Central Region Orchestra Appendices to Statewide Region Orchestra Policies and Procedures

(Updated 2/25/22 at Dallastown Area Intermediate School)

APPENDIX I

Please find below policies and procedures that are in addition to the PMEA State Policies and Procedures. All PMEA State Policies and Procedures have precedent over information in the Appendices should conflict arise.
***Hierarchy of Operating Procedures for Central Region Orchestra (CRO)** : If the statewide Policies and Procedures are silent concerning in issue, established past practice will prevail if known to exist. If past practice does not exist, the District Presidents shall make a ruling regarding the situation. The districts can address the matter as it relates to future festivals at the next regularly scheduled Festival Directors' business meeting.*

CHANGES IN THE CENTRAL REGION PROCEDURES

I. Policies and Procedures will be reviewed annually at the Region Orchestra Festival by a committee appointed by the Region Chair of at least three members of each district, in addition to district officers.
II. Any proposed change in the CRO Policies and Procedures MUST be presented at a region business meeting and must be approved by a two- thirds (2/3) majority vote of the members president. The committee shall be given the authority to make necessary changes to procedures at the committee's meeting during the festival.
III. Proposed changes or concerns should be presented to the District Presidents prior to the meeting.
IV. Following the adoption of said changes by the membership, the Region Chair will arrange for a new set of Policies and Procedures, which reflect the approved changes, to be provided to each District President. The revised document will be posted on each district's website within one week following the festival.

Host Director Responsibilities

I. Forms
    A. Festival Financial Report Form
        1. A copy of the Festival Financial Report form outlining your proposed budget should be submitted to the hosting District Executive board for approval prior to the Fall District Executive Board Meeting for review, recommendations, and approval.
        2. A copy of the program should be submitted with the Festival Student Participation Fee at the conclusion of the Festival.
    B. Forms to the PMEA Executive Office are all available online (sign-in required).
II. Guest Conductors
    A. Submit conductor's name and biography to the Region Chairperson who will then seek approval from the SPEC board. This should be done before the summer SPEC meeting in June before your festival.
III. Program Selection
    A. The host should secure the repertoire from each District Orchestra Festival by October 1st. Host will then collaborate with the guest conductor and festival coordinator on the program selections for CRO. Repertoire cannot be approved for CRO before it is checked for conflicts with the current All-State program (through the District President). It is recommended that hosts avoid repertoire that has been done within the last 3 to 4 years at any level.
    B. Regional music and information must be prepared by the CRO host for distribution at the District festivals. The CRO host director is responsible for obtaining the bowings from the guest conductor for distribution with the folders.
        1. Information should include the date and time of auditions and the time of the CRO business meeting.
        2. The Region Chairperson and the Host Director will determine the time of the business meeting to be held at the beginning of the festival.
    C. During the selection of music, it is recommended that special attention should be paid to transposing requirements, for example Clarinet in A and Trumpet in C. If there are transpositions that need to be made, contact the region chair to determine the best procedure for getting those done.
IV. Housing
    A. Housing arrangements must be made with a minimum of two students per home.

B. Exceptions can be made under extraordinary circumstances.
C. Students/parents seeking an exception to the host housing must complete and return the housing waiver form that is available online (sign-in required).

V. Additional Responsibilities
A. Include a copy of the Audition Procedures in each student folder and in each director's packet.
B. Provide two folders of music for each audition committee. It is recommended that these folders be prepared before the original copies of music are distributed to the students at the conclusion of the district festivals.
C. Provide in each directors packet and student folder a complete list of all parts for all programmed pieces, specifically what movements will be performed as well as a list of any wind or percussion excerpts provided for audition purposes and labeled as such. This list is provided so that each student and director will be able to check the completeness of the student's folder. The sheet should include the following statement: "It is the home school director's responsibility to inform the host director of any missing, incorrect, or illegible parts and additional excerpts in advance of the festival."
D. Prior to the festival, the host director should analyze the percussion parts and pre-assign parts to specific percussion rankings (see also 6b - Audition Material). The Region Host will include copies of the percussion supplement in every folder. The Region Host must provide each District Orchestra host with Region Orchestra Folders. These must be received no later than the first day of the District Orchestra festival.
1. It is recommended that the Region Orchestra host create a list of needed percussion parts to be shared with the percussion audition committee. The percussion audition committee can assign the parts based on strengths observed in the audition.
E. Host director should reference Appendix A concerning non-standard instruments.

Region Chair Responsibilities

I. Before the Festival
A. The Region Chair must compile database of Region participants and collect all forms for the festival.
B. Ensure equal representation of both districts in all audition judging assignments where possible. It is recommended that the audition assignments be shared with both district presidents for review more than a week prior to the festival so that any conflicts or problems can be addressed before the assignments are finalized.
C. Determine that the CRO host is fully aware of responsibilities.

II. At the Festival
A. Oversee the audition meeting which should be run by the host district audition chair. This meeting should include a complete review of audition procedures.
B. Run business meeting - necessity and time of meeting determined by the two district Presidents. This meeting should include a policy and procedure review, if needed.
C. Preside over any student disciplinary conference that may occur.
D. In the event of inclement weather and the cancellation of a festival, the audition make-up does not have to be at the original host location. It may be at a mutually agreed upon location as per the Presidents.

III. After the Festival
A. The Region Chair must compile database of All-State participants and collect all forms for the All-State festival and send to All-State Coordinator.

Selection of Students to the Region Festival

I. District Representation for Region Orchestra is set by CRO Policy. See Appendix A.
II. Following approval by the Region Chair, the Minimum instrumentation may be expanded by adding equitable instrumentation from each district.
III. Courtesy Appointments

A. If the host school has a string program, courtesy appointments must be string players.
B. If the host school does not have a string program, courtesy appointments may be wind or percussion players. All courtesy appointments must have participated in a district level festival.
C. Student Conduct and Dismissals
    1. Students participating in the Central Region Orchestra are not permitted to drive to or from the festival.

Auditions

I. All students must complete the audition form prior to auditions, verifying whether or not they intend to attend the PMEA All-State Orchestra festival.
II. The Region Chair, audition chair, or host should remind all students that if they have already accepted a position in another All-State ensemble, they are not eligible to participate in All-State Orchestra.
III. The Region Chair, audition chair, or host should also remind students that the decision on eligibility for all-state that is indicated on the form is final.
IV. Definition
    A. It is the home school director's responsibility to inform the host director of any missing, incorrect, or illegible parts in advance of the festival.
    B. Errata and other musical discrepancies should be brought to the attention of directors at the audition meeting, with the understanding that both interpretations will be accepted in the audition.
V. Audition Schedule and Assignments
    A. Auditions are to be held on the first day of the festival. The host director will determine when auditions may occur within the school's daily schedule.
    B. If possible, each committee will consist of a minimum of four judges with both districts represented on each committee.
    C. The festival shall, in conjunction with the Region Chair, provide all districts and judges with a written copy of the directors' audition procedures. All students must be provided with a copy of the students' audition procedures in their folders.
    D. Completion of the Audition Excerpt form will be made only after all judges have had the opportunity to review the music in the audition room.
    E. Judges may confer during auditions when students are not in the audition room.
    F. Judges are to be sure to turn off all electronic devices.
    G. Sergeant at Arms
        1. The Sergeant at Arms will remain in the audition room during the audition to be available to the student to assist and to communicate with the judges. It is suggested that the Sergeant at Arms step back out of the student's view while the student is playing.
VI. Audition Material
    A. A minimum of two and a maximum of three different compositions from the Regional Festival Program will be used.
    B. All woodwind and brass players will audition on two excerpts selected from the festival repertoire and one excerpt from the Standard Orchestral Literature that is included in their folder. The following rotation of Standard Orchestral Literature is required for wind instruments. The same wind instrument selection may not be used more than once in a three year cycle.

- Beethoven: Symphonies 3, 4, 5, 6, 7, 9 (2024, 2027)
- Brahms: Symphonies 1, 2, 3, 4 and Academic Festive Overture (2024, 2027)
- Dvorak: Old Symphonies 4, 5 and New Symphonies 8, 9 (2024, 2027)
- Mozart: Symphonies 39, 40, 41 (2025, 2028)
- Haydn: Symphonies 31, 45, Clock and Surprise (2025, 2028)
- Berlioz: Symphonie Fantastique (2025, 2028)
- Shostakovich: Symphony 5 (2025, 2028)
- Sibelius: Symphony 1, 2 (2023, 2026)
- Bartok: Concerto for Orchestra (2023, 2026)
- Tchaikovsky: Symphonies 2, 4, 5, and Capriccio Italienne (2020, 2023)
- Mendelssohn: Italian, Scotch, and Reformation Symphonies (2020, 2023)

C. A total playing time of at least 90 seconds should be used for auditions.
D. All percussionists will prepare the festival repertoire and supplemental excerpts. The supplemental excerpts are as follows:

Percussion Supplemental Material				
	Battery	**Timpani**	**Snare**	**Keyboards**
Rotation 1 (2023)	Romeo & Juliet (entire excerpt) (Tambourine) Al Payson - "Techniques of Playing Bass Drum, Cymbals and Accessories"	Symphonic Metamorphosis - 5 after S - W Alan Abel - "20th Century Orchestra Studies"	3rd Symphony - Schuman - Beg. - 170 "Modern School for Snare Drum" - Goldenberg	Sorcerer's Apprentice - 17 - 3 before 20 "20th Century Orchestra Studies - Percussion" Alan Abel
Rotation 2 (2024)	Scheherazade - W - 6/4 section (Triangle) Al Payson - "Techniques of Playing Bass Drum, Cymbals and Accessories"	New England Triptych - 122- 152 and 303-end Alan Abel - "20th Century Orchestra Studies"	Lt. Kjie - Prokofiev - ALL "Modern School for Snare Drum" - Goldenberg	The Magic Flute - Mozart - ALL "Modern School for Xylophone, Marimba, Vibes" - Goldenberg
Rotation 3 (2025)	Symphony No. 4 (Tchaik) - 4th Mvt - 11 - End (Crash Cymbals) Al Payson - "Techniques of Playing Bass Drum, Cymbals and Accessories"	Don Juan - Beginning - E Alan Abel - "20th Century Orchestra Studies"	Scheherazade - Mvt. 4 - P-R "Modern School for Snare Drum" - Goldenberg	Colas Breugnon - Overture - ALL "Modern School for Xylophone, Marimba, Vibes" - Goldenberg
Rotation 4 (2026)	Carnival - Beg. - C (Tambourine) Al Payson - "Techniques of Playing Bass Drum, Cymbals and Accessories"	William Schuman 150- 169 Alan Abel - "20th Century Orchestra Studies"	6th Symphony - mm Concert for Orchestra - Bartok - ALL Al Payson "Snare Drum in the Concert Hall"	Porgy and Bess - Beg. - 69 Modern School for Snare Drum - Goldenberg

E. Part distribution for winds: Each district will receive one folder per part for brass and woodwind sections, resulting in two players per part in the orchestra. Distribution of parts to students qualifying for CRO will be at the individual district's discretion.
F. Wind Player Seating placement
    1. Students will be ranked by chair based on the scores from the festival repertoire excerpts.
G. The first chair players on each part will then be pooled for All-State selection based on the audition scores from the Standard Orchestral Literature. In the horn section, the 2nd chair first player will also be included in the All-State pool along with the first chair players on each part.
H. The All-State Pool consists of:
    1. First chair Flute 1 and first chair Flute 2.
    2. First chair Oboe 1 and first chair Oboe 2.
    3. First chair Bassoon 1 and first chair Bassoon 2.
    4. First chair Clarinet 1 and first chair Clarinet 2.
    5. First chair Trumpet 1 and first chair Trumpet 2.
    6. First and second chair Horn 1, first chair Horn 2, first chair Horn 3, and first chair Horn 4.
    7. First chair Trombone 1 and first chair Trombone 2.Audition Procedures
I. Student and/or faculty runners will guide auditioning students from the holding area to the audition room(s).
J. Warm-ups will be limited to scales, arpeggios, and lip slurs (brass) for wind and string instruments.
K. Students will not be permitted to practice or use electronic devices or communication devices of any kind while auditions are in progress. Failure to comply may result in dismissal from the festival.
L. Violin I's and Violin II's will be auditioned by separate committees.
M. Violin I students and Violin II students will advance to State Orchestra on their respective parts.
N. For Oboe and English Horn:

1. Oboists shall audition on oboe parts to determine placements within the oboe section and advancement to the All-State Ensemble.
2. Students who are in possession of an English Horn at the CRO festival may audition on the English Horn to determine soloists(s) for the program.

O. For Percussion:
1. The Keyboard percussion warm-ups will be limited to scales and arpeggios.
2. Non-pitched percussion and timpani warm-ups may not utilize festival program excerpts.

VIII. VIII.Tabulations

A. The tabulation committee will include representatives from both participating districts.

B. ~~At all CRO festivals, all individual judges' score sheets showing all scores will be made available to directors as soon as possible at the conclusion of auditions.~~ Audition results for each school will be available to directors as soon as possible at the conclusion of the auditions. ~~In addition, a printout showing instrument, rank, total scores, student name, school, grade, audition number, and PMEA District will be posted at the same time.~~ This list is for director information only and should not be made available to students.

C. ~~CRO duplicate scoring sheets will be used for audition tabulation. Forms will be available to the directors, or in their absence to their District President, to facilitate score verification.~~ Directors are encouraged to share the form with their students following the festival. Results with any necessary corrections shall be considered official as of 10am on the morning following the auditions.

D. Tabulation will run following the method of the host district.

Concert Attire

I. Concert attire will be selected from the following options:
A. A solid black skirt, full length, with no visible slits above the knee, with a long-sleeved black blouse. Shoulders must be covered.
B. Black slacks with a long-sleeved black blouse. Should must be covered.
C. A solid, black long-sleeved dress, full length with no slits above the knee.
D. Black suits or black tuxedos with white shirt and black ties.

II. Elegance on stage is expected.

~~Additional Appendices coming.~~

APPENDIX II

REQUEST FOR EXCUSE FROM
PMEA CENTRAL REGION ORCHESTRA
AUDITION OR FESTIVAL OBLIGATIONS

Under unique or emergency situations, a Director may be excused by the Region Chair and their District President or designee upon receipt of a request for exception form the Director's school Superintendent, with the understanding that, upon approval, said school district will provide a qualified substitute who is a PMEA/NAfME members and certified in music. (See form below.)

Request for Excuse from PMEA Central Region Orchestra Audition or Festival Obligations

REQUEST FOR EXCUSE

I, _____ request to be excused from my professional responsibilities for_____ on _____.

Reason: _____

_____

PROXY

_____ will serve as my proxy for the entire day and will assume all festival and/or audition responsibilities. I verify that he/she is a current active PMEA member and qualified to serve in my absence. My proxy's PMEA membership number is _____.

I understand that my Superintendent / Administrator must agree that my students will be supervised by a director other than myself and must submit a letter verifying this arrangement to the District President under separate cover. Please submit this signed form, along with a letter from your Superintendent/Administrator on district letterhead approving your absence and proxy to the Region Chair (the President of the hosting PMEA District) no later than seven (7) days prior to the event date.

Director Signature: _____ Date: _____

Unanticipated emergency situations – please contact your District President directly ASAP.