

**2019 PMEA ALL-STATE & NAFME EASTERN DIVISION
CD/DVD RECORDING SPECIFICATIONS
Conference, All-State & All-East Ensembles**

1. Digital recording and editing of the live concert performances. Please submit bid details of the recording process as well as a complete description of the equipment (including microphones) to be used in recording.
2. The production of 3 CD packages and 3 DVD's (if licensing is available and the cost is practical based on the proposed concert program) for each ensemble level (one set for All-State and one set for All-East). For All-State (6 ensembles), the ensembles should be grouped on the recordings as follows: Jazz & Vocal Jazz, Wind Ensemble & Concert Band, Orchestra & Chorus. For All-East (5 ensembles) the ensembles should be grouped as follows: Jazz, Band & Orchestra, Treble Choir & Mixed Chorus. *Please note that the All-State Jazz & All-East Jazz will be performing a combined number which should be included on both the All-State & All-East Jazz recordings. All music from the performing groups will be included on the recordings (provided the proper licensing can be obtained).
3. Mechanical licenses must be obtained and paid for each copy of the copyrighted piece recorded. This will be the responsibility of the Recording Company.
4. A minimum two-color print on the CD and DVD discs will include the PMEA logo, PMEA colors (blue and white), and appropriate titles and credits. A booklet with all program and participant information will be included inside the package. The outside cover of the CD and DVD packages will match the program given to the audience. PMEA Computer files will be provided to the successful bidder.
5. A minimum of 3 Video Cameras must be used for the DVD Recording. The Video Recording equipment and personnel must be "non-invasive." Very minimal space will be provided on stage for cameras and distracting movement of video cameras is discouraged.
6. Vendor will be permitted to set up a table outside each performance venue for the sale of the CD/DVD packages and will provide their own order forms. Additional fees may apply to sales at the concert venue locations. Notification will be given several months in advance of the event by PMEA. (See # 13 for 2019 Concert Venue information).
7. Vendor must provide 1500 order forms (and/or information on how to obtain the form if it's online) to be included in the PMEA All-State & NAFME All-East student folders by **December 1st**.
8. Bids must include all services and materials, as well as shipping costs to purchasers' home address.
9. Vendor will be required to make a **Royalty Payment to PMEA equal to 10% of all sales (All-East & All-State)**
10. **Delivery must be made within 6 to 8 weeks following the event.** Failure to deliver within this time frame will be considered a breach of contract, and will impact future consideration of vendor.
11. Complimentary copies of the 2019 CD/DVD's shall be provided as follows:
 - 1 each of ALL All-State & All-East Ensembles to the PMEA Executive Office.
 - 1 to each Guest Conductor with their respective Ensembles (All-East & All-State).
 - 1 to each Host/Manager (and Co-Host if applicable) of their respective Ensemble (All-State CD/DVDs to All-State hosts/managers; All-East CD/DVDs to All-East hosts/managers. A list will be provided.)

12. The successful bidder will also be recommended as the exclusive recording company for the performing groups at the PMEA/NAfME Eastern Division Conference. The bidder must disclose in writing to PMEA if they intend to sell any performing group recordings to anyone other than the group itself and all copyright permissions and guest artist permissions must be obtained prior to sales of the recording. (David L. Lawrence Convention Center, Pittsburgh)

13. **CONCERT INFORMATION**

All concerts will be held in the Spirit of Pittsburgh Ballroom at the David L. Lawrence Convention Center in Pittsburgh (1000 Fort Duquesne Blvd, Pittsburgh, PA 15222)

ALL-STATE:

PMEA All State Concert Orchestra/Band Concert – 10 a.m., Sat. 4/6

PMEA All State Wind Ensemble/Chorus Concert- 3 p.m., Sat. 4/6

PMEA All State Jazz and Vocal Jazz Ensemble (along with the All-East Jazz Ensemble) - 7:30 p.m., Sat. 4/6

ALL-EAST:

All-East Jazz Ensemble (with the All-State Jazz & Vocal Jazz Ensembles) – 7:30 p.m., Sat. 4/6

All-East Treble & Mixed Choirs – 10:00 a.m. (tentative time), Sun., 4/7

All-East Band & Orchestra – 2:00 p.m. (tentative time), Sun. 4/7

CONTACT INFORMATION

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