



## EASTERN DISTRICT-MMEA FESTIVAL POLICY HANDBOOK

www.mmeaeasterndistrict.org

Revised 9/14/10

**Objective:** The Eastern District Junior and Senior Festivals are extensions of school music programs and are designed to offer students in public, private, and parochial schools additional opportunities to rehearse and perform challenging literature with guest conductors.

**Membership:** Your MENC dues automatically make you a member of Massachusetts Music Educators' Association and Eastern District. Your MENC ID# is required to register students for Jr. and Sr. District auditions. Non-members may register for MENC online at [www.mmeaonline.org](http://www.mmeaonline.org). All music teachers are strongly encouraged to be members of MENC. In order to register students for festivals you must be a member in good standing of MENC.

Member schools of ED-MMEA include Acton, Bedford, Boston, Boxborough, Brookline, Cambridge, Carlisle, Concord, Dedham, Dover, Framingham, Lincoln, Littleton, Medfield, Millis, Milton, Natick, Needham, Newton, Quincy, Sherborn, Somerville, Sudbury, Waltham, Watertown, Wayland, Wellesley, Westford, Weston, and Westwood. Students must attend a school in these towns.

### **I. Jr. and Sr. Festival General Rules**

- A. All communication regarding District Festivals should go through the school music teacher. Parents and students should not contact Festival Coordinators, Managers, or Board Members.
- B. Senior Festival Ensembles include Band, Chorus (SATB), Jazz Ensemble, and Orchestra. Junior Festival Ensembles include Band, Jazz Ensemble, Mixed Chorus (SATB), Treble Chorus (SSA), and Orchestra.

VOCAL AUDITIONS: Girls may audition for soprano or alto parts. Boys may audition for any part.

- C. Students auditioning for Eastern District and/or All State are to be members “**in good standing**” in their own school music groups (the same ensemble type as the district ensemble for which they are auditioning). “In good standing” means that the student is an active participant in the school band, chorus, orchestra or jazz band, as long as one is available. An active participant attends the school ensemble’s rehearsals and performances and abides by the policies of the school music department.
- D. Senior Festival Auditions are open to students in grades 9, 10, 11 and 12. The Junior Festival Auditions are open to students in grades 7, 8 and 9. Students in Grade 9 who are **not accepted** to the Sr. festival may register to audition for the Jr. Festival. Students in grade 9 who **are accepted** for the Sr. Festival may not audition for the Jr. Festival, even if they decide not to participate in the Sr. Festival.
- E. Registration for any audition or festival must be done online by the school music educator with a valid MENC membership number. Individual parents

may not register students for auditions or festivals unless he/she is the Principal of a Home School student and has an MENC membership.

- F. Student may only register for one audition.

**Exceptions:** Percussionists may double audition, i.e. snare and timpani. Each percussion instrument must be designated on the online audition registration. Sr. and Jr. Jazz students may register for a second instrumental ensemble audition. **Separate audition fees are due for each audition.**

Piccolo, Eb Clarinet, Contra Bass Clarinet, and English Horn for both Junior and Senior Festivals are considered secondary auditions, not double auditions, and thus are not charged a second audition fee. **The need for these instruments and any others will be specified on the website each year.**

- G. Applicants must attend all rehearsals to be eligible for the concert. Students accepted and registered, but who do not participate in the festival, will not be allowed to audition the following year and, if it applies, they will lose their All State recommendation for the current year. Exceptions for medical and personal tragedies will be considered by the Executive Board upon receipt of a letter from the school director.
- H. Student participants are not allowed to drive to or from any district audition, rehearsal or concert.

## II. Audition Information: Jr. and Sr. Festivals

- A. All audition requirements are listed on the district web site, [www.mmeaeasterndistrict.org/](http://www.mmeaeasterndistrict.org/), including specific scale/rudiment requirements, solo, and sight-reading components.
- B. All students must audition on the prescribed solo. Please refer to the lists posted on the district web site. Please check this site often as there could be corrections and/or adjustments made due to “out of prints”.
- C. Students must use original copies of music in auditions. Illegally copied music is not allowed in the audition rooms.
- D. Audition Registration Limits: Jr. and Sr. Choral - No more than 20 chorus students may be registered or audition from each school. There is a limit of 6 sopranos and 6 altos per school.
- Jr. Festival instrumental limits – a limit of 5 flutes, 5 clarinets, and 5 alto saxophones per school may audition. No other Jr. Festival instrumental limits.
- Sr. Festival has no instrumental limits.
- E. Choral auditions will be solos sung to an accompanying CD which is available as an mp3 file that can be downloaded from the Eastern District website: [www.mmeaeasterndistrict.org/](http://www.mmeaeasterndistrict.org/). Students will audition individually.
- F. There is a sight-reading requirement for all auditions (junior and senior instrumental and choral auditions).
- G. All percussion auditions (Jr. and Sr.) include a multiple percussion piece in addition to the solo audition piece.
- H. There will be a separate audition for piccolo, Eb clarinet, contra bass clarinet, and English horn parts as needed each year for both Junior and Senior

Festivals. These students do not need to pre-register for this audition; however, they must register and audition on their primary instrument (flute, clarinet, oboe or bass clarinet). There will be no prepared piece for this second audition; students will be asked to perform scales and sight-reading only.

- I. Audition fees: All auditions are \$15 each. Audition fees are to be paid the day of the audition and are figured on the basis of students registered. No reductions or refunds are allowed for a student's non-participation.
- J. Any substitutions, additions, or changes in student forms made after the on line registration deadline or on the day of auditions, will be subject to a \$20 penalty fee per student in addition to the \$15 student audition fee payable on the day of auditions.
- K. Audition fees not paid on the day of auditions may be subject to a \$20 penalty fee to be reviewed by the Executive Board.
- L. Audition Registration on day of auditions: The following items must be turned in at the registration desk at auditions by the music teacher/designated:
  - 1. The Principal Form (printed from audition registration on ED-MMEA website) signed by the school principal and music teacher indicating the students participating and the registration fee due.
  - 2. Payment for the full amount of audition fees owed (including any last minute changes/applicable late fees). Payment must be in the form of a **school purchase order** or a **check** (ONLY ONE CHECK PER SCHOOL. NO INDIVIDUAL CHECKS ACCEPTED!) Cash will be accepted for late fees/last minute changes.
- M. Ensemble selection process: Woodwind, Brass and Percussion students will be placed in band or orchestra based on alternating the top scoring students between the two groups, starting with orchestra. Jazz students who double auditioned for a second group will be placed according to ensemble needs. Junior vocal students will be placed as follows: all boys selected will be placed in Mixed Chorus, and all girls selected will be placed by alternating the top scoring students between Mixed Chorus and **Treble Chorus**.
- N. Directors must notify managers regarding any selected student who is unable to participate in a festival ASAP.
- O. Chaperones are expected to be present for the entire duration of an audition or festival and will be asked to fill out a **Designated Chaperone Form** at each festival.
- P. Audition results will be available online by the Monday after auditions to music teachers (using registration code/password). Copies of the audition forms will be available for teachers to download and print at that time.
- Q. No smoking, drugs or alcohol or disrespectful behavior will be allowed. Infractions of this rule will result in dismissal from the audition or festival.
- R. Student participants are not allowed to drive to or from any district audition, rehearsal or concert.

### III. Festival Information: Jr. and Sr. Festivals

- A. Directors must notify managers regarding any selected student who is unable to participate in a festival ASAP so a potential replacement may be made. Any music already sent out should be returned to the ensemble manager ASAP (unless directed otherwise by the manager) to facilitate getting it to the new student.
- B. Festival registration fees are \$25 per student. The following items must be turned in at the registration desk by the music teacher/designated chaperone the morning of the first rehearsal:
  - 1. The Principal Form (printed from audition registration on ED-MMEA website) signed by the school principal and music teacher indicating the students participating and the registration fee due.
  - 2. Payment for the full amount of registration fees. Payment must be in the form of a **school purchase order** or a **check (ONLY ONE CHECK PER SCHOOL. NO INDIVIDUAL CHECKS ACCEPTED!)** Registration fees not paid at the festival may be subject to a \$20 penalty fee to be reviewed by the Executive Board.
  - 3. Completed student medical forms (download pdf from district web site).
  - 4. Completed student contracts (download pdf from district web site).
  - 5. Designated chaperone form.
- C. If a student is absent from rehearsal for any reason, directors/designated chaperones should notify the registration desk and the manager of that group as soon as possible upon arrival.
- D. Students must attend all rehearsals to be eligible for the concert. Students who are accepted and registered for the festival, but who do not fully participate in the festival, will not be allowed to audition the following year for any district festival; and, if it applies, those students will lose their All State recommendation for the current year. **Exceptions for medical reasons and personal tragedies** will be considered by the Executive Board upon receipt of a letter from the school director. Doctor's notes will be needed for medical excuses.
- E. Chaperones are expected to be present for the entire duration of the festival and will be asked to fill out a **Designated Chaperone Form** each day of the festival.
- F. No smoking, drugs or alcohol or disrespectful behavior will be allowed. Infractions of this rule will result in dismissal from the audition or festival.
- G. Student participants are not allowed to drive to or from any audition, rehearsal or concert.
- H. ED-MMEA members will be admitted to the performance free of charge upon showing their current MENC membership card.

**Teacher checklist of items to bring to auditions:**

Signed principal form (by teacher and principal)

Payment for full amount, including late fees: one check or P. O. per school

**Teacher checklist of items to bring to festivals:**

Signed principal form (by teacher and principal)

Payment for full amount, including late fees: one check or P. O. per school

Completed medical forms for each student participant

Signed rehearsal contracts for each student participant

Chaperone designation form (for both days)

(Please – separate medical forms and contracts into two piles (alphabetical by student would be appreciated)

**Percussion equipment available for auditions**

Timpani provided

Bring own snare (and practice pad for warm up room)

In warm up room there will be no equipment provided, i.e. no timps/multi perc.

**Rhythm Section equipment available for auditions**

There will be a drum set, vibes, and piano available for auditions and the warm up room. It is recommended that students bring their own drum set, vibes, and guitar/bass amps so they may audition on familiar equipment.