

NCMEA

FESTIVAL CHAIRPERSON DUTIES

1. CONDUCTOR

- a. It is the chairpersons responsibility to arrange for a conductor well in advance of the festival dates. (If the conductor becomes unavailable the chairperson may stand in as conductor)
- b. Provide the conductor with the Conductors CONTRACT (on the NCMEA website) well in advance of the festival. Make sure it is signed and make Xerox copies. Send one to NCMEA VP of Bands and one to NCMEA treasurer. Keep conductor informed of times and schedule of the festival.
- c. The conductor selects the program and size of the ensemble (with your guidance). Old programs can be found on the website. NCMEA music library is available (also on the website).
- d. Stay in touch with your conductor and NCMEA. You will need a conductor bio and headshot by December 1st submitted to President of NCMEA.

2. MUSIC

- a. You will need 2 sets of each selection to accommodate the size of the ensemble.
- b. Music for the festival can be obtained in a variety of ways.
 1. *borrow from the NCMEA Library (on website)*
 2. *order up to 2 selections, or order one and borrow one*
 3. *can be provided by the conductor (some conductors prefer to use their own).*
- c. Order music through Al Hemer Music. Bill the order to NCMEA treasurer.
- d. Stamp each copy of new music with NCMEA stamp.
- e. **Submit program, conductor bio and conductor headshot by December 1st to NCMEA President or program will read TBA.**

3. INSTRUMENTATION

- a. Determine the number of students per section (as per conductor) and with VP Bands guidance
- b. Determine stage set-up, special needs, percussion, stands, etc.
- c. Compile a list of band directors by district and building (use directory).
Create mailing labels. Stay organized!
- d. Create labels for each instrument folder.

4. PERSONNEL

- a. NCMEA uses Solo chair. Results/scores from the festival (held in early December) will be available to chairperson a few days after the festival.
Check for possible errors (solo level, grade, etc).
- b. Determine official ranked list of students by instrument. Break ties first with grade level and then alphabetically.
- c. Send personnel lists to all band directors.
- d. Notify directors and students before winter break.

5. ISSUE MUSIC

- a. Organize manila envelope by student and part.
- b. Stuff envelopes with congratulation letter from chair and /or conductor, music, ticket envelope, NCMEA sticker (or give sticker out at festival), recording form.
- c. Organize envelopes by teacher/district.
- d. Mail envelopes through BOCES, ASAP after solo festival.

6. HOST SCHOOL

- a. Contact host school with percussion needs.
- b. Contact VP Bands for special items that are not available from host school.
- c. Send host school map/diagram of ensemble (as per conductor)
- d. Resolve all instrument needs early.

6. WEEKEND DETAILS

- a. Make nametags for all students, conductor and chairperson. Use large names (on paper) taped to the front of stands. This enables conductor to address the student by name. Peel and stick name tags for percussion, conductor, and chair.
- b. Visit the host school on Thursday afternoon/Friday morning to assist/arrange the rehearsal room and put up name tags. (Arrange this with host school ahead of time)
- c. Greet the band members and introduce yourself and conductor.
YOU are responsible to manage break times, lunch times (students must be prompt!), answer student questions, etc. Make announcements before and after break/lunch. Keep things running on time. Remind students of proper procedures, dress, music turn in procedures, etc.
- d. Co-ordinate concert procedure with host school (line up, dress rehearsal)
- e. You will address the audience before the performance to announce the conductor and give thank yous.
- f. After the concert collect, sort, organize and return music to NCMEA and /or conductor.

THANK YOU FOR BEING INVOLVED IN NCMEA!!!

NCMEA COLLEAGUES,

*THIS IS COPY OF THE NEW CHAIRPERSONS
GUIDELINES.*

*PLEASE LOOK THIS OVER AND RED LINE IT
FOR ME ...IM SURE I MISSED THINGS.....*

*ESPECIALLY WANT TO BE ACCURATE
REGARDING SOLOCHAIR AND ORCHESTRA*

THANKS