Solo & Ensemble Only)**
  - Trust worthy persons willing to handle money
  - Medals for purchase are Command Performance, Superior and Excellent
  - \$5.00 each. Cash or checks made out to CMEA Central Section, no credit/debit cards
    - A generic receipt book might come in handy so directors buying can get reimbursed.
  - Medal selling paperwork must be completed before and after event
  - Unsold medals and all money needs to be returned to the festival coordinator ASAP
- **CLEAN-UP CREW**
  - A group of students to make sure the campus is clean and ready for normal classes the next school day. They should be supervised and it is recommended that they make a sweep across the campus picking up litter, taking down signs, picking up lost music, garments, instruments, etc.

### **SIGHT READING ROOM**

- The facility should be large enough to fit the largest ensemble

- Ensembles exceeding the room size need to be scheduled at the end of the day or before lunch and the SR materials moved to the performance venue.
- Students are expected to share folders
- Sight-reading materials are supplied by CMEA Central Section
- All sight reading is CLOSED to the public. Guests may enter at the permission of the director only as space allows
- Instrumental Sight-Reading:
  - Enough music stands for students to share
  - Basic Percussion: Bass Drum, Bells/xylophone, 2 Timpani if available (or borrow) Small Percussion including Snare, cymbals and “Toys” are provided by the ensemble that is sight reading
- It is best practice to have a chair set-up crew

## **POST FESTIVAL**

- Return the following to the Festival Coordinators by email (when possible) within two weeks of the festival. Site Chairs will receive a \$100.00 per day and \$50.00 per half day of festival honorarium.
  - Unused adjudication forms, certificates, seals, etc. to the Festival Coordinators.
  - Festival summary forms.
  - Ratings Tally Sheet
  - Itemized expense statement with receipts.
  - Site Chair Adjudication Evaluation
  - Meal Check itemization
- Return all unsold medals and monies to the Festival Coordinator
- E-mail to all participating directors the following:
  - Festival Final Ratings from all who indicated they wanted them distributed. (Large Group Only)
    - No Sight-reading scores are distributed
    - Directors who indicated Non-distribution at Registration should have rating boxes that are blank
  - Forward Festival and Adjudicator Evaluation links
  - Attach a Medals/Plaque Order Form (On-Line fillable forms are available at [www.CMEACentral.org](http://www.CMEACentral.org))
  - Thank the Directors for Participating

## **SITE HOST CHECKLISTS**

### **PRELIMINARY – LARGE GROUP FESTIVALS**

- Parking Facilities (Including where buses may park and wait)
- Inform Festival Coordinator of names, addresses, phone numbers of desired adjudicators
- Festival headquarters
- Student snack bar away from performing areas (optional)
- Lunch for the Adjudicators, Site Hosts and up to 3 adult volunteers. Beverages, Continental Breakfasts, and Snacks for adjudicators, site host(s) and adult help can be made available and can be reimbursed through your expense sheet. Dinner funds will be provided for adjudicators and site chairs that have an extended day or two day assignment.
- Lunch room or lounge for judges, hosts and adult staff – if available.
  - Best practice would be to find a place that is private and away from where they are adjudicating

- Turn off school passing bells and announcements in the rooms used
- Send e-mail or google questionnaire form to solicit from directors: Titles/composers/arrangers of music to be performed, Seating charts, Rosters, Arrival times for each of their ensembles
  - Use info to prepare slides for projection in auditorium or announcer. Print out Rosters put in envelope/binder, Instrumental - Print 2 copies of the seating chart (Performance & Site-Reading) and organize chronologically in 2 binders.
- Main performing areas. Consider the following for auditorium, multiuse room, theater, etc:
  - Size of room and performing area
  - Acoustics of room and performing area
  - Performance setup: piano and risers (choral); piano, stands, risers chairs/stools, amplifiers sound equipment(jazz); chairs, stands, large percussion equipment (band/orchestra)
  - Audience seating
  - Time factor and traffic flow for performing groups (from warm-up to performance to sight reading)
  - Sound leakage from other sources
  - Adjudicators table location – power source for CD/MP3 recorders (Extra Batteries) and lamps (if needed)
  - Projector/computer to project on wall or screen Groups School/Name, Director Name, Title/Composer of each selection in order of performance. (Best Practice)
    - A live announcer can be used but they are not as efficient as projecting
      - Projected Announcements mean Judges have continued access to the order of the music
  - Door control – audience control (chaperones)
  - Ventilation
- Warm-up rooms (large classroom, band and choral room, etc.)
  - Consider appropriate size without audience
  - Acoustical soundproofing
  - Access to performance area
  - Equipment piano and risers (choral); piano, stands, chairs (jazz); chairs, stands, NO percussion (band/ orchestra)
- Sight-reading room. One per event (library, large room, band/ choral room, etc.)
  - Consider appropriate size without audience
  - Acoustical soundproofing
  - Access from performance area
  - Equipment piano and risers (choral); stands, chairs, minimal large percussion equipment (band/ orchestra) Jazz Festivals do not have sight reading
- Storage room/Area/Outdoor Pop-ups for instruments and/or cases
- Medal sales booth
- Decide the method as to how each adjudicator will make their recorded comments
  - Procure blank CD's, Flash Drives, SD Cards etc. – three for each entry and have Electronic Recording devices (CD/MP3) available.
  - Have a computer available to transfer recordings
    - The person who is transferring the comments by computer, should occasionally listen to each judges recording to be sure they are getting recorded properly.
- Calculators for adding the scores on scored adjudication sheets.
- 6 digital recorders for adjudicators, batteries, clean memory
- Have a plan in accordance to your schools policy for handling emergencies and lockdowns
- Have a plan for providing lunch (dinner).



- Individual menu's for each adjudicator/host. Family style spreads.
  - Need a parent or adult to pick-up and set out meals in separate room in a timely fashion. (Need to stay on schedule)
- A private place to tabulate/record scores

### **PRELIMINARY – SOLO AND ENSEMBLE FESTIVALS**

- Parking facilities
- Security, if applicable
- Festival headquarters (contact phone)
- Student snack bar away from performing areas (optional)
- Lunch will be provided on site for the Adjudicators, Site Hosts and up to 3 adult volunteers. Beverages, snacks and continental breakfasts for adjudicators, site hosts and adult help can be made available at the Site Hosts discretion and can be reimbursed through your expense sheet. Dinner funds will be provided for adjudicators and site chairs that have an extended day or two day assignment.
- A secured area to keep snacks and beverages for adjudicators and adult staff
  - Room can also be used for lunch
- Have a plan for providing lunch (dinner).
  - Individual menu's for each adjudicator/host. Family style spreads.
    - Need a parent or adult to pick-up and set out meals in separate room in a timely fashion. (Need to stay on schedule)
- Performance rooms as needed (classrooms are fine). Consider the following:
  - Size of room and performing area
  - Audience seating
  - Adjudicators' tables – location should be isolated from audience
  - Performance area large enough for largest ensemble with chairs, stands and piano
  - Time factor and traffic flow for performing groups from warm-up to performance.
  - Sound leakage from other sources
  - Door control
  - Ventilation (Check for evening and weekend events)
- Warm-up rooms – (If available) Sign-up sheets posted. Students can warm up outdoors if needed
- Piano, chairs and stands should be in every room.
- Command performance room
- Area and materials needed to post rating in central location
- Medal sales near rating board or in headquarters
- Enlist a group of students/directors to be room monitors, collect score sheets, tally and post ratings, etc.

### **ITEMS RECEIVED FROM THE FESTIVAL COORDINATOR**

- All forms are available on the CMEA Central Section Web-site and can be downloaded and printed directly.
  - Festival Handbook (Web-site)
  - Adjudication forms (Web-site)Pre-made labels for each entry are to be secured to the appropriate scoresheet
  - Certificates and seals
  - Rating summary sheets (Web-site)(Sent in January)
  - Expense report (Web-site)(Sent in January)

- Meal Check Accounting Form
- Copies of adjudicator contracts
- Master for medals and plaques order form (Web-site)

#### **ITEMS RECEIVED FROM THE FESTIVAL COORDINATOR IN REGARDS TO MEDALS**

- Adequate supply of medals as determined by the Site Host

#### **EMAILINGS – NO LATER THAN TWO WEEKS PRIOR TO THE FESTIVAL**

- Email shall contain:
  - Letter of welcome (instruction sheet). **Be sure to include a cell phone number that can be used during the festival.**
  - Copy of complete performance schedule
  - Road map of area
  - Map of site with facilities marked
  - Email shall be sent to :
    - Each participating director
    - Festival Coordinator
    - Each adjudicator

#### **IMMEDIATE PRE-FESTIVAL – WITHIN ONE WEEK BEFORE FESTIVAL**

- Student help briefing
- Equipment for all rooms – double check – Saturday is a bad day to look for equipment
- All pianos tuned and in good working order
- Headquarters:
  - Availability of materials – pencils, large envelopes, marking pens, all forms pre-printed
  - label all entry information to the top of the adjudication sheet.
- Have blank paper and envelopes ready for judges to use for private notes to directors
- Pre-print all certificates (large group only)
- Concession stand (optional)
- Adjudicator lounge and briefing room – beverages and snacks ready early (If applicable)
- Signs – big and plenty
- Bus parking
- Medal sales booth or table setup in headquarters
- Name tags or identifying clothing for student helpers, director, adjudicators, officials.
- Personnel necessary to open all appropriate facilities

#### **DAY OF THE FESTIVAL**

- Briefing for adjudicators one half hour before festival begins – to be conducted by the Site Host
  - Show Adjudicator Video
  - Emphasize the need to write as much as possible to justify rating on scoresheet
- Have beverages and snacks ready early- if applicable.
- Distribute pre-printed name tags – if needed and available.
- Extra copies of schedules with changes and or cancellations indicated
- Information about lunch for adjudicators
- Inform adjudicators that NO audience is to be allowed in sight reading events except as allowed underneath the Sight-reading guidelines. (Large Group Only)
- Site Host or Guides should escort adjudicators to their judging areas/stations.
- Personnel needed at large group festivals:
  - Headquarters staff
  - Guides

- Runners
- Medal sales personnel
- Cleanup crew
- Door monitors
- Warm-up room monitor / security
- Sight reading aides
- Concession stand (Optional)
- Judges' aides
- Storage room/pop-ups security
- Stage Crew for Band and Orchestra set-up. Performance and Site-Reading. The stage crew needs to leave the stage area and/or be silent, still and out of sight during performances.
- Adult tabulator
- Personnel needed at Solo and Ensemble festivals:
  - Festival headquarters staff
  - Runners
  - Medal sales personnel
  - Cleanup crew
  - Door monitors
  - Concession stand (optional)
  - Adjudicator assistants (numbers permitting)

## **POST FESTIVAL CHECKLIST – TO BE ACCOMPLISHED WITHIN TWO WEEKS AFTER THE FESTIVAL**

- Submit an itemized financial report with receipts for allowable expenses and meal check accountability form with receipts and a check for unused funds to the Festival Coordinator
- Duplicate the complete rating summary sheet(s) and send to the Festival Coordinator
- Submit Ratings Tally sheet
- Return all unused materials to Festival Coordinators – if applicable.
- Send letters/emails of appreciation on behalf of CMEA Board and Site Host to:
  - Administration – School and District as well as the site host if different than the Site Chair.
  - Anyone else who should receive recognition and/ or appreciation
- E-Mail all Participants in your festival a follow-up Thank You. A copy of the ratings distribution list (groups who indicated that their ratings should not be distributed, shall be blank) a link to the online festival and adjudicator evaluation forms, attach the medal and plaque order form. These forms are also available at [www.cmeacentral.org](http://www.cmeacentral.org).
- Please email all the above forms to your festival coordinator. Scan receipts and any forms not digital.

## **RATING FESTIVAL GENERAL INFORMATION**

*The following applies to all CMEA Central Section Festivals.*

### **NAfME/CMEA MEMBERSHIP**

- Current Membership in NAfME/CMEA is **REQUIRED** in order for Directors/Teachers to participate in a CMEA Central Section Festival.
- **NOTE:** NAfME membership applications and dues, with separate checks, are to be mailed directly to NAfME or join/renew on-line using Debit/Credit. **Do not include these items with your festival application and fees.**

- **All directors must be current members of CMEA on the day of the Festival in which they want to participate. If membership expires before the festival, proof of renewal must be mailed/e-mailed to the Festival Coordinator for your group to perform in the festival.**

## SITE SELECTION

- Directors should choose the nearest festival site. Participants from a given region will receive priority scheduling over those from outside the area.

## REGISTRATION

- Registration for large group festivals are completed online at [www.CMEAcentral.org](http://www.CMEAcentral.org).
- Before starting the online registration process, each director must determine the classification level of their ensemble. There are three classification levels: I, II, III. This classification will help the adjudicators with judging the ensembles performance and determine their sight-reading level.
- After precisely completing the registration document form, download and then fill-out the signature/fee page and print.
- Submit.
- The signed signature page and fees must be sent or delivered to the festival coordinator postmarked no later than six weeks before the festival date. There is an additional \$50.00 for each late entry. Entries will not be accepted two weeks or less before the chosen festival unless space is available. Registration is not complete and the ensemble will not be placed on the schedule priority list until the Coordinator receives both signature page and fees. **Absolutely no purchase orders will be accepted.**
- **The granting of time requests is based on the order by which the festival coordinator receives the completed signature page and fees.**

## PERFORMANCE MUSIC SELECTION (General)

### Large Ensembles

Choose three compositions of contrasting style. The selections should be “art” music and not “pop” music. Your performance total time should not exceed 80 % of the stage time allotted.

30 min time slot – 24 min performance

25 min time slot – 20 min performance

20 min time slot - 16 min performance

15 min time slot - 12 min performance

For high school choirs, minimum performance requirement is about 10 minutes’ worth of contrasting styles. Typically, this is done with 3 pieces.

If the selections are very long or have multi movements, you may choose to perform only two pieces.

High School Intermediate and Advance choirs must perform one acapella selection

## PERFORMANCE SCHEDULE

- Special schedule / time considerations should be included with the entry form. Requests will be honored in the order received as much as possible. Exceptions can be made at the discretion of the Site Host. The Site Host will mail/e-mail the performance schedule with maps and specific information approximately four weeks before festival. **If your entry is late, do not expect to be scheduled in a prime time slot.** Except in dire emergencies, there will be no changes made in the schedule the week of the festival.

## SUPERVISION

- Directors are reminded that students must be adequately supervised. Schools are to provide one adult chaperone for every twenty students participating in festival. Please review proper concert etiquette and festival deportment with your students before the event. **DIRECTORS MAY NOT**

**LEAVE THEIR STUDENTS UNATTENDED AT ANYTIME. Disruptive students will be escorted out of the festival performance area.**

- **Those in the audience/performance venue should not have their cell phones/devices on or out.**

## **DECLARATIONS**

- Directors may include declarations (notices of special or unique considerations) for your group to the judges. These should be attached to the scores submitted for use by the adjudicators. Declarations should be printed on school letterhead.
- Example: Substitute accompanists, First Trombone broke his right arm last Tuesday, Oboe part substituted with Soprano Sax, Left trumpet mutes in band room before boarding the bus for a 2 hour drive, etc..

## **COPYRIGHT COMPLIANCE**

- All participants in the festival are to perform from legally acquired copies of the music. Exceptions: “Emergency copying to replace purchased copies which for any reason are not available for an imminent performance is permissible provided replacement copies shall be substituted in due course.” (Guideline on Fair Use of Copyright Material) Emergency copying equipment and supplies will not be provided by the Site Chair.
- **3 ORIGINAL Scores** must be provided at all large Group Festivals for adjudication purposes. All measures must be numbered. Copies can only be used with the express permission from the publisher holding the copyright. Such permission must be included on each copy. Adjudicators are instructed to judge for comments only if legal scores are not available.
- Securing Original Scores:
- If cost is an issue, contact other directors and ask if you could borrow scores.
- Go to [www.jwpepper.com](http://www.jwpepper.com) to find out if there are scores to your music available for purchase. This is the simplest way to get scores if they are available and you have the finances to pay for them.
- If for any reason your purchased scores do not arrive on time, you must present an official document from the place you ordered (Not a Screenshot) before the judges can use copied scores. Bottom line: Order early!
- If J.W. Pepper doesn't have scores available for sale (Permanently Out of Print Music), they may have enough information on the web-site to find out who the latest publishers were. J.W. Pepper also has many representatives that are able to help you by phone (800-345-6296) with publisher issues.
- Permission to copy out-of-print scores for the purpose of Festival Adjudication is often given for minimal cost or free by the publisher.
- Below are a couple publishers (Both Hal Leonard and Alfred have acquired some of the older publishers) web-sites that will help you with legally photocopying scores:
- Hal Leonard Publishing: [www.halleonard.com](http://www.halleonard.com) Top Right corner of home page click Copyright, on left mid-page click Permission to photocopy for adjudication. Follow instructions exactly
- Alfred Publishing: [www.alfred.com](http://www.alfred.com) Bottom of home page click Licensing Requests, Create an account, login, new Festival Permissions. Follow instructions exactly.
- E-Print Scores
- Proof of actual purchase of 3 scores must be submitted with scores
- When using legally copied scores:
- Scores must be assembled, back to back, clean binding, clean print, measures numbered.
- Adjudicators must be able to mark on scores with a pencil

## **PERCUSSION EQUIPMENT**

- Available percussion equipment may be limited. Check the information mailed to you by the Site Host to determine what will be provided.

## PROTEST PROCEDURE

- Any protest regarding ratings must be made by the directors to the Site Host **before the end of the day of the groups' performance and before the judges leave for the day.** Upon receiving a protest from a director the Site Host will contact the judges to inform them of the protest. Regardless of the outcome, the decision of the **JUDGES IS FINAL** The Site Host will relay the judges' decision to the protesting director. Following the festival the Site Host will write a report to the Festival Committee Chair outlining the nature of the protest, the procedure followed and the outcome of the protest.
- All concerns or complaints not related to ratings should be directed to the Festival Committee Chair (First Vice-President) following the event.

## QUESTIONS

- Direct questions regarding registration, forms and fees to the *Festival Coordinator*
- Direct questions about performance schedules, locations of warm-up rooms and other logistical matters to the *Site Host*.

# LARGE GROUP FESTIVAL

## FEES

- See current festival application forms for festival fees.

## ELIGIBILITY

All student participants must be enrolled in a public or private school, participating in that school's appropriate ensemble and attending school and classes regularly.

## TIMING

- The Site Host will schedule ensembles at minimum intervals as outlined below. All times are "portal to portal" including setup and performance.
- High School Instrumental – 30 minutes
- Middle School Instrumental – 25 minutes
- High School Vocal – 20 minutes
- Middle School Vocal – 15 minutes
- If there are not large numbers of entries, Middle School instrumental intervals can expand to 30 minutes and all choral groups can expand to 20 minutes.

## ADJUDICATOR SCORES

- Directors should provide three **original** scores of each selection for the adjudicators. Copied scores are illegal and not permissible. Any copied score must also have a legal note with the publishers' permission to copy attached to the copy. Legally Copied scores must be assembled with clean print, back to back, pages easy to turn and judges can use pencil to write on them. Scores for all entries will be labeled with the name of the school and each measure consecutively numbered. Ensembles without scores or illegally copied scores will not be eligible for a rating, but will receive comments. If E-Scores are used, proof of purchase must be included with each score and assembled as noted above.

## **A CAPPELLA SELECTION**

- Intermediate and advanced high school vocal ensembles will perform one *a cappella* selection as part of their festival program. Adjudicators are instructed to lower the rating by one grade if an *a cappella* selection is not included in the performance.

## **AWARDS**

- Pre-printed Certificates are provided to all large ensembles on the day of the festival. For Solo & Ensemble Blank Certificates are distributed to directors for directors to complete. Medals and plaques can be ordered/purchased by the director using the order form included in their packets. Payment must be made at the time of ordering. No phone orders or P.O.'s. will be accepted.
- Some Solo & Ensemble Festivals sell Medals on site. \$5.00 Cash or Check only.
- Medals:
  - Unanimous Superior (Large Group)
  - Command Performance (Solo & Ensemble)
  - Superior
  - Excellent
- Plaques
  - Unanimous Superior
  - Superior

## **SIGHT-READING INFORMATION (GENERAL)**

### **SIGHT-READING**

- All ensembles are expected to go to the sight-reading room immediately following their prepared music performance. This portion of the Festival experience evaluates the ensembles ability to read and interpret music. Directors will be given a choice of two titles within their classification level established at Registration to sight read.
  - Sight-reading is a closed performance situation in which no one is allowed in the room except the adjudicator, an assistant, room managers, the Festival Site Hosts, the performing ensemble and the director. Other Adults may enter at the invitation of the Director
  - The Site Host, room managers, and adjudicators will do everything possible to create a relaxed atmosphere in the sight reading room and contribute to a positive learning experience.
  - The adjudicator will evaluate the ensemble and assign a rating according to the sight-reading standards and provide a mini clinic to help the ensemble to be more musically literate.

## **JAZZ FESTIVAL**

### **ELIGIBILITY**

- All student participants must be enrolled in a public or private school, participating in that school's appropriate ensemble, attending school and classes regularly.

### **TIMING**

- Bands are given twenty-five minutes "portal to portal" for setup and performance.

## ADJUDICATOR SCORES

Scores are not needed for adjudication for Jazz Festivals.

## AWARDS

- Certificates are provided to all ensembles. Certificates will be available the day of the festival. Medals and Plaques can be ordered through the mail. No phone orders or P.O.'s will be accepted.

## SOLO AND ENSEMBLE FESTIVAL

### PURPOSE

- The Solo/Ensemble Festival purpose is to give CMEA member Directors' students an opportunity to prepare solos and/or participate in small ensembles in order to further their individual skills.

### ELIGIBILITY

- All student participants must be enrolled in a public or private school, participating as student performers in that school's appropriate ensemble, attending school and classes regularly. In the event a school does not have the appropriate large ensemble in the curriculum, a private teacher may enter students provided they are current members of NAFME/CMEA. A letter on school letterhead from a school administrator (principal, activities director, counselor, etc.) stating the preceding is required with the entry form. The director entering Ensembles composed of students from more than one school must confirm that all students involved are currently in their schools ensembles before entering. Students not attending public or private schools (home-schooled) must get clearance from the Festival Coordinator.

### WALKUP REGISTRATION

- Teachers may enter students as "walkup" entries at the festival site on a space available basis for \$40.00, (\$20.00 entry plus \$20.00 late fee).

### ACCOMPANIST

- Using "live" accompanists is the recommended and preferred way to perform solos and/or ensembles. Electronics i.e. CD's/MP3's etc. can be used if an accompanist cannot be secured. However, the student must provide all the equipment needed to run said electronic device. The site host will not be responsible to provide such equipment.

### TIMING

- Ten minutes are allowed for each performance including entry and exit. **If this time limit is exceeded, the adjudicator will stop the performance.** This will not have an adverse bearing on the rating. Directors are urged to time their entries to avoid the shattering effect of stopping a performance. Command Performances will not be awarded to entries that are stopped due to time. Reason being that the adjudicator has not heard the end of the selection.
- The music for Solo/Ensembles should be no longer than 6-7 minutes. Each entry only has 10 minutes from portal to portal. The longer the music – the less time the student(s) have for judge commentary. The comments and suggestions given at the end of the performance by the Professional Adjudicators both verbally and written are an essential part of the festival. The adjudicators have to have time to verbally comment and fill out the score sheet in that 10 minutes.
- Students can enter multiple times, but each entry must be completed within that 10 minute time slot.



## **ADJUDICATOR SCORE**

- Judges will expect a score of the selection with measures numbered. Scores for all entries should be labeled with either the student or ensemble's name or the name of the school.

## **ENSEMBLE SIZE LIMIT**

- The maximum number of students allowed in either an instrumental or vocal ensemble is twelve.

## **MEMORIZATION**

- Memorization is not required but is encouraged. The rating will not be affected either way.

## **INSTRUMENTATION**

- There are no instrumentation restrictions for solo or ensembles. However, participants must recognize that in the case of some instruments (harp, guitar, etc.), specialists may not be available and the assigned adjudicator will judge on the basis of musicianship alone.

## **COMMAND PERFORMANCE – CP**

- Adjudicators may select soloists or ensembles that have ***performed with nearly flawless and exceptional musical distinction***, to perform again at a command performance event. Directors, students and parents are encouraged to attend Command Performance Concerts and listen to as many command performances as possible.

## **UNANIMOUS SUPERIOR**

- Large Ensembles who have received a superior rating from all 3 adjudicators and have participated in sight-reading shall be awarded a Unanimous Superior Award.

## **AWARDS**

- Ratings of Command Performance (CP), Unanimous Superior (U), Superior (I), Excellent (II), Good (III), Fair (IV) and Poor/Needs Improvement (V) are awarded by the judges. See the Performance Standards section for earnings criteria. At some Solo & Ensemble Festivals Medals (CP, Superior and Excellent) may be purchased at the site. Directors will be given an order form to order medals through the mail.
- Blank Award Certificates are provided to the entering director as well as rating seals according to the number of soloists and ensembles(one for each individual member) entered and performed. Directors will be responsible for completing the certificate and distributing them. Certificates and scoresheets will be picked up by or mailed to directors following the festival.