

June 30 – 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 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 should distribute and rehearse the Honors Chorus Audition Music. This music is announced during the spring of the previous school year.

**** Teachers should email the list of students that are auditioning to the District Secretary (PMEADistrict5@gmail.com) to be entered into the scoring spreadsheet. This information should be emailed NO LATER than September 27^h. 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.

Teachers should email the list of students that are auditioning to the District Secretary (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>).

Students that are accepted into the Honors Chorus will be required to turn in the following documents immediately to the Host. These forms will be sent to each school. They are also available online. 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.

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 October. Each of these forms will also be available online (www.pmea.net/district5). Select the appropriate link under Festival Paperwork and Due Dates.

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

These forms will include: Student Ranking List, [PMEA Contract](#), [PMEA Medical Form](#), and possibly other misc. forms. Do not forget that you must have your Principal Sign the Student Contract. 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).

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 PME A 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.

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 misc paperwork the hosts requested (including audition preference, luncheon and banquet reservations, etc.) should be returned at this point.

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. Forms you may need: [PMEA Region Contract](#) and [PMEA Medical Form](#)

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