



# PMEA District 4 Band Policy Manual

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# ***District 4 Band Policy Manual***

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## I. District 4 Band

### A. Festival

1. The District 4 Band Festival will consist of a symphonic band of students chosen from the participating schools in PMEA District 4.
2. This festival will be held each year concurrent with the District Band Festivals in the remaining eleven PMEA districts on the dates prescribed by the PMEA Calendar.

### B. How to Become a Host

1. A director may act as host for this festival by submitting a letter from his/her administration to the district president offering to host the festival. Schools may share hosting responsibilities.
2. When possible, the band directors of PMEA District 4 will approve the request to host.

### C. Days

1. The festival will be held in accordance with PMEA State Policies. No more than two full days of school may be missed and no more than two nights may be spent in a hotel for the festival.

### D. Eligibility

1. Students may participate only if their director is a current member of PMEA. Director membership will be confirmed by the Festival Coordinator or District President prior to distribution of district band folders.
2. Students must be in tenth grade or higher and be bona fide members of their school performing group.
3. District 4 Band is a participatory band.

### E. Fees

1. Festival fees must be received in full by the start of registration.
2. If the school district has not remitted these fees before the festival, it will be the responsibility of the director to pay the fees by check. The check will be held by the host for one week following the festival to allow time for the school check to arrive.

### F. Weather Contingencies

1. Since PMEA High School festivals are typically scheduled during the winter months, it seems wise to anticipate situations, which would affect the typical festival schedule, the following contingencies should be clearly understood by the host and the host school administration prior to agreeing to host. While not every situation can be foreseen, the following contingency plans should suffice in most instances. Any decision should consider the safety of the students as the uppermost concern.
2. Contingencies involving the host school
  - a. The host school is cancelled on the day the festival is to begin
    - i. Host and President notify attending schools via e-mail and telephone
    - ii. Festival will begin the next morning
    - iv. Auditions will take place as soon as possible using this format:
      - a. The school administration will provide rooms, if possible, for a period of two (2) hours in the morning for auditions.
      - b. Students will return to the rehearsal immediately after auditions
  - b. The host school is canceled on a festival day other than the opening day

- i. The District Presidents and host will confer with the host schools' administration as to the feasibility of continuing the festival or canceling it.
    - ii. Notification of the decision will take place via festival phone chain or email created from the information gathered from the directors when they register at the festival and/or the membership database.
  - c. The host school has a delayed start
    - i. The festival will operate on the delayed school schedule.
    - ii. If no school provided transportation is being used, the Host Director and the District President will determine the schedule.
  - d. The host school closes early on the opening day of the festival.
    - i. The host will contact host families to arrange for students arriving for the festival to be picked up and transported to the host home.
    - ii. In no case will any students remain unsupervised at the host home.
  - e. The host school closes early on a day of the festival other than the opening day.
    - i. The President and host will confer with the host school administration on the feasibility of continuing the festival or canceling it.
    - ii. The host will contact the host families to arrange for transportation for the students as soon as possible.
    - iii. Students will remain with the host director or their school director until they can be safely returned to their host home.
  - f. Some unforeseen condition results in the school being unavailable on the closing day of the festival.
    - i. The President and host will confer with the host school administration as to the best course of action to be taken and the appropriate notification procedures.
- 3. Contingencies involving participating schools
  - a. The participating school is canceled on the day the festival is to begin.
    - i. Canceled school's director notifies Festival Host and his/her President as soon as possible.
    - ii. Every effort is made to secure authorized, safe transportation to the festival on that day.
    - iii. If permission is withheld for transporting students to the festival, the affected school's director should give the host some indication of when his/her participants will arrive at the festival.
    - iv. Sections rendered incomplete by the absence of the affected students will audition the following morning upon their arrival.
    - v. Administration will provide the number of rooms needed to accommodate this contingency according to the policy outlined.
    - vi. The host director has the option to refund all, a portion of, or none of the registration fee with the agreement of the District President or Region Chairman.
  - b. The participating school has an early dismissal on the opening day of the festival.
    - i. The participating school director should make every effort to secure permission to bring the students to the festival.
    - ii. If permission is withheld, follow the policy explained above.
  - c. If a participating school is commuting to the festival and is canceled on any day other than the opening day of a festival, that schools' students will not lose

their right to participate in the Region festival (provided they qualified for the region festival) if their school withholds permission for said students to travel to the District Festival.

d. The participating school has a delayed start on the day of the festival that will potentially affect auditions.

i. See above policy under section a. i.

4. Weather Contingencies:

a. Should a District level Festival be canceled completely due to weather, the District President should consult with the PMEA Executive Director on how auditions for advancement to the next level will be held.

## II. Host Responsibilities

Hosts should be familiar with all of the following responsibilities. It is highly recommended that each area be considered separately and if possible delegated to responsible people to assist the host.

### A. Prepare a Budget

1. The host must prepare a budget for the festival. This monetary plan will aid in determining many decisions regarding the festival. The host must submit a proposed budget and student registration fee to the District 4 President and Festival Coordinator at least 30 days prior to the Fall General Meeting.

2. This proposed budget and registration fee will be approved at the Fall General Membership Meeting.

### B. Guest Conductor

1. The host will choose a guest conductor.

2. 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 possible (if applicable), lodging and meals not provided to the students (excluding alcoholic beverages). Consult the state manual for current honorarium schedule and allowable reimbursement expenses and limits.

### C. Music Selection

When selecting music for a festival the following items should all be considered prior to the guest conductor being hired and the host and guest conductor setting the final program.

1. The potential guest conductor, in conjunction with the host director, will select the concert repertoire.

2. Once the repertoire list is selected, the host director will discuss selected titles with a few colleagues to ensure all sections (woodwinds, brass, and percussion) have adequate music to prepare and perform for the concert.

3. The host director should either give the approval to the potential guest conductor or suggest a revision to the repertoire list based on collegial feedback.

4. If the potential guest conductor is not amenable to the suggestions, then the contract should not be signed and a new guest conductor should be employed.

### D. Facilities

1. The host should work with school officials to secure appropriate facilities and services to accommodate the festival. These include lunch arrangements with the cafeteria, necessary adjustments to athletic schedules, etc.

a. Holding Rooms should be kept as close as possible to the audition rooms without allowing sound to be heard from room to room.

**E. Procure and Organize music**

1. The music is purchased from a vendor of the host's choice or is borrowed from the District 4 library or other music libraries and organized into folders.
2. Purchased music becomes the property of District 4. The District 4 library is located at State College HS. Music must be organized and sent to State College HS at the conclusion of the festival.
3. All music will be collected at the end of the final concert. Schools not returning music will be billed for the music at replacement cost.
4. Folders should be available at the Fall Selections Meeting and should be mailed to directors unable to attend selections on the first business day following.
5. All folders must include a music list, part substitutions used for parts without music, and a list for percussionists of all parts in each piece.
6. Instrumental music substitutions should use the District Band music substitution list. This list is a guide. All substitutions should be discussed with the Guest Conductor. It is as follows:

<b>Part missing</b>	<b>Substitution Part</b>
Piccolo	Flute II
Eb Clarinet	Clarinet I
Cornet 1,2,3, Trumpet 1,2	Cornet I - Trumpet I
	Cornet II - Trumpet II
	Cornet III - Trumpet III
	Trumpet I - Trumpet II
	Trumpet II - Trumpet III
	* If there is a 4th Cornet or Trumpet part - Given to Trumpet I and Trumpet II
Horn III	Horn I
Horn IV	Horn II
Baritone TC	Transpose Baritone BC
String Bass	Tuba

A complete percussion part list **MUST** be included in each Percussion folder.

A complete substitution part list **MUST** be included in each folder

**F. Selection Materials**

1. The host will mail, either by USPS or electronically, a packet of selection materials to each band director in the district at least four weeks prior to the Fall Selections Meeting.
2. The packet should contain:
  - a. Preference Sheet
  - b. Scholarship Application and Information
  - c. School Acknowledgement Form
  - d. Any PMEA state required forms
3. All information may also be placed online.

**G. Preference Sheet**

1. The Audition Coordinator will send electronically or place online a preference sheet to the band director of each school in the district. The sheet will provide the following information.
  - a. Site and dates of the festival
  - b. Site, date and time of the Fall Selections Meeting
    - i. Selections will be held before or after the Fall General Membership Meeting.

- c. A statement reminding the director of the auto-return policy
- d. Spaces for listing students' names and specific instrumental parts for which they may be selected.
- e. Spaces indicating previous PMEA Band Festival Experience in grades 10 and 11.
- h. The date when the Preference List is due.

#### H. Submission of Preference Lists / Director Information Forms

- 1. The director of each participating school will submit a completed preference list to the Audition Coordinator/Host Director by the date indicated on the form.
- 2. Medication Administration Forms (MAF) must be brought to the festival and given to the festival nurse upon arrival along with any medication

#### I. Invoice

- 1. Within one week of the Fall Selections Meeting, the host shall send to each school an invoice listing all students from that school who are participating in the band and the part to which they have been assigned.
- 2. It is the responsibility of each director to make corrections in part assignment and/or spelling and communicate those directly with the host immediately after receiving the invoice.

#### J. Audition Number Preparation

- 1. The host director will forward all names, instruments, and parts to the District 4 Audition Coordinator following the Fall Selections Meeting. The District 4 Audition Coordinator will place student name and student audition numbers for each section in a folder/envelope to be given to the respective Sgt. at Arms the night of selections.

#### K. Housing

- 1. The host school should secure hotel or host family housing provided all PMEA State Policy Guidelines are adhered to.

#### L. Forms

- 1. The PMEA Host Manual should be used as a reference to help with all suggested letters and forms needed for a festival.
- 2. A PMEA Host Manual may be obtained from the district president or PMEA website.

#### M. Concerts

- 1. The host may schedule two public concerts and an assembly concert.
- 2. The public concerts will be ticketed events with the price of tickets being \$3 for students and \$5 for adults.
- 3. An accurate accounting of ticket receipts is necessary to complete the report to the PMEA State Office.

#### N. Reception

- 1. The host may arrange for a reception for the participating directors, their guests, and the guest conductor on an evening of the festival.

#### O. Clinics

- 1. The host shall schedule clinics, reading sessions or other workshop sessions for directors. At least one of these should be scheduled during the festival.
- 2. Registering these clinics with the state PMEA office will enable PMEA to award Act 48 In Service credit for the clinics. Requests for this require prior approval. Please consult the District 4 Professional Development State Representative for more information.

#### P. Logistics

- 1. The host shall make arrangements for the directors' meeting room, audition rooms, holding rooms, a tabulation room, and internet access for directors.

2. The host shall secure necessary assistance to facilitate registration of students at the beginning of the festival and auditions.

- a. Student monitors
- b. Greeters/luggage carriers
- c. Registration clerks

Q. Festival Report

1. The host will file a summary report of the festival within two weeks of its conclusion with the State PMEA office and with the District 4 secretary.

R. Host School Administration

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

S. Recording

- 1. The host shall contract to have at least one concert recorded.
- 2. The recording company will sign a contract supplied by PMEA to secure mechanical rights for recording all selections on the concert program.

T. Photos

- 1. The host shall arrange for photos of the band to be taken.
- 2. Smaller photos of individual schools may be scheduled at the discretion of the host.

U. Guest Conductor Evaluations

- 1. The host must complete a guest conductor evaluation form.

III. Student Guidelines

A. Attendance

1. Students must be present for the entire festival. Exceptions may be granted by the district president only, according to PMEA State policy. See Appendix A.

B. Participation

1. All students will be expected to play all the material in the concert folder. Directors should take this into consideration when nominating students on the preference form.

C. Transportation

- 1. No participant from a participating school is permitted to drive to the festival.
- 2. Extreme circumstances, that may necessitate an exception, will be evaluated by the district president, the student's director and the host director.

D. Concert Dress

- 1. Students will wear individual school band uniforms.
- 2. Drum major or guard uniforms are not acceptable.

E. Behavior

- 1. Students will be expected to observe the guidelines for student behavior at the host school.
- 2. 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 or host home and during the banquet.

F. Meals

1. All students will eat meals as planned by the host. Special dietary considerations should be reported to the host.

G. Housing

1. Problems occurring within the hotel or host home should be brought to the attention of the student's director and the host director immediately.



#### IV. Selection Procedures

##### A. Quotas

1. Each participating school shall be granted student participants based on their school population in grades 10 – 12 using the following tiers:

0-100 = 4 students

101-200 = 5 students

201-300 = 6 students

301-400 = 7 students

401-500 = 8 students

501-600 = 9 students

601-700 = 10 students

701-800 = 11 students

801-900 = 12 students

901-1000 = 13 students

1001-1100 = 14 students

1101-1200 = 15 students

1201-1300 = 16 students

1301-1400 = 17 students

1401-1500 = 18 students

1501-1600 = 19 students

1601-1700 = 20 students

1701-1800 = 21 students

1801-1900 = 22 students

1901-2000 = 23 students

etc.

##### B. Naming Students to the Band

1. The Host Director shall schedule a Quota Band Pre-Selection Meeting at least one week prior to the Fall Selections Meeting. The Quota Committee shall be made up of the Host Director, District President (or another officer as designated by the president), and at least 2 other volunteer directors.

a. The district president or festival policy chairperson should read the quota for each school at the beginning of selections and direct the committee members to indicate the quota on the preference sheet of the schools they represent.

b. It is the responsibility of the committee members to submit the names from the preference lists in the order the names appear on the list. The order listed on the preference sheet may be changed by the individual director at selections, if they are present.

c. If a section is filled and the next name is for the filled section, the name must be bypassed (unless a secondary instrument has been listed) and the next person of an unfilled section should be added.

d. This will continue until each school has either met their quota or run out of available students on their preference list.

e. Band size will be 186 members using district band instrumentation (Appendix).

f. Vacant spots will be filled at the Fall Selections Meeting.

g. The District Band Host will announce the Quota Band Pre-Selection Meeting results (emailing individual school results to respective school directors) between the pre-selections meeting date and the official Fall Selections Meeting.

i. It is understood that directors should not share the results with students

until after the official Fall Selections Meeting

C. Host School Participation

1. Host will begin the selection rotation.
  - a. In the event the festival has co-hosts, the selection process will begin with the site host followed by the co-host(s) then alphabetically from the site host.
2. The host is entitled to their quota plus half.

D. Selection Logistics

1. A list should be made by instrument sections with student names and schools being filled in as they are accepted. This will give the host a complete list of the band by instrumental sections when the selection procedure is finished.
2. Whoever is keeping track of the selection rotation must also keep track of school quotas and indicate when a school has reached their quota and should be taken out of the rotation

E. Automatic Returns

1. The district president or policy coordinator will compile a list of all students from District 4 who attended the preceding Region III Band Festival. If any of these students appear at the top of the preference list submitted by their director, they will be placed into the district band before any selections begin. Once a student who is not a returning Region Band participant appears on a preference list, any remaining Region Band participants will no longer be granted automatic return status.
2. If a school has more students who fulfill the above criteria than the number in their quota, these qualified students will also be granted the return privilege.
3. Students that are auto returns must return on the same instrument

F. Order of Selections

1. The order in which schools may select is alphabetically starting with the host school or site host in the case of co-hosts.

G. Rounds 1 and 2

1. During the district band Fall Selections Meeting, all schools get 25% of their quota numbers in the first round, another 25% in the second round (or whatever is needed to reach 50% of each school's quota number after the first two rounds).

H. Subsequent Rounds

1. For each round after the first, each school will receive one selection until their quota is met or they run out of available students.

I. Distribution of Folders

1. All music will be ready to be distributed at the Fall Selections Meeting.
2. Any remaining folders will be mailed to the schools on Monday following the Fall Selections Meeting.

J. Director's Packet

1. Director's information packets are to be ready for distribution following the completion of the Fall Selections Meeting.
2. Packets **MUST** include the following information:
  - a. A music list, part substitutions, a list of all percussion parts.
  - b. Tentative director's schedule
  - c. Hotel accommodations
  - d. Student guidelines
3. Packets may include the following information:
  - a. A map to the school
  - b. Tentative student schedule
  - c. Welcome letter given to students

e. Restaurant information

K. Substitutions

1. If a student who was selected is unable to attend the festival, the host should be notified immediately, even up to the morning the festival is to begin.
2. The director who is canceling must indicate if they are able to replace the student. This decision is final and enables the host to follow the substitution protocol below.
3. Protocol: The host should follow the following steps in arranging for a substitute:
  - a. STEP 1 – The school with the cancellation may substitute another student on the same instrument and part. \*
  - b. STEP 2 – Replacements are provided by schools that received fewer than their allotted quota . . . starting with the schools that received the lowest percentage of their quota. If more than one school meeting this requirement has qualified students on the needed instrument, D4 officers and event hosts should follow the priority procedure explained under the third step.
  - c. STEP 3 – All schools are considered when looking at possible replacements. Each student listed on the schools' preference sheets will receive a priority rating score equal to their preference slot number divided by the given school's quota. The student with the LOWEST priority rating score shall be selected as the replacement. In the case of ties, the district band host and D4 president shall have the discretion to select the student using other factors (i.e. seniority, number of extra students each school already has received, etc.).
    - i.\* NOTE: If the canceling student's director can provide a replacement under option # 1, the replacement does NOT need to be someone who was listed on the preference sheet. This approach supports the fact that the school's director earned the spot in the selection process and if he/she feels that the canceling school can provide another capable player on the same instrument and the same part, the director is given the opportunity to do so. However, when using both option #s 2 and 3, only student names listed on the original preference sheet may be considered as replacements . . . again, on the same instrument and the same part.

SAMPLE PREFERENCE LISTS w/ Priority Rating Points for each preference slot

School A (Quota of Five)

1. Flute Player – .20 rating score (after dividing slot number '1' by allotted school quota '5')
2. Clarinet Player – .40 rating
3. Alto Sax Player – .60 rating
4. Trumpet Player – .80 rating
5. Tuba Player – 1.0 rating
6. Bass Clarinet – 1.2 rating
7. Trombone – 1.4 rating
8. Percussion – 1.6 rating
9. Baritone Horn – 1.8 rating
10. Alto Saxophone – 2.0 rating

#### School B (Quota of Ten)

1. Flute Player – .10 rating score (after dividing slot number '1' by allotted school quota '10')
2. Clarinet Player – .20 rating
3. Alto Sax Player – .30 rating
4. Trumpet Player – .40 rating
5. Tuba Player – .50 rating
6. Bass Clarinet – .60 rating
7. Trombone – .70 rating
8. Percussion – .80 rating
9. Baritone Horn – .90 rating
10. Alto Saxophone – 1.0 rating

NOTE: If a cancellation occurred in the baritone horn section and neither of the sample schools' listed players (both shown in the ninth preference sheet slot) were initially selected for the festival band, School B's student (having the lower priority rating score of .90) would be selected as the replacement.

4. Should a withdrawal occur after the Fall Selections Meeting, the fees paid by the school with the student canceling will not be refunded. If school fees are outstanding at the time of student cancellation, the original invoice fee must still be paid in full.
5. Should a replacement from another school be found, that school district will not be charged an additional fee for the replacement student.
6. All substitutions will be cut off one calendar week prior to the start of the festival.

#### V. Registration

##### A. Directors

1. Directors will check in their students and provide the names of any last minute cancellations.
2. Directors must indicate to the host where they are staying and provide a phone number by which he or she can be contacted in case of an emergency with a student from their school.

##### B. Packets

1. Packets should be available for all students and directors.
2. Student packets should include:
  - a. Name badge or name tags
  - b. Pencil
  - c. Hotel or Host home information
  - d. Student schedule
  - e. Any host school policies with which students should be familiar
  - f. A map of school showing restrooms, audition rooms and other places which are available to the visiting students
  - g. Photo and recording forms if available
3. Director's packets should contain all of the above information plus:
  - a. Director's schedule
  - b. Hotel or Host home information for all students from his/her school

##### C. Medications

1. If a student has medication that needs to be administered at any time during the festival, those medications should be surrendered at the registration table with a signed Medical Administration Form. Students should bring medication in a labeled bag that seals.
2. The Festival Nurse or an appropriate designee will collect medication at the

registration table.

## VI. Auditions

### A. Purpose

1. Auditions at district band serve an important purpose. They provide a platform to evaluate the preparedness of the participating students while rewarding those students who audition well with continued participation in the PMEA band festival system.

### B. Auditions

1. All students must audition or they will be sent home at their parents' expense.
2. Directors must participate in auditions or their students will be declared ineligible.
3. Directors must request an audition room change at the Directors meeting if they have been scheduled in the same room as one of their auditioning students.
4. Percussionists must audition on all of the following:
  - a. Snare
  - b. Timpani - Timpani will receive 4 pitches. (1 Pitch per drum)
  - c. Mallet
  - d. Auxiliary
5. At least one person with an expertise in percussion is assigned to percussion auditions (whenever possible). The percussion judges will assign percussion parts based on the audition results.
6. Auditions will be blind. No names of students should be available to the judges, nor should directors handle student folders. Sgt. at Arms/students will do this. All communications between judges and students will be done through the Sgt. at Arms, who remains in the room. Student names are not to be posted outside the door; they are to be given to the Sgt. at Arms in with random audition numbers assigned.
7. Students will use their own folders. Folders are collected before auditions from students by the Sgt. at Arms not the judges. When the student enters for the audition, they will find their own folder then return it to the "used" pile after completing the audition. Folders will be returned after auditions are completed.
8. Seating is announced following auditions.
9. Students advancing to Region Band will be announced after the District 4 and 6 Presidents meet and exchange folders.

### C. Procedures

1. At a time specified by the host, directors will convene for a meeting where audition materials will be distributed. These include:
  - a. Assessment Form
  - b. Judge checklist
  - c. Judge music folder
2. Changes in the individual audition committees should be corrected at this time.
3. The District President or Audition Coordinator will preside over this meeting, or in the event of his/her absence, another district officer will fill in.
4. The host and/or committee chairperson will place a chair, screen, and stand in each audition area.
5. From the music folder prepared by the host, judges will determine what selections are to be used for *the* audition and the order in which these selections are to be played, prior to the students entering the room. See Judge's Checklist. The will indicate the beginning, ending, and midpoint of each selection. Students are to use their own music.
  - a. "The Star-Spangled Banner" and "Salute to PMEA" can not be used as audition material.

6. At the assigned audition time, all students in their respective sections report to the audition area. The Sgt at Arms will review the assigned audition and the order of the selections with the entire group inside the room. Students should be allowed to mark their own music. The assigned audition section numbers can also be written on the blackboard in the room if available.
7. All music will be collected before auditions begin by the Sgt. at Arms.
8. Auditioning students have the choice to sit or stand and are permitted to warm up upon entering the room.
  - a. Auditioning students may not use any portion of the audition pieces as their warm-up.
9. They should find and use their own music. All communications are to be through the Sgt. at Arms.
10. Restart policy will be that of regional policy. The chairman identifies the beginning, midpoint and ending of the audition passages. One restart at the beginning is permitted. A restart after the midpoint will begin at the midpoint and that only one restart at the midpoint is permitted. There may be only one restart per selection. No restart on the 1st selection will be permitted once the student begins the 2nd selection. The audition is complete when the student leaves the room. Students are permitted to restart at the midpoint of the final selection after the last note.
11. Students will use the audition number given to them by the Sgt. at Arms. Sgt. at Arms will have a list that shows the audition number and name of each student. Judges will not see this list.
12. Students may place their number on their student intent form when they are given their number by the Sgt. at Arms. The Sgt. at Arms should double-check these numbers when the student intent form is collected.
13. The Sgt. at Arms will announce the audition number only when the student enters the room. If an audition number (student) is absent, the Sgt. at Arms should inform the judges that a number (student) should be left blank on their score sheets.
14. Students are to enter the audition area individually.
15. Music should be left in the audition room until all auditions are completed.

#### E. Scoring

1. Judges will score using a PMEA Band and Orchestra Audition Festival Rubric. The numerical values on these forms will be used.
2. Place the student audition number in the provided box.
3. Each judge must place their entire last name and judging number in the available area.
4. Place a score in every category using whole numbers in the 1-15 scale as per the All-State Judging Rubric.
5. Copy scores into the online tabulation program.

#### F. Prohibited Items

1. No cell phones, smart watches, communication devices, or recording/listening devices will be permitted in the audition or holding rooms. An exception may be made for a student who needs cell phones for health reasons.

#### G. Advancement to Region Band

1. Student eligibility for region band will be determined by the standard regional band instrumentation. See Appendix.

## VII. Region Band Courtesy Placements

When Region Band is held in District 4, the Region host(s) will be entitled to courtesy placements into the Region Band. Courtesy placements must follow all rules and regulations pertaining to Region Band, including payment of fees by the host school. These particular students will not be eligible to advance to the All-State Festival that year and will not be eligible for automatic return to District 4 Band the following year.

A. Number of Courtesy appointments permitted:

1. One host may have a total of 2 courtesy appointments.
2. Co-hosts may have a total of 4 courtesy appointments.

### VIII. Hotel Chaperone Guidelines

#### District Band Chaperone Suggested Checklist:

1. Upon check-in, students should report any damage to a chaperone. Any damage found in the room should be noted on the check-in sheet. Any damage reported to the room that was not noted on the check-in sheet will be the responsibility of the students assigned to that room.
2. Each night at the beginning of curfew hours, the PMEA chaperone will visually verify that each student assigned to the room is present. If a student cannot be visually verified (i.e., in the bathroom), the chaperone will wait until a time that the student can be visually accounted for.
3. Once a room check has been given, students are to remain in their rooms until the designated time (set by the host director). Students are not to leave their room for any reason EXCEPT an emergency. A late-night trip to the vending machine could result in expulsion from the festival and forfeiture of any All-State eligibility.
4. A mix of genders of chaperones that are PMEA members must be used at the hotel for hotel stay festivals. Room checks will be done in pairs by chaperones.
5. Students may not leave assigned areas for the duration of the festival. Further, students may not leave the hotel building for any reason while they are scheduled to be at the hotel. Students are ONLY permitted to be in their assigned room.
6. Chaperones will be responsible for checking to make sure students are accounted for on their assigned bus before leaving the school each evening and the hotel each morning.
7. Remind students to do a final sweep of their hotel room before checking out.
8. Students are not to open the door at night for anyone without proper identification.
9. All disciplinary incidents must be reported to the host director and the presiding PMEA official (District President or Region Coordinator), regardless of severity.
10. Students may not change their room assignments without the consent of the host director.
11. In case of emergency, students should contact the front desk for them to contact the chaperone.
12. PMEA member-director must be in the hotel, on duty, while students are present in the hotel.

### IX. Hotel Policy for Students

Students will sign and follow all PMEA Rules, Guidelines, and Policy pertaining to Hotel stays.

### X. PMEA All State At-Large Instruments

PMEA will send information to Directors concerning the need and procedures for applying for an All State At- Large Instrument position early in the school year. All information can be found on the PMEA website.

### XI. PMEA Region and State Festival Policies

The PMEA Region and State Festival Policies will be consulted for anything not specifically covered in this manual

### XII. Appendices

## Appendix A

### **Festivals and Festival Clinics**

A Statement of Principles Governing Participation in PMEA Festivals

Adopted by PMEA State Executive Council on June 16, 1984

The system of band, chorus, and orchestra festivals at district, regional, and all-state levels is organized and maintained by PMEA as one of its principal vehicles for implementation of its goals to further music education and encourage the development of music programs in the schools. PMEA members who are the directors of bands, choruses, or orchestras in their schools have the privilege of sponsoring students from their organization to participate in the various festivals, subject to the regulatory policies of the State Executive Board, the individual District, and whatever powers the individual District delegates to the collective body of participating directors to establish procedures.

PMEA is a private association of individual professionals, and as such, “may restrict participation in its activities and may impose restraints providing they do not violate the 1964 Civil Rights Act, i.e. restrictions based on race, creed or sex.” PMEA adopts officially the NAFME policy from their legal advisors relative to the exclusion of students of nonmember from participation in events sponsored by NAFME, and in so adopting, we substitute “PMEA” for “NAFME.” The statement therefore reads: “Since PMEA, rather than the school systems, is the sponsor of these events, we assume that there would be some financial and other support given to the event by PMEA. This would appear to us to establish a “rational justification” for the exclusion. If there is this rational justification, the exclusion would not violate the federal civil rights law. The Supreme Court has distinguished two kinds of classifications: so-called suspect classifications, like race or alienage; and other classifications. The classification of students based on whether or not their teachers are PMEA members is obviously not a suspect classification. Accordingly, to sustain the legality of such a classification, we need only show that it has a rational justification and, as indicated above, the PMEA sponsorship and support appears to us to be sufficient for this purpose.”

PMEA holds that participation by a student in a PMEA festival is a privilege granted by, and authorized through, the membership and active participation of the individual teacher/member who is the director of the given organization in the student’s school. It rejects the concepts of institutional membership; of membership by a school administrator who is not the director of the school musical organization (intended as a method of qualifying students for festivals); or of sponsorship of a student by another PMEA member who is not the director of the specific school performing group in that student’s school.

Exceptions, due to legitimate, specific, extenuating circumstances will be detailed later in this document.

PMEA directors sponsoring students in PMEA festivals and/or fests must be FULL ACTIVE members of PMEA. Retired members are not eligible to sponsor students in festivals, fests, and/or adjudication (music performance assessment) activities.

.....July 25, 2007

A Festival Task Force presented the following, which was approved by the PMEA State Board in January, 2011:

**MISSION STATEMENT** - The mission of the PMEA festival system is to promote and support quality music education, learning, and performance, through collaborative interaction between professional music educators and student musicians.

#### **OBJECTIVES:**

- Recognize and enhance student musicianship.
- To encourage involvement of students of active members through representation in PMEA sponsored ensembles.
- Enhance school music programs through student participation, teacher professional development
- and collaborative sharing of the festival experience.



## Terms of an Individual Student's Eligibility to Participate

All Districts must use an application form which contains the following statement:

"Students should not apply to participate in festivals if, for any reason (including religious activities), they plan to miss part of the affair. A student must participate 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.  
(Amended, April 14, 1999)

All student participants are to be required to sign this application. It is also recommended that the application be signed by the student's parent, director and school principal. The guidelines for exceptions and the appeal process which follow are to be listed in the correspondence to each director.

### Guidelines for Granting an Exception

1. The conflict must have developed after the date on which the student was selected for the festival.
2. The nature of the conflict must be unique (a "once-in-a-lifetime" opportunity).
3. Maximum rehearsal time missed may be no more than four (4) hours.
4. The student may not miss a concert.

### Procedure for Requesting an Exception and Appealing an Exception Denial

<b>Step One:</b>	<b>Procedure</b> Student's Director confers with Host Director	<b>Possible Action</b> None
<b>Step Two:</b>	Host Director confers with District President	2 Yes Votes = Exception Granted 2 No Votes = Exception Denied Split Vote = Confer with the District Immediate Past President
<b>Step Three:</b>	Appeal Procedure (OR Procedure for Regional Questions – Step One)	
	District President confers with other District Overruled Presidents of Region	2 Yes Votes = Denial 2 No Votes = Denial approved Split Vote = Confer with State President
	<b>Final Appeal</b> PMEA State President	Final Decision

Once selected, if the student cannot participate in the festival, it is the responsibility of the student's director to contact the host before the registration deadline of the event in order that an alternate may be selected.

A student sent home for disciplinary action will not participate in any subsequent PMEA festival for the remainder of the current school term, but may be eligible to participate in the following year.

Students must participate in their own school organization in order to be eligible to participate in any PMEA or NAFME festival (band for band, orchestra for orchestra, and chorus for chorus). The only exception to this rule may come if the high school lacks said organization. (The original intent of this provision was to disqualify a winds or percussion student from participating in an orchestra festival, when, although continuing membership in the school band, the choice is made not to participate in an active orchestra in the home school. PMEA feels that to do otherwise would tend to undercut the efforts of the director/member in the home school program. If there is an orchestra in the school, the orchestra director must be the sponsoring director-member; if there is no orchestra, the director of the band may sponsor students for an orchestra festival, subject to the rules of the individual district.

Although the most common exception granted has pertained to orchestra, it is possible that a situation warranting consideration of an exception might arise for band or chorus participation. Authority for granting exceptions found to be compatible with PMEA goals will reside with the State Board. A written petition to the appropriate District President must be initiated by a certified music teacher who is a PMEA member prior to a meeting of the Board which, in turn, precedes the selection process for the festival. The District President would be responsible for investigating the validity of the request and for preparing copies of a written brief on the situation for the Board. The District President would then present the report to the Board with his recommendations. (Board members could add discussion notes to their own copies, and following formal action, could file the document for reference in the future regarding established precedent.)

### **Miscellaneous**

In designing concert programs, festival hosts/all-state chairmen should avoid the use of the phrase “public schools.” Either *Music in Public and Private Schools*, or *Music in the Schools of Pennsylvania* is preferable.

### **Participation by Home Schooled & Full-time Vocational-Technical School Students (Updated 2023)**

Home schooled and Full-time Vocational-Technical School students will be eligible to participate in PMEA festivals if they are sponsored by their local school district of residence and the appropriate member-director and if they are members of the local school district’s ensembles or community-based equivalent (band for band, orchestra for orchestra and chorus for chorus).

...April 1995, January 2011,  
July 2020 & July 2023

### **Participation by Private, Parochial, Charter, Cyber and Cyber-Charter School Students (Updated 2023)**

Private, Parochial, Charter, Cyber and Cyber-Charter School students must participate in their own school musical ensembles, or community-based equivalent, in order to be eligible to participate in any PMEA or NAFME festival (band for band, orchestra for orchestra, and chorus for chorus) and must be sponsored by the appropriate PMEA member-director in their school. The private, parochial, charter, cyber or cyber-charter school of attendance must be recognized by the Pennsylvania Department of Education as an official school entity. Cyber and Cyber-Charter students would participate in PMEA events within the PMEA district where they live.

A sponsoring PMEA member-director must be musically qualified and must serve in an audition capacity as assigned. A public school may not sponsor a private or charter school student under any circumstances.

..January 2011, updated July 2020

## Appendix B

### District 4 Band Instrumentation-185 Players total

Piccolo-2

Flute I-10

Flute II-10

Oboe I-3

Oboe II-3

Bassoon I-3

Bassoon II-3

E♭ Clarinet-1

Clarinet I-8

Clarinet II-10

Clarinet III-12

Bass Clarinet-6

Alto Saxophone I- 7

Alto Saxophone II- 7

Tenor Saxophone-6

Baritone Saxophone-6

Cornet I-5

Cornet II-5

Cornet III-5

Trumpet I-5

Trumpet II-5

F Horn I-4

F Horn II-4

F Horn III-4

F Horn IV-4

Trombone I-5

Trombone II-5

Trombone III-5

Baritone-10

Tuba-10

String Bass-2

Percussion-10

## Appendix C

### Region III Band Instrumentation--183 total players

Piccolo-2

Flute I-10

Flute II-10

Oboe I-3

Oboe II-3

Bassoon I-3

Bassoon II-3

E♭ Clarinet-1

Clarinet I-10

Clarinet II-11

Clarinet III-12

Bass Clarinet-6

Alto Saxophone I-6

Alto Saxophone II-6

Tenor Saxophone-4

Baritone Saxophone-4

Cornet I-6

Cornet II-6

Cornet III-6

Trumpet I-6

Trumpet II-6

F Horn I-4

F Horn II-4

F Horn III-4

F Horn IV-4

Trombone I-5

Trombone II-5

Trombone III-5

Baritone-10

Tuba-10

String Bass-2

Percussion-10

## Appendix D

See District 4 Member Directory at <http://www.district4pmea.com/hs-directors.html>

## **District Band Festival Procedures and Policies**

**Organized by Kevin C. (12/29/2012), revised by Ryan W. (January, 2024)**

### **Pre-Audition Student Talk (auditorium)**

- All students need to have their music and a pencil.
- PMEA official(s) will organize students into their sections.
- Your audition numbers and chosen audition selections will be given to you in your holding rooms.
- The restart procedure will be as follows: **Only one restart per excerpt is permitted.** A requested restart prior to the midpoint will occur at the start measure. A requested restart after the midpoint will occur at the midpoint measure. No restart on the 1st selection will be permitted once the student begins the 2nd selection. No restart on the 2nd selection will be permitted once the student begins the 3rd selection. (if applicable).
- Once a student has played the last note of a selection, they may restart at the midpoint.
- Once the audition passages are announced to students, all music folders will be collected and students are not permitted to play their instruments until they enter the audition room.
- Use of an electronic device (including smart watches) in the holding room will result in immediate dismissal from the festival.
- You will be given a Festival Intent Form to fill out in the holding room. Make sure you fill out the form completely with your full name, school, proper section and part, and your entire audition number. Make sure you also circle either 'WILL' or 'WILL NOT' on the form. Be very sure of your intent on the form. Once a "WILL NOT" is submitted, it **CAN NOT** be changed.
- Students are permitted to briefly warm up in the audition room. However, the warm up **may not** include any portion of the chosen audition selections.
- For percussion auditions, students may only use non-metered tone generators to tune timpani drums.
- Any questions during the audition should be directed to the Sgt.-at-Arms, and not the Judges.
- Any student who refuses to audition or does not complete their audition will result in immediate dismissal from the festival. Even last minute replacements should simply try to perform the music to the best of their ability.
- If you are having an instrument malfunction, please let your Sgt-at-Arms know.
- **"Best wishes to everyone!** The runners will now escort you to your holding rooms."

### **Presentation to Student Runners**

- Thank you for volunteering. You set the tone for this whole festival and it is important to be consistent with your communications with all participating band members.
- Greet and escort your instrument section to the holding room.
- Guide students as needed (to restrooms, water fountains, etc.)
- Assist the room chairman in organizing the holding room. When assisting the director with the distribution of audition number labels and the distribution and collection of future festival intent forms, make certain that each student has checked either 'WILL' or 'WILL NOT' on the form and has listed full name, proper section name, and the **entire** audition number (i.e. '012' . . . not just 12).
- Report any problems to the tabulation room immediately.
- A director will step into the holding room to announce the audition selections.
- After a director has announced the audition passages to the band members . . .
  - o Collect the festival intent forms in numerical order (smallest number on top) and deliver them to the **tabulation** room ASAP.
  - o Collect the folders in numerical order (smallest number on top) and take them to the **audition** room.
  - o Direct the student back to the auditorium after their audition.
  - o After auditions are completed, folders will be returned to the auditorium.
  - o Help return rooms to their previous order as per host director's instructions

### **Pre-Audition Director Meeting**

**NOTE:** The District 4 Audition Coordinator should annually read the following statements during the pre-audition meeting. While all directors will benefit from reviewing the proper procedures, the information should be especially helpful to the newer directors.

- No director may audition his/her own students. Please check the assignments for any problems.
- Make sure that the audition room has a music stand for auditioning students.
- Make sure that no judge can see the auditioning student through a mirror or window.
- Excerpts from two or three selections may be chosen. It is recommended that the selections give students the opportunity to demonstrate technical skills, rhythmic skills and musicality. Students should play the passages in the order decided by the judges. Should a selection contain divisi parts, the judges should decide which part they would like to include in the audition and then clearly state their decision when announcing the audition passages to the students.
- Passages with long periods of rests should be avoided. If a passage with a period of rest is chosen, please clarify with the students if they are to count the rests or skip them.
- Solo passages **should** be considered for band festival auditions.
- The student assistant is responsible for the collection of music folders in the holding room.
- When students enter the audition room, they are to use their own music and may warm up before the beginning of the official audition. Students may sit or stand for the

audition.

- After entering the actual audition room, the student **may not** include any portion of the chosen audition selections as warm-up material.
- Judges will not speak to auditioning students. All necessary dialogue must be done through the Sgt-at-Arms.
- All committee members should evaluate the students on the provided judging forms.
  - o Use the master worksheet for preliminary scoring.
  - o Place a score in every category using whole numbers in the 1-15 scale as per the All-State Judging Rubric into the online tabulation program.
- The restart procedure will be as follows: **Only one restart per excerpt is permitted.** A requested restart prior to the midpoint will occur at the start measure. A requested restart after the midpoint will occur at the midpoint measure. No restart on the 1st selection will be permitted once the student begins the 2nd selection. No restart on the 2nd selection will be permitted once the student begins the 3rd selection. (if applicable).
- Once a student has played the last note of a selection, they may restart at the midpoint.
- The primary job of any judge is to rank and rate the individual student.
  - o It is important for the audition committee to have a consensus as to where the student ranks as compared to the other students in the section. Judges do not have to agree, but they should be aware that placement of the student should show some consistency throughout the section.
- All ties will be broken in the tabulation room.
- Results will be available for directors to review prior to the business meeting on the second day of the festival, and all results become official at the stated time after the meeting. If an error is found, alert the District President.
- Refrain from unnecessary eating and drinking during the audition process.
- Judging score sheets will be distributed to directors via email. Directors should not distribute sheets to their students until Monday.

### **Audition Committee**

- Select audition materials from *the* music folder as per instructions from *the* pre-audition meeting.
- Complete audition selections form. Clearly identify the beginning, ending, and midpoint of each selection.
- Judge each student as per instructions.
- All communication to the students should be consistent and made by the chairperson or adult sergeant-at-arms.

### **Room Chairperson Responsibilities**

- Ensure that the audition process remains completely anonymous and professional. You must see that your committee follows all predetermined audition procedures. Please **do not** substitute, delete, or alter any of these procedures.
- Should you or your committee members have any questions, direct your questions to the District President.



- Your duties include the following:
  - Supervise the selection of the audition materials and complete the musical selection form. Be sure to indicate the beginning, ending, and midpoint of each audition selection.
  - Review the judging categories with your committee for agreement of interpretation.
  - Immediately before the beginning of each audition, the room chairperson or sergeant-at-arms should verbally reinforce the starting place for each audition passage and confirm that the student is ready.

### **Presentation to Sergeant-at-Arms**

- Holding room duties:
  - Introduce yourself to the students and identify yourself at the Sgt-at-Arms. Inform them if they have any questions or issues they need to address it with you and not with the Judges.
  - Distribute audition numbers and have students place audition labels on folders.
  - Again, make certain that runners understand procedures for distributing the Region III Band Festival intent forms, making certain that each student checks either 'WILL' or 'WILL NOT' on the form and lists full name, proper section name, and their **entire** audition number (i.e. '012' . . . not just 12). Ask that when the runners collect the forms in the holding rooms, they take time to check for all necessary info and then after guaranteeing that forms contain COMPLETE info, they then organize the forms in audition number order and immediately take the completed intent forms to the tab room.
  - Remind students that they are not permitted to have any electronic devices with them in the holding room or audition room.
  - Students may not play their instruments after the collection of the music folders. However, they are permitted to briefly warm up once in the audition room.
  - Confirm that once students enter the audition room, warm-ups played by a student **may not** include a portion of the chosen audition selections.
  - Any student who refuses to audition or does not complete their audition will result in immediate dismissal from the festival.
  - Announce the audition selections, clearly indicating the beginning, midpoint, and ending spots.
  - The Sergeant-at-Arms should reinforce that the students may restart only one time per audition passage. If the student has passed the midpoint, the restart will occur at the midpoint.
  - After the announcement of the audition selections, have the runners collect the music folders in numerical order and place all folders in the audition room out of sight of the judges.
  
- During Auditions:

- Check with the audition committee regarding procedures for bringing and announcing students.
- Do NOT start auditions until you and the Judges are completely certain you have everything in order and are ready to begin. Please double check music selections and excerpts and be certain that you understand the audition procedures. If you have any questions, contact the District President or another Officer for clarification before you begin.
- Students must be kept quiet in the rooms and in the halls.
- Verify each student's audition number with the room registration form. Make sure each student places their signature on the room registration form before entering the audition room.
- Open the door, announce the student's audition number, and after allowing the student to get his/her own music folder, inform the band member that he/she may play a brief warm-up. NOTE: The student may sit or stand during the audition. While maintaining a comfortable distance, stay in the room and be available in case the student has a problem or question (if using an adult Sergeant-at-Arms). Student runners should exit the room and close the door.
- Students may warm up when entering the room after being given their music folder.
- Refrain from using gender specific pronouns (he, she) and refer to them as "the student" at all times.
- Notify the judges of any gaps in student audition numbers. Do not change audition numbers to fill in the gap.
- When a student has finished auditioning, his/her folder remains in the audition area. Direct the student back to the auditorium.
- After auditions are completed, return all audition materials (director worksheets, extra forms, sign-in papers, etc.) to the tabulation room.
- The Sgt.-at-Arms does not judge.

### **Tabulation Room Responsibilities**

- Walk around the audition space at the beginning of auditions to monitor the process and ensure a smooth start.
- Collect and confirm the Region III Band Festival intent forms, making certain that each student checks either 'WILL' or 'WILL NOT' on the form and has signed it. Incomplete forms must be taken back to the holding room and completed by the student.
- Make note of any forms that have 'WILL NOT' selected.
- Monitor the scores as they come in on the online tabulation form and look for any irregularities (long pauses in the process, skipping of an audition number, etc.).
- Reach out to judges if an irregularity in the process is discovered.
- Confirm rankings once a section has finished auditions.
- Confirm which students will be advancing.
- Post the results at the end of auditions (timing determined by the District

President).