

PMEA STATEWIDE REGION AND STATE FESTIVAL POLICIES

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First Revision -- July 1995

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**Additional Revisions made in 2008, 2009, 2010, 2013, 2015, 2016,
2017, 2018, 2019**

**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 conductors 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. ...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
- D. Music that will be performed at the state festival during current festival year must not be performed at any prior festival within that same year.

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

II. At the Festival

- A. Run audition meeting
- B. Run business meeting; have a secretary take meeting minutes and send a copy of the minutes to the PMEA office.
- 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, and pay the registration fee for the festival, 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 business days or less prior to the start of the festival. ... 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 Region Chairpersons.

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 their 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 them.
 - 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, they 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 discussion while the audition is in progress.
- D. **Judge Duties:**
 1. Make sure that the audition room has a music stand and a chair for auditioning students.
 2. Make sure that no Judge can see an auditioning student through a mirror or window. Position Judges chairs with their backs to the auditioning student. All auditions must be blind auditions.
 3. If a Judge Chairperson has not been appointed, select a Judge to serve in that capacity. It is the Chairperson's duty to ensure that the auditions remain completely anonymous.
 4. Judges confer and determine passages for audition. Passages must be selected and students must be auditioned on like (not exact) parts within the audition section. Passages should distinguish a student's technical skills, rhythmic skills and musicality. Students must play/sing a minimum of two excerpts; a third excerpt is optional. Students must play/sing excerpts in the order as decided by the judges.
 5. Judges, along with the Sergeant at Arms, should write the excerpts in order of their audition preference as well as the start measure, midpoint measure, and end measure on the excerpt form.
 6. Do NOT start auditions until all Judges and the Sergeant at Arms are completely certain everything is in order and are ready to begin. Please double check music selections and excerpts and be certain that everyone understands the audition procedures. If anyone has any questions, contact the Region Chair or another Officer for clarification before beginning.
 7. Judges will not speak to auditioning students. All necessary dialogue must be done through the Sergeant at Arms while the auditioning student is in the room.
 8. The restart procedure will be as follows: **Only one restart per excerpt is permitted.** A requested restart prior to the midpoint will occur at the start measure. A requested restart after the midpoint will occur at the midpoint measure. No restart on the 1st selection will be permitted once the student begins the 2nd selection. No restart on the 2nd selection will be permitted once the student begins the 3rd selection (if applicable). Students are permitted to restart at the midpoint measure of the final selection after the last note. The audition is complete when the student leaves the room.

9. After evaluating all auditioning students in a section, Judges will tally scores for that section and send scoring sheets to the tabulations room. Judges will not see the individual student audition forms.
 10. The Chairman of each room judges along with all other Judges.
 11. Refrain from unnecessary eating, drinking, and cell phone usage during the audition process.
- E. A **Sergeant At Arms** with the following duties will be assigned to each audition room.
1. Do NOT start auditions until you and the Judges are completely certain you have everything in order and are ready to begin. Remain with the Judges while they select passages for audition so that you are completely aware of what is to be auditioned. Please double check music selections and excerpts and be certain that you understand the audition procedures. If you have any questions, contact the Region Chair or another Officer for clarification before you begin.
 2. Students are escorted to the holding room and arrive with folders and their student audition form.
 3. Introduce yourself to the students and identify yourself as the Sergeant at Arms. Inform them if they have any questions or issues they need to address them to you. Remind them if they have questions before or during their audition they must address it with you and not with the Judges.
 4. Remind students that they are not permitted to have any electronic devices with them in the holding room or audition room. Remind students that they are not permitted to practice while waiting for their audition.
 5. Review auditioned excerpts with the students, having students mark their own music with the start measure, midpoint measure, and end point measure.
 6. Explain the restart procedure: **Only one restart per excerpt is permitted.** A requested restart prior to the midpoint will occur at the start measure. A requested restart after the midpoint will occur at the midpoint measure. No restart on the 1st selection will be permitted once the student begins the 2nd selection. No restart on the 2nd selection will be permitted once the student begins the 3rd selection (if applicable). Students are permitted to restart at the midpoint measure of the final selection after the last note. The audition is complete when the student leaves the room.
 7. Open an envelope that contains a paper with the student names and audition number assignments and read these assignments to the students. Students should place their audition number on their student audition form and/or student folder at this time.
 8. Collect student audition forms (if applicable) and student folders of music in audition order. Collect the whole folder and not just the audition pieces.
 9. Escort each auditioning student to the audition room when the Judges are ready for the next student.
 10. When the students arrive outside of the audition room, the student will verify their audition number on the student audition form and or student folder and verify that they are using their own music folder and the audition number is in fact their audition number before they begin the audition. Students must initial beside their audition number that is listed on the Sergeant at Arms audition number assignment paper as they prepare to enter the audition room, prior to entering the audition room but not while in the holding room.
 11. Remain with the student in the audition room the entire time so that you are available to communicate for him/her to the Judges for any requests for restarts.
 12. Ask the auditioning student if he/she would like to sit or stand for his/her audition when he/she enters the audition room. Students may warm up when entering the room after being given their music folder.
 13. Notify the Judges of the student audition number and that the student is ready to begin. Refer to them as “the student” at all times. No gender specific pronouns (he, she) shall be used.
 14. Notify the Judges of any gaps in student audition numbers due to a student absence. Do not change audition numbers to fill in the gap. Keep all student audition numbers exactly as given to you.
 15. Stand by quietly in the room while the student auditions. When the student is done, thank the student and show them to the door, do not let the student take their music and tell student to return to the designated area. Put used music in a separate pile in the audition room. Ask the judges when

- they are ready for the next student. Only tell the judges the audition number, not the student's name or school and notify the judges of any gaps in the numerical audition sequence.
16. Following the last audition, take the student audition forms and PMEA Judge Assessment forms to the tabulations room.
 17. Return student folders to the designated area within the rehearsal space.
 18. The Sergeant at Arms does not judge.
- F. **Holding Room Monitor** responsibilities:
1. Students should not have any electronic devices. Students found with electronic devices in the holding room or audition room will be removed from the festival.
 2. Do not permit the students to practice in the holding room. (Warm ups as a collective group can occur as needed between auditioning students.)
 3. Do not permit the students to have their music in the holding room.
- G. 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) 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.
 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 (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. *...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 for Students

- 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. Students must perform all excerpts as requested by the Audition Committee.
- H. 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.
- I. 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.** *...April 22, 2009*
- J. Students will leave their folder in the room.
- K. 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. 15 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 order of categories listed on the Judging Rubric for that ensemble.
- 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. *...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/State 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/State 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. Dress pants, appropriate length dress clothes, dark socks and dress shoes underneath

- b. no athletic footwear is permitted.
- 2. Black and white.
 - a. White dress shirt, dark dress pants, long skirts or dresses, dark socks and dress shoes
 - b. no athletic footwear is permitted.

III. Region Orchestra

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