

? User Guide



Broome County Music Educators Association

Tips for using this Handbook

Document Outline & Tabs

Use the document outline to quickly navigate through this document.

On a computer: The outline is located on the left side of the screen (clicking on a tab a second time will open additional sub-categories).

On a mobile device: Use the menu at the bottom of the screen to switch between tabs (if you don't see the menu try tapping on the screen or scrolling up).

[Constitution](#)

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   [Coordinator & Chairperson Guide](#)

[Audition Coordinator Guide](#)

[Forms & Documents](#)

Expand/Collapse

Click the arrows ➤ to expand or collapse each listed item.

On a computer you can also right click on the arrow and select "expand/collapse all headings of the same style" to expand or collapse the entire section in one click.

Checkboxes

- ☐ Checkboxes are action items that need to be completed (saving a copy of the handbook will allow these boxes to be clicked & checked off - go to the "File" dropdown menu and select "Make a Copy").

Color Codes

 **General Information - Everyone** (these items should be read by everyone and can be found in the "coordinator & chairperson" section of the handbook).

 Festival Participants

 Festival Coordinator

 Festival Chairpersons



1. Constitution

Constitution

(click the arrows > to expand each section)

Article I: Name, Purpose, And Affiliation

Section I: Name

This organization shall be known as the Broome County Music Educators Association (BCMEA)

Section II: Preamble and Philosophy

1. A culture can be evaluated by the degree to which society develops the potential for artistic literacy in each individual.
2. Access to music and the arts and the acquisition of artistic values is the right of all. We believe in the establishment of that right with the added assertion that a cultivation of musical literacy can lead the way to an informed exercise of value judgments.
3. A philosophy of artistic (musical) literacy for every child has broad implications such as:
 - a. We are aware of the innate ability of every child to appreciate music and the arts.
 - b. Society recognizes the basic educational values inherent in the study of artistic discipline coupled with the development of artistic taste.
 - c. Schools support instruction in the arts with the appropriation of adequate time in the core curriculum.
 - d. Teachers employ concepts of teaching in the classroom, stimulating emotions to challenge intellect and cultivate creativity, that which is the very basis of individuality possessed by each child.

Section III: Purpose

1. The organization is organized exclusively for charitable and educational purposes under IRC Section 501(c)(3), or corresponding section of any future federal tax code.
2. The proper allocation of time, space, personnel, and equipment must be made present in our school system as a necessary instrument to effectively fulfill our purpose. As an association, our purposes shall remain as follows:
 - a. To implement the aforesaid concepts in section II to advance the growth of music education and contribute to the basis of artistic literacy.
 - b. To create an environment of mutual cooperation and, in turn, actively foster professional growth and leadership among members.

Section IV: Affiliation

This organization shall function as a unit of NYSSMA and NAFME.

Section V: Earnings and Political Affiliations

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article II: Membership And Dues

Section I: Voting Members

Only persons who are employed by BCMEA affiliated schools, colleges, or other recognized educational institutions, as

music educators, may gain membership status upon payment of prescribed dues.

Section II: Non Voting Members

Private music teachers, retirees, and music dealers shall be eligible to become members in this association upon payment of prescribed dues (remind private teachers and retired teachers to renew membership in September). If a non-voting member holds the office of 3rd Vice President they will be granted voting privileges on the executive council.

Article III: Organization

Section I: Officers

The Officers of the organization shall be instituted as follows:

1. President
2. First Vice President
3. Second Vice President
4. Third Vice President
5. Secretary
6. Treasurer

Section II: Executive Board

1. The executive board shall consist of the aforementioned officers in Article III, Section I together with one representative from each BCMEA affiliated school district.
2. Broome County Music Educators Association reserves the right to modify or change procedures set forth in this handbook, or cancel any portion of a festival or audition in part or in its entirety, without the approval of the membership as set forth in Article . . . of these bylaws, in cases of, but not limited to: Act of God, calamity or disaster not within the power of the BCMEA to avoid; federal, state or local government directives; school or performance/rehearsal venue directive; war, riot, insurrection, epidemic, national or local calamity; state of emergency declared by Federal, State or Local authorities. Such action shall be taken by the BCMEA President, in consultation with the BCMEA Executive/Representative Council.
3. BCMEA also reserves the right to modify handbook procedures in cases where non-emergency, unforeseen situations arise that are not covered by this handbook. In such cases, BCMEA will take appropriate action, with the approval by majority vote of the Executive Council.

Section III: Function

The Executive Board shall be empowered to implement the philosophy and purpose as set forth in Article I, Section II and Section III.

Article IV: Amendments

Section I: Amendments

The constitution may be amended by a two- thirds vote of the members present at any regular meeting provided that the amendment has either been proposed at a previous Association meeting or members have received notification by mail or electric means at least one week prior to voting.

Section II: Robert's Rules of Order

The parliamentary principle set forth in Robert's Rules of Order, Revised Edition, shall govern in all cases not covered by the Constitution and By-Laws

Article V: Dissolution

Section I: Dissolution

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of IRC Section 501(c)(3), or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.



2. Bylaws

Bylaws

(click the arrows > to expand each section)

Article I: Terms Of Office

Section I: Officers

Officers shall be nominated at the May meeting of the Association. Officers serve for a term of two years beginning July 1, and may be re-elected.

Section II: Vacancies

In case that a vacancy occurs in any office, except in the office of President, the position shall be filled by the Executive Board. The person so chosen shall serve only until the end of the unexpired term. In the case of a vacancy in the office of the President, the First Vice President shall fulfill the empty position.

Section III: Eligibility

With the exception of the 3rd Vice President, all officers need to be employed as a music educator in a BCMEA affiliated school district.

Article II: Duties

Section I: President

The President shall be the chairperson of the Executive Board and shall preside at all meetings. The President shall be responsible for the general administration of the Association.

Miscellaneous duties of the president

- ☐ At the conclusion of the last festival restock the first aid kit

Section II: First Vice President

The First Vice President shall assume the duties of the President when the President is unable to do so. They are also responsible for administration of the Distinguished Service Award. This person will also provide retirees with a hard copy of the directory if it is requested. The First Vice President's name will be listed on the checking account.

Section III: Second Vice President

The Second Vice President shall be publicity chairperson for the organization.

Section IV: Third Vice President

The Third Vice President shall oversee all festival preparations, including the following:

Festival Planning

- ☐ Secure and confirm the dates of the festival in the upcoming year with Binghamton University. This should occur during the month of March, April, or May of the proceeding school year, immediately following the close of current festivals.
- ☐ Secure insurance certificates of liability covering festival days at hosting school, audition schools, and the Anderson center. This should occur during the fall of the festival season.
- ☐ Distribute policies to host schools.
- ☐ Contract refreshments for festival days in collaboration with Binghamton University Sodexo Campus Services.
- ☐ The Third Vice President will coordinate room availability with the Anderson Center and will communicate that with the festival coordinators.

Ensure all festival needs are met. They are as follows:

- ☐ Percussion equipment.
- ☐ Rehearsal Schedules, rehearsal spaces and a place to eat lunch

- ☐ Festival Seating Charts, Stands, and Risers.
- ☐ Concert Recordings.

Concert Recordings

- ☐ Make arrangements with a reliable organization to record the concert.
- ☐ Order complimentary copies for the conductors.
- ☐ Recordings will be made available for purchase by students, families and teachers.
- ☐ Send one copy of the concert recording to the BCMEA library.
- ☐ Send one copy of the recording to each of the conductors.

Section V: Secretary

The secretary shall keep an accurate record of all business meetings of the Association and Executive Board and shall make all necessary reports. The secretary will maintain a file of forms and programs pertaining to all activities of the Association.

Section IV: Treasurer

The Treasurer shall:

- collect all monies from dues and activities sponsored by the organization and record all collections and disbursements.
- attend monthly BCMEA meetings (1st Monday of the month) from September to June.
- at each regular meeting present a formal treasurer's report and email this report to the BCMEA Secretary.
- prepare books for audit when necessary.
- document and pay bills for music and other purchases related to BCMEA.
- document and deposit all checks received.
- bring account binder to all meetings.
- balance checkbook each month.
- order new checks when needed.
- upon the termination of the Treasurer's term, deliver all records and other materials of the Association to the new Treasurer.

Treasurer Calendar

June

- ☐ Pay Honorariums: Librarian, Secretary, Treasurer, Webmaster, Online Directory Administrator - \$100 each
- ☐ Close up treasurer's books for the school year and provide an end-of-year report to BCMEA council.
- ☐ Pre-date school district bills (July 1st) and e-mail to district reps by the end of the school year.
 - All districts yearly dues: \$75.00 prior to July 1, 2026
 - All districts yearly dues: \$150.00 as of July 1, 2026
- ☐ Update teacher membership form on the BCMEA website.

July & August

- ☐ Deposit any checks received from school districts and individual teachers.

September

- ☐ Pay NYSSMA insurance (3rd VP will assist in getting bills).
- ☐ E-mail district reps with updated teacher membership form.
- ☐ Collect \$20 teacher membership fees for active teachers ****As of October 1, 2025 the teacher membership fee will increase to \$30.00****, \$10 for retired teachers (or \$50 lifetime membership fee).
- ☐ Inform On-line Directory Administrator of paid members.
- ☐ Update BCMEA Officer/Rep contact list for your notebook.

October

- ☐ At BCMEA meeting, make a motion to donate money to various arts related groups in the county.
- ☐ Mail donation checks to each group after BCMEA council approval.

November

- ☐ Treasurer's monthly minutes to include a list of currently paid members – encourage others to join.
- ☐ Give 1st VP addresses of those retirees who have requested a hard copy of the BCMEA Teacher Directory.

December

- ☐ Reimburse 5 -9 All-County audition expenses.
- ☐ Include an updated list of paid members in the monthly treasurer's report.
- ☐ Request ensemble rosters from 5 – 9 all-county chair people.
- ☐ Start documenting how many students from each district are in each ensemble.
- ☐ Get specific names of no-shows and what district they are from.
 - Include their names in the bill sent to the school districts. \$15 per student and per no-show, or as determined by the BCMEA Executive Council.

January

- ☐ Coordinate with the Scholarship Chairperson to send out checks to scholarship winners (after verifying they are still music majors in college).
- ☐ Reimburse 10-12 All-County audition expenses.
- ☐ Request ensemble rosters from 10-12 all-county chair people, including no shows.
- ☐ Complete documenting how many students from each district are in each ensemble.
- ☐ E-mail bills to district reps. Send festival coordinators list of BCMEA members (to be included in the printed program).

February

- ☐ Pay scholarship chairperson honorarium of \$75.00.
- ☐ Reimburse festival expenses

If Binghamton University is not handling ticket sales:

- ☐ From the BCMEA bank account, withdraw \$600 cash for ticket change: (\$200 1's, \$200 5's, \$200 10's).
 - See [Tickets](#) in festival guide for more info.
 - No credit cards accepted
- ☐ Find 4 teachers to assist selling tickets at each festival - 2 ticket tables.

February/March

- ☐ Deposit ticket sales
 - ☐ Pay Anderson Center
 - ☐ Pay Honorariums:
 - Conductors - \$500 honorarium, plus a max. of \$100 for mileage, & booking/covering cost of hotel.
 - Accompanists - \$250
 - Coordinator - \$200*
 - Chair people - \$150*
 - Choral CDs - \$100 per festival
 - MIOSM Coordinator - \$75
- *Coordinator and chairpersons will be paid once all festival music has been returned.

April/May

- ☐ Send out secondary student participation bills for all-county festivals as needed.
- ☐ Get names of next year's festival chair people/coordinators.

Section VII: Other Positions

Non-voting, stipend, positions include, but are not limited to: Librarian, Directory, and Scholarship Coordinator, Webmaster and MIOSM Coordinator. Regular meeting attendance by these positions is not mandatory.

Section VIII: Participation and Registration

District membership commitment must be made by June 1st of the previous school year by the district representative.

1. A Participation Fee is required of each school system enrolling students in any activities affiliated with BCMEA. A single fee covers all schools under one Board of Education. Checks should be sent to the Treasurer and addressed to BCMEA. Each district shall pay the fee of \$75.00. ****As of July 1, 2026 the district fee will be raised to \$150 per district****
2. A registration fee must be paid by each student accepted into an ensemble. The fee shall be determined by the organization's Executive Board. All Registration Fees from one school district must be forwarded to the Treasurer in a single check. Checks should be addressed to BCMEA and are to be accompanied by a list of all students participating in band, orchestra, and chorus. Students who fail to notify the ensemble chairperson of a cancellation 48 hours in advance will be charged a fee equal to the amount of the registration fee for accepted students.

Article III: Nominations & Elections

Section I: Nomination Procedure

Nominations will be submitted to the President prior to the May meeting.

Section II: Election Procedure

At the May meeting, the President shall act as chairperson and the Secretary shall present the slate of candidates selected by the nominating committee. Other nominations may be made from the floor. The process of voting will be at the discretion of the representative council. Only paid/active BCMEA members are able to vote.

Article IV: Committees

Section I: Committees

The President shall appoint all other committees as warranted.

Article V: Amendments

Section I: Amendments

The By-Laws of the organization may be amended by a two-thirds vote of the members present at any regular meeting provided that the amendment has been proposed first at a regular Association meeting or by notifying the Association members by mail or electronic forms of communication at least one week prior to voting upon it.

Date of Adoption

Signatures

This document, comprising the constitution and bylaws of The Broome County Music Educators Association, was duly adopted by the BCMEA Executive Council on the 3rd day of February, 2025.

Jacquelin M. Kovacs	BCMEA President		2/3/2025
Print Name	Title	Signature	Date
Laura Hine	BCMEA Secretary		2/3/2025
Print Name	Title	Signature	Date



3. Participation Guide

All-County Planning Guide



Festival Participants

September



September

Joining BCMEA

- ☐ Go to <https://www.bcmeany.org/join> to join or renew your BCMEA Membership

October



October 1: 5-9 Ensembles & 10-12 Jazz (except 5-6 chorus)

Registering Students For An All-County Audition

*Registration forms, audition excerpts & the audition letter will be posted by **October 1** for 5-9 Ensembles & 10-12 Jazz Ensemble on the members section of the [BCMEA website](#).*

- ☐ Complete and have signed the appropriate registration form for each student who would like to audition for All-County
- ☐ Give each student a copy of the audition letter
- ☐ Give each student a copy of the audition excerpts and the audition requirements



October 15: 5-6 Chorus

5-6 Chorus Allocation Form

- ☐ [5-6 Chorus Allocation Form](#): Complete the Choral Allocation Form and send to the 5-6 choral chairperson
Allocation will be based on the formula found in the [5-6 Chorus Allocation section](#) of this handbook

November



November 1: 10-12 Band/Chorus/Orchestra

Registering Students For An All-County Audition

*Registration forms, audition excerpts & the audition letter will be posted by **November 1** for 10-12 Ensembles on the members section of the [BCMEA website](#).*

- ☐ Complete and have signed the appropriate registration form for each student who would like to audition for All-County
- ☐ Give each student a copy of the audition letter
- ☐ Give each student a copy of the audition excerpts and the audition requirements



November 1: 5-9 Ensembles & 10-12 Jazz (except 5-6 chorus)

Submit Registration Forms

Be sure all registration forms are complete and all signatures have been filled in.

- ☐ [Email/Scan Cover Letter](#): Complete the Registration Cover Letter
- ☐ Scan and email signed registration forms along with the cover letter to the appropriate chairperson by **November 1st**

If No Students Are Registering:

- ☐ If no registration forms will be submitted from your school, inform the Chairperson that they should not expect to receive any forms from your school.



November 15: 5-9 Ensembles & 10-12 Jazz Ensemble (except 5-6 chorus)

Audition Schedule

- ☐ Once the audition schedule has been posted, give the students who are auditioning their times.
- ☐ Work with the students to help them prepare for their audition.
- ☐ **Notify the Chairperson of any Cancellations at least 48 hours in advance**

- Students who fail to attend the audition, without prior notification to their teacher, will forfeit the registration fee.
- The student's district will be charged unless the teacher notifies the Chairperson of cancellations at least 48 hours prior to auditions.

December

✓ December 1: 5-6 Chorus & 10-12 Band/Chorus/Orchestra

Submit Registration Forms

Be sure all registration forms are complete and all signatures have been filled in.

Please note for 5/6 chorus: Once the elementary chorus acceptances are made there can be no substitutions.

- ☐  [Email/Scan Cover Letter](#): Complete the Registration Cover Letter
- ☐ Scan and email signed registration forms along with the cover letter to the appropriate chairperson by **December 1st**

If No Students Are Registering:

- ☐ If no registration forms will be submitted from your school, inform the Chairperson that they should not expect to receive any forms from your school.

✓ December 15: 10-12 Band/Chorus/Orchestra

Audition Schedule

- ☐ Once the audition schedule has been posted, give the students who are auditioning their times.
- ☐ Work with the students to help them prepare for their audition.
- ☐ **Notify the Chairperson of any Cancellations at least 48 hours in advance**
 - Students who fail to attend the audition, without prior notification to their teacher, will forfeit the registration fee.
 - The student's district will be charged unless the teacher notifies the Chairperson of cancellations at least 48 hours prior to auditions.

January - March

✓ January

Music Distribution

- ☐ Once the acceptance list has been posted inform your students who auditioned of the results
- ☐ Make arrangements to collect music packets from your district rep (they will receive them from the festival chairperson or coordinator)
- ☐ Distribute the music packets to the students. Please remind them that these packets contain original copies of the music and the entire packet will need to be returned at the conclusion of the festival.

✓ January - March

Preparing for the Festival

- ☐ Work with your students and make sure they have their music prepared for the festival
- ☐  [Chaperone Coverage Form](#): Email the chaperone form to the festival coordinator (Due 2 weeks before festival)
- ☐ Submit meal request form for Friday's rehearsal by the deadline specified by the festival coordinator
- ☐ Create name tags for all students participating in the festival.

✓ Festival Weekend (February/March)

Festival Weekend

- ☐ Sign-in at the registration table upon arrival on both Friday and Saturday.
- ☐ Give each student a name tag to wear for the full duration of the festival.
- ☐ A teacher should be on site to supervise students from each district at all times.
- ☐ Binghamton University requires all teachers to wear badges for the duration of the festival.

✓ 4. Coordinator & Chairperson

All-County Planning Guide

Coordinator & Chairpersons

 Coordinator  Chairpersons  General Information

(click the arrows > to expand each section, right click to expand all)

The procedures in this manual have been standardized and must be followed exactly. Any deviation from these procedures must be approved by the 3rd Vice President.

Initial Planning

Purpose

- To provide an educationally musical experience.
- To provide the students with an experience that they may not get in their daily educational setting.
- To broaden the student's awareness and interest in music.
- To make the students aware that music can and does play an important part in the lives of people.
- To have the students experience performing in a high caliber group of the best students from all of Broome County.
- To give the students a chance to meet and get to know music students from other schools.
- To give the students the opportunity to work with an outstanding conductor.
- To draw attention to content rather than technique.
- To emphasize and draw to the attention of the students the elements and concepts of style, form, phrasing, nuance, historical background, and musicality, in addition to developing the skills of listening.

Payments

- Conductors will receive \$500.00 Honorarium, \$100.00 maximum for mileage, and hotel stay booked and purchased by BCMEA
 - Mileage will be paid at the current NYSSMA rate.
 - There is a \$600.00 cap for the honorarium and mileage.
- chairpersons will receive a \$150.00 stipend, less membership fee if they are not a BCMEA member.
- Coordinator will receive a \$200.00 stipend, less membership fee if they are not a BCMEA member.
- Accompanists will receive \$250.00 stipend.
- Nurses will be paid \$20/hour
- Creation of choral rehearsal tracks will be paid \$100 per festival.

Please note, all district coordinator and chairperson honorariums will be withheld until ALL BCMEA Library music has been returned from the host district.

Coordinator and Chairperson Selection

- ☐ The three chairpersons and the Coordinator will be drawn from the district where the Festival is being held and must be selected before February 1st.

General Information

- Consult Deadline Dates frequently.
- Check with the chairpersons frequently. Make sure all is going smoothly and be prepared to make suggestions.
- Contact the 3rd Vice President concerning any questions or problems you have. This person is there to assist you.
- Contact last year's Coordinator and chairpersons to foresee any problems or for helpful suggestions.
- Proceeds from BCMEA Festival Concerts go to the BCMEA Scholarship Fund. Expenses for printing of tickets, programs, etc. should be kept as low as possible. CONCERT EXPENSE SHOULD IN NO WAY EXCEED TOTAL REGISTRATION FEES COLLECTED

First Steps

- ☐ Select chairpersons for each ensemble.
- ☐ Add festival dates to your school calendar.
- ☐ Reserve facilities and complete necessary forms.
- ☐ Check on the cost of custodial services.
- ☐ Coordinate with the Third Vice President regarding festival dates and Saturday facilities.
- ☐ Encourage chairpersons to have the program chosen and ready for approval by the June Executive Council meeting.
- ☐ Update the Festival Google Document with the dates, locations, contact info, audition materials, letters and conductor information as you receive it from the chairpersons (a template will be sent to you by the webmaster in February).
- ☐ When the Third Vice President asks for insurance information, update the document and send it back.

Chairpersons Meeting

- ☐ Meet with the chairpersons and go over their checklist and responsibilities.
 - Be sure they read through the checklist carefully, thoroughly, and frequently.
 - Emphasize to the chairpersons that they should stress the learning experience.

Chairpersons should be given:

- ☐ Festival Handbook (found on the [BCMEA website](#))
- ☐ The BCMEA rubber stamp to stamp new music (held by the librarian)
- ☐ BCMEA directory (found on the [BCMEA website](#))

Festival Nurse

It is the responsibility of the Festival Coordinator to have a nurse on location throughout both days of the festival. The current pay rate is \$20/hour.

- ☐ Hire a nurse to be on duty for both days of the festival.
- ☐  [Agreement for Nurses - Festivals](#): Send the signed nurses contract to the BCMEA treasurer

Conductor Selection

Conductor Selection Guidelines

Conductors should be chosen for their interest and ability. They should be able to work well with age-appropriate students. Please consider the following: Is the prospective conductor an outstanding teacher? Does the chairperson have personal knowledge of the quality of the person's work? Has the prospective conductor been recommended by someone the chairperson knows to have good judgment? Has the prospective conductor demonstrated success conducting other festivals? Does the prospective conductor have successful experience conducting the age group in question?

Conductor Selection Procedure

- ☐ In February, compile a list of 3-6 potential guest conductors.
- ☐ Contact three area-appropriate Broome County directors & receive approval of the candidates.
- ☐ Send conductor candidate information to coordinator or district rep who will present names at the March BCMEA Executive Council meeting for final approval.

Conductor Approval

- ☐ Present potential conductor names at the March BCMEA Executive Council meeting for approval. Make sure the chairperson has contacted three area-appropriate Broome County directors for approval of the candidates before the names are brought to the board.
 - **AFTER** board approval has been given and dates are secured with Binghamton University, prospective conductors should be contacted by the chairpersons.
 - All guest conductors should be approved by the May executive council meeting and must be approved no later than the June executive council meeting.

Contacting Conductors

After board approval has been given and dates are secured with Binghamton University, prospective conductors should be contacted.

- ☐ Contact the first choice conductor to confirm that they are interested and available. If they are not, move down the approved list until you find an available conductor.
- ☐ After the conductor has verbally accepted, have the conductor contract signed and returned.
- ☐  [Agreement for Conductors](#): Send the completed conductor contract to the treasurer.
- ☐ Request a biographical sketch from the conductor.
- ☐ Inform executive council of conductor acceptance by the May BCMEA meeting.

Choral Accompanist

Choral chairpersons are responsible for hiring an accompanist for both the rehearsal and concert. Details can be found in the accompanist contract.

- ☐ Hire an accompanist for the festival.
- ☐  [Agreement for Accompanists](#): Send the completed accompanist contract to the treasurer.

Program Selection

Program Selection

Program selection is done by the guest conductor after the final board approval and is due one month after the contract is signed. It is the responsibility of the chairperson to communicate the program guidelines to the conductor and provide them with the necessary materials.

Send the Ensemble Conductor:

- ☐ The BCMEA Program Guidelines (see below)
- ☐ The [past three years programs](#)
- ☐ The [BCMEA library](#) list

BCMEA Program Guidelines

- Must have two selections from the [BCMEA Library](#) or borrowed from a school library.
- Only two new pieces can be purchased by BCMEA per ensemble
 - *In addition to the BCMEA Library music can and should be borrowed from county schools, or other county libraries.*
- BCMEA does not support any illegal copying of music.
- The entire Band/Chorus/Orchestra/Jazz portion of the program should not exceed 30 minutes including the time needed to set up, tear down, and get on and off stage.
- Ensembles must not repeat any pieces from the past three years
- Care must be taken to choose a mix of appropriate selections. A challenge is good, but if all of the selections are difficult, it will be very hard to prepare a good performance.

Program Approval

Once the program has been chosen by the conductor it must be approved by 3 area appropriate Broome County Directors.

- ☐ Send and receive approval of the program from at least three area-appropriate Broome County Directors. After three approvals the program must be approved by the BCMEA Executive Board.
- ☐ Send program information to the coordinator or district rep who will present the program at a BCMEA Executive Council meeting for final approval.

Program Approval

- ☐ Check with chairpersons to make sure the festival music has been selected and that it follows the BCMEA

guidelines.

- ☐ Make sure the chairperson has contacted three area-appropriate Broome County directors for approval of the program.
- ☐ Present program at a BCMEA Executive Council meeting for final approval no later than the first meeting in September.

Acquiring Music

Once the program has been approved:

- ☐ confirm the program order with the conductor.
- ☐ Request any rehearsal notes/letter the conductor would like to be included in the music mailing.
- ☐ Go to BCMEA Library to take out any pieces for the festival.

The BCMEA Library is currently kept at Maine-Endwell High School. You may have to purchase or borrow additional parts (originals only) for each student participating.

- ☐ Check and repair the music from the BCMEA Library.
- ☐ Stamp and number, if it hasn't been done.
- ☐ Identify if ordering replacement parts is needed.

Music Ordering:

- ☐ Share the finalized program with the festival coordinator and communicate what music needs to be purchased & in what quantity. The festival coordinator will order the music for all ensembles on the festival.

Music Ordering

*Ideally music should be ordered before September 1st. At the latest music must be ordered by **September 15th** to avoid delays, back ordering, music out of print and slow delivery.*

- ☐ Order music for all ensembles in the festival.
 - The music order should be placed through Ken Martinek at McNeil Music. Only the coordinator should place this order.
 - Multiple Sets?
- ☐ Once music has been received, send an email to the librarian stating vendor, title, composer, publisher, quantity and price of music ordered.

Envelopes

- ☐ Purchase manilla envelopes for auditions and music packets (can be purchased from amazon or any vendor). They will be distributed to chairpersons as needed. Reimbursement will be provided when receipts are submitted to the BCMEA treasurer at the conclusion of the festival.

Stamping Music

After music has been received:

- ☐ Contact BCMEA Librarian for new library catalog numbers to be placed on all new music.
- ☐ Stamp and number all new music. When numbering use the B-### number from the library, not the number of parts.
- ☐ Return stamp to coordinator.

Percussion Equipment

*At the Anderson Center, all small percussion must be provided by the host district or districts of the students participating in the percussion section. The Third Vice President will coordinate with the Anderson Center regarding the use of larger percussion equipment. The band and orchestra chairperson should contact the Third Vice President for availability of larger equipment such as keyboard percussion, bass drum, tympani and chimes. If, for some reason Binghamton University cannot provide this equipment, then the host district will have to arrange to bring large percussion as well. If possible, **percussion needs must be given to the Third Vice President by January 15.** The Third Vice President will then coordinate this with Binghamton University.*

- ☐ Return to the Third Vice President the Binghamton University Percussion Equipment Request Form.

Auditions

5-6 Chorus Allocation

Each school will receive an allocation equal to 10% of the total 5th and 6th grade students enrolled in chorus. A minimum of 4 slots will be given to each school with fewer than 40 students enrolled in chorus. The allocation form should be filled out by each 5-6 chorus teacher and sent to the 5-6 chorus chairperson by October 15th.

Final allotment numbers will be released by November 1st. Please note: Once the elementary chorus acceptances are made there can be no substitutions.

Due to space BU has a cap of 140 students for the chorus.

- ☐ **September:**  [Chorus Allocation Form](#) Send the chorus allocation form to all district representatives so they can forward to all 5-6 chorus teachers in their district.
- ☐ **October 15:** Tally the amount of students on the allocation forms. If the total number is greater than 140 make proportional cuts to each district keeping a minimum of 4 students per school.
- ☐ **November 1:** Send final allotment numbers to each district

Audition Calendar

- Auditions for 5-9 Band/Chorus/Orchestra/10-12 Jazz participants will be scheduled for the 2nd Saturday in December (*Snow date to be scheduled for the 3rd Saturday in December.*)
- Auditions for 10-12 Band/Chorus/Orchestra will be scheduled for the 2nd Saturday in January. (*Snow date to be scheduled for the 3rd Saturday or Sunday in January.*)

Audition Guidelines & Expectations

- Teachers should be encouraged to recommend only students they feel are capable.
- If a student moves districts after acceptance, the acceptance will remain.
- Student applications are accepted for students in good standing in the school district ensembles.
- Students in all ensembles except for 5-6 Chorus must audition for acceptance and placement.
- No students will be asked to play in any of the all-county ensembles unless they have auditioned.
- All students must audition in person on the designated audition day. (NO EXCEPTIONS)
- No recorded auditions will be accepted.
- Students will be selected by ability, not according to grade level.
- All School Districts must be represented in each festival if they have any students auditioning or applying.
-  [Adjudicator Instructions](#)

Audition Fees

- Registration fees are \$15.00 per audition are to be held by the sponsoring teachers until the audition results are finalized
- Students who fail to attend the audition, without prior notification to their teacher, will forfeit the registration fee. The student's district will be charged unless the teacher notifies the Chairperson of cancellations at least 48 hours prior to auditions.
- Students who audition, but are not accepted will have their registration fee returned by their teacher following the posting of the audition results.
- Following auditions, the BCMEA Treasurer will send District Representatives an itemized student participation bill. All accepted students will be billed, even if the student cancels at a later date.
- Payment must be made by March 30th.
- Districts should send one check covering all district participants for each festival.

Adjudicators & Audition Rooms

It is the responsibility of the chairpersons to find all the needed adjudicators for auditions. Each audition room should have two adjudicators. Adjudicators can be music professionals, grad students or student teachers in music ed (seniors) if

needed. Pair inexperienced adjudicators with an experienced BCMEA adjudicator.

It is also the responsibility of the Chairperson to ask prospective judges about potential conflicts of interest as follows: Adjudicators should adjudicate a level they do not teach. Adjudicators should not be assigned to rooms that include their own students. In the event that the above is not possible, it is recommended that both adjudicators stay in the room for the audition but teachers should not score the audition if they know the student. Under no circumstances may an adjudicator be allowed to judge in a room that contains a student that is his or her relative.

- ☐ Find all needed adjudicators for the audition date.
- ☐ Communicate with the Audition Coordinator as to how many rooms will be needed for auditions.
- ☐ Orchestra chairpersons for 5-6 and 7-9 need to work together to acquire two volunteers to remain in the string warm-up room to help tune instruments. This will free other teachers to volunteer as adjudicators.

Audition Materials

Chairpersons will prepare the audition excerpts for the ensemble they are chairing.

- ☐ Prepare audition excerpts according to the requirements found below.
- ☐ Chorus chairpersons send practice recordings to the webmaster to be posted at www.bcmeany.org/chorus.
- ☐ Once complete, send excerpts to the festival coordinator. The **Festival Coordinator is required to check the audition excerpts before they are posted.**
- ☐ **Post by October 1st:** All audition materials & choral audition recordings for 5-9 & Jazz
- ☐ **Post by November 1st :** All audition materials & choral audition recordings for 10-12

Audition Material Requirements & Guidelines

5-6 Band Audition Materials

- [5-6 Band Audition & Scale Requirements](#)
- The excerpt copies must be clean and readable.
- All band & orchestra excerpts should be between 40-60 measures in total.
- Excerpts should be chosen from both first and second parts, but not labeled.
- Titles, tempo markings and time signature must be labeled on all excerpts.
- Audition excerpts must be labeled with page numbers for each instrument (*example: Page 1 of 2, Page 2 of 2*).
- 5/6 percussion excerpts must include snare drum, bass drum, mallets, timpani & crash cymbals.
 - 5-6 Percussion students may audition for battery and/or mallet percussion
- Scale/rudiment requirements should be included in the audition materials that are sent out and listed ON TOP of the excerpts for each instrument. ([5-6 Band Scale & Audition Requirements](#))

7-9 Band Audition Materials

- [7-9 Band Audition & Scale Requirements](#)
- The excerpt copies must be clean and readable.
- All band & orchestra excerpts should be between 40-60 measures in total.
- Excerpts should be chosen from both first and second parts, but not labeled.
- Titles, tempo markings and time signature must be labeled on all excerpts.
- Audition excerpts must be labeled with page numbers for each instrument (*example: Page 1 of 2, Page 2 of 2*)
- 7-9 Percussion students must audition on all parts.
- Scale requirements should be included in the audition materials that are sent out and listed ON TOP of the excerpts for each instrument ([7-9 Band Audition & Scale Requirements](#))

10-12 Band Audition Materials

- [10-12 Band Audition & Scale Requirements](#)
- The excerpt copies must be clean and readable.
- All band & orchestra excerpts should be between 40-60 measures in total.
- Excerpts should be chosen from both first and second parts, but not labeled.
- Titles, tempo markings and time signature must be labeled on all excerpts.

- Audition excerpts must be labeled with page numbers for each instrument (*example: Page 1 of 2, Page 2 of 2*).
- 10-12 Percussion students must audition on all parts.
- Scale requirements should be included in the audition materials that are sent out and listed ON TOP of the excerpts for each instrument ([10-12 Band Audition & Scale Requirements](#)).

5-6 Chorus Selection

- Students are selected by their music teachers. No audition excerpts are needed.

7-12 Chorus Audition Materials

- [7-9 Chorus Audition Requirements](#)
- [10-12 Chorus Audition Requirements](#)
- The excerpt copies must be clean and readable.
- All 7-12 chorus excerpts should be 20-40 measures in total.
- Titles, tempo markings and time signature must be labeled on all excerpts.
- Audition excerpts must be labeled with page numbers for each part (*example: Page 1 of 2, Page 2 of 2*).
- Audition recordings for 7-9 and 10-12 Choral groups.
 - Recordings should use actual voices. Please be vigilant about correct pitches, rhythm, and diction on recordings.
 - Recordings should have music minus one part auditioning. This means you must record for all parts minus the part auditioning.
 - Provide audio files of the audition materials to the BCMEA webmaster to be posted at www.bcmeany.org/chorus. Please have the recordings to the webmaster before the audition materials deadlines.
- Each student will audition individually on their part along with prerecorded excerpts in which the other voice parts are performed. Example - a soprano student will sing with a CD featuring the voice parts of alto, tenor and bass (*when applicable*). The soprano part on the recording will not be audible during the audition.
- The audition music and CD will be provided by the chorus chairperson.

5-6 Orchestra Audition Materials

- [5-6 Orchestra Audition & Scale Requirements](#)
- The excerpt copies must be clean and readable.
- All band & orchestra excerpts should be between 40-60 measures in total.
- For orchestra, different excerpts should be chosen for Violin I & Violin II.
 - Students will choose to audition on either the first or second part.
- Titles, tempo markings and time signature must be labeled on all excerpts.
- Audition excerpts must be labeled with page numbers for each instrument (*example: Page 1 of 2, Page 2 of 2*).
- Scale requirements should be included in the audition materials that are sent out and listed ON TOP of the excerpts for each instrument ([5-6 Orchestra Audition & Scale Requirements](#)).

7-9 Orchestra Audition Materials

- [7-9 Orchestra Audition & Scale Requirements](#)
- The excerpt copies must be clean and readable.
- All band & orchestra excerpts should be between 40-60 measures in total.
- For orchestra, different excerpts should be chosen for Violin I & Violin II.
 - Students will choose to audition on either the first or second part.
- Titles, tempo markings and time signature must be labeled on all excerpts.
- Audition excerpts must be labeled with page numbers for each instrument (*example: Page 1 of 2, Page 2 of 2*).
- Scale requirements should be included in the audition materials that are sent out and listed ON TOP of the excerpts for each instrument ([7-9 Orchestra Audition & Scale Requirements](#))

10-12 Orchestra Audition Materials

- [10-12 Orchestra Audition Requirements](#)
- The excerpt copies must be clean and readable.

- Grades 10-12 Orchestra will be auditioned on excerpts only
- All band & orchestra excerpts should be between 40-60 measures in total.
- For orchestra, different excerpts should be chosen for Violin I & Violin II.
 - Students will choose to audition on either the first or second part.
- Titles, tempo markings and time signature must be labeled on all excerpts.
- Audition excerpts must be labeled with page numbers for each instrument (*example: Page 1 of 2, Page 2 of 2*).
- No scales are required for 10-12 Orchestra

10-12 Jazz Audition Materials

Jazz Audition Requirements

- The excerpt copies must be clean and readable.
- Excerpts from two contrasting pieces from the Guest Conductor's chosen program.
- The excerpts should be between 40-60 measures in total.
- Titles, tempo markings and time signature must be labeled on all excerpts.
- Audition excerpts must be labeled with page numbers for each instrument (*example: Page 1 of 2, Page 2 of 2*)
- For Improvisation & additional rhythm section requirements: [See Jazz Audition Requirements](#)

Audition Letter & Materials

- ☐  [Audition Letter](#): Update the audition letter announcing the festival and post by **October 1st**
- ☐ Coordinators are required to check the audition excerpts before they go out. **Make sure all excerpts follow the guidelines.**

Posting Audition Materials

The following documents should be posted in the festival google doc by the deadlines listed below. Some of these documents will already be part of the google doc template.

- ☐ Updated Audition Letter
- ☐ Registration Forms
- ☐  [Email/Scan Cover Letter](#)
- ☐  [BCMEA Eligibility Requirements](#)
- ☐ **Post by October 1st:** All audition materials & choral audition recordings for 5-9 & Jazz
- ☐ **Post by November 1st :** All audition materials & choral audition recordings for 10-12
- ☐ Email all BCMEA reps communicating that all audition documents have been posted. Hard copies can be sent upon request. It is the district representative's responsibility to forward the email to the teachers in their district.

Collecting Registration Forms

Chairperson is responsible for collecting registration forms and responding to each teacher to confirm the forms have been received.

- ☐ When Registration forms are received, check incoming forms to make sure all three sections are signed and all blanks are filled in. If you have any questions, contact the teacher and get them cleared up as soon as possible.

After the deadline for submitting registration forms has passed, check your list of schools to be sure they all answered in some manner.

- ☐ If no registration forms will be submitted from a certain school, the teacher should inform the Chairperson. Even though the burden to meet deadlines is on the individual teacher, we should still contact them if their recommendations are not in.

Creating the Audition Schedule

- ☐ Using the audition guidelines found below make an audition schedule for your ensemble
 -  [Audition Schedule Template - Winds/Strings/Vocal](#)
 -  [Audition Schedule Template - Jazz/Percussion](#)
- ☐ Send the audition schedule to the festival coordinator to be posted by **November 15th** (5-9 & Jazz) or **December 15th** (10-12)

Audition Scheduling Guidelines

- Audition schedules for all grades 5-9 ensembles & 10-12 Jazz should be posted by **November 15th**.
- Audition schedules for grades 10-12 should be posted by **December 15th**.
- Auditions should start at 8:30 a.m. and should end no later than 1 p.m.
- Chairperson will assign students to times and rooms.
- All instruments and voices of the same type and level must be assigned to the same room.
- Separate rooms for scales and excerpts will be used for Flute, Clarinet and Violin rooms or other instruments as necessary and scheduled at 3-minute increments. Each room should use a separate adjudication sheet and the scores combined and tallied at the conclusion of the auditions.
 - Under no circumstance should the scale adjudication sheet be given to the student to take to the excerpt room!
- Audition time slots:
 - Non-jazz winds/string/vocal auditions will be 5 minutes.
 - Percussion auditions will be 10 minutes.
 - Jazz auditions will be 10 minutes.
- Adjudicators should be given a ten-minute break every hour, if possible.
- Due to time constraints, judges will determine which excerpts will be heard, and will be consistent in the room.
- Teacher, school, and district names will not be on the audition schedule.
- Schedule the closest schools earlier in the morning and the schools that are further away later.

Posting the Audition Schedule

- ☐ **Post by November 15th:** For 5-9 and Jazz post the audition schedule and send an email announcing the post to all participating district reps and the audition coordinator.
- ☐ **Post by December 15th:** For 10-12 post the audition schedule and send an email announcing the post to all participating district reps and the audition coordinator.
- ☐ Provide chairpersons with Manila Envelopes for adjudicator packets.

Audition Adjudicator Packets

Create adjudicator packets for each audition room.

Include the following in each packet:

- ☐ Audition room schedule. There should be **NO TEACHER, SCHOOL OR DISTRICT NAMES** included on the schedule provided to adjudicators.
- ☐ Adjudication sheets
 -  [Audition Adjudication Sheet - Vocal](#)
 -  [Audition Adjudication Sheet - Winds/Strings](#)
 -  [Audition Adjudication Sheet - Percussion](#)
- ☐ Pencils
- ☐ Proficiency List(s) for each instrument/voice auditioned.
 -  [Audition Proficiency List Template](#)
- ☐ Copies of the music excerpts.
- ☐ Copy of the audition requirements
 -  [Audition Requirements - Festival I:](#) (5-6 Orch, 7-9 Chorus, 10-12 Band)
 -  [Audition Requirements - Festival II:](#) (5-6 Chorus, 7-9 Band, 10-12 Orch)
 -  [Audition Requirements - Festival III:](#) (5-6 Band, 7-9 Orch, 10-12 Chorus)
 -  [Audition Requirements - Jazz](#)
- ☐ List of Instructions & Philosophy to the adjudicators.
 -  [Instructions & Philosophy to Adjudicators](#)
- ☐ Audio recordings for Choral and Jazz auditions

- ☐ Scores and/or percussion parts for all pieces in the percussion room adjudicator packet (these will be used by the percussion adjudicators to assign parts once all students have auditioned).

Audition Day

- There will be a meeting at 8:00am run by the Audition Site Coordinator or 2nd Vice President for all adjudicators
- Chairpersons should be at the audition site by 8:00am to meet adjudicators and give them their audition packets.
- After auditions are over, assume the responsibility for the condition of the audition rooms. Leave the rooms in a condition that will create good will with the custodians, administration and teachers who will be working there on the following Monday.

Completed Adjudication Sheets

- Adjudicator sheets and results should not be shared with anyone, including other music educators, after the auditions.
- Results should be handed directly to the festival chairperson.
- Adjudicator sheets should be shredded immediately after the festival.

Ensemble Size Guidelines

- Check with the Coordinator concerning the size of rehearsal and performance areas.
- Determine the size of the ensemble. This will be determined by the chairperson and the guest conductor based on the audition pool.
 - The size of the 5-6 Chorus is capped at 140 due to space at Binghamton University
- Work out the instrumentation/voicing with your conductor. Be realistic, but try for the best balance possible.
- All School Districts must be represented in each festival if they have any students auditioning or applying.

Posting Ensemble Roster

Audition results will be released by the 2nd Monday after auditions.

- ☐ Make an acceptance list/roster of your ensemble.
 - Information on the roster should be accurate and complete. Assume that this list will be used for anything and everything that can possibly arise: Signing out music, taking roll, making the program, calculating fees, name cards for rehearsals.
- ☐ Post the roster and send an email to all district reps announcing the post
- ☐  [Audition Acceptance/No Show List](#): For billing purposes send the BCMEA treasurer a list of acceptances and no shows from the auditions

Music Packets/Distribution

Festival Letter & Music Packets

- ☐ Provide chairpersons with Manila Envelopes for music packets.
- ☐  [Festival Information Letter](#): Create the festival letter for the music packets (please note that much of this information can be copied from the audition letter).
- ☐ Send updated festival letter to chairpersons.
- ☐ Check with chairpersons to make sure all required materials have been included in the packets.
- ☐ Post a copy of the information letter to BCMEA festival google document.

Music Packets

Put together music packets for the ensembles. Include the following:

- ☐  [Music Packet Number Cover Sheet](#): Tape to outside of manila envelope
- ☐ One original copy of all music. NO PHOTOCOPIES ALLOWED!
- ☐ Festival Information letter (will be provided by the festival coordinator).
- ☐  [Registration Fee Insert](#)
- ☐ Conductor rehearsal notes.

- ☐ Choral chairperson: a reference choral rehearsal recording should be posted for all directors involved in the festival – MANDATORY!
 - Send recordings to BCMEA webmaster to have them posted at www.bcmeany.org/chorus

Completed music packets should be given to the coordinator for distribution by the correct deadline.

- ☐ Music packets for the ensembles using the December audition should be given to the coordinator for distribution at the January BCMEA meeting.
- ☐ Music packets for ensembles using the January audition will be given to the festival coordinator no later than 1 week after audition results are posted.

Music Packets Distribution

5-9 & Jazz music packets (December Audition Date)

- Distribute music packets for 5-9 and Jazz at the January BCMEA meeting.

10-12 music packets (January Audition Date)

Music packets for ensembles using the January audition will be given to the festival coordinator no later than 1 week after audition results are posted.

- ☐ Contact district reps from each district and decide how to send each district their music packets.
- ☐ Deliver music packets to each district rep. District reps will deliver the music packets to each teacher within their district.

NO MUSIC will be distributed via BOCES Mail.

Program Information

- ☐ Send all program information to the Concert Program Coordinator one week following auditions. In the absence of a Concert Program Coordinator, the Festival Coordinator shall be responsible for making the program.
 - ☐ Conductor Name
 - ☐ Conductor Biography
 - ☐ Accompanist Name
 - ☐ Chairperson Name(s)
 - ☐ Program Titles and Composers in Concert Order
 - ☐ Roster with school district labeled for each student

Printing Programs

The host district assumes the cost of printing the concert programs. Any issues associated with printing costs should be brought to the attention of the BCMEA treasurer.

The concert program coordinator will send an editable copy of the program to the festival coordinator

- ☐ Check the program for errors and send it to all chairpersons to also check for errors.
- ☐ Make any necessary revisions.
- ☐ Have the program printed.
 - Concert Program Printing Estimates (adjust as needed)
 - Festival I: 500 programs
 - Festival II: 600 programs*
 - Festival III: 500 programs*

**Whichever festival has Jazz Ensemble should print an additional 50 programs*

In the absence of a Program Coordinator, the Festival Coordinator shall be responsible for making the program.

Programs should include:

- Broome County Music Educators Association Annual All County Festival
- Host School

- Concert location date and time.
- Program – in order.
- Biographical sketch of Conductors in order.
- BCMEA Officers.
- BCMEA membership list obtained from the treasurer.
- Names of students in each group
 - Band/Orchestra/Jazz by instrument.
 - Chorus by voices
 - Include students' school districts.
- Names of participating schools and their directors.
- Thank you to Administration and staff of host school
-  [Anderson Center Welcome Letter](#)
- Include a QR code to an electronic version of the program

Festival Preparations

Festival Cancellations

- Cancellations due to weather or emergency situations will be made at the discretion of the host school district, superintendent, site coordinator, 3rd Vice President and BCMEA President. Any cancellation will be announced through the Remind app. ***Text @bcmeamusic to the number 81010 to join***
- Inclement Weather
 - In the event that the concert is canceled due to bad weather, the concert will not be rescheduled and will be canceled.
 - In the event the Friday rehearsal is canceled, the Saturday concert will go on if possible.

Tickets

Ticket Sales will be organized by the Treasurer or by the Anderson Center Box Office.

Ticket Prices:

- Adult \$6.00
- Students (K-12) and Senior Citizens \$5.00
- Family Maximum \$20.00
- Info can be found at www.bcmeany.org/tickets
- BCMEA Members admitted free.

Attendance Policy

If a student is not in attendance for the full duration of the two-day festival, it is the Festival Coordinators obligation to adhere to the attendance requirements written in the handbook and on the audition application signed by the student, parent and director. **A student will not be allowed to participate if they are late to any rehearsal.**

Dismissal Procedure at Anderson Center

- Dismissal procedure for all ensembles from Osterhout. This procedure must be communicated to teachers prior to the festival:
 - ONE Parent/Guardian per student move to top of Osterhout Hall
 - Exit out the Osterhout Staff door – Anderson Staff (by the ODD hall)
 - Parents/guardians form a line in the lobby along the back of Osterhout
 - Anderson Center Staff at the Staff door - will allow 5 parents/guardians into Chamber Hall at a time to pick up students/belongings
 - Adults exit with students out a lower Chamber Hall door into the ODD Hall
 - They may re-enter Osterhout door #8 – top door (by rows T, U, V) if desired or exit ODD Hall into the lobby
 - Have all choral students store their things in seats in the upper half of Chamber Hall prior to the concert

- Have them seated by district
- There MUST be teachers in Chamber Hall to assist students during pick-up time
- The ODD Hall (hall between Chamber and Casadesus) should not and for fire reasons cannot be filled with parents looking for kids.
- Each district should establish a parent pick up procedure prior to the Saturday festival.

■ Festival Staff

- Coordinator
- Chairperson of Band
- Chairperson of Chorus
- Chairperson of Orchestra
- Chairperson of Jazz (*designated festival*)
- Conductor of Band
- Conductor of Chorus
- Accompanist
- Conductor of Orchestra
- Conductor of Jazz (*designated festival*)
- Nurse (*Full Time*)
- Piano Tuner
- 3rd Vice President (advisor)
- Cafeteria Staff (only if needed)
- Custodians
- Ticket Sellers – Organized by the treasurer
- Ticket Takers – Organized by the treasurer if held at host school. Organized by the Anderson Center staff if held at BU.
- Program Distributors – Organized by the Anderson Center if at BU
- Guides - Organized by the Host School for the Friday Rehearsal and for Saturday if held at the host school. Organized by the Anderson Center if at BU
- Work Crew

■ Preparing for the Festival Weekend

- ☐ Discuss rehearsal equipment/needs with the conductor.
- ☐ Discuss rehearsal/performance seating with conductor
 - Binghamton University risers for choral groups:
 - BU has 3 or 4 step risers (7 sections) that measure 40 feet and are placed in a straight line
 - One additional row of students can be added on the floor of the stage.
- ☐ Send concert setup diagrams to the festival coordinator

Each Diagram must include

 - Ensemble Name
 - Festival Number and Date
 - Host District Name
 - Festival Coordinator Name and Cell Phone Number
 - Ensemble Chairperson Name

Clearly Indicate

 - 10-12 Chorus include the number of chairs needed for students and teachers in the BU rehearsal room.
 - Placement and Number of Stands, Chairs, Choral Risers (Specify 3 or 4 step)
 - Placement of all percussion
 - Placement of Podium
 - Placement of Piano
- ☐ Create student name cards for rehearsals.
- ☐ If conductor has requested a hotel room be booked, contact the BCMEA treasurer for booking details and send the information to the conductor.

■ Preparing for the Festival Weekend

- ☐ Collect concert setup diagrams from the chairpersons and send to the Third Vice President
- ☐  [Draft Festival Schedules](#): Create a festival schedule for rehearsals/concert in their building and the Anderson Center.
 - The schedule will be shared with all chairpersons, teachers, students, staff and the Anderson Center.
 - Make use of available directors and enlist the aid of students to help with logistics.
 - Don't move groups around unless necessary. Assign each group to one room for the entire festival.
 - Each group should use the concert hall for their dress rehearsal.
 - Schedule groups so only one group breaks at a time or use different facilities if two groups have breaks at the same time.
 - Students should be kept musically busy. Try to avoid too much free time.
 - When scheduling groups, plan on thirty minutes for each group in the concert, including setup and teardown. Don't go over 90 minutes (*two hours for festivals with a Jazz Ensemble*).
- ☐ Chaperone Coverage forms should be collected by the festival coordinator **two weeks** prior to the festival. Coordinators should check to make sure all forms have been collected and follow up with directors who did not submit the form.
- ☐ Piano Tuning: Have all pianos, which will be used, tuned and checked, well in advance. Many times the piano will have to be tuned a half step, which will require more than one tuning.
- ☐ Nurse: Follow-up with the nurse who was hired to be at the festival and give them information about the schedule and locations of the festival.
- ☐ Obtain the BCMEA first aid kit from the president or the previous festival coordinator.
- ☐ Custodians: Be sure custodians are available. Make sure the custodians know what equipment you will need and when you will need it. Provide the custodians with a rehearsal schedule.
- ☐ Make available student guides to assist with locations at the Friday rehearsal.

■ Meals

- ☐ The Coordinator should make arrangements for meal breaks for teachers & students.
 - The Coordinator has the discretion to make arrangements to have a meal served to teachers and students.
 -  [Food Order Form Template](#) - Be sure to update all info on the form.
 - If a Coordinator chooses not to provide a meal, this should be communicated to all people involved.
 - There will be no meals provided by the Anderson Center. Students and Teachers should be told to plan accordingly.
- ☐ The Coordinator will arrange to provide a meal for Conductors, chairpersons, accompanist and nurse Friday and Saturday. There is a \$250 limit for meal purchases for the weekend. Reimbursement will be provided when receipts are submitted to the BCMEA treasurer at the conclusion of the festival.

■ Festival Handouts & Signs

The following hand-outs and forms should be made in advance:

- ☐ Copies of the rehearsal schedule
- ☐ Teacher sign-in sheets or QR code for both the Friday evening and Saturday rehearsals.

Paper Version:

 [School Festival Sign-In](#)

Electronic Version:

 [QR Code to Sign-In Form](#)

 [School Festival Sign-In Form](#)

 [Responses to Electronic Sign-In Form](#)

- ☐ Signs/maps to give directions to students, teachers, and parents who are not familiar with the building.
- ☐ Signs to label all lunch locations at the Anderson Center marking which district is assigned to each area.

 [Signs of all Broome County Schools](#)

- ☐ Signs to designate specific rows for each district in the Chamber Hall of the Anderson Center.
- ☐ Emergency Folders should be provided to each chairperson and include:
 -  [Chairperson Reminders](#)
 -  [BU Evacuation Plan](#)
 -  [Speech Cheat Sheet](#)
 - Ensemble Rosters

Festival Weekend

Festival Weekend - Friday Rehearsal

- ☐ Setup rehearsal locations with all necessary equipment
- ☐ Place name cards on music stands
- ☐ Give the conductor a short introduction to the students.
- ☐ At beginning of rehearsal take attendance and notify coordinator of any missing students
- ☐ Be prepared to stay in the room with the conductor at all times to assist with anything that may come up.
- ☐ Help the conductor stay on schedule and plan for any breaks
- ☐ After the rehearsal, tear down and clean the spaces used.

Festival Weekend - Friday Rehearsal

- ☐ Provide a room and refreshments for directors.
 - The host school coordinator provides this for the Friday rehearsal.
 - The Third Vice President will coordinate this with Binghamton University for the Saturday rehearsal.
- ☐ Setup a registration table at the school entrance with teacher sign-in form
 - A teacher or parent should be stationed at the entrance while schools are arriving.
- ☐ Bring the BCMEA first aid kit to the nurses station
- ☐ Prepare all rehearsal spaces. Equipment checklist:
 - Coat racks
 - Podiums
 - Chairs
 - Music Stands
 - Risers
 - Piano
 - Tuner
 - Percussion Equipment
- ☐ Hang signs/maps to give directions to students, teachers, and parents who are not familiar with the building.
- ☐ Coordinate the serving of dinner for conductors, accompanist, nurse and chairpersons.
- ☐ Impress upon the chairpersons to begin and end rehearsal on time, and to be prompt to performance, meals, breaks, etc. It is especially important that chairpersons and Conductors honor the dress rehearsal schedule carefully. Do not exceed your allotted time.
- ☐ Double check that everything has been done and is ready to go.
- ☐ If a student is not in attendance for the full duration of the two-day festival, it is the Festival Coordinators obligation to adhere to the attendance requirements written in the handbook and on the audition application signed by the student, parent and director. **A student will not be allowed to participate if they are late to any rehearsal.** Executive council members will be available for assistance if necessary.
- ☐ After the rehearsal, tear down and clean the spaces used.
 - Assume responsibility for the conditions of the building.
 - Leave the place in a condition that will create good will with the custodians, administrators, and teachers who will be working there on the following Monday.

Festival Weekend - Saturday

- ☐ Festival chairpersons should be prepared to arrive at Binghamton University early to set up before the start of the first rehearsal. Binghamton University will open for setup at 8:00AM.
- ☐ chairpersons are responsible for setup changes throughout the day and should coordinate with other teachers for any help they will need.
- ☐ Take attendance. If a student is not in attendance for the full duration of the two-day festival, it is the chairperson's responsibility to notify the coordinator before the student is seated.
- ☐ Be prepared to introduce your guest conductor & any accompanists at the concert
- ☐ Have a box ready to collect music as students leave the stage after the concert.

Festival Weekend - Saturday (Binghamton University)

- ☐ Binghamton University Sign-In
 - Please have a teacher or parent volunteer stationed at the Anderson Center entrance while schools are arriving.
 - Please have a sign-in sheet (electronic preferred) at the Anderson Center entrance.
- ☐ Hang signs labeling which district is assigned to each lunch location.
- ☐ Hang signs in the chamber hall to designate specific rows for each district.
- ☐ Deliver programs to the head of house at BU.
- ☐ If a student is not in attendance for the full duration of the two-day festival, it is the Festival Coordinators obligation to adhere to the attendance requirements written in the handbook and on the audition application signed by the student, parent and director. **A student will not be allowed to participate if they are late to any rehearsal.** Executive council members will be available for assistance if necessary.
- ☐ Coordinate the serving of lunch for conductors, accompanist, nurse and chairpersons.
- ☐ Be prepared to make opening comments. Festival Speeches should be done as follows:
 - BCMEA Officer
 - General welcome
 - Emergency exits.
 - No Flash photos or recording devices
 - Turn off cell phones or other electronic devices
 - Photo opportunity will given at the end of each ensemble performance
 - Advocacy Item
 - Recording availability information.
 - Introduce Festival Coordinator
 - Festival Coordinator
 - Welcome
 - Introduction of Ensemble Chairs
 - Arrangements for picking up students at the close of the concert. Please state that students must be picked up by a parent or guardian following the performance.
 - Chairperson
 - Introduce guest conductor
 - Introduce any and all accompanists
- ☐ Make sure chairpersons have a box off stage to collect all music as the students leave the stage. a. No teacher may borrow BCMEA music until it has been returned to the BCMEA library following the festival.

Festival Weekend - (Not at Binghamton University)

If Concert is Not at Binghamton University:

- ☐ Assign students to hand out programs. Make sure you specify proper dress.
- ☐ Set up all performing groups, if possible, in the gym unless at the Anderson Center. If you are using the stage, set up the Band, the Orchestra and Jazz Band on the stage and the Chorus in front of the stage on the risers. Try to save time between groups. The fewer setups the better.
- ☐ Check the P.A. System.

- ☐ Seal off the rest of the building. Have only one entrance.
 - The host site will provide a location for students to wait to be picked up following their performance.
- ☐ Make sure there is adequate supervision.
- ☐ After the concert has started, keep the doors to the concert hall **closed.** (This is a major problem)
 - Station people inside and outside all doors.
 - Ushers should be instructed to only allow people to go in and out after each selection.
 - Post signs on the doors: *No Admittance while groups are performing.*

After the Festival

After the Festival

- ☐ Sort music and return to the BCMEA Library.
- ☐ Return any borrowed music to lending school district or teacher
- ☐ Give the coordinator an oral or written report (problems, suggestions, etc.)
- ☐ Shred/destroy audition adjudication sheets & documents
- ☐ Return to the coordinator extra supplies
- ☐ If not done already return rubber stamps to the coordinator

After the Festival

- ☐ Send a written thank you note to all those who have helped you in any way.
- ☐ Submit receipts for reimbursement to the treasurer for any approved festival expenses.
- ☐ Get an oral or written report (problems, suggestions, etc.) from chairpersons
- ☐ Return rubber stamps to the library.
- ☐ All music, with a library number written on each part will be returned directly to the BCMEA library. BCMEA music must be returned to the BCMEA library by May 1st.
 - All district coordinator and chairperson honorariums will be withheld until BCMEA Library music has been returned after the festival.
 - *When returning music to the BCMEA library please indicate who it is from and/or who it was signed out by.*
- ☐ Notify the treasurer of any missing music. Treasurer will invoice the district \$5.00 per missing part. Invoice will be sent to the business office and will list the student and teacher name.



5. Audition Coordinator

All-County Planning Guide

Audition Coordinator

See "[Duties](#)" Section of Bylaws for job descriptions of other positions

Audition Coordinator Responsibilities:

- ☐ Reserve all rooms needed for auditions by **September 30th** based upon previous audition needs.
- ☐ Hire a nurse to be on duty for the auditions.
- ☐  [Agreement for Nurses - Auditions](#): Send completed nurses contract to the BCMEA treasurer
- ☐ Coordinate with the Festival Coordinator(s) as to the number of rooms needed for auditions.
- ☐ Make signs to direct students, teachers, and parents to proper rooms.
- ☐ Arrange for a large warm-up room.
- ☐ Provide a room and refreshments for Adjudicators and Directors.
- ☐ A student should be assigned to go around to each room to serve Adjudicators during the morning.

Provide the following for each audition room:

- ☐ Music Stand
- ☐ Chairs without arms for students and adjudicators
- ☐ Desk
- ☐ Stools
- ☐ Large percussion equipment for percussion rooms
- ☐ Audio equipment for choral and jazz auditions

Adjudicator Meeting:

- ☐ The Audition Coordinator or Second VP will run the adjudicator meeting at 8:00am on the morning of auditions to reinforce audition expectations and guidelines.

Cancellations:

Cancellations due to weather or emergency situations will be made at the discretion of the host school district, superintendent, site coordinator and BCMEA President.



6. Forms & Documents

Forms & Documents

Audition Forms

 [Audition Letter - October](#)

Registration Forms

 [Email/Scan Cover Letter](#) (use when sending applications to chairperson)

 [5-6 Chorus Application](#) (Festival II)

 [7-9 Chorus - Baritone Application](#) (Festival I)

 [7-9 Chorus - Soprano/Alto Application](#) (Festival I)

 [10-12 Chorus Application](#) (Festival III)

 [Percussion Application](#)

 [Winds/Strings/Jazz Application](#)

 [Chorus Allocation Form](#)

Audition Requirements

 [Audition Requirements - Festival I](#): (5-6 Orch, 7-9 Chorus, 10-12 Band)

 [Audition Requirements - Festival II](#): (5-6 Chorus, 7-9 Band, 10-12 Orch)

 [Audition Requirements - Festival III](#): (5-6 Band, 7-9 Orch, 10-12 Chorus)

 [Audition Requirements - Jazz](#)

 [BCMEA Eligibility Requirements](#)

Audition Schedule & Adjudication Documents

 [Audition Schedule Template - Winds/Strings/Vocal](#)

 [Audition Schedule Template - Jazz/Percussion](#)

 [Instructions & Philosophy to Adjudicators](#)

 [Audition Adjudication Sheet - Vocal](#)

 [Audition Adjudication Sheet - Winds/Strings](#)

 [Audition Adjudication Sheet - Percussion](#)

 [Audition Proficiency List Template](#)

 [Audition Acceptance/No Show List](#)

Festival Documents

 [Chaperone Coverage Form](#)

School Sign- In Paper Version:  [School Festival Sign-In](#)

School Sign-In Electronic Version: [QR Code to Sign-In Form](#) or [School Festival Sign-In Form](#)

School Sign-In Electronic Version Responses:  [Responses to Electronic Sign-In Form](#)

 [School District Signs](#)

 [Food Order Form Template](#)

Music Packets

 [Music Packet Number Cover Sheet](#)

 [Festival Information Letter for Music Packets](#)

 [Registration Fee Insert](#)

Programs

 [Anderson Center Welcome Letter](#)

Schedules

 [Draft Festival Schedules](#)

Red Emergency Folders

 [Emergency Folder Reminders](#)

 [BU Evacuation Plan](#)

 [Speech Cheat Sheet](#)

Contracts

 [Agreement for Conductors](#)

 [Agreement for Accompanists](#)

 [Agreement for Nurses - Festivals](#)

 [Agreement for Nurses - Auditions](#)