

# **PMEA STATEWIDE REGIONAL FESTIVAL POLICIES**

**approved January 6, 1995 by PMEA Executive Board, Hershey**

**First Revision -- July 1995**

**Second Revision -- July 1996**

**Third Revision -- July 1997**

**Fourth Revision -- April 2000**

**Fifth Revision -- July 2001**

**Sixth Revision -- April 2003**

**Seventh Revision -- March, 2006**

**Additional Revisions made in 2008, 2009, 2010, 2013, 2015, 2016,  
2017, 2018**

**REGIONAL FESTIVAL HOSTS ARE REQUIRED TO FOLLOW  
ALL REGULATIONS**

**READ ENTIRE DOCUMENT BEFORE BEGINNING ANY  
FESTIVAL PREPARATION**

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## Host Director Responsibilities

### I. Permission

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

### II. Facilities and Services

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

### III. Guest Conductor

- A. Submit conductor's name to Student Performance Events Council to verify approval before contacting the conductor.
- B. Upon approval, secure conductor using guest conductor contract
- C. **At the Region level a minimum of two PMEA members or clearance-approved volunteers should be with the guest conductor at all times during rehearsal; every effort should be made for the breakdown to be one male and one female.**  
...New, July 2017

### IV. Program Selection

- A. Collaborate with guest conductor on program selections.
- B. Regional music and information must be prepared for distribution at the District Festival.
  - 1. Director's information (i.e. directions, invoice, hotel info, schedule)
  - 2. Student information (i.e. schedule, concert date(s) & time(s), concert attire)
- C. If an instrument part substitution needs to be made, the host director is to contact the guest conductor for guidance. The region chair and the festival coordinator are to be consulted before any final decision is made to ensure all students have an appropriate part.  
...July, 2016

### V. Forms

- A. [Mechanical Rights form](#)
- B. [Host Financial Report Spreadsheet](#)
- C. Copy of Program submitted with the [Festival Participation Fee Form](#)

## **VI. Housing/ Chaperones**

- A. Arrange for housing and meals for participants
- B. Housing arrangements must be made with a minimum of two students per home, if using host family housing.  
**\*All members of a household 18 years and older will need to have volunteer clearances in order to host students.**
- C. **A minimum of two male and two female chaperones that are PMEA members must be used at the hotel for hotel stay festivals.** .... July 2017
- D. **All Student activities must be chaperoned.** .... July 2017

## **Region Chair Responsibilities**

### **I. Before Festival**

- A. Ensure that a host be secured in cooperation with the appropriate District President
- B. Verify guest conductor approval according to PMEA procedure
- C. Schedule Region Festival Conference with other District President and host
  - 1. This should occur before the end of the appropriate District Festival
  - 2. Distribution of music and finalization of personnel occurs at this meeting
- D. Supervise audition committee assignments
- E. Select the appropriate orchestral excerpts for wind instruments and ensure that the Region Orchestra Host has included them in the folders
- F. Order Host Plaque from Executive Office (added 9/97)

### **II. At the Festival**

- A. Run audition meeting
- B. Run business meeting
- C. Ensure that Festival procedures are in compliance with PMEA policy
- D. Present plaque to Host Director
- E. Distribute All-State Music

### **III. After the Festival**

- A. Assist All-State Coordinator if any substitutions become necessary

## **Selection of Students to the Region Festival**

### **I. Eligibility**

- A. Students must be in grades 10, 11, or 12. *A student may participate in region events for a maximum of three consecutive years. The determination of grade level of a homeschooled student is at the discretion of the director. (Added, July, 2001)*
- B. Students must participate in their own school organization in order to participate in Region events. *The definition of participation is at the discretion of the director. (7/2001)*
- C. Any exceptions must meet the criteria found in the Festivals and Festival Clinic information at the beginning of this manual.
- D. Director must hold current membership in PMEA/NAfME
- E. Excuses from the festival will be handled according to the State Policy Handbook.
  - 1. **Hosts cannot authorize any excusals.**

## **II. District Representation for Region Band and Chorus**

- A. Individual Region Festivals have the autonomy to set the percentage of representation from each PMEA District for the specific Region Festival. Possible ranges would be an equal representation of each District receiving 50% of the Region group, to a direct percentage based on the total number of schools involved in each District Festival. The individual Region procedure for representation will be determined by agreement between the executive boards of the PMEA Districts involved.

## **III. District Representation for Region Orchestra will be determined by individual Region Policy**

## **IV. Student Accompanists**

- A. Student Accompanists at Region Chorus must have accompanied at the District festival.
- B. Student Accompanists do not have to be a singer in either festival.
- C. One student accompanist from each District will be chosen by the District Host, District Guest Conductor, District President and the Chairperson of the student accompanists audition committee to participate in Region Chorus
- D. In extraordinary circumstances where there is no student accompanist at District Chorus, the two District Presidents will establish a procedure for selecting a student accompanist to Region Chorus.

## **V. Courtesy Appointments**

- A. In order to ensure participation by the Host School, a number of courtesy appointments will be permitted. Courtesy appointments are not eligible for All-State participation under existing State Policy.
- B. Exact number will be determined at the Region Festival Conference by the District Presidents and the Host.
- C. These students must audition but are ineligible for participation beyond Region level.

## **VI. Substitutions**

- A. If a student cannot attend a Region Festival, the host and District President must be contacted immediately.
- B. The District President has the responsibility to substitute the next eligible student recommended for the Region Festival from that District until the vacancy is filled.
- C. The District President will notify the host and Region Chairperson of the substitution.
- D. Student cancellations at Region and All-State Festivals will not be replaced if they occur six days or less prior to the start of the festival. (updated July 2015)**
- E. If the vacancy cannot be filled within the District of the cancellation, the Region Chairperson will notify the other District to fill the vacancy.
- F. Substitutions in Region Orchestra unable to be filled by the same District will be made by the WRSO Coordinator or Region Chairpersons of each Eastern Region Orchestra.

## **VII. Student Conduct and Dismissals**

- A. Students participating in the festival will be expected to comply with behavior codes of their home school and the host school.
- B. Any home school director may remove his or her student from the festival for disciplinary reasons. Should a director choose this action it should be made clear to the student that it is the director's decision and not that of PMEA or the festival host.
- C. If it is necessary to remove the student from the festival:

1. A conference will be held with the student, host director, home school director and a PMEA officer in attendance. At this meeting, the student will have opportunity to refute charges brought against him or her.
  2. At the conclusion of the meeting, the decision of dismissal will be made jointly by the host and home directors and the PMEA officer.
- D. If dismissal is chosen, the PMEA officer will notify the home school principal, and, if possible, the student's parents.
- E. Students disciplined at a Region State Festival shall be subject to punishment deemed appropriate by the Region Chair including, but not limited to: exclusion from the concert, dismissal from the festival, ineligibility to participate in future festivals, withholding of medals, and letter of reprimand/concern to parents, school administrator, and PMEA sponsoring member director.

### Auditions

- I. Definition** - an audition is a tryout performance of specific sections of music by a student judged by PMEA directors. \*A sponsoring PMEA member-director must be musically qualified and must serve in an audition capacity as assigned.
- A. All students must audition
    1. If a student refuses to audition, he/she will be sent home.
    2. Students excused from auditions as per State Policy, will receive a one
  - B. All auditions will be blind auditions.
    1. Judges may sit facing away from the student or the student may audition behind a screen. This includes all percussion auditions.
  - C. Choral auditions will be a cappella.
    1. Starting pitch and a neutral syllable will be given to each student. The neutral syllable will be sung by a judge from the committee with like voice part.
    2. Auditions will be sung in concert language.
    3. Speaking the text or monotoning will not count as a valid audition.
  - D. No music used in a District festival to be used for auditions.

### **II. Audition Schedule and Assignments**

- A. Auditions will follow student registration and the Directors audition meeting.
  1. Under emergency conditions, the schedule will be established by the host and both District Presidents and/or their representatives.
- B. Audition Committees
  1. Region Chairperson shall supervise all audition assignments
  2. Every effort must be made to avoid directors auditioning their own students, their private students, or their own children.
  3. Each committee will have a chairperson whose duties are to:
    - a. Ensure that the process remains completely anonymous.
    - b. Complete judges tally sheet as per individual Region practice.
    - c. Complete master rating form as per individual Region practice.
    - d. Deliver forms to tabulation committee.
- C. Duties of the Audition Committee
  1. Select audition music from the folder.
  2. Judge each student in all categories.

3. Avoid talking to the student.
  4. Avoid discussion while the audition is in progress.
  5. Refrain from eating, drinking, or smoking during auditions.
- D. A Sergeant At Arms with the following duties will be assigned to each audition room.
1. Organize the section by audition number.
  2. Collect folders from all students and place them in audition rooms until auditions are over.
  3. Collect audition form as each student enters audition room and check for completeness.
  4. Usher student into room, announce student number, identify for the student, the beginning, midpoint and end of each audition passage, describe the audition performance order.
  5. On completion of auditions:
    - a. Give all student audition forms to committee chairperson.
    - b. Return folders to students.
- E. The [PMEA Audition Forms](#) which must be used for all Region and All-State Festivals can be found in the Fest & Festival Information section of the PMEA website ([www.pmea.net](http://www.pmea.net)) under the Conferences & Events menu option.

### III. Audition Material

- A. A minimum of two and a maximum of three different compositions from the Regional Festival program will be used.
1. For orchestra, one excerpt from the following, “Standard Orchestral Repertoire” may be used for wind instruments. (The first part will be given to all members of the section.) **All excerpts may also be used for violins.** Sample excerpts include:
    - a. Beethoven: Symphonies: 3,4,5,6,7,9
    - b. Brahms: Symphonies: 1,2,3,4 and Academic Festive Overture
    - c. Dvorak: Old Symphonies: 4,5, (New 8,9)
    - d. Mozart: Symphonies 39, 40, 41
    - e. Haydn: Symphonies: 31,45, Clock and Surprise
    - f. Berlioz: Symphonie Fantastique
    - g. Shostakovich: Symphony 5
    - h. Sibelius: Symphony 1,2
    - i. Bartok: Concerto for Orchestra
    - j. Tchaikovsky: Symphonies 2,4,5 and Capriccio Italienne
    - k. Mendelssohn: Italian, Scotch and Reformation Symphonies
  2. For band, the audition committee may elect to use an excerpt from standard symphonic band repertoire (the first part being given to all members of the section.) The excerpt will be chosen by the two district presidents and host director. (Added 7/97)
  3. For orchestra **and band**, each percussionist will be auditioned on all parts, including snare, battery, timpani, and mallet parts. All auditions must be blind. **Timpani students will be permitted one pitch per timpani needed for auditions (new... July 2018).** Once seated, parts are to be rotated among the percussion players based upon audition scores, and the recommendations of the audition committee and the guest conductor. (Added 7/24/2001) ***Revised, April 2003***
- B. The audition committee will select passages of adequate duration to allow for fair evaluation of students preparation and ability.
- C. Solo passages may be used in instrumental auditions.
- D. Long periods of rest should be avoided.

- E. All music in the festival repertoire may be considered for auditions. Care should be taken by audition committees to avoid, whenever possible, music that has been rehearsed by the ensemble prior to auditions. However, use of previously rehearsed pieces are permitted at the discretion of the region chair and festival audition chair/content specific coordinator. **(updated July 2016)**
- F. No music will be used for auditions which was performed in a District Festival.

#### **IV. Audition Procedure**

- A. Students will audition in predetermined random order.
- B. Students enter the room and locate their own folder.
- C. Audition passages and performance order are identified by the Sergeant At Arms.
- D. Students may warm-up in the audition room.
- E. Students may stand or sit.
- F. Students may communicate only to the Sergeant At Arms.
- G. A student may opt to replay a passage a second time. Once a student has reached the midpoint of a passage, the restart will occur at the midpoint.
- H. Students will not be permitted to practice or use audio devices while auditions are in progress. **There can be no use of any device that can be perceived to give aid to a student once the audition process has begun. Students having these devices in their possession during the audition risk dismissal from the festival and forfeiture of advancement.** (added, April 22, 2009)
- I. Students will leave their folder in the room.
- J. Students will return to the holding area or auditorium.

#### **V. Scoring**

- A. A whole number score from one to 15 must appear in each category on the judges sheet.
- B. Fifteen is the highest score.
- C. If there is a tie when determining the Final Ranking within the section, the tiebreaker will be total of all of the judge's scores within the Evaluation Area of *Pitch/Intonation*, then *Rhythm*, then *Interpretation* if needed.
- D. Specialized percussion audition forms must be used.

#### **VI. Tabulations**

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

#### **VII. Ranking**

- A. Ranking (reseating) at instrumental festivals will be required at the first rehearsal after auditions. (Revised, April 2000)
- B. After ranking, master score sheets will be posted for director perusal only.
- C. In the event a re-audition is needed for an entire section, only the scores from the re-audition will be counted. The previous scores will be destroyed. **New... July 2018**

### **Selection to All-State**

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



III. All-State accompanists may choose this involvement in lieu of participating in other All-State groups to which they had previously committed  
...March 29, 2006

## Concert Dress

### I. Region Band

- A. Participants will use school issued concert band uniform and appropriate footwear.
- B. No drum major or band front uniforms should be worn.

### II. Region Chorus

- A. Each Region will select one of the following uniform manners of concert dress:
  - 1. Choir Robes with stoles and collars where applicable.
    - a. men must wear dress slacks, dark socks, and dress shoes.
    - b. women must wear appropriate dress clothes and shoes.
    - c. no athletic footwear is permitted.
  - 2. Black and white.
    - a. women must wear appropriate shoes, and skirt length will be long.
    - b. men must wear dark socks and dress shoes.
    - c. no athletic footwear is permitted.

### III. Region Orchestra

- A. Participants will wear black and white.
- B. No athletic footwear is permitted.