

NEW MEXICO MUSIC EDUCATOR'S ASSOCIATION CENTRAL DISTRICT 6 DIRECTORS GUIDE

OFFICERS

PRESIDENT

BAND VICE-PRESIDENT

CHOIR VICE-PRESIDENT

ELEMENTARY GENERAL MUSIC VICE PRESIDENT

TREASURER

SECRETARY

Officers serve for a term of two years. Elections are held at the spring meeting of even numbered years.

DISTRICT PRESIDENT

Provide news of the district to the state magazine *The New Mexico Musician*.

Assist festival chairpersons as time allows.

Plan and inform members of District 6 meetings and state happenings pertinent to the district.

Attend state meetings of NMMEA or appoint a vice-president to represent District 6 at state meetings.

Update District 6 director's guide, membership list, and district calendar for each district fall meeting.

DISTRICT BAND AND CHOIR VICE-PRESIDENTS

Contact prospective judges and clinicians in a timely fashion.

Contract judges and clinicians and confirming those people by phone one month before the event they are scheduled.

Schedule and organize auditions of honor festival

Help festival hosts with scheduling and organizing solo and ensemble and large group.

Provide president with news and views of the district to improve festivals.

ELEMENTARY GENERAL MUSIC VICE-PRESIDENT

Inform elementary general music educators of happenings pertinent to the district and elementary music.

Organize the elementary general music festival.

TREASURER

Collect and deposit fees for all district events.

Present an accurate timely accounting of district finances at district meetings.

Provide payment for district activities.

Maintain a two year supply of awards.
Present a two year budget at the fall meeting to be resolved at the spring meeting and summarize year end costs.

SECRETARY

Record minutes of all district meetings.
Present written record of past meetings at subsequent meetings.
Perform needed written correspondence.

DISTRICT 6 DIRECTORS MUSIC PHILOSOPHY

Music education plays an essential role in developing the whole human being. Music education is important because it fosters creativity, teaches effective communication, provides basic tools for a critical assessment of the world around us, and instills the abiding values of self discipline and commitment. District 6 accomplishes these stated goals through sponsoring honor festival, solo and ensemble, and large group festival under the guidelines of NMMEA. Central District 6 exists to provide the well prepared talented music student an opportunity to participate in a fine musical organization under the direction of recognized specialists and to provide the students motivation for greater achievement in music education and performance.

ELIGIBILITY

CURRICULAR: Curricular activities are activities which occur within the regular school day which are required by law, educational standards for New Mexico schools, or by local school board policy which constitutes the delivery of instruction in content areas defined in 4.1.4 or which are required by a special education students total service plan. Curricular activities occur during regularly scheduled class periods and do not require absences from other classes for participation. A student may not be denied access to a curricular because he/she has not attained the GPA (grade point average) required for participation in extracurricular activities.

CO-CURRICULAR: Co-curricular activities are activities that are an extension of classroom instruction which are required by law, educational standards for New Mexico schools, or local board policy which require no more than five hours per week or twenty hours per month of time for a student outside of the regularly scheduled instructional day for practice, meetings, events, or performances. Co-curricular activities do not require that the students are absent from class other than the sponsoring class for practice, meetings, events, or performance. GPA and attendance requirements of the public school code do not apply to co-curricular activities. Examples: vocational, fine arts, club activities, field trips.

EXTRA-CURRICULAR: Extra-curricular activities are activities that are not required by law or educational standards for New Mexico schools which require time either during or outside of the regular school day for practice, meetings,

events, performances, or interscholastic competition. Implementation of the public schools reform act components on the required schedule will preclude using school time for practice, meetings, events, performances, or interscholastic competition. Implementation of the public schools reform act components on the required schedule will preclude using school time for practice, meetings and events. Extra-curricular activities provide worthwhile contributions to student growth and development. While these activities may have an indirect relation to the school's curriculum, extra-curricular activities do not include direct instruction to the state-required student competencies established in educational standards for the New Mexico schools. GPA and attendance requirements of the public school code apply for all extra-curricular activities. Example: Interscholastic competition of any type music festivals, performing arts activities which do not adhere to the criteria established for co-curricular, vocational or other club activities which do not adhere to criteria established for co-curricular.

CLASSIFICATIONS

All schools must enter all groups from their school in their current classification as described by the New Mexico Activities Association below. Each school with more than one performing group in any single medium will enter as above as and the second group may enter one class lower or the same as the top group.

Designate second groups on the judge's form.

NEW MEXICO ACTIVITIES ASSOCIATION SCHOOL CLASSIFICATIONS (All high schools must include 9-12 in enrollment figures).

High School

Class AAAAA High School

Class AAAA High School

Class AAA High School

Class AA High School

Class A High School

Mid High School

Class BBB – (500 and above, grades 8, 9)

Class BB - (250 - 499, grades 8, 9)

Class B - (1 – 249, grades 8, 9)

Middle School

Class CCC Middle School (500 or more, grades 6, 7, 8)

Class CC Middle School (250-499, grades 6, 7, 8)

Class C Middle-school (1-249, grades 6, 7, 8)

FESTIVAL HOST EXPECTATIONS

The host should be a member of the host school music staff.

As many staff as possible are encouraged to help host a festival so that the load is shared and the experience is better for all involved.

The festival site must be prepared well in advance of the actual event.

Specific maps, motel accommodations, restaurants, equipment supplied, and festival data must be sent to clinicians and directors two weeks before the festival.

Sites of festivals are determined at the district spring meeting. School systems wishing to host specific events should make their interests known at this time.

PROCEDURES FOR DISTRICT FESTIVALS

Honor Band

1. Audition Music- Audition music will be selected by the band vice president and will be distributed at the fall meeting.
 - a. High School audition music will include the chromatic scale (district approved ranges or substitute NM All-State ranges) and selections from the current all state etudes.
 - b. Mid School audition music will include a chromatic scale of two octaves with the exception of Oboe and F Horn which will be one and one half octaves, and two etudes selected from a recognized band method.
2. Auditions- School will submit audition tapes/CD according to the following procedures. Please read this carefully, it has been changed.
 - c. Directors will record auditions on cassette tape or CD. One tape per instrument. i.e. all flutes on one tape/CD, Bb clarinets, one tape/CD, etc. DO NOT MIX INSTRUMENTATION ON TAPES OR CD's.
 - d. For each audition, each director must announce clearly their school name followed by the instrument and audition order number. The student then must play the chromatic scale and the required etudes in the order printed. Student must not speak on the recording.
 - e. High School percussion must play the all-state multi percussion etude in addition to the assigned etudes, rudiments, and scales.
 - f. Directors must include a typed list of student's names for each tape or CD provided.
3. Selection Committee
 - g. All band directors submitting recordings are members of the selection committee. Directors submitting recordings must attend the selection meeting to submit those recordings. Exceptions will only be made for cases of a family emergency. The band vice president will assign two directors to listen to a section. Directors will score each audition independently and then combine their scores to rank the auditions. The directors will use the all-state audition form as a "guideline" to score each audition. The final

scores will be turned in to the band vice president. After all auditions have been scored, the committee will meet to select the honor band using the rankings for each section.

- h. Students will be seated in the order selected by the committee; there will be no additional chair test.
4. Honor band music will be selected by the clinicians and made available on selection/audition day. The honor band music must be selected two months prior to the selection/audition meeting in order for it to be ordered on time.
5. The honor band festival is a two-day event with the concert on the afternoon of the second day. Students must participate in ALL rehearsals in order to participate in the concert. Students who are unable to participate completely in the festival should be replaced by an alternate as soon as possible.

Eligibility: Students must be eligible as outlined in state eligibility guidelines and District 6 guidelines. Only District 6 students may participate in honor band. Students in grades 6-12 (middle school-high school) are eligible to try out. Alternates will be picked by the audition committee.

High School Honor Choir

District 6 sponsors an annual High School Honor Choir festival. Two choirs are selected: a mixed choir and a treble choir. The following are the procedures for auditions:

1. Students select and prepare a **classical or folk song piece of music**. The literature must be memorized and demonstrate the range of the voice and be the melodic line of the music. For example, students auditioning for first soprano should demonstrate at least a g above the staff.
2. **Students will have one minute to perform for the committee.**
3. The selection committee consists of at least three district 6 directors.

Students who are selected to participate in a High School Honor Choir will receive the music prior to the festival. They are expected to learn and memorize the music prior to the festival.

SOLO AND ENSEMBLE HOST PROCEDURES

Band Solo and Ensemble

Band solo and ensemble uses at least 7 judges for the following categories: Flute, clarinet, saxophone, double reed/woodwind ensembles, high brass, low brass, and percussion. Additional judges may be hired based on the number of entries received.

Each judge must have a separate room with a piano tuned to A-440.

- Each solo and ensemble entry will be allotted **7 minutes** in the schedule.
- Each school will be assigned blocks of time with judges based on their entry.
- Each student may participate in a maximum of four events. Instrumental selections do not need to be memorized.
- **All wind instrument solos must have a piano accompaniment if the solo was composed with an accompaniment. Recorded accompaniments may be used. Any solo played without and accompaniment that was composed with accompaniment will receive a NR (no rating) and can not be considered for best of day or “outstanding.”**
- Etudes are not appropriate material for Solo and Ensemble Festival.
- An original copy of the music must be provided to the judge with measures numbered.
- **Unauthorized photocopied music will receive a “No Rating” (NR).**
- Adjudication forms should be provided by the student to the adjudicator at the time of the performance. The forms must have the name of the work being played, the school, the performer’s name, time of performance, and grade level.
- Medals are awarded to all first division recipients.
- Each judge must select an “Outstanding” (Best of Day) Solo or Ensemble for each category they judge if a first division is earned by any solo or ensemble in that category. Medals are awarded to all outstanding musicians.
- The festival host will keep a list detailing the number of medals awarded to each school. The host will compile a master list of entries at the end of the day and submit that to the district treasurer.

Choir Solo and Ensemble

Students prepare festival quality solos to be performed for qualified adjudicators. All choir solo and ensemble music **must** be memorized. **Music not memorized will disqualify the student from receiving a rating.** Pop, rock, or Broadway show music is considered to be inappropriate for this festival.

Each entry is allotted **6 minutes** in the schedule. Each school will be assigned blocks of time with judges based on their entry. Each student may participate in a maximum of four events. An original score must be provided to the judge with measures numbered. **Photocopied music will result in disqualification from the festival.**

Adjudication forms **must** be provided by the student to the adjudicator at the time of the performance. The forms must have the name of the work being played, the school, the performer’s name, time of performance, and grade level. Medals are awarded to all first division recipients. Each judge has the option of awarding an

Award of Merit for outstanding performances. Medals are awarded to all outstanding musicians.

The festival host will keep a list detailing the number of medals awarded to each school. The host will compile a master list of entries at the end of the day and submit that to the district treasurer.

SOLO AND ENSEMBLE HOST RESPONSIBILITIES

Two weeks before the festival the host should:

- Call all clinicians by phone.
- Make motel arrangements as necessary
- Follow up and finalize piano arrangements

One week before the festival Send the following information to all clinicians and all directors:

- a festival schedule,
- a map to festival site,
- a list of equipment host school is providing,
- a list of restaurants in the host community

One day before the festival the host should:

- Make sure there are enough chairs and stands in each performance area.
- Make sure the right equipment is in each room.
- Identify homerooms for each participating schools
- Provide signs for the warm-up and performance rooms
- Establish festival headquarters

The day of the festival the host should:

- Provide a festival headquarters where ratings, music and medals may be picked up.
- Provide a headquarters staff to maintain a packet for each school that has the correct number of medals, certificates, judge's sheets, and music.
- Provide room monitors for each room. Remind monitors that no one is allowed to come and go into rooms during a performance. Monitors are not to leave their post during performance.
- Provide sharpened pencils and refreshments for the judges throughout the day as needed.

- Keep receipts of all expenses to be reimbursed by the district treasurer.

LARGE GROUP HOST RESPONSIBILITIES

- **Facilities needed:** Band warm-up room, band performance room and band sight-reading room.
- **Judges:** The judges should be isolated from the audience and elevated for better observation. The sight-reading judge will be seated in the sight-reading room at the discretion of the festival host.
- **Equipment:** All performance judges need chairs, tables, pencils and working cassette recorders. Band large group uses three performance judges and one sight-reading judge.
- **Scheduling:** Entry forms are posted on the NMMEA website and must be submitted to festival host 3 weeks before the festival date. Forms must include name of the school, name of the performing organization, director's name, performance titles, composer's names, and school classification according to NMAA and District 6 guidelines.

High School and Mid High School bands are allotted 30 minutes for each room and performance. Middle School bands are allotted 25 minutes for each room and performance.

Each participating school will receive a schedule at least 7 days before the event.

Six Weeks Before Large Group the band vice-president should:

- Contact the RBC music dealer (Texas) about sending sight-reading material for the festival.

Two Weeks Before Large Group the host should:

- Call all judges by phone and confirm dates, times, lodging needs and directions.

One week Before Large Group: the festival host should provide the District 6 directors:

- a festival schedule,
- a map to the festival site,
- a list of provided equipment,
- a list of hotels and restaurants in the host community.

One Day Before Large Group the host should:

- Make sure there are enough chairs, stands, and podiums in each room to accommodate the largest group of the day.

- Be certain the right equipment is in each room at the right time.
- Post signs in warm-up areas that remind students: NO PLAYING WILL BE ALLOWED OUTSIDE OF PERFORMANCE ROOMS OR SIGHT-READING ROOMS.
- Post signs designating sight-reading room, performance room, festival headquarters, warm-up room, refreshment areas, and bathrooms.
- Post signs that are clearly visible to the entire audience detailing performance manners in the performance area.
- Establish headquarters where ratings will be compiled, directors packets prepared, which include tapes, judge's sheets, and plaques as necessary. Each director's packet should be ready 45 minutes after each group's performance.
- The host must meet with all helpers and explain their individual duties These include the setup crew, door monitors, room runners, office staff, guides, and sight-reading room assistants, announcers for the performance areas, and refreshment stand people.

The Day Of Large Group the host should:

- Provide door monitors at all doors leading into the performance and sight-reading area. No one is allowed to enter or leave during a band's performance.
- Student guides are assigned to each school as the school arrives and serve as guide and general helper to that group.
- Student helpers should be assigned to judges to provide general assistance, sharpened pencils, and refreshments throughout the day.
- The host must meet with the judges 30 minutes before the festival begins to give final information to them about goals, procedures and rules of the festival.

Choir Large Group

Choir Large Group gives choirs an opportunity to perform for qualified adjudicators. Choirs should perform **at least three classical** festival quality pieces of literature and all music should be memorized.

Each choir will be allotted **30 minutes** on stage. This time will include a brief clinic given by one of the adjudicators based on the performance of the choir.

There is currently no sight reading at the District 6 Choir Large Group Festival.

Choirs that receive a 1st division overall will receive a plaque.

BAND LARGE GROUP SIGHT-READING PROCEDURES

Sight-reading is required.

The Band Vice-President will procure all music for sight-reading purposes from the official U.I.L. sight reading music provider (RBC Music).

The judge will pick the sight-reading pieces to be played by bands from the official U.I.L. sight reading criteria materials list.

Level	Conference
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I	C		
II	CC	B	A
III	CC C	BB	AA
IV		BB B	AAA
V			AAAA
VI			AAAA A

Sight-reading ratings are not averaged in the final rating.

High School and Mid High School directors are given ten minutes and Middle School directors eight minutes to look over the music and explain the piece to their groups any way they wish provided they do not play their instruments.

No audience will be allowed for sight-reading other than the group's sponsors, chaperones, and friends and then only at the discretion of the performing group's director.

Bands that stop during sight-reading can start again at the most logical place in the music. Groups that stop will have their final rating lowered one level no matter how many more stops occur.

LARGE GROUP RATINGS, AWARDS, AND PLAQUES

Groups that receive an overall first division rating will receive a plaque.

Engraving will be the responsibility of the recipients.

Large group is rated in one of five divisions:

- 1st Division Superior
- 2nd Division Excellent
- 3rd Division Good
- 4th Division Fair
- 5th Division Poor

With three performance judges the following matrix (chart) will be used to determine the overall final rating. There are no + or - used in the final rating and the sight reading judge's score is not used to determine the final rating.

- 1st Division 111 112 113 114 115
- 2nd Division 122 123 124 125 222 223 224 225
- 3rd Division 133 134 135 233 234 235 333 334 335
- 4th Division 144 145 244 245 344 345 444 445
- 5th Division 155 255 355 455 555

PARTICIPATION REQUIREMENTS

- Students must be eligible as outlined in state and district guidelines.
- Out of district schools are encouraged to attend District 6 events. Priority of performance slots will be given to district 6 schools.
- All schools must enter groups from their school according to NMAA classification. Second groups may enter one class lower than NMAA guidelines for that school or the same as the first group. Designate on the judges form which group is the second group.
- All high schools must include 9-12 in enrollment figures.

FEES

School Fees:

- Solo and Ensemble \$4.00 per student per event (up to four)
- Large Group \$75.00 per group plus \$1.00 per student
- Honors Festival \$15.00 per student

Judges Fees:

- Solo and Ensemble \$175.00 per day, .25 per mile, meals and lodging
- Large Group \$175.00 per day, .25 per mile, meals and lodging
- Honors Festival \$200.00 per day, .25 per mile, meals and lodging

JUDGES GUIDELINES

CENTRAL DISTRICT 6 NMMEA GUIDE FOR JUDGES

Evaluations by judges have an important place in making our festivals successful and in encouraging our students to improve. The critiques should be positive in nature, point out areas that need improvement, and give suggestions to bring about needed change. Judges should call attention to the potential of students and should praise areas of exceptional musicianship and teaching. Finally, the judge should assign a rating indicative of the performance and make enough written comments to support the evaluation.

Judges should keep in mind that the standard of performance cannot be that of a professional musician. A class AAAAA performance should not be expected from a class A school, nor should a class A performance from a Class AAAAA be accepted as superior.

There is no restriction on the number of 1st Division ratings which may be earned at any event. It is not required that any 1st Division ratings be given at any festival.

1st DIVISION rating represents a SUPERIOR performance and indicates exceptional training and understanding of the instrument as well as the composition performed.

2nd DIVISION rating represents an EXCELLENT performance but is not worthy of the highest rating, lacking finesse and polish.

3rd DIVISION rating represents a GOOD performance but there is considerable lack of. polish and finesse.

4th DIVISION rating represents a FAIR performance and indicates a great need for improvement of fundamentals and basic musicianship.

5th DIVISION rating represents a POOR performance and indicates an immense need for improvement of basic musicianship and preparation.

Judges must make their final decisions without consultation.

Judges must relinquish their ratings sheets and scores on request from Festival Headquarters.