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## All-County Orchestra Chairperson Timeline/Calendar

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This timeline has been formulated to assist the orchestra chairperson in setting up an all-county orchestra. A rotation of chairpersons has been created and approved by the NCMEA executive board.

February: Notification from VP Orch of chairperson for the next school year's all-county orchestras. Elementary Orchestra is string orchestra only. JH and SH Orchestras are full orchestras.

Chair seeks conductor for next school year's all-county orchestras. Chair will be informed of which orchestra has a guest conductor (Elementary and JH rotate between guest conductor and in-county conductor; SH has a guest conductor every year). Conductor should be selected and name given to VP Orch by April 30<sup>th</sup>. Local conductors receive a stipend of \$200. Guest conductors receive a stipend of \$500.

Provide conductor with county list of repertoire. The county orchestra library is located at Royalton-Hartland and a list is posted on the county website <http://www.ncmea.com>.

Provide conductor with programs of previous years so that duplication of repertoire does not occur. These programs are also posted on the county website.

Concert repertoire and conductor biography should be given to the VP Orch by May 31<sup>st</sup>. Elementary repertoire should be string only. JH and SH repertoire is full orchestra with one string-only piece. At least two of the selections should be from either the NCMEA library or from the Chairperson's or conductor's library. Two other selections can be purchased

April 30: Deadline to notify VP Orch of who conductors will be.

- May 31: Deadline to notify VP Orch of repertoire selections and conductor bio. Send via mail or email and be sure to include composer/arranger. The VP Orch will then send all concert information to the NCMEA President for program printing.
- July/August: Stay in contact with conductor to determine any special needs for rehearsals and concerts.
- September: Send a letter to all instrumental music departments in the county introducing yourself as the chairperson of the school year's all-county orchestra. This letter should have a request for names of string students to be recommended to the orchestra. The following criteria must be enforced:
- The school district does not have to have an active string program for a student to be recommended. Please encourage teachers in programs without strings to send in names of string players.
  - Students must either attend NCMEA auditions in December or have a NYSSMA solo audition sheet from the previous spring in order to participate.
  - Students who submit a NYSSMA sheet to participate must also pay an NCMEA participation fee of \$4.
- Purchase music for the ensemble. At least two of the selections should be from either the NCMEA library or from the Chairperson's or conductor's library. Two other selections can be purchased from Al Hemer Music using the NCMEA account. Purchase two full sets when ordering new music.
- November: Contact the Festival Host Chairperson and introduce yourself as the chair of the orchestra. Inform them of your needs for the festival and find out where in the school the orchestra will be rehearsing.
- December: NCMEA instrumental auditions take place in December. The week after the auditions, the VP Orch will send the chairperson for the JH and SH orchestras the list of string, wind and percussion students and their grades. Please select names from the list for your orchestra's wind and percussion section based on the solo grade received and instrumental needs. Please collaborate with your conductor to determine which sections need to be filled and by how many personnel. Do not "dump" wind/percussion decisions on the band chairpersons!!
- January: Distribute wind, percussion and string music to teachers via BOCES mail and/or US Mail. Include a cover letter stating that they have been selected to participate in their respective All-County orchestra. Any wind or percussion student that does not want to participate in the orchestra should tell their teacher, who should in turn contact the chairperson for further

instructions. The chairperson will inform the teacher who called of the alternate and the teacher who called will then send the music immediately to the alternate's teacher.

Contact the Festival Host Chairperson. Discuss the needs of the ensemble and conductor. Ask for information concerning schedules, lunches, rehearsal space, overnight instrument storage, etc. Be sure to request rooms for seating auditions equipped with chair/stand.

Secure teachers to serve as seating judges. Teachers who have string students participating in the orchestra MUST make themselves available for seating auditions!

February: Make seating cards (index cards with name/instrument/district). These cards will be set on the chairs prior to the first rehearsal in random order for strings and in proper order for winds. String students will bring these cards with them to the seating audition and give them to the seating judge to assist with creating a seating order.

Be at the festival site at least 30 minutes prior to the start of rehearsal to make sure that chairs/stands are set up as requested by the conductor and to place seating cards. Create a detailed seating chart to give to the Host Chairperson for stage setup.

Verify seating audition rooms. Seating auditions are at the discretion of the conductor.

Make the conductor feel welcome and provide the conductor with refreshments from the NCMEA welcome room. Stay in the rehearsal space with the conductor and students whenever possible. Make announcements concerning schedules, seating auditions, fire exits, lunch procedures, concert attire, behavior, etc. as necessary throughout the weekend.

Collect string student participation fees from teachers for those students who did not audition through NCMEA. Submit all fees to the NCMEA treasurer.

Verify overnight storage area. Cellos, basses, and large woodwind/brass instruments may be left overnight.

Be in charge of dress rehearsal, concert line-up, and any last minute changes.

Introduce the conductor at the concert with a brief biography. Collect the music after the performance. Verify that all parts were returned, sort, and return to the NCMEA orchestra library.

Pay the conductor after their portion of the concert. See the NCMEA treasurer **before** the concert to obtain the check.

Write up a post-festival report to be submitted to the VP Orch. Include:

- Itemization of fees collected broken down by district
- Number of string/wind/brass/percussion by school district
- Suggestions for making following year's festivals run smoother
- Any out-of-pocket expenses incurred

Send a thank you letter to the conductor and festival host chairperson.