

# PMEA District 5 Festival for Dummies Guide

**July 1 – September 1.** – Verify that your membership has been renewed. Do not trust that your business office has taken care of this. If you have not received your new PMEA card, your membership has probably NOT been renewed. Never ASSUME anything. We have had too many instances that members were renewing at the last second. This makes things very difficult for the Honors hosts and the District Secretary.

## **September**

**Honors Band** – Teachers should be making sure their students have the CORRECT solo (<http://www.pmea.net/district5/HonorsBandSolos2007.pdf>) and understand the dates and times for the audition and festival. The teacher should also instruct the students on the sight reading portion of the audition. <http://www.pmea.net/district5/HonorsBandSightreading.pdf>

**Honors Chorus** – Teachers may distribute and rehearse the Honors Chorus Audition Music on the first day of school or any day after. Choral directors have agreed that NO student should receive or be told specific songs for the audition music prior to the first day of school to be fair to everyone involved. This music is announced during the spring of the previous school year. You will receive an email with the specific audition song list.

\*\*\*\* Teachers should email the list of students that are auditioning to the District Secretary ([PMEADistrict5@gmail.com](mailto:PMEADistrict5@gmail.com)) to be entered into the scoring spreadsheet. This information should be emailed NO LATER than September 25<sup>th</sup>. Any changes to this list should be sent to the Secretary immediately.

The following information is required in the email: Student Name, School Name, Audition Part (voice), Grade.

## **October:**

**Honors Band:** Information will be sent to you from the Westminster College (The Honors Band Host). This information will be sent both via email and conventional postal mail. Please respond with your student information IMMEDIATELY upon receiving your information.

The forms required for every student auditioning will be as follows: [PMEA Contract](#) and [PMEA Medical Form](#). Do not forget that you must have your Principal Sign the Student Contract or it is not valid.

Teachers should email the list of students that are auditioning to the District Secretary ([PMEADistrict5@gmail.com](mailto:PMEADistrict5@gmail.com)) to be entered into the scoring spreadsheet. This information should be emailed NO LATER than November 1st. Any changes to this list should be sent to the Secretary immediately.

The following information is required in the email: Student Name, School Name, Audition Instrument(s), Grade.

## **Honors Chorus –**

The Audition for Honors Chorus takes place in early October. Please check the PMEA Calendar for Specifics (<http://www.pmea.net/district5/CALENDAR.pdf>). Each participating school MUST have a PMEA member present for judging auditions.

Students that are accepted into the Honors Chorus will be required to turn in the following documents immediately to the Host. ( [PMEA Contract](#) and [PMEA Medical Form](#).) These forms will be sent to each school. They are also available online. Do not forget that you must have your Principal Sign the Student Contract or it is not valid.

Payment to Westminster College MUST be submitted to your school immediately upon receipt. Please understand that the host will have expenses that it must resolve and can not afford to wait for your payment. Payment is required by the Honors Chorus Festival. If an issue arises that your school can not get the check cut in time, a copy of the Purchase Order will be acceptable.

## **District Band, District Chorus, District Orchestra –**

Forms for each of these festivals should be received via postal mail during early to middle October. Each of these forms will also be available online ([www.pmea.net/district5](http://www.pmea.net/district5)). Select the appropriate link under Festival Paperwork and Due Dates. Check the website often and do not forget to “Refresh” the page to make sure you see that latest updates.

Please mail all paperwork as soon as possible. DO NOT DELAY.

These forms will include: Student Ranking List, [PMEA Contract](#) and [PMEA Medical Form](#), and possibly other misc. forms. Do not forget that you must have your Principal Sign the Student Contract or it is not valid. If any student forms are not complete, they will **not** be considered for selection.

Please check the Festival Manual for specific details on penalties for not turning in paperwork by the due dates. ([www.pmea.net/district5](http://www.pmea.net/district5)).

## **November:**

The Honors Chorus Festival will be held in early November. (<http://www.pmea.net/district5/CALENDAR.pdf>)

Honors Band Auditions will be held in the middle of November. (<http://www.pmea.net/district5/CALENDAR.pdf>). Each participating school MUST have a PMEA member present for judging auditions.

All District Chorus, Band, and Orchestra paperwork should have already been mailed to the hosts by this point. Notification of student participants usually will be received by late November. Deadlines for paperwork will be decided by the host. Failure to meet these deadlines for submitting applications for the selection meeting may result in a school’s inability to participate in the festival.

PMEA State Jazz Band and Jazz Chorus: Students should be preparing to make the audition tapes as described by the application - <http://www.pmea.net/district5/pmeajazz0708.pdf> .

## **December:**

The Honors Band Festival will be held in early late November/Early December.  
(<http://www.pmea.net/district5/CALENDAR.pdf>)

District Chorus, Band, and Orchestra invoices should have been submitted to your business offices immediately upon receipt. Any other miscellaneous paperwork the hosts requested (including audition preference, luncheon and banquet reservations, etc.) should be returned at this point.

PMEA State Jazz Band and Jazz Chorus: Students should submit the audition tapes as described by the application - <http://www.pmea.net/district5/pmeajazz0708.pdf> . They MUST be postmarked by December 19<sup>th</sup> to be considered. Please make sure your students understand that if they make either of the State Jazz ensembles, they are no longer eligible for any of the other State groups (Band, Choir, Orchestra).

## **January/February:**

District Chorus, Band, and Orchestra festivals take place (<http://www.pmea.net/district5/CALENDAR.pdf>). If your students are selected for a Region Festival, please get the paperwork in IMMEDIATELY. The turn around time between festivals is only 6 weeks and the Region Host needs the Paperwork right away. Please make sure you submit the invoice (bill) to your business office RIGHT AWAY. The Hosts are obligated to ask you for a copy of the Purchase Order or a personal check for your students to be allowed to participate if your school check has not been received.

## **February/March:**

Region Chorus, Band, and Orchestra festivals take place (<http://www.pmea.net/district5/CALENDAR.pdf>). If your students are selected for the State Conference, please get the paperwork in IMMEDIATELY. Please make sure you submit the invoice (bill) to your business office RIGHT AWAY. The State will ask you for a copy of the Purchase Order or a personal check for your students to be allowed to participate if your school check has not been received.

## **April:**

State Conference information will be available online. [www.pmea.net](http://www.pmea.net)