

Massachusetts Music Educators' Association, Inc.

NORTHEASTERN DISTRICT

A Federated State Unit of the National Association for Music Education
Endorsed by the Massachusetts Secondary School Administrators Association



AUDITION / FESTIVAL HANDBOOK 2018-2019

September 2018



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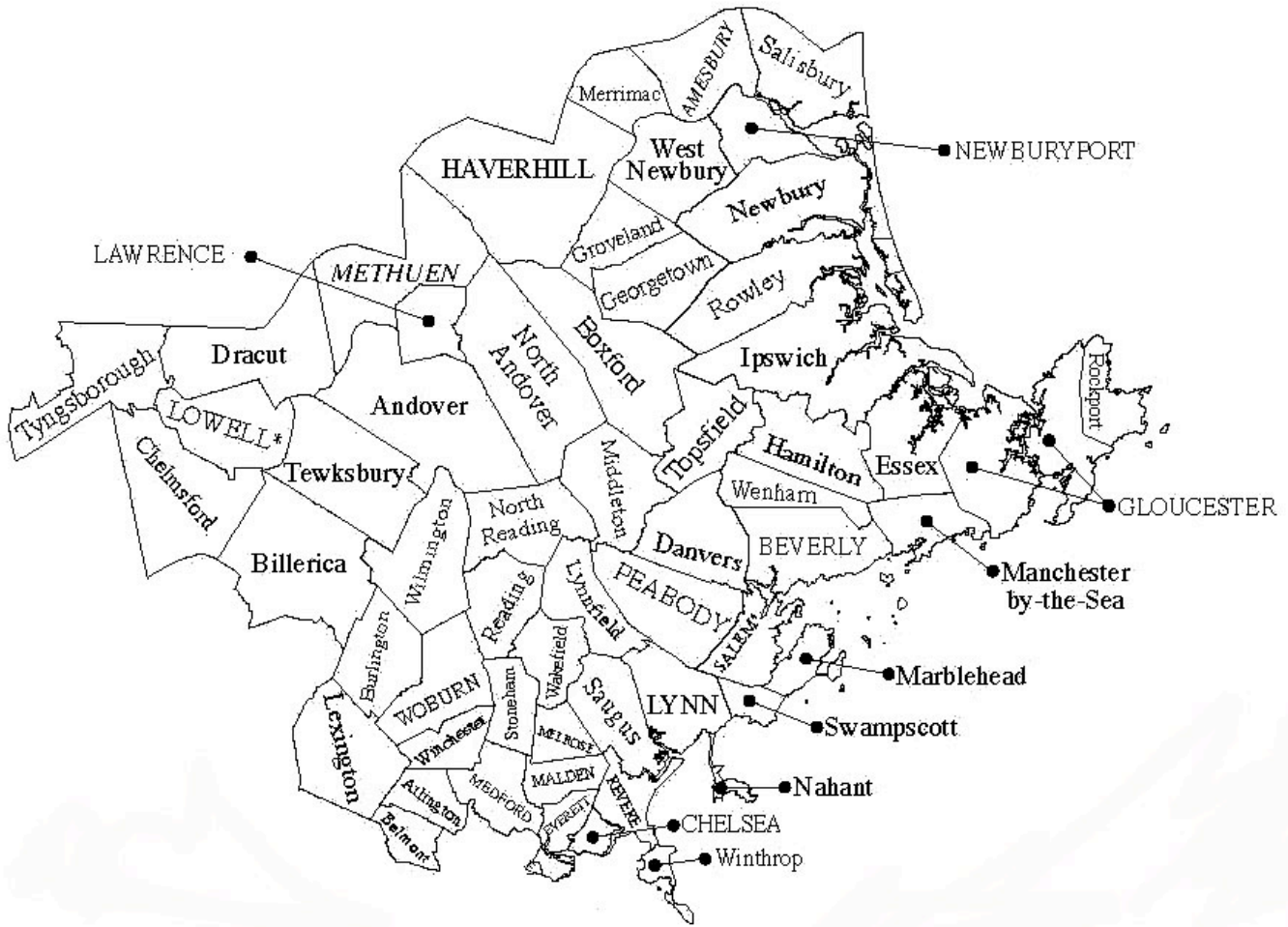
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NORTHEASTERN DISTRICT

A Federated State Unit of the National Association for Music Education



Cities and Towns (58)

- | | | | |
|------------|-----------------------|---------------|--------------|
| Amesbury | Gloucester | Merrimac | Saugus |
| Andover | Groveland | Methuen | Stoneham |
| Arlington | Hamilton | Middleton | Swampscott |
| Belmont | Haverhill | Nahant | Tewksbury |
| Beverly | Ipswich | Newbury | Topsfield |
| Billerica | Lawrence | Newburyport | Tyngsborough |
| Boxford | Lexington | North Andover | Wakefield |
| Burlington | Lowell | North Reading | Wenham |
| Chelmsford | Lynn | Peabody | West Newbury |
| Chelsea | Lynnfield | Reading | Wilmington |
| Danvers | Malden | Revere | Winchester |
| Dracut | Manchester by the Sea | Rockport | Winthrop |
| Essex | Marblehead | Rowley | Woburn |
| Everett | Medford | Salem | |
| Georgetown | Melrose | Salisbury | |



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2018-2019 EXECUTIVE BOARD

Chairperson

Chris Nelson
North Andover Public Schools
chair@northeasterndistrict.org

Chairperson-Elect

Tom Bankert
Wakefield Public Schools
chairelect@northeasterndistrict.org

Past-Chairperson

Brian Fulks
Methuen Public Schools
chairperson@northeasterndistrict.org

Secretary

Luke Miller
Melrose Public Schools
secretary@northeasterndistrict.org

Treasurer *(non voting)*

Steve Correia
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Historian

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Auditions Coordinator *(non voting)*

Lauren Ignos
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PD@northeasterndistrict.org

Collegiate Representative

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collegiate@northeasterndistrict.org

Technology Coordinator

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Librarian

Kate Ferris
Marblehead Public Schools
librarian@northeasterndistrict.org

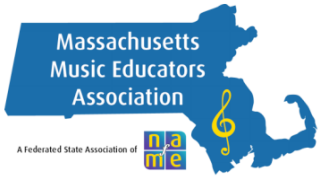


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Festival Audition Procedures (page 1 of 2)

	Senior Festival Auditions Saturday, November 17, 2018 Sunday, November 18, 2018 (<i>Snow date</i>) North Andover High School, North Andover	Junior Festival Auditions Saturday, February 2, 2019 Saturday, February 9, 2019 (<i>Snow date</i>) Tenney Grammar School, Methuen
Eligibility	1. Students in Grades 9-12 2. Female voices: Soprano or Alto only 3. Male voices: Tenor or Bass only 4. Students must be transported by an adult chaperone. Students are not allowed to drive themselves or others to or from any audition.	1. Students in grades 7-9 2. Boys in grade 6 may audition for Boys Chorus. 3. Students who participated in the most recent Senior Festival performance are ineligible to audition for the Junior Festival.
	<ul style="list-style-type: none"> ➤ Students may only perform one audition with the following exceptions: ~Jazz auditionees may also audition for Band, Orchestra or a Chorus ~Percussionists may audition on more than one instrument. Each instrument must be designated and a separate fee paid for each audition. ➤ Students must be an active participant in their school's music department, part of a school ensemble (<i>if one is available</i>) and meet the criteria set forth by the student's school. ➤ The school director of the ensemble in which they perform must register all eligible students The director <i>must be an Active NAFME member</i>. 	
Limits	School enrollment <u>under 800 students</u> : (8) soprano & (8) alto voice parts per school School enrollment <u>over 800 students</u> : (16) soprano & (16) alto voice parts per school	(3) per part - Female voices (Sop. I, Sop. II, Alto) (5) per school – Fl., Cl., A.Sax, Tpt., Snare Drum School's with over 800 students in grades 6-8 may send an additional (2) students per limited voice parts and instruments.
Audition Requirements	1. Solo piece 2. Scales (<i>memorized as provided</i>) 3. Sight reading vocal sight reading will be in key of the solo piece, unless minor, then the relative major will be used.	1. Solo piece 2. Scales (<i>memorized as provided</i>)
	Vocal Auditions: Students will sing with the NE District provided accompaniments. Snare & Mallet Auditions: Students are required to prepare the auxiliary piece provided on the audition list Check the NE District website: www.northeasterndistrict.org for specifics.	
Registration	Regular – September 1, 2018 – October 26, 2018 Late - October 27, 2018 – November 1, 2018	Regular - November 19, 2018 – January 4, 2019 Late - January 5-11, 2019
	1. The school director of the ensemble in which they perform must register all eligible students. The director, who <i>must be an Active NAFME member</i> , should use the login credentials issued by the technology coordinator to access the online registration form. An individual parent may not register a student for auditions or festivals unless the parent is the Principal of a Home School student, and has an Active NAFME membership. 2. Onsite registrations will be permitted for students who were not registered during the online registration periods. An Onsite Registration Form will need to be completed with a check for the appropriate fees. Students will audition on a first come first serve basis. 3. Students must audition on the instrument/voice part for which they were registered.	
Audition Fees	\$15.00 per Audition - Regular Registration \$30.00 per Audition - Late Registration \$50.00 per Audition - On-site Registrations (new registrations) \$20.00 per change on audition day (inst./voice part) No charge for substitutions (Sop I for Sop. I, etc...) * Each school is given one change at no cost	
Audition Times	Audition times will be posted by school code on the NE District website: www.northeasterndistrict.org two weeks prior to the audition date	Audition times will be posted by school code on the NE District website: www.northeasterndistrict.org two weeks prior to the audition date



(page 2 of 2)

	Senior Festival Auditions - <i>cont.</i>	Junior Festival Auditions - <i>cont.</i>
Communication	All important information pertaining to the Festival will be posted on the Northeastern District website www.northeasterndistrict.org and/or sent via e-mail. Please make sure your contact information is accurate. All communication must go through the school music teacher.	
Contact Information	Auditions Coordinator, Lauren Ignos auditions@northeasterndistrict.org	
Additional Information	<ol style="list-style-type: none"> 1. Chaperones are expected to be present for the entire duration of the audition. This person should arrive with the completed <i>PRINCIPAL FORM</i> and <i>PAYMENT</i>. 2. No photocopies of music are allowed. 3. Due to the number of students auditioning, we cannot guarantee preferred audition times. 4. Check all dates for conflicts prior to registering for an audition: Registration deadlines / Audition date / Festival Rehearsal and Concert dates / Snow dates 5. Audition registration fees are to be paid based on the number of registered auditions on the Principal Form. No reduction or refund is allowed for a student's nonparticipation. 6. Chaperones/Directors are NOT allowed in the audition areas. 7. Official acceptance results will be posted online within 48 hours AFTER auditions have concluded. 8. Music will be mailed to the schools of accepted students after Festival Registration closes. 9. All inquiries regarding auditions and audition results should be made through the school music teacher. Board members will not respond to individual student or parent inquiries. <p>* If a Junior Festival ensemble has incomplete instrumentation due to the lack of students auditioning, these spots may be filled at the discretion of the Executive Board from students that auditioned, but were not accepted in the Senior Festival.</p>	

COLOR INSTRUMENTS

1. Students who have interest in playing a color instrument will need to prepare the appropriate excerpt provided on the district website.
2. The student will be assessed on the assigned excerpt and ranked using the current Score Forms.
3. Students will NOT be asked to sight-read on their color instrument. (Senior Festival)
4. There is no additional audition fee for color instruments.
5. The student's name and color instrument will be indicated upon check in on the Audition day.
6. A student's acceptance is solely based on their SOLO audition score.
The color instrument audition is for part placement only, should they be accepted based on their SOLO performance.

The following color instruments are available for evaluation:

Sr. Festival
Piccolo | E^b Clarinet

Jr. Festival
Piccolo



Senior Festival Audition Day Information (1 page)

Please forward this to all-participating music teachers.

Date: Saturday, November 17, 2018 (*Snow date: Sunday, November 18, 2018*)
In the event of inclement weather, postponement information will be posted on www.northeasterndistrict.org.

Location: North Andover High School - 430 Osgood Street, North Andover, MA 01845

Times: Audition times will be posted on the District website (www.northeasterndistrict.org)
Check-in will open at 8:00 AM and Auditions begin no earlier than 9:00 AM
All communication must go through the school's music director.

What to Bring: In accordance with MMEA policies, Students must be transported by an adult chaperone. Students are not allowed to drive themselves or others to or from any audition or MMEA sponsored event. Chaperones are expected to be present for the entire duration of the audition. Students who violate this policy, forfeit their right to audition.

- Principal Form – Completed with required signatures (review for accuracy and attendance prior to checking in)
- Payment – (1) Check per school for audition fees. If making on-site changes, fees **must be paid at check-in time**.
- Originals – No photocopies are permitted in the audition room.

Check-In: Opens @ 8:00 AM (*No schools will be checked in early*)
(1) Chaperone reports to the Check-In desk with the Principal Form and Payment. All students remain on the bus. At this time we will be checking the Principal Form for cancellations/substitutions/new registrations/other changes. We will also review the online scoring system and checkout process.

Once Check-In is completed you will receive the following:

Audition Card – There will be (1) card per audition.

Each card will have: Student's ID# / Student's Name / School Code / Instrument

Percussionists and Jazz students may have more than one if performing multiple auditions (1 per audition)

On-site registrations will have cards created before students go to the warm up rooms.

Checkout Card – This card will be used by the chaperone to checkout after all auditions are completed.

Building Map – This will indicate the warm-up locations, hospitality room, concessions, etc...

Audition: Students will be directed to the designated warm up areas with their Audition Card and begin warming up. Each warm up area has a Manager present that will facilitate the audition process. When the student's school code and instrument/voice part are announced, they will walk up to the manager with their Instrument, Music (original) and Audition Card and a volunteer will escort them to the audition room. Upon entering the room the student will hand the Audition Card to the adjudicator and begin the audition. Once the audition is complete, students return to the warm up area to pack up and proceed to meet up with their chaperone. Refreshments will be made available for purchase and there is a Hospitality Room for chaperones. **Chaperones/Directors are NOT allowed in the audition areas.**

Checkout: (1) chaperone will go to the check out table (without students) and hand the staff the Checkout Card. The staff will check to confirm that all portions (solo & scales) of the audition have been completed. If a section is incomplete, the student may have to go back to the audition room to complete the missed section. The manager will be notified and the student will be taken directly to the room. Once completed, the chaperone returns to the checkout table.

Results: Official acceptance results will be posted online within 48 hours after auditions have concluded. The director will be required to login to get the results and print the student score forms. This is also where directors will check the box indicating which students will be participating in the festival. This is the registration process and a new Principal Form will be generated. Music will be mailed to the schools of accepted students after Festival Registration closes.



Senior Festival Information (page 1 of 2)

Location: Galvin Middle School - 525 Main St., Wakefield, MA 01880

Times: Check the District website for specific times
Wednesday, January 9, 2019 *Rehearsal*
Friday, January 11, 2019 *Rehearsal*
Saturday, January 12, 2019 *Rehearsal, Awards & Concert*
Sunday, January 13, 2019 *Snow Date (all times would remain the same as Saturday)*
1:00 PM - Concert 1 (Chorus, Percussion Ensemble, Jazz Band)
3:30 PM - Concert 2 (Band & Orchestra)

Registration: Students must be registered online by Friday, November 23rd. The registration fee is **\$25.00 per student**.

What to Bring: Please make sure these are completed and/or turned in at the Check-In desk at the first rehearsal.

- Principal Form – Completed with required signatures
- Payment – (1) Check per school for total Festival fees.
- Medical Form/Rehearsal Policies & Student Contract - (1) per student
(*must be the NE District provided form contained in this Handbook*)
- Chaperone Form** is to be completed **ONLINE** prior to attending the first rehearsal - (1) per school code

Check-In: Opens @ 2:45 PM (*No schools will be checked in early*)
(1) **Chaperone** reports to the Check-In desk with the Principal Form, Payment and (1) Medical Form/Contract for each participant. Students may go directly to their ensemble rehearsal. At this time we will be checking the Principal Form for absent students and to ensure we have all the necessary Medical Forms/Contracts

Rehearsal Regulations: Due to limited rehearsal time, it is essential that students be on time for all rehearsals. Students should report to the rehearsal room (15) minutes prior to the start of rehearsal to warm up, tune and be in their seats ready to start rehearsal on time. Attendance at all rehearsals is required to be eligible for the performance. Students will not be excused from rehearsals. Each school district must have a designated chaperone in attendance at all times.

Transportation: In accordance with MMEA policies, Students must be transported by an adult chaperone. Students are not allowed to drive themselves or others to or from any MMEA sponsored event. Chaperones are expected to be present for the entire duration of the rehearsal. Students who violate this policy will be disqualified from the festival and lose their All-State recommendation. Each school is responsible for its participants.

Meals: The Wakefield Music Boosters will be selling pizza, drinks, and snacks at dinnertime for the students. Pizza will be provided in the hospitality room for the chaperones on Wednesday and Friday evenings.

Concert Dress: Girls: Long, black skirt (floor length) or black dress pants, BLACK nylons and black shoes, white long sleeved blouse. Boys: Dark pants and dark jacket (preferably black), white shirt, tie, dark socks and dark shoes.
No jeans or sneakers.

Equipment: Each participant should have his or her equipment in good working order with all necessary accessories. Students should bring music, a pencil and a folding music stand (instrumentalists only) to all rehearsals. Cello and Bass players must have rubber tips on endpins. Students assigned to snare drum parts should bring their own snare drum.

Medical Aid: In the case of an ill or injured student, the student's designated school chaperone will be contacted first and will make the determination as to whether the parents should be notified. In the event that the student's designated school chaperone is unavailable or inaccessible, MMEA officers and/or managers will make the determination regarding parent contact and may contact parents directly and/or seek appropriate emergency medical action.



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Tickets:

Students may purchase **(2)** tickets at the Wednesday rehearsal, at a cost of \$10.00 per ticket. Any remaining tickets will be sold on a first come first serve basis during the dinner break on Friday. If tickets remain, they will be sold at the door on Saturday approximately one hour before the concert. NAfME members will be admitted for free by presenting their valid membership card.

Cancellations:

If the rehearsal and concert on January 12, 2019 should be cancelled due to inclement weather, the snow date is scheduled for Sunday, January 13, 2019 at the same times. Cancellation will be posted on the district website.



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Junior Festival Audition Day Information (1 page)

Please forward this to all-participating music teachers.

Date: Saturday, February 2, 2019 (*Snow date: Saturday, February 9, 2019*)
In the event of inclement weather, postponement information will be posted on www.northeasterndistrict.org.

Location: Tenney Grammar School - 75 Pleasant Street, Methuen, MA 01844

Times: Audition times will be posted on the District website (www.northeasterndistrict.org)
Check-in will open at 8:00 AM and Auditions begin at 9:00 AM
All communication must go through the school's music director.

What to Bring: In accordance with MMEA policies, all students must be chaperoned to the audition by their own school music personnel, or other authorized agents of the school. The chaperone(s) must remain on site for the duration of the audition process. Students who arrive without a chaperone forfeit their right to audition.

- Principal Form – Completed with required signatures (review for accuracy and attendance prior to checking in)
- Payment – (1) Check per school for audition fees. If making on-site changes, fees **must be paid at check-in time**.
- Originals – No photocopies are permitted in the audition room.

Check-In: Opens @ 8:00 AM (*No schools will be checked in early*)
(1) Chaperone reports to the Check-In desk with the Principal Form and Payment. All students remain on the bus. At this time we will be checking the Principal Form for cancellations/substitutions/new registrations/other changes. We will also review the online scoring system and checkout process.

Once Check-In is completed you will receive the following:

Audition Card – There will be (1) card per audition.

Each card will have: Student's ID# / Student's Name / School Code / Instrument

Percussionists and Jazz students may have more than one if performing multiple auditions (1 per audition)

On-site registrations will have cards created **before** students go to the warm up rooms.

Checkout Card – This card will be used by the chaperone to checkout after all auditions are completed.

Building Map – This will indicate the warm-up locations, hospitality room, concessions, etc...

Audition: Students will be directed to the designated warm up areas with their **Audition Card** and begin warming up. Each warm up area has a Manager present that will facilitate the audition process. When the student's school code and instrument/voice part are announced, they will walk up to the manager with their Instrument, Music (original) and **Audition Card** and a volunteer will escort them to the audition room. Upon entering the room the student will hand the **Audition Card** to the adjudicator and begin the audition. Once the audition is complete, students return to the warm up area to pack up and proceed to meet up with their chaperone. Refreshments will be made available for purchase and there is a Hospitality Room for chaperones. **Chaperones/Directors are NOT allowed in the audition areas.**

Checkout: (1) chaperone will go to the check out table (without students) and hand the staff the **Checkout Card**. The staff will check to confirm that all portions (solo & scales) of the audition have been completed. If a section is incomplete, the student may have to go back to the audition room to complete the missed section. The manager will be notified and the student will be taken directly to the room. Once completed, the chaperone returns to the checkout table.

Results: Official acceptance results will be posted online within 48 hours after auditions have concluded. The director will be required to login to get the results and print the student score forms. This is also where directors will check the box indicating which students will be participating in the festival. This is the registration process and a new Principal Form will be generated. Music will be mailed to the schools of accepted students after Festival Registration closes.



Junior Festival Information *(page 1 of 2)*

Location: Galvin Middle School, 525 Main St., Wakefield, MA 01880

Times: Check the District website for specific times
Wednesday, March 27, 2019 *Rehearsal*
Friday, March 29, 2019 *Rehearsal*
Saturday, March 30, 2019 *Rehearsal & Concert*
Sunday, March 31, 2019 *Snow Date (all times would remain the same as Saturday)*
Concert 1: 1:00 PM Girls Chorus & Boys Chorus
Concert 2: 3:00 PM Jazz Band, Orchestra, Concert Band

Registration: Students must be registered online by Friday, February 8, 2018. The registration fee is **\$25.00 per student**.

What to Bring: Please make sure these are completed and/or turned in at the Check-In desk at the first rehearsal.

- Principal Form – Completed with required signatures
- Payment – (1) Check per school for total Festival fees.
- Medical Form/Rehearsal Policies & Student Contract - (1) per student
(must be the NE District provided form contained in this Handbook)
- Chaperone Form** is to be completed **ONLINE** prior to attending the first rehearsal - (1) per school code

Check-In: Opens @ 2:50 PM - All participants (busses, cars, vans) should not arrive before 2:45pm on Wednesday and Friday. (1) Chaperone reports to the Check-In desk with the Principal Form, Payment and (1) Medical Form for each participant. Students may go directly to their ensemble rehearsal. At this time we will be checking the Principal Form for absent students and to ensure we have all the necessary Medical Forms.

Rehearsal Regulations: Due to limited rehearsal time, it is essential that students be on time for all rehearsals. Students should report to the rehearsal room (15) minutes prior to the start of rehearsal to warm up, tune and be in their seats ready to start rehearsal on time. Attendance at all rehearsals is required to be eligible for the performance. Students will not be excused from rehearsals. Each school district must have a designated chaperone in attendance at all times.

Transportation: In accordance with MMEA policies, Students must be transported by an adult chaperone. Students are not allowed to drive themselves or others to or from any MMEA sponsored event. Chaperones are expected to be present for the entire duration of the rehearsal. Students who violate this policy will be disqualified from the festival and lose their All-State recommendation. Each school is responsible for its participants.

Meals: The Wakefield Music Boosters will be selling pizza, drinks, and snacks at dinnertime for the students. Pizza will be provided in the hospitality room for the chaperones on Wednesday and Friday evenings.

Concert Dress: Girls: Long, black skirt (floor length) or black dress pants, BLACK nylons and black shoes, white long sleeved blouse. Boys: Dark pants and long sleeve white shirt, tie, dark socks and dark shoes.
No jeans or sneakers.

Equipment: Each participant should have his or her equipment in good working order with all necessary accessories. Students should bring music, a pencil and a folding music stand (instrumentalists only) to all rehearsals. Cello and Bass players must have rubber tips on endpins. Students assigned to snare drum parts should bring their own snare drum.

Medical Aid: In the case of an ill or injured student, the student's designated school chaperone will be contacted first and will make the determination as to whether the parents should be notified. In the event that the student's designated school chaperone is unavailable or inaccessible, MMEA officers and/or managers will make the determination regarding parent contact and may contact parents directly and/or seek appropriate emergency medical action.



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Tickets:

Students may purchase **(2)** tickets at the Wednesday rehearsal, at a cost of \$10.00 per ticket. Any remaining tickets will be sold on a first come first serve basis during the dinner break on Friday. If tickets remain, they will be sold at the door on Saturday approximately one hour before the concert. NAfME members will be admitted for free by presenting their valid membership card.

Cancellations:

If the rehearsal and concert on March 30, 2019 should be cancelled due to inclement weather, the snow date is scheduled for Sunday, March 31, 2019 at the same times. Cancellation will be posted on the district website.



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MEDICAL FORM

Please type or neatly print all information on the form below. This form must be turned in at the first Festival Rehearsal.

School Code: _____ School Name: _____

Student's Name _____ Male/Female _____ Date of Birth _____ Age _____ Grade _____

Circle: Band | Chorus | Jazz | Orchestra | Percussion Ensemble

Parent/Guardian's Name _____

Home Address _____ Town _____ Zip _____

Home Phone _____ Cell Phone _____ Business Phone _____

In emergency, notify _____ Relationship _____

Home Phone _____ Cell Phone _____ Business Phone _____

Medical Insurance Company _____ Policy Number _____

Is student taking medication? _____ What? _____ Dosage _____

Allergies? _____ Please Specify _____

Any Illness? _____ Please Specify _____

Does the student require a restricted diet? (If so please specify here.) _____

JUNIOR/SENIOR FESTIVAL REHEARSAL POLICIES & STUDENT CONTRACT

1. Due to limited rehearsal time, it is essential that all students be on time for all rehearsals. Please be sure to arrive at least (15) minutes prior to the scheduled starting time so that students may warm up, tune, and be in their seats ready to start the rehearsal at the scheduled time. Students must participate in all rehearsals for the full time to be eligible to perform in the concert.
*Any student who does not participate in the Senior Festival concert may forfeit eligibility for All-State.
2. Each school must have a designated chaperone in attendance at all times during rehearsals. That person must register the students at the desk upon arrival at each rehearsal and remain on site for the entire rehearsal period. School systems that do not have chaperones, will forfeit their right to participate in the festival.
3. No student, under any circumstances, may drive a vehicle to any rehearsal, concert, or audition sponsored by MMEA or MMEA-ND. No student may be a passenger in a vehicle driven by another student to any rehearsal, concert, or audition sponsored by MMEA or MMEA-ND. Any violation of this rule will result in automatic expulsion of the student from the Festival. Any student in violation of this rule that has been recommended for All State will have that recommendation revoked.
4. Any questions from parents or students concerning the rules should be directed to the school music director or person acting as a designated sponsor of the students to the festival. Only directors or designees should have contact with the concert committee members. Parents and students should not contact the concert coordinator or any manager directly.

PARENT/GUARDIAN PERMISSION This form must be turned in at the first Festival Rehearsal.

I (parent/guardian name) _____, submit the above emergency medical information and give my permission for my child to participate in this festival under the conditions described above and the rules and expectations outlined in the *Northeastern District Student Contract*. I hereby acknowledge that the performance of my child identified above may be photographed, reproduced, and/or recorded on compact disc, DVD, and/or other similar devices and may be displayed and/or heard in MMEA publications and/or on the MMEA-Northeastern District Website without remuneration.



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Parent/Guardian Signature _____ Date _____

CHAPERONE FORM – To be completed **Online**

To be completed by a representative from the school.

Band Director, Orchestra Director, Jazz Band Director, Choral Director or District Music Director

**The forms will become active after the Festival Registration closes.*

- *Sr. Festival Chaperone Form – www.northeasterndistrict.org/srchaperone-form.html*
- *Jr. Festival Chaperone Form – www.northeasterndistrict.org/jrchaperone-form.html*