
Minnesota Music Educators Association All-State Summer Camp Application

Submit application and supporting information no later than December 1, 2025 to info@mmea.org.

College or University

Name of Institution _____

Individual submitting bid: _____

Email: _____ Phone: _____

Select camps you would like to host:

☐ Choral (SA, SATB, TB Choirs) ☐ Instrumental (Concert Band, Symphonic Band, Jazz, Orchestra)

Indicate the dates that work best for you for each year:

☐ July 27 - July 31, 2027 ☐ August 3 - 7, 2027

☐ July 25 - July 29, 2028 ☐ August 1 - 5, 2028

Campus Staff Contacts and Responsibilities

Responsibilities for positions filled by campus staff or students listed below.

PRIMARY CAMPUS AND MUSIC DEPARTMENT CONTACTS AND HOSTS

Music Department Host: _____

Primary Contact for All-State Camp? ☐ Yes ☐ No

Events Office on Campus: _____

Primary Contact for All-State Camp? ☐ Yes ☐ No

Responsibilities of Primary Contact:

- Act as primary liaison between MMEA and the campus.
- Ensure rehearsal and sectional rooms are unlocked 15-30 minutes prior to time needed.
- Assign locations for activities on schedule. *
- Arrange for percussion, pianos, and other music instruments required. *
- Arrange for chairs and stands in rehearsal and performance locations.
- Provide sound equipment such as microphones for performance.
- Assist recruiting section coaches if requested by All-State Ensemble Vice President. *
- Identify contacts for lodging and dining or directly manage requests from MMEA.

*Responsibilities marked with an asterisk **require direct contact** between the MMEA Vice President and the music department.*

EVENING DORM COUNSELORS

MMEA requires no less than 1 evening dorm counselor per 12 All-State students. Responsibilities of **evening dorm counselors:**

- Provide on-site dorm supervision from 9:30pm until 8:30am, Tues – Fri.
- Perform bed checks after lights out to ensure students are safe and present.
- Contact MMEA and/or emergency medical care if a student is sick/ill.
- Enforce behavior guidelines in MMEA All-State Rules and Regulations.
- Abide by All-State Rules and Regulations during shift.
- Refer issues to the Vice President and other MMEA staff if infraction is serious, or students are unwilling to comply with verbal directions.
- MMEA will pay for lodging and breakfast plus a \$250 honorarium.

- Background check required; MMEA will pay for service.
- Evening dorm counselors must be US citizens or be authorized to work in the US.

Housing/Lodging

Students arrive Tuesday around noon and check out Saturday morning.

Housing per student for 4 days: **2027** \$ _____ **2028** \$ _____

Is this considered a firm, fixed price? If no, explain.

Are pillows, bedding, and towels included in the cost?

Explain how medical emergencies would be handled – both during the day and overnight.

Describe privacy options for showers in student dorms (solid, not opaque, shower curtains strongly preferred).

Are gender neutral bathrooms available in dorms, rehearsal building and/or cafeteria/commons?

Is air-conditioned housing available on campus for MMEA Camp Staff? If so, describe accommodations and list housing costs per person, per night.

Provide additional housing information, if necessary.

Food Service

The first meal is supper Tuesday. Last meal is breakfast on Saturday.

Food Service (per student for 4 days): **2027** \$_____ **2028** \$_____

Is this considered a firm, fixed price? If no, when would price be communicated to MMEA and may increase be limited to no more than 12%?

We require a vegetarian protein at each meal throughout the week. Will your campus food service be able to provide vegetarian meals?

Are vegan options available?

Describe how major allergens are identified/labeled in the cafeteria (peanuts, tree nuts, gluten, dairy, shellfish, etc).

Provide a dietician or cafeteria director name and contact information. MMEA will share major allergen information 3-4 weeks prior to camp.

MMEA staff will eat meals in the cafeteria. List price for adult meals, and how they will be charged (flat rate for the week, or per meal).

Provide additional food service information, if required.

Parking

Is free parking available for MMEA students and staff?

If free parking is not available, describe options and costs.

Facilities

Facility recommendations for performance, rehearsal, and sectionals must be made with music department faculty input.

Performance Facilities

- Choirs: Stage to accommodate 9-10 sections of risers; audience seating for 800-1,100.
- Bands/Jazz Ensemble: Stage to accommodate a 100 member concert band, symphonic band and 20 member jazz band with risers; audience seating for 800-1,100.
- Orchestra: Stage to accommodate 130 member orchestra; audience seating for 650.

Based on requirements, indicate performance location.

Location:

Maximum Seating:

Air Conditioned?:

Indicate costs for performance facility, such as rental of facilities, use of equipment, moving or usage fee for piano, piano tuning, lighting, custodial expense, or sound system (see jazz band specifications if applying for band camp).

Is this performance space also a sacred/religious space? Do you have any non sacred/religious performance spaces?

Ensemble Rehearsal Facilities

Rehearsal facilities must be air conditioned.

All-State Ensembles require large ensemble rehearsal locations.

- Choirs: three rehearsal rooms, each with piano, seating for 88-120 for each choir
- Bands/Jazz Band: three rehearsal rooms, each with piano, seating for 100-105 for both bands and 20 for jazz.
- Orchestra: one rehearsal room, seating for 130.

Indicate the building and rooms for ensemble rehearsals.

Indicate costs for rehearsal spaces (including any fees for piano use and tuning).

Sectional Rehearsal Facilities and Equipment

Sectional rooms must be air-conditioned.

All-State Ensembles require sectional rehearsal locations, in addition to ensemble rehearsal space. Classrooms are acceptable, but chairs must be movable, without arms or a fixed table.

- Choirs: 6-8 rooms, each with piano, seating up to 30; 4 additional Tuesday afternoon only.
- Bands/Jazz Band: 13-14 sectional rooms, seating for 5-22 students; 10 additional spaces required Tuesday afternoon only. Percussion/rhythm sections use large rehearsal space for sectional.
- Orchestra: 7-8 sectional rooms, seating for 8-26 students. Percussion section uses large rehearsal space for sectionals.

Based on these requirements, would you be able to accommodate sectionals?

Can you provide All-State ensembles (primarily bands and orchestra) with concert percussion? Each band must have its own set of percussion.

Can you provide sound equipment for Jazz Band recording and performance? Mixing board and solo mic in winds and rhythm section are required. Rhythm section players bring their own amps. If yes, will there be any additional costs for the equipment?

Complete equipment needs, including percussion, will be provided in June prior to camp.

MMEA Staff Office

MMEA office space that can be secured is required. Describe space you could provide.

How will MMEA staff access the internet in the office and around campus?

How will students access wireless connections?

Activities, Campus Support and Recruitment events

MMEA schedules one social event each evening. While activities are managed by MMEA (a talent show, faculty recital) we are interested in activities or facilities you would recommend. Indicate the activity and any costs associated with the activity.

Recruitment and/or music departments often provide a meal, event, or extra activity – at no cost to MMEA or to students. Indicate below whether your institution would sponsor the following:

Pizza and Pop party

Ice Cream party

Reception (cookies, punch) for students and parents after performance

Other Special Events or Local Attractions. Please describe:

Admissions or the music department may schedule an optional meeting or campus tour during student free time. Discussion and scheduling would occur in June prior to camp.

AFFILIATED SUMMER WORKSHOPS

Affiliated organizations hold summer workshops for teachers during MMEA All-State Camp. Workshops range from 30 – 250 attendees. MMEA is not responsible for these workshops, but we do wish to maintain the cooperative efforts between organizations and encourage their continuation.

Review **All-State Affiliated Workshop Needs** (pages 8-9) prior to completing this section.

Are you able to host an affiliated summer workshop at the same time as the MMEA All-State Camp?

Are meals available for attendees of the affiliated conferences? If yes, how would food service be managed for attendees of affiliated conference.

Can you provide housing for affiliated workshop participants if requested (different building than students)?

Are there campus, facility or other limitations that would impact your ability to host the affiliated workshop? If yes, please describe.

NOTE: Billing, contracts and other arrangements will be handled separately for MMEA and the affiliated organization.

Associated Professional Development Conference

Refer questions to organizational contacts below.

American Choral Directors Association of Minnesota (ACDA-MN)

SUMMER DIALOGUE (CONCURRENT WITH ALL-STATE CHOIRS)

Jamie Andrews, Executive Director, execdirector@acda-mn.org

Primary Plenary Presentation Space: Tuesday-Friday

- Capacity: up to 250
- Presentation equipment and technology: Screen, LCD Projector, microphone (possibly wireless lavalier), speakers podium, internet access for presenter
- Piano

Secured Registration Space: Tuesday-Friday

- 6 tables (6-8 foot each)
- Internet Access

Break-out spaces in the same building: Tuesday-Friday

- Up to two classrooms with capacity up to 50 – some with pianos/keyboards

Secured Office Space for ACDA-MN Leadership: Tuesday-Friday

- Internet Access
- Could be in break-out space

Board of Directors Meeting Space: Tuesday and Wednesday am

- Conference tables to accommodate 16 people
- Internet access, screen, and LCD projector
- Could be in break-out space

Exhibits Fair Space: Wednesday mid-morning to mid-afternoon

- 50 music industry vendors
- 8 foot rectangular table and chair(s) for each vendor
- Internet access; power access for some

Secured Music Display Space: Tuesday-Friday

- Four tables (6-8 foot each)
- Could be located in registration area

Snack and Refreshment Serving area: Tuesday-Friday

- Morning continental breakfasts
- Morning and Afternoon Break times
- Could be in registration area or common area outside plenary room

Award and Recognition Banquet Space: Thursday evening

- Seating capacity up to 150 in rounds
- Microphone and speakers podium

Adult Housing: Tuesday-Friday evenings (optional)

- Apartment style preferred
- Up to 120 reservations with 380 room nights; peak night Thursday
- Parking

Minnesota Band Directors Association (MBDA)

SUMMER TEACHING SYMPOSIUM (CONCURRENT WITH ALL-STATE BANDS)

For more information, contact president@mbda.org

Event Dates – Wednesday through Friday of All-State camp

Primary Plenary Presentation Space

- Seating capacity up to 50, flexible seating and flat floor preferred.
- LCD projector and screen
- Access to internet for presenter
- Air conditioned
- Close proximity to All-State events, same building preferred
- A piano and 7-8 music stands may be needed
- Registration Space
 - 2 rectangular tables – possibly outside presentation space
- Conducting lab (usually in All-State rehearsal space during student free time)
- Possible secured music display space or vendor display area (approx. 4 6 foot tables)
 - Access to electrical outlets needed for some vendors
- Snack and Refreshment Serving area:
 - Possible need for refreshment area; most meals in college cafeteria
- Adult Housing
 - Could be adult apartments on campus, or off campus (building other than students)
- Parking

Minnesota String and Orchestra Teachers Association (MNSOTA)

MNSOTA ALL-STATE TEACHER WORKSHOP (CONCURRENT WITH ALL-STATE ORCHESTRA)

For more information, contact presidentelect@mnsota.org

- Events Dates – Wednesday through Friday of All-State camp
- Primary Plenary Presentation Space
 - Capacity up to 50
 - Screen required, LCD projector preferred.
 - Internet access preferred for presenter
- Registration Space
 - 2 rectangle tables – possibly outside presentation space
- Reading session location
 - Space for 20-25 individuals playing stringed instruments
 - Possibly use same space as presentation
 - Chairs must not have arms (for playing instruments)
 - Flat room preferred.
 - Music stands required, conductor podium requested.
- Possible secured music display space or vendor display area (3-5 6 foot tables)
- Adult Housing
 - Could be adult apartments on campus, or off campus. Different building than student housing.

Updated April 2022