

# GEORGIA MUSIC EDUCATORS ASSOCIATION

## 9<sup>TH</sup> DISTRICT HANDBOOK

2007-2008



9<sup>th</sup> District Band Directors Association

Band Division Chair

Daniel Merck, Chestatee High School

Gainesville, Ga.

## **Welcome to the Ninth District!**

As a director in this district you have the opportunity to take part in a wide range of musical activities, which should contribute to the growth of your program, and be beneficial to your personnel. This district traditionally has been very successful due to strong participation by its members. Please avail yourself of the opportunities offered and participate actively!

GMEA membership is necessary for participation. If you are not a member, contact GMEA for an application immediately. Application deadlines and state and district events begin early in the school year, so membership in September is necessary.

**GMEA** can be reached at the following address:

### **Georgia Music Educators Association**

218 Wills Drive, Stockbridge, Ga. 30281

Office – 678-289-9299

Fax – 678-289-9250

Web Site: [www.gmea.org](http://www.gmea.org)

Office Hours: 8:00 a.m. – 4:00 p.m. Monday-Friday

**MENC** can be reached at the following address:

### **Music Educators National Conference**

1806 Robert Fulton Drive

Reston, VA 22091

Phone; 1-800-336-3768 Fax (703) 860-1531

Web Site: [www.menc.org](http://www.menc.org)

The GMEA Handbook is our guide to all state level events. Familiarity with it is essential. Careful study of sections dealing with events pertinent to your program will contribute to successful participation.

The **Ninth District Band Manual** guides our local operations. It is in three parts. The first describes our mode of operation and presents necessary information about district events. The second section includes applications for all events. The final section is a group of kits for event chairs and officers and is included in only the manuals of these individuals. The manual is available from the district band manual secretary.

Much of the success of your program will be directly related to district involvement. Please be active in our events.

The Manual was compiled by Elden Moates, Charles Aiken, Nelson Payne, and James Carson with input from the entire membership of the Ninth District Band Directors Association.

2nd Edition, 1991, by A. Cameron, R. Wilson, and steering committee members

A. Hayes, K. White, B. Dinkins, and H. Adams, with input of members.

Revised & Updated, August 1994, N. Payne, Manual Secretary

3rd Edition, 1998, by Nelson Payne, Dr. David Jones, and Ernie Phillips with input of District membership.

4<sup>th</sup> Edition, 2000 Update, by Jamie Smith and Mary Land

5<sup>th</sup> Edition, 2003 Updated by Jamie Smith

6<sup>th</sup> Edition, 2007 Updated by David E. Harrison

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**2007-2008 Ninth District Calendar of Band /Events**

Date	Event	Location	Organizer	Contact Info
Au. 19	Fall Planning Meeting	<b>East Hall HS</b>	Craig Cantrell, host	<a href="mailto:Daniel.Merck@hallco.org">Daniel.Merck@hallco.org</a>
	<b>All-State Jazz Band Auditions</b>	<b>Flowery Branch HS</b>	David Wiebers	
Dec. 1	MS All-State Band Auditions	<b>Gainesville MS</b>	Craig Bailey	<a href="mailto:craig.bailey@gcssk12.net">craig.bailey@gcssk12.net</a> Cell- 678-617-1733
Dec. 8	HS All-State Band Auditions	<b>North Hall HS</b>	Alan Kirkland	<a href="mailto:alan.kirkland@hallco.org">alan.kirkland@hallco.org</a>
Oct. 27	All-State Orchestra Auditions	<b>Woodstock MS</b>	Vanessa Plunkett	<a href="mailto:Vanessa.plunkett@cherokee.k12.ga.us">Vanessa.plunkett@cherokee.k12.ga.us</a>
Feb. 1-3, 2008	<b>Middle School District Honor Band</b>	<b>Baptist Assembly/Toccoa</b>		Catherine Keyser
<b>TBA</b>	MS Chorus Performance Evaluation	<b>TBA</b>		
<b>TBA</b>	HS Chorus Performance Evaluation	<b>TBA</b>		
Mar. 12-14, 2008	9 <sup>th</sup> East Band Performance Evaluation	<b>Banks Co. HS</b>		<a href="mailto:jCongdon@banks.k12.ga.us">jCongdon@banks.k12.ga.us</a> Cell- 404-374-0599
Mar. 5-7, 2008	9 <sup>th</sup> West Band Performance Evaluation	<b>Reinhardt College</b>	David Harrison	<a href="mailto:david.harrison@cherokee.k12.ga.us">david.harrison@cherokee.k12.ga.us</a> office – 770-345-1474, xt 144
Feb. 6-8, 2008	<b>High School District Honor Band</b>	<b>Fannin Co. HS</b>	Scott Barnstead	<a href="mailto:sbarnstead@fannin.k12.ga.us">sbarnstead@fannin.k12.ga.us</a>
TBA	Spring Planning Meeting		Daniel Merck	TBA
TBA	<b>Solo/Ensemble</b>	<b>TBA</b>		TBA

## District Administrative Structures and Policies

### I. Basis of Operation.

The modes of operation set forth in this manual are designed to make possible an organized, well-conceived series of district events, which will continue to contribute to the musical growth of our students. Methods of operation contained within are the results of many years of development. Continued reassessment of policies and procedures should allow the district to adapt to changing needs.

In the event that this manual is in conflict with the GMEA Handbook, the GMEA Handbook will supersede.

### II. Ninth District Band Council

A. The Band Council is entrusted with the responsibility of monitoring district operations and events and making all necessary policy decisions. The Band Council is established to assist in the following:

1. Set the year's calendar.
2. Make budget decisions.
3. Select sites for district events.
4. Select judges for large group program evaluation.
5. Select all clinicians.

B. The Band Council will be comprised of the following:

1. All elected district officers who are band directors and the
2. District Band Chairman. These serve for two years.
3. All chairpersons. These are appointed yearly.
4. Steering Committee.
5. It is acceptable for a member to serve in more than one elected or appointed capacity.
6. The District Band Chairman will preside over the Band Council.

C. Meetings

The 9th District Band Council will meet three times per year with the first meeting being in August; the second in conjunction with the **MS Band Clinic**; and **the third being in conjunction with the SR HI Band Clinic**. The District Band Chairman is responsible for scheduling these meetings. Parliamentary procedures

will be followed in all meetings. Clinic meetings are discussion forums and final decision and binding votes will be held at a separate spring meeting.

### III. Steering Committee

A. This committee will have the responsibility of assisting in selecting those persons to be appointed by the District Band Chairman to serve as chairperson(s) for district events.

1. SR HI Band Large Group Program Evaluation Chairpersons
2. MS Band Large Group Program Evaluation Chairpersons
3. SR HI Band Clinic Chairpersons
4. MS Band Clinic Chairpersons
5. SR HI All-State Band Auditions Chairpersons
6. MS All-State Band Auditions Chairpersons
7. All-State Jazz Audition Chairpersons
8. Jazz Festival Chairpersons
9. Jazz Clinic Chairpersons
10. Solo-Ensemble Chairpersons \*\*
11. Elementary Band Clinic Chairpersons

B. The Steering Committee will be comprised of the District Band Chairman, the District Chairman if the chairman is a band director, and four persons to be elected for a two-year term.

1. Elections will be held on odd years at the spring meeting.
2. Both the high school and middle school levels must be represented by at least one elected member.

C. The District Band Chairman will preside over this body.

D. Meetings will be called as needed by the Band Chairman.

Parliamentary procedures will be followed in all meetings.

### IV. District Meetings, Band Division

A. Fall Meeting, in August, with other divisions.

B. Winter Forum, at the MS and HS Band Clinics.

- C. Final Votes and decisions will be made at the spring Meeting, announced and selected by the district band chair.
  - D. Standard parliamentary procedures will be followed in all meetings of the full district.
- V. Policies concerning GMEA, 9th District Administrative Structures, and 9th District Band Manual will be strictly adhered to.
- VI. Due to necessary changes in operation, in either the state of district level, revisions in the Manual may occur. These will be done to keep this Manual responsive to current conditions.
- A. All revisions required by policy changes in state GMEA will be automatically enforced.
  - B. All revisions or amendments to the main body concerning district policies (excluding applications and chairpersons' organizational materials) must be made by amendment at a meeting of 9th District Band Council.
  - C. Minor revisions to applications and chairperson's organizational materials will be an on-going process and will be the responsibility of the Manual Secretary, who is appointed by the District Band Chairman.

**2007-2008**

**CURRENT NINTH DISTRICT BAND PERSONNEL**

**DISTRICT BAND CHAIRMAN:**

**Daniel Merck, Chestatee HS**

**Steering Committee, elected Aug. 2007:**

**Craig Bailey, Gainesville MS**

**Craig Cantrell, East Hall HS**

**David Harrison, Sequoyah HS**

**Rick Land, Riverbend MS**

**MS ALL STATE BAND AUDITION CHAIRPERSON (S)**

**SR HI ALL STATE BAND AUDITION CHAIRPERSON (S)**

**MS BAND CLINIC CHAIRPERSON (S)**

**SR HI BAND CLINIC CHAIRPERSON (S)**

**ALL-STATE JAZZ AUDITION CHAIRPERSON (S)**

**David Weibers, Flowery Branch HS**

**9TH DISTRICT SR HI BAND LARGE GROUP PERFORMANCE EVALUATION  
CHAIRPERSON (S)**

**9TH DISTRICT SOLO & ENSEMBLE FESTIVAL CHAIRPERSON (S)**

**DISTRICT SECRETARY-TREASURER**

**DISTRICT CHAIRMAN**

**Bobby Ivey, Habersham Central HS**

**Event Chairpersons Job Description**

A chairperson for each event will be selected by the steering committee/District Band Chairman (as designated under administrative structure) to organize all district events concerning instrumental music.

**I. MS All-State Band/District Band Clinic Audition Chairperson (S)**

- A. This person will be completely responsible for all preliminary audition organization.
  - 1. Mail-out concerning "clinic only" audition requirements and deadline.
  - 2. Scheduling schools to assigned times, after applications from state and district are received.
  - 3. Mail-out of all preliminary schedules to all schools involved.
  - 4. Chairperson will be responsible for the auditions meeting requirements
- B. GMEA concerning All-State auditions.
- C. Chairperson will be responsible for all required information reaching
- D. GMEA, according to rules designated by GMEA.
- E. Chairperson will be responsible for acquiring an accurate roll of personnel according to instrument, score, and school and relaying such material to MS Band Clinic chairperson.

F. Chairperson will be furnished organizational materials from state GMEA as well as district instrumental chairman.

G. Chairperson is encouraged to obtain aid from peers. However, to avoid conflict, it is necessary that only the chairperson be ultimately responsible.

## **II. SR HI All-State Band /District Band Clinic Audition Chairperson (S)**

A. This person will be completely responsible for all preliminary audition organization.

1. Scheduling schools to assigned times, after applications from state and district are received.

2. Mail-out of all preliminary schedules to all schools involved.

B. Chairperson will be responsible for all auditions meeting requirements of GMEA, concerning All-State auditions.

C. Chairperson will be responsible for all required information reaching GMEA, according to rules designated by GMEA.

D. Chairperson will be responsible for acquiring an accurate roll of personnel according to instrument, score, and school and relaying said material to SR HI Band Clinic chairperson.

E. Chairperson will be furnished organizational materials from state GMEA as well as district band chairman.

F. Chairperson is encouraged to obtain aid from peers. However, to avoid conflict, it is necessary that only the chairperson be ultimately responsible.

## **III. All-State Jazz Audition Chairperson (S)**

A. This person will be completely responsible for all preliminary organization.

1. Scheduling schools to assigned times, after applications from state and district are received.

2. Mail-out of all preliminary schedules to all schools involved.

B. Chairperson will insure auditions meeting requirements of GMEA, concerning All-State auditions.

C. Chairperson will be responsible for all required information reaching GMEA, according to rules designated by GMEA.

D. Chairperson will be furnished organizational materials from state GMEA as well as district band chairman.

E. Chairperson is encouraged to obtain aid from peers. However, to avoid conflict, it is necessary that only the chairman be ultimately responsible.

**MS Band Clinic Chairperson(s)**

F. This person will be completely responsible for the organization as well as actual running of the clinic as set by manual concerning MS Band Clinic.

1. Chairperson will be given information from the Band Council.
2. Date.
3. Facility.
4. List of Clinicians to consider.

G. Chairperson will be given information from MS All-State/Clinic audition chairperson concerning personnel.

H. Chairperson will be furnished organizational materials from district concerning operation of MS Band Clinic.

I. Chairperson will insure clinic meeting regulations designated by manual,

J. Dist. Band Council and GMEA.

K. Chairperson is encouraged to obtain aid from peers. However, to avoid conflict, it is necessary that only the chairman be ultimately responsible.

**IV. SR HI Band Clinic Chairperson (s)**

A. This person will be completely responsible for the organizational as well as actual running of the clinic as set by Manual concerning the SR HI Band Clinic.

1. Chairperson will be given information from the District Band Council
2. Date.
3. Facility.
4. List of Clinicians to consider.

B. Chairperson will be given information from SR HI All-State/Clinic audition chairperson concerning personnel.

C. Chairperson will be furnished organizational materials from district concerning operation of H.S. clinic.

D. Chairperson will insure clinic-meeting regulations designated by Manual, Dist. Band Council, and GMEA.

E. Chairperson is encouraged to obtain aid from peers. However, to avoid conflict, it is necessary that only the chairman be ultimately responsible.

**V. District Jazz Clinic Chairperson**

A. This person will be responsible for all preliminary clinic organization.

1. Mail-out concerning inclusion of requirements and deadline.
2. Selecting clinic participants.
3. Audition organization.
4. Mail-out of preliminary information.
5. Selection of clinicians as designated by district organization.

B. Chairperson will be given information from Dist. Band Council.

1. Date
2. Facility.
3. List of possible clinicians

C. Chairperson will be furnished organizational materials from district concerning operation of Jazz Clinic.

D. Chairperson will insure clinic-meeting regulations designated by Manual, Dist. Band Council, and GMEA.

E. Chairperson is encouraged to obtain aid from peers. However, to avoid conflict, it is necessary that only the chairman be ultimately responsible.

**VI. SR HI (or East/West Division) Band Large Group Performance Evaluation Chairperson**

A. This person will be responsible for the organizational as well as operational facets of the LGPE as set by GMEA and manual concerning H.S. LGPE.

1. Chairperson will be given information from GMEA.
2. Entries.
3. Procedure for acquiring judges.
4. Date.

B. Chairperson will be given information from Dist. Band Council

1. Facility.

2. List of possible judges.
- C. Chairperson will be furnished organization material from GMEA and district.
- D. Chairperson will insure LGPE meeting regulations as designated by GMEA, manual, and Dist. Band Council.
- E. Chairperson is encouraged to obtain aid from peers. However, to avoid conflict, it is necessary that only the chairman be ultimately responsible.

**VII. MS Band (or East/West Division) Large Group Performance Evaluation Chairperson (s)**

- A. This person will be responsible for the organizational as well as operational facets of the LGPE as set by GMEA and manual concerning MS Band LGPE.
1. Chairperson will be given information from GMEA.
  2. Entries.
  3. Procedure for acquiring judges.
  4. Date.
- B. Chairperson will be given information from Dist. Band Council.
1. Facility.
  2. List of possible judges.
- C. Chairperson will be furnished organization material from GMEA and district.
- D. Chairperson will insure LGPE meeting regulations designated by GMEA, manual, and District Band Council.
- E. Chairperson is encouraged to obtain aid from peers. However, to avoid conflict, it is necessary that only the chairman be ultimately responsible.

**VIII. Solo-Ensemble Festival Chairperson (s)\*\***

\*\*With the addition of GMEA's new recognition of exemplary programs we really need S/E added back into the district activities (DEH comment).

- A. This person is responsible for the organizational as well as operational facets of the Festival as designated by GMEA concerning Solo-Ensemble.
1. Chairperson will be given information from GMEA.
  2. Date.

3. List of entries.
  4. Procedure for acquiring judges.
  5. Procedure for acquiring pianos.
- B. Chairperson will be given information from Dist. Band Council concerning site of festival.
- C. Chairperson will be responsible for the following.
1. Scheduling and mail-out of information.
  2. Acquiring judges, according to rules designated by GMEA.
  3. Acquiring pianos.
- D. Chairperson will insure Festival meeting regulations designated by
- E. GMEA.
- F. Chairperson will be furnished organizational material from GMEA and district.
- G. Chairperson is encouraged to obtain aid from peers. However, to avoid conflict, it is necessary that only the chairman be ultimately responsible.

**IX. Jazz Festival Chairperson (s)**

- A. This person is responsible for the organizational as well as operational facets of the Festival as designated by GMEA concerning the Jazz portion of Solo-Ensemble.
- B. This chairperson must work in conjunction with the Solo and Ensemble chairperson with scheduling of time and area.
- C. It may be necessary to hold this event on a date prior to Solo-Ensemble date. However, if the number of entries is limited, the event may be scheduled during normal date.
- D. Chairperson will be given information from GMEA.
1. Date.
  2. List of entries.
  3. Procedure for acquiring judge.
- E. Chairperson will be given information from Dist. Band Council concerning site. However, if Friday night performance is required, chairman may seek alternate site. (another district activity that might be re-considered).

F. Chairperson will be furnished organization material from GMEA and district.

G. Chairperson is encouraged to obtain aid from peers. However, to avoid conflict, it is necessary that only the chairperson be ultimately responsible.

## **AUDITIONS DESCRIPTIONS AND PROCEDURES**

I. The district will operate numerous auditions each year including the following:

**A. All district auditions for MS and SR HI All-State.**

The requirements for these are given in the GMEA handbook and from instructions from the state-organizing chairman. In addition to their function for All-state, the preliminary auditions will be used for final selection and placement for the District MS Band Clinic and for selection to the District SR HI Band Clinic. Screens are to be used in this audition.

**B. All-State Jazz Preliminary Auditions.**

The GMEA Handbook and the state organizing chairman will provide standards.

**C. SR HI District Band Clinic Chair Placement:**

Taken from district-level All-State Band auditions in January.

**D. District Jazz Clinic Inclusion & Placement**

TBA at later date

**II. Auditioners' responsibilities.**

**NOTE: All 9th District Band Directors are expected to be available to judge at auditions or have a suitable replacement, which involve their students. Failure to comply will result in their students not being recommended for final auditions and/or district clinics!!!**

A. Auditioners serve the dual role of evaluating performances and in assisting in the achievement of successful performance. They should accomplish the primary function while providing the necessary and ethically acceptable support, which can help a student do his best.

B. Auditioners are responsible for the following:

C. Determine pass-fail for All-State purposes. Pass/fail scores are determined for each instrument by the state organizing chairs.

D. Provide ranked lists of all students with their schools and audition scores at the end of the day.

E. Maintain GMEA standards such as insuring that scales are of correct length, insuring that scales are memorized, and seeing that proper time is given for sight readings.

F. Set tempos at consistent tempo for sight-reading and establish beat note.

G. Help the student to relax and play confidently.

### **III. Access to results.**

Directors will be allowed to review all materials relevant to their students.

## **Instrumental Clinics**

### **I. SR HI Band Clinic.**

A. Philosophy.

1. Personnel required to instrument two bands will be invited.

a. Band I will be termed the 11-12 grade level HONOR BAND

Instrumentation equivalent to All State Bands

b. Band II will be termed the 9-10 grade level CLINIC BAND

Instrumentation equivalent to All State Bands

2. This district takes great pride in its students and band programs.

A great deal of effort, from many district organizers, will be made to insure all students receive a rewarding musical experience from qualified clinicians.

B. Inclusion and auditions.

1. Will include grades 9-12 only.

2. Auditions for inclusion will be under specified rules.

a. Auditions will take place during district SR HI. All-State auditions to determine personnel.

b. Auditions will cover same material as specified by GMEA concerning All-State auditions. (Refer to section in Manual concerning All-State/Clinic auditions).

c. Individuals that wish to audition for clinic that do not wish to audition for All-State must send application for clinic audition to H. S. All-State/Clinic chairperson by specified

date in calendar of events. \$5 fee required. (Application included in Manual).

3. Audition results will be sent to schools after All-State/Clinic auditions.
4. Representation from all schools in the district will be assured, as long as applications are mailed according to district Manual rules.
5. Alternates will be notified as soon as possible.

## **II. MS Band Clinic**

A. Philosophy

B. See philosophy section concerning SR HI Band Clinic.

C. In addition, the age and maturity level of the students involved will be taken into consideration. The amount of rehearsal, attendance, and pressure for performance will be reduced, to insure an enjoyable and rewarding experience.

D. Inclusion and auditions.

1. Will include grades 6-8 only.
2. Auditions for inclusion will be under specified rules.
  - a. Auditions will take place during district -level MS All-State Band auditions to determine personnel and chair-placement.
  - b. Auditions will cover same material as specified by GMEA concerning All-State auditions. (Refer to section in Manual concerning All-State/Clinic Auditions).
  - c. Individuals that wish to audition for clinic, that do not wish to audition for All-State, must send application to MS Band All-State/Clinic chairperson by specified date in calendar of events. \$5 fee required. (Application included in Manual).
3. Audition results will be sent to schools after All-State/Clinic auditions.
4. Representation from all schools in district will be assured as long as applications are mailed according to district Manual rules.
5. Alternates will be notified as soon as possible.
6. Chair placement of each band will be determined by audition at district All-State auditions.

### **III. Jazz Clinic.**

- A. Philosophy.
- B. Inclusion and auditions.
  - 1. Will include grades 9-12 for SR HI and 6-8 for MS level jazz clinic bands
  - 2. To register for Jazz Clinic, return Jazz Clinic application by assigned date, as indicated in calendar of events as well as Jazz Clinic mail- out.
  - 3. A panel of 3 directors, including the district jazz chairperson, will XX compile a list of personnel from names submitted.
  - 4. Representation from all schools in district will be attempted as long as applications are mailed according to district Manual rules.
  - 5. Schools will be notified as soon as selection is completed.
  - 6. Acceptance and prepaid clinic fee, prescribed in clinic information, must reach clinic chairperson by assigned date.
  - 7. All efforts will be made to insure proper instrumentation.
  - 8. During the dates of clinic, an audition will take place to determine chair placement. (Included in audition section of manual, also to be included in the clinic mail-out).
    - a. Winds
      - 1. Chromatic scale full range of instrument.
      - 2. 3 chromatically adjacent scales and arpeggios two octaves minimum.
      - 3. Sight-reading in various styles.
      - 4. Optional Bb Blues improvisation (as recorded on "A New Approach to Jazz Improvisation" by Jamie Abersold, Vol I., Side 2, Track1.
    - b. Piano, Bass, Guitar
      - 1. Chromatic scale.
      - 2. Sight-reading in various styles.
      - 3. "Comping" from chord symbols.
      - 4. Improvisation (optional) of Blues in the Key of Bb with pre-recorded material.
    - c. Drums (trap-set)
      - 1. Sight-reading in various styles.

2. An optional one and one-half minute freely improvised solo.
9. No audition is needed for MS Jazz participants

### **Large Group Performance Evaluation**

- I. Our performance evaluations are strong, positive forces in the development and maintenance of fine bands at all levels. The continuing presence of strong performing groups, maintenance of high standards, and careful attention to performance evaluation organization and operation have combined to make these events valuable and enriching for the entire district. In meeting our responsibility to maintain established standards and to make improvements when possible, we will continue to reap significant benefits.

#### **II. Adjudicator Selection.**

\*Selection will be done with the help of the Steering Committee and the Dist. Band Council. The council will provide ordered lists for both high school and middle school evaluation to the district performance evaluation chairman. Both lists should be of sufficient length to insure ease in completing the panels. On receiving the lists, the festival chairperson may begin hiring judges.

It is the council's responsibility to remember that the performance evaluation significantly affect all programs. Each member must seek opinion on judges from directors not on the council. Input on selection from a high percentage of directors will help insure acceptable panels.

Adjudicators should demonstrate the ability to produce fine bands. They should have current knowledge of the literature and current involvement with bands. They must be capable of exacting the standards we demand with strong professional competence.

Judges for our high school performance evaluation must represent a strong and reasonable uncompromising standard. A superior rating here must be reserved for truly superior performances.

At our middle school performance evaluation, while strong standards are desired, they must be tempered by the need to make these events positive and not overly pressured events for the students involved.

#### **III. Site selection.**

The following are desirable for a successful performance evaluation:

- A. Performance area. An auditorium is much preferred. The performance area should offer

1. Stage large enough to easily accommodate any group at the festival
2. A comfortable audience area
3. Adequate acoustic treatment to contribute to a successful performance.

B. The sight-reading room should be large enough and have a ceiling high enough to allow for a good performance.

C. Warm-up rooms. It is highly desirable to have two warm-up areas. The use of two warm-up rooms will facilitate schedule maintenance and better performances.

D. A pre-warm up staging area can be helpful. This is particularly desirable if only one warm-up room is available.

E. A performance evaluation office or area for performance evaluation operation must be available.

F. Concession area. This is desirable but not vital.

G. Storage room.

#### **IV. Schedule.**

A. The performance evaluation should begin with the easiest level represented and move by grade up to the highest level.

B. Bands should be scheduled within their grade level. There will be circumstances in which bands have conflicts with other school events, which will necessitate a request for a time slot other than within its grade level. The performance evaluation chairperson must evaluate this request and make the best judgment possible.

C. Factors influencing scheduling.

1. Bands with long distances to travel need to be allowed to perform within their class as close to the middle of the day as possible.
2. Bands moving up to a higher-grade level from their previous one should be allowed to perform early in the grade.
3. Bands which are predictably strong should be allowed to play late within their grade.

#### **V. Equipment.**

A. Sufficient chairs in performance, SR, and warm-up to accommodate all groups in each situation.

- B. Stands in Performance and SR to accommodate all groups at all times.
- C. Stands are highly desirable and necessary in warm-ups and can be procured.
- D. Electronic tuners in each warm-up and on the stage.
- E. BD and 3 Tympani on stage and SR.
- F. Extension chords should be available to help with electronic units.
- G. Mike and P.A.

**VI. Working Procedures.**

- A. Only the Adult in charge of the office may record ratings for official purposes. Ratings must be recorded accurately so that each judge's opinion on each band is correctly listed.
- B. Posted lists (in the festival office only, not in view of the general public) may be done by a responsible student but must be accurate in showing each judge's opinion of each band.
- C. The performance evaluation chairman and office staff must reveal no rating until the director receiving that rating knows it.
- D. No rating may be posted until the director receiving that rating knows it.
- E. Ratings may be announced to bands by their directors or someone representing that director only.
- F. Warm-up monitors must see that warm-up conditions are appropriate and apprise the groups in warm-up of the schedule situation.
- G. On leaving warm-up, bands should be able to go immediately to the stage. Any delay between warm-up and entering the stage is an unfair imposition.
- H. The stage crew should properly prepare the stage and notify the warm-up monitor when it is in readiness.

**VII. Suggestions for insuring a good performance evaluation performance.**

- A. Read the GMEA handbook section on large group performance evaluation and understand it.
- B. Choose the correct grade and select music, which both enhances your group and contributes to its growth.
- C. Give attention to individual detail. Sectionals and playoffs are devices to help students meet their performance responsibilities.
- D. Tape your rehearsals and use the tape to plan subsequent rehearsals.

- E. Have special rehearsals in areas other than your band room in order to accustom your band to acoustics similar to those found at the LGPE.
- F. Stage your own trial performance evaluation. Critiques a few weeks before the performance evaluation by knowledgeable musicians can give necessary direction to finalizing preparation.
- G. Listen to the best available recordings of your performance evaluation pieces and play these for your band.
- H. Be prepared to re-edit your selections in order to facilitate a better performance. The responsibility to realize the composer's technical demands must be tempered in many cases by the need to meet his musical ends.
- I. Tuning is an on going-every day matter. In addition to rudimentary tuning to establish group pitch, constant attention to tuning must be directed with respect to music being performed. This cannot wait until the week of the performance evaluation.
- J. Have the day of performance evaluation organized.
1. Know the schedule and procedures and see that your band knows them.
  2. Use your own equipment. You understand its operation and how to use it in your group.
  3. Build confidence in your warm-up and on the stage.
  4. Do not return on the stage unless absolutely necessary. The less the judges know the better.

## **Solo and Ensemble Festival**

### **I. Philosophy.**

The 9th District in conjunction with GMEA regulations will host this event. The results of preparing for this event will be invaluable to all district instrumental programs. Therefore, it is highly recommended that all programs should participate. Every effort will be made to insure an educational and constructive experience for all participating students. It is the duty of the director to help the student to choose music that is suitable and of musical value. It is recommended that the Manual of the New York School Music Association be used as reference material for guidance in selecting music for this event. The manual costs \$12.50 and can be ordered from:

J. Stanley Lansing

New York State School Music Assoc.

3 Drotte Drive

Scotia, New York 12302

GMEA also has a recommended list for Solos that is very helpful.

### **II. Application.**

- A. Application and registration fees must be presented to GMEA by assigned date in GMEA handbook.
- B. All GMEA rules and regulations concerning the event will apply.
- C. See Solo/Ensemble Festival portion of the GMEA Handbook.

### **III. Adjudication.**

- A. GMEA Handbook specifies procedure and rating system.
- B. All efforts will be made to obtain the highest qualified judges possible.

### **IV. Format.**

- A. Will be enforced according to GMEA regulations.
- B. Scheduling.
  - 1. All entries from each participating school will be scheduled together unless some extreme circumstance exists.
  - 2. Schools will be scheduled according to distance from host site.

3. Special arrangements may be honored, if made in advance.
- C. Warm-up rooms will be available.
- D. Ratings and comments may be picked up by director only at the registration office.
- E. Organizational materials will be sent to each participating school concerning procedures, schedule, etc.

**V. Equipment furnished.**

- A. Music stands.
- B. Pianos.
- C. All jazz ensembles performing on the day of solo and ensemble festival must furnish their own equipment.

**Jazz Festival (Solo and Ensemble Event)**

If enough groups are interested, a Jazz Festival may be held separately on a separate date. If the number of groups is limited, this event will be held in conjunction with the instrumental Solo and Ensemble Festival.

**I. Application.**

- A. Application and registration fees must be presented to GMEA by assigned date in GMEA Handbook.
- B. All GMEA rules and regulations concerning Jazz Solo and Ensemble event will apply. See Solo /Ensemble Festival portion of the GMEA Handbook.

**II. Adjudication.**

- A. Three-judge system will be employed.
- B. Ratings will be given, as specified by GMEA Handbook.

**III. Format.**

- A. Performance is restricted to a maximum of 30 minutes, including set-up and break down.
- B. The number and type of selections are designated by GMEA. This information is found in the GMEA Handbook and also found on the entry form for Jazz Solo and Ensemble. These forms are furnished by GMEA annually.
- C. Scheduling.
  1. Jazz Solo and Ensemble performance form (found in manual) must be mailed by deadline as prescribed in calendar of events.

2. Groups will perform according to level of musical difficulty.
    - a. Novice.
    - b. Intermediate.
    - c. Advanced.
  3. Special arrangements may be necessary and will be honored, if possible.
- D. Ensembles will be furnished a warm-up room prior to performance.
- E. All judges' comments will be picked up after performance.
- F. Observation of performing groups is encouraged.

**IV. Equipment furnished.**

- A. Risers for brass, if desired by participant.
- B. Acoustic piano.
- C. Music stands, if desired by participant.