

District 2, 3 & 5 Orchestra Manual

PMEA

DISTRICT ORCHESTRA

**FESTIVAL
POLICIES**

2024-2025

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APPLICATION PROCESS

The coordinator will email a preference list form, student application, and information sheet regarding the festival to each president in Districts 2, 3, and 5. The president will then forward this email to every PMEA member in their district.

The student application forms include: the student medical form (one per student), and school acknowledgement form/principal signature page (one per school). Only the current PMEA medical form will be accepted. Any outdated forms will render the student ineligible for selection.

The director of each participating school will submit 2 completed preference lists to the host director **postmarked by October 15**. One list must contain only the names of string players. The other preference list is for wind, brass and percussion players only.

All completed, required forms must be postmarked by the October 15 deadline. Exceptional cases will be determined by the host. If the deadline is not met, the school's students will not participate in that festival that year. (Motion passed '05)

A completed medical form for each student listed must accompany the preference lists. It is the responsibility of each director to see that the medical forms are completed with all necessary signatures. **Every blank on the medical form MUST be filled in**, including tetanus shot date, director cell phone number, student signature, and medical conditions. Students who have blanks in any place on their medical form are not eligible for selection to District 2, 3, 5 Orchestra.

Incomplete applications will render the student ineligible to be selected to the festival. The host director is not obligated to notify participating directors of incomplete applications, but may choose to exercise graciousness and make such notification.

All PMEA directors sponsoring students in PMEA festivals must be full active members of PMEA. Retired members are not eligible to sponsor students in festivals unless acting in conjunction with a school district. Directors with delinquent membership dues will be denied participation in the festival along with their students unless proof of payment can be provided at least one week in advance of the auditions date.

Following the selection meeting, students and their directors will be required to fill out any additional forms that the state has deemed mandatory to the festival system, as well as the Medical Administration Form (if applicable), and the Housing Waiver (if applicable). Failure to complete these forms by the deadline will exclude the student from participation in the festival.

SELECTION PROCEDURES

1. The selection committee shall consist of the host director, coordinator, and a minimum of one member of the PMEA Executive Board of each district and one director from each district. It is highly recommended that if the host of the Region Orchestra festival is a member of district 2, 3, or 5 that he/she be a member of the selection committee. The district president of each district will appoint the director to represent their district.
2. The coordinator will chair the selection committee. Each District President should be notified when and where the audition selection meeting will occur.
3. The selection committee meeting will be held on the first weekend of November so acceptances can be distributed within three weeks from the time of the selections meeting. (Added, 2014)
4. The date, time and location of the meeting will be included with the initial application letter sent to each school. All directors are welcome and encouraged to attend the meeting as observers. The date should be confirmed with the District Presidents and the District Coordinator. A central location and time for the selection meeting will be determined by the District presidents and the coordinator. (2006)
5. As a courtesy, all schools who submit applications will be notified of the results of the selection meeting.
6. Selection procedure will be as follows: Schools that sponsor an orchestra that meets during the school day (not extra-curricular) and sends one or more string students to the festival will be an "A" school. Schools that do not have a string program that meets during the day but has string players will be a "B" school. Schools that do not have a string program and do not have string players involved in the festival will be a "C" school. The selection process will be a random selection per category. (Motion passed '05.)

ROUND 1 A schools only according to random selection order.
ROUND 2 A schools only according to random selection order
ROUND 3 B schools only according to random selection order

This process is repeated until all sections are filled, or all players from A and B schools have been placed.

All eligible players from A and B schools must be selected before proceeding to the C schools only according to random selection order. (approved from February 6, 1997.)

7. If the wind/brass part is not specified, the student will be placed on the lowest available for their instrument.

8. If a section is full, the committee will skip to the next student to be placed in the ensemble. Alternates will be selected only if there are no students available to be placed in the ensemble. To select alternates, the committee will return to any previously skipped over students.

9. If the Violin II section is filled and there are still applicants for that section then perusal of credentials is recommended before filling the Violin I section.

10. Any student attending Regional Orchestra the preceding year should be considered as an automatic return only if the director has indicated them as such on the preference form and the proper forms have been submitted. The selection process will continue after all region students have been placed. Participation in prior District Orchestra festivals does not count for any automatic returns.

11. Professional Courtesy Selections for PMEA District 2, 3, 5 Orchestra:

A. Children and/or stepchildren of PMEA District 2, 3, 5 current and retired members will be automatically placed into District 2, 3, 5 Orchestra when:

- i. The student is the child or stepchild of a PMEA member who teacher (or taught) full or part time music at a public, private, charter, college or parochial school within District 2, 3, or 5. The (step)children of PMEA retired members are only as long as the retired member maintains membership in PMEA.
- ii. The student has all paperwork submitted for the selection process.
- iii. The student is clearly identified as a PMEA member's (step)child on the preference list. It is not the selection committee's responsibility to know that an applicant is related to a PMEA member.
- iv. It is the parent member's responsibility to make the student's teacher aware of the professional courtesy eligibility.
- v. All other applicable PMEA and District 2, 3, 5 Orchestra selection criteria are met by the applicant.
- vi. Professional courtesy students will not count towards the ensemble instrumentation. They will be in addition to the established ensemble size.
- vii. Students who qualify as both a Professional Courtesy Selection and as an Automatic Return will be added to the ensemble as a Professional Courtesy Selection, **provided they are identified as such on the Director Preference Form.**

12. A statement signed by the principal of each school will be required to verify the existence of a string program which offers in-school rehearsal time. A school orchestra is one that meets and rehearses during school time not before or after the school day.

13. Students that have participated in Region Orchestra on a 2nd or lower string or wind part the previous year must attend on a higher part at their District festival, and play that part.

14. The host school will submit a preference list of all of their desired students. The host school will participate in the selection process, along with all of the other schools. The host determines the size of the Orchestra. Courtesy appointments will be determined by the district presidents and the host at the selections meeting. The host may include up to 10%.

15. If a student cannot attend the District Festival then the host shall be contacted immediately. The vacancy will be filled by the District President of the hosting school district. The vacancy will be filled as follows:

A. A student from the school with the cancellation will be substituted in as long as the student submitted all paperwork at the time of selections and was listed on the directors original preference sheet on the instrument **AND** part of the open spot.

B. A student that was chosen as an alternate at the selection meeting for the needed spot. This alternative can be from any school district.

C. A student from the host school.

Substitutions will be made up to one week prior to the beginning of the festival.

16. Fees

A. Each school is responsible for paying the registration fee for each student listed on their invoice. In the event that a student drops out after being selected and listed on his/her school's invoice, payment of registration fees is addressed as follows:

1. Prior to three weeks before the festival, if the host director is notified of the student dropping out, he/she may refund the registration fee for that student. In this case, if the host director fills that seat with either an alternate or one of his/her own students, the school that the substitute student attends would be invoiced and held responsible to pay the additional registration fee.

2. If the host is not notified of the student dropping out until within three weeks before that festival, there will be no refund for that student's registration, even if the student is replaced by another student or if his/her seat is left vacant. In this case, if the vacancy is filled by a student from another school, his/her school will not be responsible to pay that registration fee, as it has been paid for by the original student's school.

3. In the unfortunate event that a school has not paid their invoice, and a student from that school drops out within three weeks of the festival, that school is still responsible for paying that student's registration fee.

B. All registration fees should be paid by the beginning of the festival. In the event that, through uncontrollable circumstances, a school's fee(s) have not been paid by that time, then through prior agreement between the school director and the host director:

1. The school director will present at or before the beginning of the festival satisfactory evidence that the payment is indeed in the process of being made. Such evidence may consist of a copy of the school purchase order for the fees or a letter from the principal, business manager, etc. that the fee payment is being processed. OR,

2. The school director may write a personal check for the registration fees. This check will be held for up to 30 days while awaiting payment from the school. After 30 days, the host may cash the check, and the school director will have to arrange reimbursement from their school. (Motion passed 2013, Whitacre, Graham)

17. Directors will be sent a listing of the concert program selections so that they will know if their students have received all of their music including the title and portion of the audition excerpt.

DISTRICT ORCHESTRA AUDITION SCORER

JOB DESCRIPTION

A District 2,3,5 Orchestra scorer will be named to a paid position of \$1.00 per selected participant to be paid from student fees. Payment will be made at the end of the festival.

This person is responsible for collecting all of the audition scores and creating the final tabulation of scores. This person is also responsible for distributing the final scores to the directors, and working with the coordinator and presidents to ensure that the Region Orchestra lists are accurate.

The audition scorer is also responsible for creating audition numbers for the students, reviewing the audition procedures with the students prior to the auditions beginning, and helping the District Orchestra coordinator run the pre-audition meeting for directors.

AUDITION MATERIAL

1. A minimum of two and a maximum of three different compositions from the District Festival program will be used.

2. In addition, one common excerpt will be included in each wind and violin folder as part of the audition.

AUDITION PROCEDURES

1. Auditions will be held Wednesday/Thursday morning or evening, starting no earlier than 10:00 AM and no later than 7:00 P.M. (2012) All auditions will be blind, including percussion.

2. Each committee will consist of three directors. A director from each district should be represented and a member of PMEA. Every effort must be made to avoid directors auditioning their own students, their private students, or their own children.

3. Rehearsal may be held before and/or after auditions if desired.

4. Per PMEA state policy, all directors must be present for the entire audition process, including violin reauditions, unless excused by the district president. A qualified substitute, who is a PMEA member, may represent the director if approved by the president of the district. Student(s) of any director that is not present, will be sent home immediately, and will not be permitted to audition.

5. Directors should not audition their own students, when possible.

6. Talking between the judges is to be kept to a minimum during auditions.

7. All students must audition.

8. There will be two additional folders available for each instrument part for use in the audition rooms by the judges.

9. In regards to wind instrument sections with multiple parts (i.e. Clarinet I, II), judges will select passages that are common to all parts as much as possible, including the excerpt.

10. Audition Procedures:

A. Prior to auditions, students will enter the audition room as a group.

B. The mid and end points of the audition excerpts will be marked by each student.

C. Students will leave their folder in the audition room until all auditions are over for their instrument.

D. Each student will use their own folder for their audition.

E. Students will audition in a predetermined audition order. Their audition number will be revealed to them at the audition room area.

F. It is every student's responsibility to perform all music in the transposed keys in their folders.

G. Students will be provided a (one pitch) tuning note by the holding room monitor in the holding room as needed prior to their audition. The holding room monitor will be the only person with a tuning device. The pitch will only be provided to the on deck student.

H. Students will be permitted one restart per passage if necessary. Once a student has reached the midpoint of a passage, the restart will occur at the midpoint.

I. After the audition, students will leave their folder in the room and return to the holding area or auditorium.

J. Students who are auditioning on an additional, secondary instrument will be allowed one warm up per instrument in the audition room.

11. The PERCUSSION folder must contain ALL parts, including Timpani parts.

A. Percussion students must audition on "total" percussion. This will help determine the best percussionist to send to WRO.

B. Students' parts will be assigned by the audition committee at the rehearsal following the auditions.

12. All FLUTE players are required to audition on both flute and piccolo.
 - A. Flute passages that are selected should be similar to both the Flute I and Flute II parts.
 - B. Each student will enter the audition room in the predetermined audition order and audition their flute passage.
 - C. After all have auditioned on the flute passages, they will re-enter the room to audition on the piccolo passage in a new order. Piccolo players will audition on only one passage, either the provided excerpt, or music from the program. Scoring is outlined in AUDITION SCORING (item 3). (Motion passed, 2013, Napolitan, Manning)
13. The tabulation committee must have a private room. The results will be available to the directors as soon as all tabulations are finished. The master score sheets will be posted as soon as possible following auditions.
14. Only the top half of the string sections will be seated. The wind and percussion sections will be seated in their entirety.
15. Wind students will be sent to WRSO based on the highest score in the audition regardless of their chair or part.
16. A re-audition part will be placed in the violin folders. Students are to prepare this excerpt for a re-audition committee of three judges and one sergeant during the first rehearsal following the final tabulation of the original audition scores. Violin I chairs 9, 10, 11 and 12 will re-audition with Violin II chairs 5, 6, 7 and 8. This re-audition will determine the Violin II positions 5, 6, 7 and 8 for WRSO. Only the first 4 Violin II chairs are guaranteed a place in the WRSO orchestra.
17. In the event that an audition needs to be repeated, only the scores from the second round of auditions will count. All results of the initial audition are invalid.

STUDENT GUIDELINES FOR AUDITIONS

1. Students will report to the auditorium at the specified time to receive all information regarding audition procedures.
2. Student guides from the host school will take students to their individual audition room area.
3. Students will turn in all music in their entire folder to the audition committee.
4. Students will receive a tryout number prior to entering the audition room.
5. All students must initial their audition number before auditioning.
6. Students must also indicate their WRSO decision at sign in upon registering for the District Orchestra festival. Students must be certain of attending the WRSO festival when they complete their form on the first day/evening. (2006) Students are not permitted to change from a will not go on to WRSO to a will go on to WRSO decision.

AUDITION SCORING

1. The all state rubric will be used. (2015)
2. The judges will be responsible for adding scores, and double checking numbers so as to facilitate the work of the tabulation committee. Calculators should be used.
3. All flute players are required to audition on both flute and piccolo as outlined in AUDITION PROCEDURES (item 5.L.). The wind committee is responsible for auditioning all flute players on piccolo to determine the piccolo ranking for the district festival only.
 - A. The top two flute scores will go on to the WRSO festival. (Motion passed 2013, Kroner, Goodman)
 - B. The piccolo scores will not impact the overall flute ranking. (Motion passed 2013, Kroner, Goodman)
 - C. Flute and piccolo soloists for the district festival will be determined by:
 1. First chair flute will play all flute solos.
 2. The top score in the piccolo audition will play the piccolo solos.
 3. If the first chair flute is also the top piccolo score, the guest conductor, using the ranking provided, will determine who plays the piccolo solos. (Motion passed 2013, Kroner, Goodman)
4. Ranking/Seating will be done at the first rehearsal after auditions. After the seating the master sheets will be posted for director perusal only.

SELECTION TO WRSO (2015; Goodrich, Cline)

1. At the sign in of the festival for District 2, 3, 5 Orchestra, the student must write the word yes or no and the student and director must initial this decision to proceed to the next level of the festival.
2. No WRO results are official until the end of the second day of the festival.
3. Students must make a final decision to attend WRSO when they sign in at the District Orchestra festival.

DISTRICT ORCHESTRA COORDINATOR

JOB DESCRIPTION

A District 2,3,5 Orchestra coordinator will be named to a paid position of \$1.00 per selected participant to be paid from student fees. Payment will be made at the end of the festival. The coordinator will not be involved with any disciplinary decisions by the District Presidents as they relate to students or directors.

DISTRICT ORCHESTRA COORDINATOR

RESPONSIBILITIES

1. Distribute District Orchestra policy, information and manual to each district president. Yearly updates will be included following the District Orchestra business meeting.
2. Distribution of Student and Director Forms
 - A. Director preference list, student information, student medical forms, should be distributed to all District 2, 3 & 5 presidents. The presidents will then forward this information to every PMEA member in their district. State forms must be used for District 2, 3, & 5 Orchestra. (Motion passed, 2012, Goodman, Whitacre.)
 - B. See master list or a current emailing list provided by district secretaries. Letters should state that all percussion applicants will audition on all percussion instruments and flautists will audition on piccolo.
3. Act as a clearing house for all information relating to the District Orchestra. Direct the first day/night auditions meeting and assist with the next morning business meeting at **10:00 a.m.**
4. Assist the District President and Host Director with the logistics of hosting the festival.
5. Be present at the festival and assist with any administrative duties during the auditions and District business meeting.
6. Select and distribute the common audition excerpt for the winds and violins to the District Orchestra Host for inclusion in the student folders.
7. Ensure that procedures outlined in the District Orchestra Manual are followed and report any inconsistencies to the PMEA officers presiding over the event.
8. Send a copy of the policy manual to the host director and correspond and/or meet with them to review these policies prior to September 1.
9. Assign the audition committees according to PMEA guidelines.

10. The program selections should be confirmed with the WRSO coordinator to assure there are no duplications at the region and state levels.

11. Create and distribute the audition procedures checklists for judges and sergeants.

PMEA CALENDAR AND HOSTING PROCEDURES

In the PMEA calendar, Districts 2,3 & 5 for the PMEA District Orchestra shall rotate location of the festival yearly.

2024-2025 District 2	Collegiate	2024-2025 WRO District 6	Richland
2025-2026 District 3	Indiana/Seneca Val	2025-2026 WRO District 1	
2026-2027 District 5	Beaver	2026-2027 WRO District 2	
2027-2028 District 2		2027-2028 WRO District 3	
2028-2029 District 5		2028-2029 WRO District 4	
2029-2030 District 3		2029-2030 WRO District 5	Mars

Because of the small number of schools in District 3, if a host is not secured, then the other districts will assist in providing the host.

If a letter of intent is not received by the president or his appointee in the host district, then the president of that district or his appointee must secure a host for the festival no later than the PMEA state conference of the preceding year.

Prospective hosts should send a letter of intent to their district president prior to the PMEA conference of the preceding year.

Application information will be sent to all schools in districts 2, 3 & 5 each year. A current email address list shall be provided by the district presidents.

HOST DIRECTOR RESPONSIBILITIES

I. Permission

A. Secure permission to host the festival from authorized school district officials by letter.

1. Check calendar for facilities conflicts.
2. Notify cafeteria staff.
3. Notify faculty and custodial staff.

B. Submit letter of intent to District President.

II. Facilities and Services

A. Determine size of ensemble in consultation with District President and Coordinator.

B. Secure facilities for rehearsals, auditions, banquet, recreation, registration, hotel, etc.

1. Provide student and parent assistants as needed.

a. All volunteers over the age of 18 must have their clearances as required by PMEA and the host school district

2. Establish committees.

C. Prepare Budget

1. Submit budget to District President and Coordinator before annual fall meeting, so that it can be approved and/or amended by the executive board for the PMEA host district.

D. Secure Services

1. Recording company to record the concert.
2. Photographer
3. Banquet Meal for students, directors and school personnel before the concert.
4. Order PMEA Medals

5. Coordinate optional reception for the participating directors and the guest conductor and their guests – this reception cannot be paid for from the festival fees.

6. Schedule clinics, reading sessions or other workshops for directors as the host deems necessary.

7. The host shall arrange for a representative from the host school administration to introduce the concert.

III. Guest Conductor

A. Submit conductors name to District President to verify approval.

B. Upon approval, secure conduct by using guest conductor contract.

C. The guest conductor will receive a negotiated stipend and travel expenses of mileage (at the prevailing IRS rate), round trip airfare at the lowest fare, and lodging. The guest conductor may also receive up to \$30.00 per day to cover any meals that are not provided to the students (excluding alcoholic beverages).

IV. Program Selection and Music

A. Collaborate with guest conductor and coordinator on program selections. Program Selection Criteria list must be reviewed and considered (last page of this manual)

B. The music is purchased from a vendor of the host's choice, rented or borrowed from music libraries and organized into folders. It is strongly suggested that the music be rented or borrowed to save money. The music should be numbered and match the folder number. Purchased music becomes the property of District 2, 3 and 5 and will be collected at the end of the concert. Schools not returning music will be billed for the music at replacement cost.

C. Music will be distributed to each school.

D. Inform participating schools of any necessary transpositions in the chosen pieces.

V. Selection Process

A. Work with the Coordinator to receive the completed student and director forms.

B. Work with the Coordinator to host the selection meeting on the first weekend of November.

C. Inform all directors of acceptance of applicants by Thanksgiving (3 weeks following the selection meeting).

D. Notify all schools that did not have a student accepted into District Orchestra.

VI. Letter to directors

must be distributed with the music

A. Transpositions (as necessary)

B. Payment due dates

C. Wardrobe/attire specifications

D. Schedule

E. Titles of all festival music, and special instructions

F. Excerpts and their purpose

VII. Fees/Invoice

must be distributed with the music

A. Send every director an invoice for their selected students.

B. Clearly indicate the price for commuting vs. housed students

C. Follow the refund policy as listed:

1. Each school is responsible for paying the registration fee for each student listed on their invoice. In the event that a student drops out after being selected and listed on his/her school's invoice, payment of registration fees is addressed as follows:

2. Prior to three weeks before the festival, if the host director is notified of the student dropping out, he/she may refund the registration fee for that student. In this case, if the host director fills that seat with either an alternate or one of his/her own students, the school that the substitute student attends would be invoiced and held responsible to pay the additional registration fee.

3. If the host is not notified of the student dropping out until within three weeks before that festival, there will be no refund for that student's registration, even if the student is replaced by another student or if his/her seat is left vacant. In this case, if the vacancy is filled by a student from another school, his/her school will not be responsible to pay that registration fee, as it has been paid for by the original student's school.

4. In the unfortunate event that a school has not paid their invoice, and a student from that school drops out within three weeks of the festival, that school is still responsible for paying that student's registration fee.

D. Notify Presidents of any schools that have not paid prior to the beginning of the festival.

1. All registration fees should be paid by the beginning of the festival. In the event that, through uncontrollable circumstances, a school's fee(s) have not been paid by that time, then through prior agreement between the school director and the host director:

2. The school director will present at or before the beginning of the festival satisfactory evidence that the payment is indeed in the process of being made. Such evidence may consist of a copy of the school purchase order for the fees or a letter from the principal, business manager, etc. that the fee payment is being processed. OR,

3. The school director may write a personal check for the registration fees. Such check will be held for up to 30 days while awaiting payment from the school. After 30 days, the host may cash the check, and the school director will have to arrange reimbursement from their school. (Motion passed 2013, Whitacre, Graham)

VIII. Housing

A. All students must be housed in hotels, except those students who choose to commute with their directors.

1. Exceptions can be made under extraordinary circumstances.

2. Hotel chaperones must be PMEA directors, per the PMEA Chaperone policy

There must be at least two male and two female chaperones at the hotel.

Each chaperone will be provided their own room.

3. Arrange transportation to and from the hotel.

4. Arrange for security and chaperones at the hotel.

5. Arrange for a nurse to be available at all times. This person must have all clearances, and must be available at all times. The nurse is not required to stay at the hotel.

See "hotel policy" on page 60 of the PMEA host manual.

B. Arrange for meals for participants.

IX. Festival Report

A. Filed within two weeks of the conclusion of the festival with the state PMEA office and with the host's District secretary.

STUDENT GUIDELINES

1. Students must abide by the PMEA student policy at all times.
2. Students must be present for the entire festival. Exceptions may be granted by the District Presidents only, according to PMEA state policy.
3. Students are not permitted to drive to the festival.
4. Students will be expected to observe the guidelines for student behavior at the host school. Behavior problems will be reported to the District President who has the authority to dismiss the student from further participation in the festival. Any student dismissed forfeits the right to participate in any other PMEA Festivals that year. This includes behavior at the hotel and during the banquet.
5. All students will eat all meals as planned by the host at the host school. No director will be permitted to take his students "out" when meals are scheduled. This is poor judgment and causes resentment with the other students. Special dietary considerations should be reported to the host by filling out the state approved dietary needs form.
6. The use of tobacco, alcohol, illegal drugs, or the possession of them is prohibited and can be grounds for immediate dismissal.
7. Vandalism of any kind will not be tolerated. The student, parents, and director will be responsible for the expenses to repair or replace the damaged item. The offender will be dismissed from the festival.
8. Disruptive behavior will be dealt with through the guidelines for dismissal.
9. No student may leave the school without permission from the host director.
10. Students should not apply to the festival if for any reason, including religious activities, sporting events, or SAT's, they plan to miss any portion of the festival. A student must participate and perform in the complete festival program, commencing with registration and concluding with the final concert, except in case of illness that must be verified in writing by a physician within 5 days of the festival. Students must rehearse and perform all musical compositions selected for the concert.

STUDENT ATTIRE

1. Participants will wear solid black formal attire to the concert. Ladies should be in a long black dress/skirt or black dress pants with shoulders covered. Gentlemen should be in solid black. A white shirt under a suit coat is permitted.
2. No athletic footwear is permitted at the concert. Dark dress socks and shoes must be worn.
3. During rehearsal, students are not permitted to wear pajamas, etc... No hats are allowed on stage.

DISTRICT ORCHESTRA PERSONNEL LIST

The top half of the Violin I, II, Viola, Cello and String Bass sections will be seated by chair according to audition scores. Seating of the orchestra will be done at the first rehearsal following auditions.

STRINGS:

24 Violin I
24 Violin II
14 Viola
12 Cello
10 String Bass

WINDS AND PERCUSSION

3 Flute I
3 Flute II
3 Clarinet I
3 Clarinet II
2 Oboe I
2 Oboe II
2 Bassoon I
2 Bassoon II
3 Trumpet I
3 Trumpet II
2 Horn I
2 Horn II
2 Horn III
2 Horn IV
3 Trombone I
3 Trombone II
2 Tubas
5 Percussion

*In the event that alternate instrumentation is called for (ie: third parts, bass clarinet, English Horn, piano, etc...), these parts will be assigned at the discretion of the host, guest conductor, coordinator, and presidents.

REGION ORCHESTRA PERSONNEL LIST

STRINGS: The following numbers within the sections will go on to WRSO.

8 Violin I
8 Violin II
7 Viola
6 Cello
4 String Bass

WINDS/PERCUSSION: Winds and Percussion will be sent to WRSO based on highest scores, not the part played.

2 Flutes
2 Oboes
2 Clarinets
2 Bassoons
4 Horns
3 Trumpets
3 Trombones
1 Tuba
2 Percussion

DISTRICT ORCHESTRA PROGRAM SELECTION CRITERIA

February 6, 1997 by the following committee:

B. Myers, Alex Rupert, Tara Martz, Lorinda Troxler, Mary Lynn Peters, Shawn Halquist, and Kim Thomas, Coordinator

This information should be presented to the District Orchestra Host, Conductor and Coordinator prior to the selection of music for the festival.

1. Consider the ability level, grade and festival experience of the prospective participants. The District secretary can provide this information to the district coordinator. This should include seniors indicated and score ranges of the participants of the previous year.
2. The program should provide adequate Wind and Percussion participation.
3. A balance of music from various time periods, including contemporary.
4. The following categories must be included: Overture, Symphony (can be an arrangement or abridged), Light (Pop, Broadway or Jazz), String Selection, and a Contemporary piece.
5. The program could be theme or composer oriented.
6. Consider using music from the library to keep costs down.
7. The level of string competency is at a 4 to 5 level. The music should include nothing higher than VII position for the first violins and V position for the second violins. Also to be considered when selecting an excerpt.
8. Consideration to the key signature and the level of difficulty should balance. For example, five flats and a difficult rhythm would be too challenging.
9. The conductor/host should consult the District Coordinator prior to the final selection of music.
10. If the Guest Conductor is one that is currently conducting a Youth Symphony that includes students from the festival, then the program selection should be one that will not duplicate work that the students have recently performed with that conductor or orchestra.

Judge:

- Make sure to set up the audition room so that your back will be to the students at all times.
- Work with the other judges to pick a minimum of two excerpts to listen to.
- For each excerpt, pick a beginning, midpoint and ending that can be clearly communicated and marked in student parts.
- Wind, brass and percussion players **MUST** use the common excerpt provided in the audition. You do not have to use the entire excerpt, but you must use part of it. You should also pick at least one excerpt from the festival music. This excerpt should be as similar as possible across the first and second parts.
- All flute players **MUST** also audition on piccolo. All flute auditions will be completed first, then students will re-enter the room and audition in a new order on piccolo.
- All percussionists **MUST** audition on total percussion.
- Violins should only use the provided excerpt for the reaudition.
- Give the sergeant the designated excerpts.
- Designate which excerpt you would like to hear first.
- Do not talk to the students at any time.
- Evaluate each student on their audition. Try not to give any student the same number in all categories. Maybe the rhythm is bad, but they have a nice tone. Try to take this into account. No student should receive any 0s. 1 is the minimum score. 0 should only be used if a student is not present at the audition.
- Refrain from discussing scores with the other judges during the audition process.
- Be sure to add all of your scores for each student. A calculator may be used. The tab room will double check your math, but you must do your own adding.
- Following the auditions, the percussion judges will assign percussion parts for the festival.

Room Monitor:

- Stay in the holding room at all times.
- Help the Sergeant to make sure that all music is clearly marked with the beginning, middle and end points of all excerpts.
- In the holding room: **NO FOOD, DRINK OR ELECTRONICS**. Electronics includes but is not limited to cell phones, iPods, other tablet devices, and smart watches.
- Students will be provided a (one pitch) tuning note by the holding room monitor in the holding room as needed prior to their audition. The holding room monitor will be the only person with a tuning device. The pitch will only be provided to the on deck student.
- **NO PLAYING** in the holding room (except for the student who is tuning).
- Once the student has completed their audition, they should return to the auditorium, not the holding room.

Sergeant:

- Gather score sheets for each judge, judges folders, and audition spreadsheet from the directors meeting.
- In the audition room, give the folders and score sheets to the judges. Make sure that the audition room has a chair and music stand. Make sure that the judges cannot see the student in a reflection from a mirror or window.
- You should not participate in the discussion to choose selections.
- Once the excerpts have been selected, go to the holding room, introduce yourself to the students, and help the students to clearly mark their music. Make sure that every student has the beginning, midpoint and end clearly marked for all excerpts. If there is a whiteboard available, feel free to write the excerpts on the board.
- If for any reason a student is missing the piece that has been chosen for the audition, they must still audition on that chosen piece. They will be expected to borrow music in order to complete their audition. The judges should not be made aware of this.
- Give the students their audition number, and collect all student folders. Put the folders in order, and take them into the audition room.
- DO NOT start the auditions until you and the judges are completely certain that you have everything in order and are ready to begin. If you have any questions at all, contact the Presidents/coordinator before auditions begin.
- Using the spreadsheet provided, go to the holding room and get each student.
- In the hall, ask each student to initial next to their name. Initialing cannot be done prior to this point.
- Remind the students that there is NO talking in the audition room. If they have a question/comment, they need to whisper to you. You are their voice!
- When the student and the judges are ready, escort them into the audition room.
- Make sure that the student is given their folder back to use for the audition.
- Inform them of the first piece.
- Allow them time to warm up if they so desire. Tuning should be done in the holding room.
- When the student is ready, announce the audition number to the judges. Do not give the judges any other information about the student.
- Remain in the room and carefully monitor the audition. The student cannot be alone in the room with the judges.
- Each student is allowed one restart per excerpt. If they have passed the midpoint, they must start at the midpoint. If they have not yet passed the midpoint, they must start back at the beginning.
- Once a student has begun the second excerpt, they may not return to the previous excerpt. A student may restart at the midpoint after they have finished the entire excerpt, if desired.
- The audition is completed when the student leaves the audition room.
- Once the audition is completed, thank the student. Be careful not to give too much praise. Some students take this as false hope that their audition has gone extremely well, and will use it to question their scores later.
- Retrieve the folder, and return it to the pile in the audition room.

- As soon as 10 students have completed their auditions, send the score sheet to the tab room with a PMEA member runner.
- No folders leave the audition room until all auditions are completed.
- At the conclusion of all of the auditions, return all folders to the auditorium/front of the stage so that students can retrieve their music.
- At the conclusion of the audition, collect the score sheets, excerpt half sheets, and the judges folders and return them to the tab room.

Percussion: Timpani students will be permitted one pitch per timpani needed for auditions.

Audition Excerpt Record Sheet

Instrument: _____ Sergeant: _____

Excerpt #1 _____

Start measure _____ midpoint measure _____ end measure _____

Excerpt #2 _____

Start measure _____ midpoint measure _____ end measure _____

Audition Excerpt Record Sheet

Instrument: _____ Sergeant: _____

Excerpt #1 _____

Start measure _____ midpoint measure _____ end measure _____

Excerpt #2 _____

Start measure _____ midpoint measure _____ end measure _____