

CCMTA ELEMENTARY ALL-COUNTY GUIDELINES

I. GOALS AND OBJECTIVES

- A. To provide a large group performing experience.
- B. To enrich the music program in each school by presentation of literature, and rehearsal techniques.
- C. To provide a continuous all-county program in grade 6-12.
- D. To motivate a high rate of interest in developing musicians and music in the elementary and junior high programs.

II. FINANCIAL PROCEDURE

- A. Each school will remit to the treasurer **\$200** for participation fee (this covers Junior High and Elementary All-County Groups).
- B. Host schools will be responsible for funding the following items:
 - 1. Mailing and phone costs.
 - 2. Custodial and nurse fees.
 - 3. Piano tuning.
 - 4. Meals for participating teachers
- C. Festival chairman will determine anticipated revenues and stay within that figure for the following items:
 - 1. New Music purchased (see section V – part B below)
 - 2. Printing of programs
- D. Recommended admission:
 - Students and Senior Citizens: \$2
 - Adults: \$3
 - Family: \$10 (*We will not advertise this price; however, ticket-takers at the concert can make the decision to limit the total price for a large family to \$10*)

III. FACILITIES AND EQUIPMENT

- A. Large performing area (probably gym) which will accommodate an anticipated audience of **800** people. Use this to rehearse one band.
- B. Additional large rehearsal areas for participating groups.
- C. For the storage of coats and instrument cases:
 - 1. A portion of the gym may be used to store coats and cases for the first rehearsal.
 - 2. For the second date, homerooms should be provided in which concert clothes, cases and coats may be stored. If possible, this area should be away from the performance area.
- D. Parking Lot
 - 1. If it is possible, someone should be assigned to help with the parking of cars. This way, maximum use will be made of the space available.

IV. RESPONSIBILITY OF PARTICIPATING SCHOOLS

A. Student Participation – students are expected to attend 100% of the scheduled rehearsals in order to participate in the concert. Teachers are responsible to make their students aware of this ahead of time.

B. Selection of Students – ultimately up to the chairperson of each group. Consideration should be given to rehearsal space, and proper balance of each ensemble.

1. Submit lists of students to chairperson (The following numbers are recommendations; they may vary depending on rehearsal space and balance of the ensemble)

a) Instrumental - 10 students from each participating school district. Students, particularly percussionists, should have prior Band experience.

b) Vocal - 10 students from each participating school district.
Elementary Choral Music will be SA; Junior High Choral music will be either SAB or SATB.

c) Junior High Chorus enrollment must provide the choir with aurally balanced representation of grades 7, 8, and 9. “Aurally Balanced” is defined as either SAB or SATB. Keep in mind that ninth graders are encouraged to participate because of vocal range.

2. Music students are selected by the teachers.

a) Please check with your school to ensure that no students are being sent as both vocalists and instrumentalists on the same concert.

3. Selection

a) Choose students who are not behavior problems.

b) Choose students who can learn the music in the time allotted.

c) DO NOT use competition among students as a basis for selection.

d) IMPORTANT- Ninth graders are eligible for the Junior High chorus and band. It is very important that ninth graders be included in junior high chorus because of voice range.

C. Preparation

1. It is the responsibility of the participating school to ensure their students be prepared to perform the music.

a) Teachers should instruct proper rehearsal behavior for their students.

D. Supervision

1. It is the responsibility of the music teachers from each participating school to provide supervision of their students and of the homeroom they are using.

V. RESPONSIBILITY OF CHAIRPERSON

A. Conductors

1. Conductors for each performing group should be selected and confirmed by the June Executive Committee meeting. (This person will also serve as ensemble chairman for the following year.)
2. Chairperson should invite members of the county to conduct.
3. Avoid having two conductors from the same school unless adequate supervision can be provided for their students.

B. Music

1. Obtain from the conductors their selections – a maximum of 50% of the music can be purchased; a minimum of 50% should be used from the county library, a CCMTA district, or loaned from elsewhere. Four or five numbers are adequate for the choral groups.
 - a) When purchasing choral music, buy a maximum of 100 copies per song.
 - b) When purchasing band music, buy a maximum of 2 sets of each song.
2. Music will be ordered, received, stamped, and numbered by the Festival Chairperson. The music should be sent to the school two months before the first rehearsal. Instrumental music should be assigned by number to each student. Choral music may be assigned to the individual student or a quantity of songs assigned to the school.

C. Mailings

1. First mailing notifies teachers, administrators which weekend in February will be used. Include a copy of guidelines. Request the names and set a deadline for their response.
2. Second mailing is a list of the students selected. Request shells, risers and stands at this time. Additional percussion equipment may be needed. Send out music in addition with any instruction from the conductors which may assist in preparation.
3. Third mailing- the first week in January. Final instruction including time tables should be in this mailing. Homeroom assignments and dress for the concert should be included. Get final corrections on student names and spellings. Lunch provisions necessary for the second rehearsal should be explained. If lunch tickets are to be used, the number needed and purchase of those tickets should be made by the middle of January.

D. Organization of Facilities

1. Rehearsal area should be set up prior to the first rehearsal. If students are to bring their own stands they should be notified.
2. Registration guidelines are to be kept as close as possible to the following:
 - Elementary Band - 100 members
 - Elementary Chorus - 100 members
 - Junior High Band- 100 members
 - Junior High Chorus- 100 members

3. A teacher (previous year conductor) will be assigned to each performing organization. This person, the Ensemble Chairman, will be responsible for the following.

- a) checking set up
- b) assisting conductor in tuning or sectionals
- c) assisting in lining up and moving out
- d) helping the collection of music
- e) Announcements at break times.

4. The chairperson will insure that adequate custodial health and security personnel are available. A phone number must be provided in which someone at the festival can be reached in case of an emergency. There must be a person available for emergency broadcasting over the house PA system.

F. Responsibilities to CCMTA

1. It is a duty of the chairperson to attend CCMTA Executive Meetings and give reports on the progress of the festival.
2. Changes in the guidelines should be made after discussion at the Executive and General Meetings.
3. All bills should be forwarded to the treasurer.
4. A financial summary will be submitted at the spring dinner meeting by festival chairpersons.
5. CCMTA invests heavily in the music for this festival. All music should be collected, put in numerical order and forwarded to the librarian.
6. At the conclusion of the festival, these guidelines should be reviewed. Suggested revisions should be discussed and adopted if agreed upon at the spring general meeting.

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Suggested Timetable

May	Invite teachers from the county to conduct the organizations.
June	Approval of conductors by county organization and notification of county athletic directors of dates.
September	Get titles and publishers from conductors. This information is for the festival chairpersons. Start planning facilities with home school administration and custodial staff.
October	First mailings- notify each school of dates, place, fees and conductors. Remind county teachers to inform administrators and athletic directors of dates, etc. Send copy of guidelines. Send deadlines for the names of students.
November	Compile list of students. Develop master schedule of instrumentation and fill in names. Arrange for nurse and custodial staff. Alert printer and his deadline (BOCES). Arrange for administrator and county president to welcome and be welcomed. Arrange to borrow shells if possible, and risers. Twelve sections of shells proved adequate and seven sections of risers with the forth step addition for five of the sections were sufficient.
December	Subsequent mailing list - Send out lists of names for misspellings and send out music. Numbers of the music sent to each school should be recorded.
January	Subsequent mailing- final instructions. Homeroom assignments, meal instructions and dress requirements for performances should be included.
February	Refreshments should be provided in the teacher's room. Arrange for your own students to act as guides, helpers, furniture movers and runner. Switchboard operator should be available. Programs should be printed and the pianos tuned. Make sure that a nurse in on duty for rehearsals.