

# CONFERENCE AND HONORS ENSEMBLE HANDBOOK DISTRICT V OHIO MUSIC EDUCATION ASSOCIATION

## POLICIES AND PROCEDURES MANUAL:

### 1. MISSION STATEMENT:

A primary function of OMEA District V will be the sponsoring of annual Band and Choir Honors Ensembles. Student membership in one of the honor groups will provide an opportunity for the most talented middle school and high school students of District V to perform together. Additionally, this honors group format will stimulate musical growth through the performance of challenging literature under the direction of guest clinicians.

### 2. FESTIVAL FORMAT:

- One choral and one concert band festival.
- **Each school district in OMEA District V will be represented providing the director is a current OMEA member and adheres to all deadlines, if they so choose.**
- Will consist of one audition/sectional date, one full rehearsal date and one rehearsal/performance date.
- The dates, and rehearsal sites, and specific times of Festival Events are to be determined by the Festival Committee and District V Officers.
- The Honors Ensembles will include a High School Choir and High School Concert Band, and a Middle School Choir and Middle School Concert Band. Students in grades 7-12 from District V Schools, where their director is an OMEA member, are eligible for membership in the groups. Students may not be nominated for both the band and choir in the same year if both festivals fall on the same day.
- Band groups will perform as one concert, choral groups will perform as one concert. Concerts may be on the same day or different days as determined by the Honors Group Chairs and OMEA District V Officers.
- An adjudicators clinic will be offered bi-annually in odd numbered years (fall date).
- Guest Conductor “Big Money” years (fall dates): **HS Band:** 2008, 2012, 2016, 2020, 2024, 2028 **HS Choir:**2009,2013,2017, 2021,2025, 2029  
**MS Band:** 2010, 2014, 2018, 2022, 2026, 2030 **MS Choir:** 2011, 2015, 2019, 2023, 2027, 2031.

### 3. ROLES AND RESPONSIBILITIES :

#### A. District President:

- Will secure chairpersons for all festivals and honors groups. The president should make every effort to involve as many members as possible through the appointment of co-chairs or assistant chairs with a goal of chairmanships changing periodically.
- Work in conjunction with all chairs to finalize dates, rehearsal sites, and specific times.
- Submit dates to OMEA State calendar.
- Oversee activities of all chairpersons.
- See that all timelines are followed by chairs.

### **B. Conference Chair:**

- Secure dates and venue for conference.
- Arrange for conference clinicians (if any).
- Arrange and schedule clinics, meetings, (if any) in addition to Honors Groups.
- Coordinate conference sponsors (program ads, displays, etc.).
- Make hotel arrangements for guest clinicians.
- Arrange for the following meals: a) Rehearsal Day lunch for clinicians and chairpersons. b) First Day Dinner for clinicians and chairpersons. c) Performance day luncheon for clinicians and chairpersons. d) Performance day lunch for student participants. e) Donuts and Beverages for OMEA Directors on performance day morning. (A, B, C & E will be paid by OMEA District V. D will be paid by individual students or their home school.)
- Arrange for concert recording in compliance with U.S. Copyright Laws.
- Arrange for publicity.
- Arrange for typing and printing of performance program (with the assistance of the ensemble chairs).
- Arrange for printing of student participation certificates (with the assistance of the ensemble chairs).
- Arrange for and negotiate price of any necessary security.
- Communicate conference activities with District V members both active and retired.
- Invite superintendents and principals from participating schools to the concert.
- Turn in all bills and deposits to OMEA District V Treasurer in a timely manner. Pay-ins prior to event, Pay-outs within 2 weeks following event when possible.

### **C. All Ensemble Chairs:**

- Secure a guest conductor and send contract in compliance with OMEA District V fee structure. (Recommendation: 6<sup>th</sup> months prior to event.)
- Assist guest conductor with literature selection. (Send copies of programs from previous years.)
- Send initial information letter regarding honors ensembles to all schools within OMEA District V.
- Supply all communications and event information to OMEA District V webmaster.
- Collect all entry fees, medical forms.
- Confirm OMEA membership of all participating directors.
- Secure and confirm program information including student names, participating schools and directors, guest conductor bios and concert literature information.
- Arrange for pre-conference rehearsal/audition venue.
- Secure all necessary equipment for rehearsal and performance. i.e. percussion, risers, stands, etc.
- Provide student name tags for all rehearsals.
- Check student attendance at all rehearsals and performance.
- Turn in all bills and deposits to OMEA District V Treasurer in a timely manner. pay-ins prior to event, Pay-outs within 2 weeks following event when possible.
- Arrange for local transportation or provide local driving directions for the guest conductor of your group.

#### **D. Choral Ensemble Chairs:**

- Assume all responsibilities listed under conference chair that apply when there is no conference chair for vocal event.
- Set regional rehearsal for High School Honors Choir: location, time, sectional leaders, accompanists
- Literature recommendation: 5 selections for Middle School, 4-5 selections for High School.
- Inform directors that music is purchased by individual schools. It is recommended that the chairperson selects a vendor and pre-arranges for music to be in stock.

### **4. STUDENT SELECTION PROCESS:**

#### **A. BANDS**

##### **Selection Process of the Middle School and High School Honor Band**

- Each director may nominate up to 10 of the top playing students from their junior high and high schools. It is the director's responsibility to nominate students that are capable of playing the audition music which can be downloaded from the District 5 web page [www.omeadistrict5.org](http://www.omeadistrict5.org). The director should also use the grade level of music historically performed by the honors groups in determining if a student should be nominated.
- The selection committee will make sure that each school is represented by a minimum of one student.
- Larger band programs can expect more students than those of smaller sized programs
- The committee will continue to fill the band with proper instrumentation by selecting the next most qualified student from each school when instrumentation allows..
- At the High School level, Solo & Ensemble ratings & classification from previous years may be a determining factor in student selection. Membership in other select ensembles such as OMEA All-State, Stambaugh Youth Concert Band, Youngstown Symphony Youth Orchestra, OMEA Regional Orcheatra and Cleveland Youth Wind Symphony may also be a consideration.

##### **Audition Process of the Middle School Honor Band**

- Each director must download the audition music from [www.omeadistrict5.org](http://www.omeadistrict5.org) and distribute to their nominees.
- In addition to performing the audition music, students will be asked to perform one major scale using the scale requirements found in the current OMEA Rules and Regulations Book, Middle School Solo and Ensemble. They will also be asked to perform a one octave chromatic scale ascending and descending. Percussion students will be asked to perform the rudiments listed for Middle School Solo and Ensemble from the current OMEA Rules and Regulations Book. They will also perform on timpani, showing their ability to tune the timpani. Percussionists will also play a short excerpt on mallets.
- Volunteer band directors and/or qualified area musicians from District 5 will administer the audition process as well as tabulate scores.
- When the audition process is complete and the scores tabulated, the students will be seated in performance order. For the remainder of the

audition night each section will receive their music and have a sectional coached by one of the volunteer band directors or qualified area musicians.

- Any volunteer working one on one with a student or in a sectional without a public school teacher present must be able to provide proof of a current State and Federal BCI background check.

### **Audition Process of the High School Honor Band**

- Each director must download the audition music from [www.omeadistrict5.org](http://www.omeadistrict5.org) and distribute to their nominees.
- In addition to performing the audition music, students will be asked to perform two major scales using the scale requirements from the current OMEA Rules and Regulations Book –High School Solo and Ensemble, Class A. They will also be asked to perform a one octave chromatic scale (starting on any note) ascending and descending. Percussion students will be asked to perform the 2 rudiments listed for the High School Solo and Ensemble from the current OMEA Rules and Regulations Book – Class A. They may also be asked to perform on timpani, showing their ability to tune the timpani.
- Volunteer band directors and/or qualified area musicians from District 5 will administer the audition process as well as tabulate scores.
- When the audition process is complete and the scores tabulated, the students will be seated in performance order. For the remainder of the audition night each section will receive their music and have a sectional coached by one of the volunteer band directors or qualified area musicians.
- Any volunteer working one on one with a student or in a sectional without a public school teacher present must be able to provide proof of a current State and Federal BCI background check.

### **B. CHOIRS:**

- Middle School: Each director will nominate up to 3 students per part as determined by literature selection. Must nominate balanced trios or quartets and send only students able to sing assigned part accurately.
- High School: Each director will nominate balanced quartets based on individual school vocal program enrollment. Send only students able to sing assigned part accurately.
  - a. Under 25 students – 1 per part (4 students)
  - b. 25-50 – up to 2 per part (8 students)
  - c. over 50 – up to 3 per part (12 students)

## **5. STUDENT RESPONSIBILITIES:**

- Understand that being selected as a member of one of the District V Honors Ensembles carries certain expectations of each participant. These guidelines will help ensure a valid educational experience for all involved
- Commit to all rehearsal and concert times prior to submitting application.
- Attend all rehearsals and the performance for the ENTIRE duration of the scheduled event.
- Prepare assigned music with the assistance of your director and/or private instructor prior to the first rehearsal after music is received. All correct notes, rhythms, dynamics, styles and diction should be prepared before the first rehearsal.

- Exercise appropriate behavior at all functions.
- Adhere to rules established by OMEA District V and the host site.
- Maintain the conditions of the rehearsal areas, cafeteria, performance venue, building and grounds.
- Bring required equipment: music, PENCILS, instruments, reeds, mutes, sticks, oil, robes, uniforms, etc. with you for the event.
- Complete medical forms and pay fees by stated deadline.
- Wear appropriate clothing for all rehearsals.
- Adhere to concert dress guidelines established for your ensemble.
- Be responsible for your lunch on Friday and Saturday. Options will be explained by your Honor Group Chairperson.

#### **A. BAND:**

- Download and prepare audition music to the best of your ability and with the assistance of your director and/or private instructor prior to the first rehearsal/audition.
- Return all music at the conclusion of the concert.
- **Middle School Concert Dress: dress up clothes.**  
**Boys: dress shirt and tie, dress slacks, dress shoes,**  
**Girls: dress, skirt and blouse, or dressy pants outfit, dress shoes.**
- **High School Concert Dress: black and white.**  
**Men: white shirt, tie, black dress slacks, black socks, black dress shoes.**  
**Ladies; white blouse, black pants or long skirt (below the knee), black shoes.**

#### **B. CHOIRS:**

- All music should be in a **black** folder.
- **Middle School Concert Dress: dress up clothes.**  
**Boys: dress shirt and tie, dress slacks, dress shoes.**  
**Girls: dress, skirt/blouse, or dressy pants outfit, dress shoes**
- **High School Concert Dress: usual concert dress for individual school (formal wear, robes, etc.).**

### **6. DIRECTOR RESPONSIBILITIES:**

- **Be a current member of MENC/OMEA.**
- Confirm student commitment to all required dates and times prior to submission of nominations.
- **Nominate only students capable of being a successful contributor to the ensemble. i.e. able to perform audition etudes, match pitch, etc.**
- Adhere strictly to the timeline for all mailings, fee payments, medical form submissions, etc.
- Check the OMEA District V website regularly for updated information, audition etudes, etc.
- Invite student's parents as well as school administrators to the performance.
- Confirm spelling of all names.
- Help students arrange transportation to and from all events.
- Help students prepare assigned music / audition etudes prior to rehearsals.
- Review behavioral expectations with students prior to first rehearsal.
- Help with audition/sectional process.

- Whenever possible attend and help with rehearsals and performance as an official representative of your school.
- During the concert, sit in the area where your students are seated (especially middle school) and help when asked.
- Follow up with school treasurer to make sure checks from purchase orders are issued.

## **7. RECOMMENDED TIMELINE:**

- 9 – 12 months prior - Chairpersons selected.  
Secure performance venue & date.
- 6 months prior - Secure guest conductor and execute contract.  
Secure accompanists.
- 14 weeks prior – Choral music selections from guest conductor.
- 12 weeks prior - Information mailed to all District V Schools (choirs)  
Secure recording company.
- 10 weeks prior – Band music selections from guest conductor.  
Select band audition music and post on district website
- 8 weeks prior – Initial information mailed to all District V schools (band).  
Reserve necessary hotel rooms.  
Arrange meals.
- 6 weeks prior – Postmark date for director nominations / applications.
- 5 weeks prior – Band selection committee meets.
- 4 weeks prior – Notification of students selected (band)  
Arrange for all necessary equipment.  
Prepare band music folders.
- 3 weeks prior - Fees and medical forms due. Complete student certificates.
- 2 weeks prior – Prepare concert program.
- 1 ½ weeks prior – Initial audition/rehearsal date.
- 1 day prior – 2<sup>nd</sup> rehearsal.

## **8. FEES & HONORARIUMS:**

- \$15 per member (one check per school made payable to OMEA District V. No individual student checks.)
- \$10 facility usage fee (per school building).
- Purchase orders will be accepted, but checks must be received prior to performance day.
- Guest performing group – up to \$300
- “Big Name” Guest Conductor - \$1,500 + reasonable travel expenses.
- Regular Guest Conductor - \$750 + reasonable travel expenses.
- Choir Accompanist - \$300.
- Other Clinicians – travel expenses.
- Fees & Honorariums will be reviewed annually at the District V spring membership meeting.
- Changes must be voted on by the OMEA District V membership.

**9. CANCELLATION POLICY:**

- **In the event of inclement weather on the day of a scheduled event, the District President and Festival Chairperson will consult as to the status of the event. Radio and TV media sources will be notified in all three counties as soon as a decision is made.**
- **If the performance is cancelled, any refund will be prorated (per performer) after all bills have been paid.**
- **Due to other commitments by guest conductors and other events scheduled in the performance venue, rescheduling of a cancelled concert is usually not possible.**

**10. REVISIONS:**

- A committee appointed by the District V President will review District V music festival policies in the spring of 2010 and then bi-annually. The revision and any recommendations will be completed prior to the spring membership meeting.
- Any changes will be voted on by the membership in attendance at the spring meeting.
- Situational or emergency temporary changes to the policies contained herein may be made with the prior approval of the OMEA District V Officers.

**Adopted 4/27/2009.**

**2009 HANDBOOK COMMITTEE:**

Tom Brucoli	Angie Shelton
Bill Forrester	Mike Summers
Mike Kelly	Jim Volenik
Dan Nestich	Ken Young
Shawn Reynolds	Marty Young

**\*\*Special thanks to OMEA District 1 & 11 whose handbooks were used a model for this document.**