

**LLMEA**

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Lancaster Lebanon Music Educators Association

**CONSTITUTION,  
BY-LAWS,  
AND  
GUIDELINES  
FOR THE  
LANCASTER LEBANON  
MUSIC EDUCATORS ASSOCIATION**

Revised: September, 2010  
Approved: September 8, 2010

Ms. Rachel M. Rineer, Past President



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# CONSTITUTION, BY-LAWS, and GUIDELINES

for the

## LANCASTER LEBANON MUSIC EDUCATORS ASSOCIATION

Revised 2004-05 School Year  
[Reprinted September 2005]

### CONSTITUTION

#### ARTICLE I: NAME and AFFILIATION

- SECTION 1: The name of this organization shall be the Lancaster Lebanon Music Educators Association.
- SECTION 2: This Association is an affiliate of District 7, Region V of the Pennsylvania Music Educators Association (PMEA) and the Music Educators National Conference (MENC).

#### ARTICLE II: PURPOSE

- SECTION 1: To provide an opportunity for the music educators of Lancaster and Lebanon Counties to meet for professional improvement.
- SECTION 2: To work through united effort for higher aesthetic standards in school and community.
- SECTION 3: To establish broader and more enlightened relationships between the music educators, the school, and the community.
- SECTION 4: To provide musical activities for those schools in Lancaster and Lebanon Counties who are under the jurisdiction of Pennsylvania Intermediate Unit 13.

### **ARTICLE III: MEMBERSHIP**

SECTION 1: Membership shall be open to all schools in Lancaster and Lebanon Counties under the jurisdiction of Pennsylvania Intermediate Unit 13; and upon request / entry by the current LLMEA President.

### **ARTICLE IV: OFFICERS**

SECTION 1: The officers of this Association shall be President, Vice President, Past President, Secretary and Treasurer. These officers shall be elected by online ballot in the spring of the year, and shall begin their duties following the May Executive Board meeting. Nominations for offices will be due to the President by March 31 with the online election completed by April 30.

SECTION 2: Two years shall be considered the term for each officer. The term of office of President and Vice Presidents shall be limited to one term. The Vice President succeeds the President, followed by the President becoming the Past President in the next term. The offices of Secretary and Treasurer shall be limited to two consecutive terms of four years.

SECTION 3: No member shall hold more than one LLMEA office at one time.

#### SECTION 4: THE PRESIDENT

The President shall preside at all meetings of the Association and of the Executive Board, and have general supervision of the work of the Association. He / she shall appoint standing and special committees as the need for them arises, and shall be a member "*ex officio*" of all committees. He / she will attend LLMEA festivals, represent the Association at the PMEA District 7 Executive Board meetings, and shall work directly with schools and administrators of Pennsylvania Intermediate Unit 13 when necessary.

The President shall notify committees of their appointment, send out meeting notices, and conduct all major correspondences of the Association.

#### SECTION 5: THE VICE PRESIDENT

The Vice President shall perform the duties of the President in the absence or temporary inability of the President. If a vacancy occurs in the office of

President, the Vice President will become the President for the remainder of that term of office and continue in the following term. He / she shall construct the official calendar for all LLMEA events, having this prepared and ready to distribute for the first week in April each year, shall orient new teachers in the Association, and shall serve as the Association's representative/ contact person for all public relations/publicity functions, i.e. Festival publicity and special events. It is the duty of the First Vice President to provide the current LLMEA "Constitution, By-Laws and Guidelines" to any LLMEA member.

**SECTION 6: THE PAST PRESIDENT**

The immediate Past President will assume this office at the conclusion of his term as President. The Past President will act in an advisory capacity to the President and Vice President.

**SECTION 7: THE SECRETARY**

The Secretary shall keep minutes of all general membership and Executive Board meetings of the Association. He / she shall present a written report at each meeting. These meeting minutes will be posted on the website within 14 days following the meeting.

**SECTION 8: THE TREASURER**

The Treasurer shall collect all dues of the Association, if applicable. He / she shall receive all other moneys for the Association and deposit these funds in a bank approved by the Executive Board. He / she shall pay all bills after they have been approved at a regular meeting or by the Executive Board. A written financial report shall be presented at each meeting, with a copy of same made available to each member present. The fiscal year shall be from September to September.

**SECTION 9: VACANCY**

When a vacancy occurs in an elective office, the unexpired term of such office shall be filled by electing another member by ballot during the next meeting of the Association. The President, at his / her discretion, may appoint a member to serve in the vacancy until such election takes place.



SECTION 10: The President, Vice President, and Past President shall be elected in odd numbered years beginning in 1997 and the Secretary and Treasurer shall be elected in even numbered years beginning in 1998.

#### **ARTICLE V: EXECUTIVE BOARD**

SECTION 1: The officers of the Association, chairpersons of any / all standing committees, and all festival hosts, shall constitute the Executive Board, which shall have authority over the affairs of the Association between its business meetings.

#### **ARTICLE VI: PARLIAMENTARY AUTHORITY**

SECTION 1: The rules contained in "Robert's Rules of Order Revised", shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Association's By-Laws.

SECTION 2: The President shall appoint a Parliamentarian for the Association.

#### **ARTICLE VII: AMENDMENTS**

SECTION 1: This Constitution may be amended at any stated meeting of the Association, by a two-thirds vote of the members present, provided the offered amendment has been submitted in writing to each member school (contact person) two weeks prior to the regular meeting.

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## **LLMEA BY-LAWS**

### **ARTICLE I: MEETINGS and BUSINESS TRANSACTIONS**

- SECTION 1: The regular meetings of this Association shall be held in the months of September and January, with an online newsletter distributed in May. Special meetings may be called by the President or at the request of two or more members. The members making such a request shall state the object of the meeting. Special meetings may be called by the President or at the request of two or more members. The members making such a request shall state the object of the meeting.
- SECTION 2: Executive Board meetings will be called by the President when necessary. They are open to all members of the Association.
- SECTION 3: Qualified representatives from the member schools present shall constitute a quorum for the transaction of the business of the Association. A simple majority vote shall transact the business of the Association (members present).
- SECTION 4: In the event that the Lancaster-Lebanon Music Educators Association ceases to exist or is dissolved by its membership, any remaining funds belonging to the group will be given to District 7 of the Pennsylvania Music Educators Association. No remaining funds will be given to any current or past officer, member, or individual of the Lancaster Lebanon Music Educators Association.

### **ARTICLE II: DUES**

- SECTION 1: Membership dues shall be levied on the basis of current needs, if applicable. The Executive Board shall decide when such a need exists and shall make recommendations to members at a general meeting of the Association. It shall then be voted upon by ballot at a subsequent meeting - with due notice (two weeks) given.
- SECTION 2: Dues are payable to the Treasurer within one month upon notice.

SECTION 3: Suspension of the member school (teachers and students) shall be the penalty for non-payment of dues.

### **ARTICLE III: COMMITTEES**

SECTION 1: The President shall appoint all committee members and also appoint all chairpersons.

SECTION 2: **STANDING COMMITTEES**

The President shall appoint the following standing committees:

- Nominating
- Band Festivals
- Orchestra Festival
- Chorus Festival
- Honors Banquet

SECTION 3: **COMMITTEE DUTIES**

The Nominating Committee shall select eligible candidates for the various elective offices of the Association. They shall attempt (but not be required) to select nominees for the office of President so this office is filled (in successive terms) by a band director, choral director, orchestra director, and classroom teacher. The Orchestra Festival Committee, the Choral Festival Committee, and the Band Festival Committee shall serve as advisory groups to the Host. These committees shall evaluate the various festivals and recommend changes if necessary. The Honors Banquet Committee shall choose a site, determine the menu, prepare programs, provide entertainment, determine costs, send out invitations, and be concerned with all details of this event. It is strongly recommended that this committee (chairperson) send out initial information / registrations two months before said engagement; and request that all moneys be turned in no later than one month prior to the Honors Banquet, so as to facilitate proper payment to all components of the Banquet, by the Association.

SECTION 4: **SPECIAL COMMITTEES**

The President shall appoint special committees to carry on the business of the Association as needed. Following the completion of the committee work, the President will discharge the committee.

#### **ARTICLE IV: FESTIVALS**

- SECTION 1: A Lancaster-Lebanon (IU 13) Chorus, Orchestra, and Band(s) Festival may be scheduled at the discretion of the involved music educators. In order to provide for flexibility in operation, the Festivals may be scheduled singly or in combination, and shall be operated by the teachers most directly involved. (Example: band directors will execute plans of the band festivals, orchestra directors the orchestra festival, and choral directors the choral festival).
- SECTION 2: The festivals will be operated according to the plans as set forth in the Host Guidelines found in Appendices I-V of this document. The Host Guidelines shall adhere **strictly** to the By-Laws of the Association.
- SECTION 3: Participation in the festival is not mandatory. Those schools desiring to participate need only be present at the "selection meeting" for the festival or festivals in which they wish to participate. All schools present at the selection meeting will be granted representation in the festival being selected. Since all positions in the festival group will be filled at the "selection meeting", no additional students may be added after this meeting, **except** as substitutions as approved by the Host. A selection meeting is defined as a tryout of pupils on the LLMEA (IU 13) level, or the choosing of students by a draft method.
- SECTION 4: Changes in the General Guidelines and Publicity Guidelines, (Appendices I and II of this Document) may be made by the membership of the association by majority vote at any regularly scheduled or special meeting of the Association.
- SECTION 5: Changes in the format of the Festival may be made to the Host Guidelines (Appendices III, IV, & V of this Document) by the concerned directors by a majority vote of all schools represented at the festival.

SECTION 6: Directors are required to accompany their students to the festival (and audition) and to remain in attendance at the festival (and audition) while their students are there; or see that the students are properly supervised. Any Substitute must be confirmed / approved by the LLMEA President. The LLMEA President is required to report any irregularities regarding the above policy to the director and his / her building principal.

SECTION 7: Home schooled students will be permitted to participate in LLMEA Festivals if they are allowed to participate in the school ensemble of the school district where they reside. They must be represented by a LLMEA / PMEA member. It is the decision of the local school district to allow them to participate in the school's ensembles (band, orchestra or chorus).

#### **ARTICLE V: AMENDMENTS**

SECTION 1: Amendments or additions to these By-Laws may be made at any stated meeting, or special meeting called for that purpose; by a majority vote of those present, and provided the amendment or addition has been submitted in writing to each school (contact person) for their consideration at least two weeks prior to the stated meeting.

## **APPENDIX I - "GENERAL" HOST GUIDELINES**

### **A. ROTATIONAL HOSTING RESPONSIBILITY**

As of the May, 1989 LLMEA general meeting, LLMEA Festivals will follow a designated "rotational" hosting format as outlined below and illustrated in the ensuing diagram. Any questions regarding this format should be communicated to the existing LLMEA President for consideration.

1. Each host will be notified by the LLMEA President of his / her turn to host by the September LLMEA meeting one year before the festivals to be hosted. For example, if the festival is to be held in January 2000, then the host would be informed of his / her duties by the September, 1998 meeting.
2. The appointed host then has until one week before the Tryout or Selection meeting of that year (after initial September contact), to file with the LLMEA President an appeal to delay the hosting.
3. Acceptable appeals would include:
  - a. Hosting District, Regional, or All-State the same year.
  - b. Construction / renovation interrupting school facilities.
  - c. A first year director.
4. The appeal may only delay the turn for one year.
5. If the same school happens to come up for more than one festival in one year, for instance if Elizabethtown's turn to host band and chorus came in the same year, then one of the festivals will be given the same appeal consideration and will delay that festival one year.
6. If said appeal or dual hosting situation is accepted, then the next school in rotation will be notified by the LLMEA President at the tryout or selection meeting the school year before their turn to host.
7. This director then has one month to file an appeal, and the same process delineated in items 3-6 would be followed.
8. A "Host File / Handbook " will be kept and passed on from year to year. Copies of all information used for the past three years should be included.

9. Schools that have limited facilities are still responsible for hosting festivals when their turn arises. It is that school's responsibility to make the necessary arrangements for the festival.

10. Any school refusing to host a festival when it is their appointed turn will be ineligible for **ANY** LLMEA festival for five years. A school's band, orchestra, or chorus may participate again when that school has agreed to host a festival!

11. Schools will be required to host a given festival only if said schools support such a group, i.e., if a given school has no Orchestra in existence, it will not be expected to host an Orchestra festival.

12. The Middle School Band Festival will be hosted by volunteer directors until it is deemed appropriate to use a rotational hosting schedule.

13. LLMEA will assume no liability for damage or loss to instruments or equipment used in LLMEA events.

- B. The upcoming host shall submit in writing to the Association President a request / acknowledgment letter from his/her Superintendent stating their intent / responsibility in hosting said festival. Included in this letter shall be the size group said facility will accommodate.
- C. The approved host shall set instrumentation and / or voice sections and seating arrangements in consultations with the guest conductors.
- D. All guest conductors **MUST** be approved by the LLMEA Executive Board. This is the responsibility of the Association President.
- E. A Guest Conductor Contract must be used and properly filled out for the festival to proceed on a normal course. A copy of this form can be found at the end of this appendix (I).
- F. Festival Host Handbooks, including paper files and a flash drive of electronic files, will be passed on to each ensuing host on a yearly basis. This should include all pertinent forms, budgets, etc. that would assist the new host in any way.

- G. LLMEA hosts are permitted to choose guest conductors from any source, so long as said conductors are approved by the Executive Board.
- H. Guest Conductor stipends shall be as follows;
  - 1. LLMEA Chorus Conductor - \$500.00
  - 2. LLMEA Band / Orchestra Conductors - \$500.00
  - 3. LLMEA "Member" Conductors - \$300.00
- I. LLMEA membership honoraria shall be as follows:
  - 1. Festival host - \$300.00
  - 2. Chorus Tryout CD Chairman - \$250.00.
  - 3. Chorus Accompanist - \$150.00.
  - 4. Webmaster - \$200
- J. The host shall supply the guest conductor with scores and all necessary information toward attaining a highly successful festival.
- K. The host shall make all arrangements regarding transportation and lodging of the guest conductor, if necessary.
- L. The host should submit a proposed budget to the LLMEA President and Treasurer by December 1st.
- M. The decision to cancel a festival will be made by the LLMEA President and the host.
- N. Order of speakers on festival concert programs shall be: Representative from Host School and / or Intermediate Unit 13, LLMEA President (or representative), and the Host Director. The Host Director shall then introduce the conductor(s), striving to keep remarks to a minimum.
- O. The host may plan a director's social. The cost to Association members is to be deducted from festival receipts. All guests shall pay.
- P. The host shall mail or e-mail the student participation list to each school.
- Q. The host shall mail general information to the directors in plenty of time. This shall include music lists and instrumentation. In the case of unusual voicing and / or



instrumentation (e.g., Chorus I - Chorus II, Clarinet I, II, III, IV, Cornet / Trumpet, etc.) specific assignments must be made well in advance by the host.

- R. The host shall plan as well as possible against theft and vandalism.
- S. The host shall assign individual rooms for each school for the day of the festival. These rooms shall be used for personal belongings, lining up, and tuning, and should also be locked when not in use.
- T. The host shall strive to present a prepared budget to the directors involved at the Tryout / Selection meeting for the festival.
- U. The host is responsible for advertising, publicity releases (LLMEA First Vice President), programs, posters, tickets, all printing, and ticket sale procedures.
- V. The host shall present the President and Treasurer with an itemized financial statement of the festival and a check for the net proceeds within thirty (30) days of the festival. Original or photocopies of all invoices shall be included with the financial statement. After 30 days past due (60 days after festival), a letter will be sent to the host's principal/superintendent from the LLMEA President and \$100 will be deducted from the host honorarium. After 60 days past due (90 days after festival), a second letter will be sent the host's principal/superintendent and \$200 will be deducted from the host honorarium. After 90 days past due (120 days after festival), a final letter will be sent the host's principal/superintendent and host will forfeit honorarium.
- W. The host shall arrange with his / her school administration for adequate liability insurance for building, students, and himself.
- X. The host shall mail complimentary tickets, upon request of participating schools, to all administrative personnel in the Intermediate Unit. Two tickets per administrator!
- Y. The host shall inform the guest conductor that all music shall be rehearsed (not simply utilized or "read through"), but if found to be too difficult, need not be performed on the program.
- Z. All directors shall be in attendance the entire day or days of the festival. A qualified substitute may be used at the discretion of the President. Any irregularities must be brought to the President's attention prior to the festival. Should the need arise for the

director to leave the building permission shall be secured from the host. The host shall be responsible for overall supervision.

- AA. Students should not apply to participate in Festivals, if for any reason (including religious activities) they plan to miss any part of the affair. A student must participate in the complete Festival program, commencing with registration and concluding with the final concert except in the case of illness. Students must rehearse and perform **ALL** musical compositions selected for the concert. Any further exception must be cleared with the Festival Host and the LLMEA President.
- BB. No student shall be excused from rehearsals or performances or be excused to leave the building during the festival unless the student is excused by the host. No individual director may excuse a pupil from participation.
- CC. With the sole exception of students at host schools, students are not permitted to drive to and from LLMEA events. Parents/guardians may drive their students to LLMEA events at the discretion of their director.
- DD. Student substitutions shall be made by the host, not individual directors.
- EE. Students must participate in their own school organization in order to be eligible to participate in any LLMEA Festival (band for band, orchestra for orchestra, chorus for chorus). The only exception to this rule may come if the high school lacks said organization.
- FF. The host director should be well prepared for weather-related problems, setting up a phone chain in the event the need arises.
- GG. Hosts shall be governed by the following eligibility criteria:
  - 1. Chorus - Grades 10, 11, 12, and Grade 9 tenors.
  - 2. Orchestra - Grades 9, 10, 11, 12.
  - 3. Middle School Orchestra - Grades 7 and 8.
  - 4. Band - Grades 9, 10, 11, 12, and all District Band pupils from any grade level.
  - 5. Middle School Band - Grades 7 and 8.
- HH. RECORDING OF FESTIVALS

LLMEA does not endorse the recording of any Association sponsored festival concert by any private individual or recording company. The festival host however, is granted the right to engage the services of one private individual or one recording firm to record and reproduce recordings of the festival concert. These recordings may be offered for sale to the festival participants and members of the concert audience, provided the following criteria are adhered to:

1. No moneys from sales of recordings pass through LLMEA accounts or the various accounts of the individual member schools.
2. The host will present a copy of the Association's official position paper concerning the legal obligations to the recording engineer and, along with the President, be responsible for the implementation of the directives contained therein.
3. The host, by a verbal announcement or by a written statement in the printed program, shall inform the members of the audience that due to copyright laws, no audio or video recordings are to be made of the concert except by the individual or firm previously engaged by the host.

## II. LLMEA ROTATIONAL HOSTING SCHEDULE: Revised July, 2010

YEAR	ORCHESTRA	BAND NORTH	BAND SOUTH	CHORUS
2010-11	<b>Cedar Crest</b>	Annville-Cleona	McCaskey	Manheim Township
2011-12	<b>Elizabethtown</b>	Lebanon Catholic	Solanco	Donegal
2012-13	<b>Conestoga Valley</b>	Palmyra	Penn Manor	Lampeter-Strasburg
2013-14	Lanc. Mennonite	Ephrata	Columbia	Elizabethtown
2014-15	Warwick	Hempfield	Conestoga Valley	<b>Lanc. County Christian</b>
2015-16	Palmyra	Cedar Crest	Lancaster Catholic	Ephrata
2016-17	Solanco	Northern Lebanon	Pequea Valley	Mount Calvary
2017-18	Lanc. Country Day	Donegal	Lanc. Mennonite	Lebanon
2018-19	Donegal	Cocalico	Lampeter-Strasburg	Penn Manor
2019-20	Lebanon	Manheim Central	Manheim Township	McCaskey
2020-21	Garden Spot	Garden Spot	Lancaster Christian	Conestoga Valley
2021-22	Penn Manor	Mount Calvary	McCaskey	Palmyra
2022-23	Hempfield	Lebanon	Solanco	Lancaster Catholic
2023-24	Ephrata	Elizabethtown	Penn Manor	Lanc. Country Day
2024-25	Manheim Central	ELCO	Columbia	Annville-Cleona
2025-26	McCaskey	Warwick	Conestoga Valley	Lanc. Mennonite
2026-27	Lampeter-Strasburg	Annville-Cleona	Lancaster Catholic	ELCO
2027-28	Elizabethtown	Lebanon Catholic	Pequea Valley	Columbia
2028-29	Manheim Township	Palmyra	Lanc. Mennonite	Manheim Central
2029-30	Conestoga Valley	Ephrata	Lampeter-Strasburg	Cedar Crest
2030-31	Cedar Crest	Hempfield	Manheim Township	Cocalico
2031-32	Lanc. Mennonite	Cedar Crest	<b>Lanc. County Christian</b>	Warwick
2032-33	Warwick	Northern Lebanon	McCaskey	Solanco
2033-34	Palmyra	Donegal	Solanco	Manheim Township
2034-35	Solanco	Cocalico	Penn Manor	Garden Spot
2035-36	Lanc. Country Day	Manheim Central	Columbia	Northern Lebanon
2036-37	Donegal	Garden Spot	Conestoga Valley	Pequea Valley
2037-38	Lebanon	Mount Calvary	Lancaster Catholic	Hempfield
2038-39	Garden Spot	Lebanon	Pequea Valley	Donegal
2040-41	Penn Manor	Elizabethtown	Lanc. Mennonite	Lampeter Strasburg
2041-42	Hempfield	ELCO	Lampeter-Strasburg	Elizabethtown

## APPENDIX II - "PUBLICITY" HOST GUIDELINES

- A. The LLMEA First Vice President is charged with the responsibility of serving as the Association's contact / operative person relating to any festival or other publicity in working with local newspapers, radio, or television stations. These businesses prefer that one contact person work with them in this regard so as to facilitate the overall implementation of special announcements or promotions. Hosts are highly urged to use this available resource and to provide all pertinent information to this individual well in advance of the desired publication date. Newspapers generally like to receive materials at least two weeks in advance of printing.
- B. Newspapers:
1. The following newspapers should simultaneously receive festival information:
    - a. Lancaster Sunday News  
8 W. King St.  
Lancaster, PA 17604
    - b. Lancaster Intelligencer Journal/***New Era***  
8 W. King St.  
Lancaster, PA 17604
    - c. Ephrata Review  
50 E. Main St.  
Ephrata, PA 17522
    - d. Lebanon Daily News  
Poplar and 8th. Sts.  
Lebanon, PA 17042
    - e. Shopping News  
615 E. Main St.  
Ephrata, PA 17522
  2. Information to be sent:
    - a. List of involved pupils, directors, and school
    - b. Guest Conductor information / picture
    - c. List of performance selections / composer

- d. Festival location, date, time, and ticket prices
- e. Host's name, soloists and accompanists names / backgrounds

3. Suggest to the daily newspapers and / or the television stations that a reporter come to the rehearsal the morning of the festival. Include something original that the reporter may use for a picture. Give the reporter only that information you would like to see printed / announced.

4. Hosts may use their school's public relations director to disseminate publicity about festivals.

### C. Radio and Television Stations

1. All stations have programs for announcing local events. Keep your announcement brief but include the facts listed in B-2d and B-2e. Send the information at least two weeks before it is to be announced.

2. Send all information to the following addresses:

WDAC 94.5 FM Radio	WGAL-TV
683 Lancaster Pike	1300 Columbia Avenue
New Providence, PA 17560	Lancaster, PA 17604

WPMT FOX  
313 W. Liberty Street  
Lancaster, PA 17603

WLAN Radio 1390 / FM97  
252 N. Queen Street  
Lancaster, PA 17604

WLPA Radio	WLBR Radio, 1270 AM
1996 Auction Road	Rt. 72 North
Manheim, PA 17545	Lebanon, PA 17046

## APPENDIX III - "BAND FESTIVAL" HOST GUIDELINES

### A. SELECTION PROCESS

1. The members of the Band(s) will be selected by draft method. Participants in the LLMEA High School Band Festivals will be comprised of musicians from grades 9 - 12.
2. The selection meeting will be held at a location designated by the LLMEA President, on the first Wednesday following the PMEA District Band / Orchestra Tryouts in December. The meeting shall begin promptly at 4:15 PM.
3. Each director must be present at the selection meeting in order for his / her students to participate in the festival. If the director is unable to attend, he / she must secure a qualified representative to attend said meeting and must also have the approval of the LLMEA President and the festival host.
4. In the event of an extreme emergency that prevents a director (or their designee) from attending the selection meeting, the host director will provide membership for students from such school who qualified for district band.
5. The festival host shall obtain the results of the PMEA District auditions. He / she will place the District students in the top chairs of the festival group(s). If there are two performing groups for the festival, the group designated as "**select**" will receive the turpitude students. These pupils will be placed prior to the selection meeting and lists made available to each director at the selection meeting of said placement.
6. Band directors will provide the festival host with names of those district tryout students who will not be participating in the upcoming LLMEA Band Festival. This information must be conveyed to the host director prior to 3:00 PM the day preceding the Selection meeting.
7.
  - a. Two alternates shall be selected per instrument at the December Selection Meeting, except the following - Flute, Clarinet and Trumpet, which should select FOUR alternates.
  - b. Alternates will be placed in the end of the section of the vacated part in the Symphonic Band. Wind Ensemble vacancies will be filled by moving players up

(from the Symphonic Band, as necessary) and the alternate placed at the end of the section vacated in the Symphonic Band.

c. Any student placed into the Band North or Band South festival at the December selection meeting will have his or her fees paid by his or her school district regardless of whether or not the student attends the festival.

d. Alternates will be placed in the festival up to **two weeks** prior to the festival date.

8. If the situation arises that students who have been accepted to the ensemble subsequently withdraw from the festival, the **host** will be vested with responsibility of either replacing the individual or dropping that position from the roster.

9. The remaining students shall be selected by round robin format. Each director shall be limited by a quota. The quota will be set using the following formula: total festival instrumentation divided by number of participating directors; if determined appropriate by the directors.

10. When the quotas have been reached and/ or the individual directors have withdrawn from the selection process, and there are still positions to be filled, the host may fill said positions by soliciting from the directors' students that are still available and qualified to fill the vacancies.

11. Throughout the selection process, free discussion should emanate from the directors concerning qualifications of pupils. A guide in selection can be the ratings of the District auditions with regard to those students not accepted for the District Band.

12. The host will chair and operate, in every way, the selection process.

13. The host school shall obtain all music for the festival. This music shall be placed in labeled folios with parts assigned as the host deems proper; and distributed to the directors at the conclusion of the selection process.

14. The host shall obtain the names of the students selected (care taken with regard to spelling), either at the selection meeting or very soon thereafter. He / she shall publish and forward a complete list to all directors before the January LLMEA meeting of the Association.



15. The host shall adjourn the selection meeting at his discretion.

## **B. SELECTION MEETING PROCESS**

### 1. Meeting

a. As stated in the By-Laws, the Band Selection meeting will be held on the Wednesday immediately following PMEA District 7 Band auditions. The meeting normally is held at Hempfield High School at 4:15 PM.

### 2. District Band Representation

a. High School students who are selected for the PMEA District 7 Band Festival will be placed in the appropriate LLMEA County Band, beginning with the Wind Ensemble. According to the district band rankings Wind Ensemble, and up to 50% of each section in the Symphonic Band will be filled from students who finished within the top 50 % of their section in their respective District 7 Band Audition. Remaining openings will be filled in a "Round Robin" process, in reverse order, beginning with the school with the least number of students already placed in County Band.

### 3. Selection of Additional members:

a. The remaining instrumentation of each band (North and South) will be determined through "Round Robin" process as described in the By-Laws, beginning with schools with the least number of students placed.

### 4. Selection Meeting Host Responsibilities:

a. Provide adequate tables, chairs, and quiet space to house the Band and Orchestra Selection meeting.

b. Provide refreshments (paid for by LLMEA).

c. Post directions in the school directing members to the meeting room.

### 5. Responsibilities of the Festival Hosts:

a. Acquire a list of Upper and Lower district Band tryout personnel lists from the PMEA District 7 Secretary.

- b. Determine a festival instrumentation appropriate to the Festival Host's stage and performance hall.
- c. Produce a list of instrumentation including numbered seats for each section (e.g. Flute One, 1., 2., 3., etc.).
- d. Complete the Personnel List as directors submit names through the Round Robin process.
- e. Distribute the folders.

6. Responsibilities of each director:

- a. Arrive early for the meeting so that the selection process may begin promptly.
- b. Provide an index card for each player selected through Round Robin procedure.
- c. Place the correct instrument and chair position, student name, and school on each index card to be submitted.
- d. Submit each index card to the Festival Host as Round Robin selections are made (the Personnel List can be completed after the meeting.)

### **C. FESTIVAL HOST RESPONSIBILITIES**

1. The host shall determine whether the festival will be one or two days.
2. The host shall determine how many meals and of what type are to be offered by the host school.
3. The host shall prepare an appropriate budget, including a cost per pupil for any meals, music, custodial fees, etc., and for miscellaneous expenses which might be incurred. This cost will be the actual registration fee for each student.
4. Concert uniforms will be the dress for the festival concerts. Participants must wear the school's High School marching musicians' uniform, if concert uniforms are not provided by the school district.
5. The host shall select the guest conductor(s) for the festival; and said conductor(s) should be submitted to the Association President for approval by the Executive Board, by the September LLMEA meeting of the festival school year.

6. Guest conductor selection will be at the discretion of the Host Director and can include "outside" persons and / or LLMEA members.

7. The host shall determine all times for preliminary rehearsals (consultation with participating directors is necessary), festival rehearsals, and concert(s). Students are absolutely required to attend all rehearsals unless specifically excused by the host. Unexcused absences will result in the host acting to secure substitutes at his / her discretion.

8. The host shall assign festival duties to the individual directors at his / her discretion.

9. The guest conductors (upon consultation with the host), shall have the ultimate authority over all individual solo assignments.

10a. Music Selection - (**Band North**)

Select concert music with the guest conductor, then inform other directors of choices and check the availability of this music from directors. Three to four folders of each piece may be needed, so save registration money by borrowing as possible.

10b. Music Selection - (**Band South**)

The directors will compile a list of representative repertoire to be used as a guideline for the Festival Host and Guest Conductor(s) to select music for the next year's festival.

## **APPENDIX IV - "ORCHESTRA FESTIVAL" HOST GUIDELINES**

### **A. AUDITIONS (Strings Only)**

1. The Association First Vice President, in conjunction with the festival host, shall set the date for the audition. It shall be scheduled sometime in late September through early November and will avoid scheduling conflicts with the PSAT date, SAT tests, the LLMEA Chorus tryouts and all District 7 audition dates. (September, 2005)
2. The host shall make available, at the September general meeting of the Association, information concerning the tryout to the participating schools. Any information revealed after this meeting should be mailed to participating schools / directors.
3. The tryouts shall be held on a Saturday morning. The tryout shall be completed by 11:30 AM due to student / director involvement in other school related activities, (i.e., marching band activities).
4. Students shall be allowed early dismissal for emergencies and other school related activities. The tryout host's approval and the completion of a Tryout Early Dismissal form are required before an early dismissal will be granted.
5. Pupils will be auditioned on a composition selected by the music selection committee at the previous year's festival.
6. In order for a student to audition for the festival, his director or a competent substitute shall be in attendance and assist with the tryout procedure. Whenever possible, the substitute should be approved prior to the tryout by the Association President, who will communicate any personnel changes to the tryout host.
7. String Orchestra Audition results will not be read at the conclusion of Auditions. The host shall mail a copy of the tryout results to each director within three days after the tryout date.
8. The tryout host shall be responsible for organizing and directing the tryout. This involves room assignments, a director's meeting, compiling the results of the tryout and selecting the audition committees. The director's meeting shall include the keeping of attendance records to enforce the director's attendance policy.

9. Students in grades 9-12 are eligible for membership in the festival.
10. Directors participating in the tryout procedure will not face the students.
11. Student teachers are welcome to attend the tryouts to observe and / or assist the directors. They may not, however, serve as judges in the audition process.

## **B. SELECTION PROCESS**

1. In order to participate in the LLMEA Orchestra Festival, a student must be a member of their school's orchestra, if one exists. String players in the LLMEA Orchestra must perform in the string section of their school orchestra, if one exists.
2. Wind and percussion personnel will be selected at the December LLMEA Band and Orchestra Selection meeting. Selection will be based on the current year's PMEA District Band audition results. If "ties" exist between Upper Band (Lebanon county) and Lower Band (Lancaster county) students, placement will be based on the current year's PMEA District Orchestra audition results. If "ties" continue to exist, students will be placed based on seniority. Any additional students needed to fill out sections will be selected on the recommendation of their director; however, preference will be given to those students who auditioned for the current year's District Band / Orchestra.
3. All directors, or an approved substitute, are required to attend the December LLMEA Band and Orchestra Selection meeting to have their students participate in the festival, except in emergencies, the substitute must be approved prior to the Selection meeting by the LLMEA President, who will communicate any personnel changes to the festival host director.
4. Any student placed into the County Orchestra Festival by audition or selection will have his or her fees paid by his school district regardless of whether or not the student attends the festival.
5. String players who wish to participate in LLMEA County Orchestra **MUST AUDITION** on the chosen audition date in the fall of the current academic year.
6. There shall be three ensembles:

SINFONIETTA, consisting of selected students in grades 10, 11 and 12;  
HIGH SCHOOL FESTIVAL ORCHESTRA, consisting of selected students in  
grades 9 through 12; and  
MIDDLE SCHOOL FESTIVAL ORCHESTRA, consisting of selected students in  
grades 7 and 8.

The festival host and guest conductors will determine the instrumentation and size of these ensembles based on the host facilities and selected repertoire. The SINFONIETTA will consist of approximately 20 string players selected based on the District 7 Orchestra ranking. Suggested instrumentation is: Violin I (6), Violin II (6), Viola (4), Cello (4) and Bass Viol (2) as dictated by the repertoire. Wind and percussion players may be utilized as needed. The SINFONIETTA will be self directed or led by its concertmaster, and it will be rehearsed by a "coach" who will conduct or play as necessary.

7. String players for the Middle School Festival Orchestra will be selection/seated by round robin from director nominations of 7<sup>th</sup> and 8<sup>th</sup> graders.
  - a. The round robin selection process will begin with the host school district and proceed in alphabetical order by school district.
  - b. During the first round, school districts with more than one middle school will place one student for the district. In subsequent rounds, each middle school from the district will place a student.

### **C. FESTIVAL HOST RESPONSIBILITIES**

1. The host shall be responsible for the compiling and distribution of orchestra festival music. The host will distribute orchestra festival music at the December LLMEA Band and Orchestra Selection meeting.
2. The host shall determine whether the festival will be one or two days.
3. The host shall determine how many meals and of what type are to be offered by the host school.
4. The host shall establish a festival budget and student registration fee based on estimated expenses such as conductors' honorarium, food services, support staff services, music rental / purchase, etc. Additional moneys for a soloist or other unique

expenditures should be discussed with and approved by the participation directors at the October tryout meeting.

5. The host shall determine what type of dress is to be required for the festival concert(s).

6. The host shall select the guest conductor(s) for the festival; and said conductor(s) should be submitted to the Association President for approval by the Executive Board, by the September LLMEA meeting of the festival school year. The festival host will select the MS ORCHESTRA conductor from the current LLMEA membership. The SINFONIETTA coach / conductor and the SYMPHONIC ORCHESTRA conductor will be chosen at the host's discretion. A formal agreement will be established by way of the LLMEA Guest Conductor contract.

7. The host shall distribute, at the December LLMEA Band and Orchestra Selection meeting, information necessary for a successful smooth running festival to all participating directors and students. This information will include:

- a. detailed schedule
  - b. directions to host school
  - c. school registration form
  - d. concert attire requirements
  - e. clear deadlines for forms and fees
  - f. student registration form
  - g. recording order form \*
  - h. student medical form
  - i. sample press release \*
  - j. picture order form \*
  - k. information regarding host school's rules
  - l. list of equipment needs ( reeds, music stands, strings, mutes, etc.) \*
  - m. program list (including titles, composers, publisher and editions)
  - n. guest conductor information \*
  - o. all music to be performed at the festival.
- (\* are optional)

9. The Host Director will notify directors and students, in writing, of the legal use of copied music that is out of print or in the "public domain".

10. The host shall survey the orchestra director membership at the audition meeting to determine consideration for instrumentation considerations. i.e. harp, mallets



## **APPENDIX V - "CHORAL FESTIVAL" HOST GUIDELINES**

### **A. AUDITIONS**

1. LLMEA Choral auditions will use the sanctioned PMEA District 7 Compact Disc method of auditions.
2. LLMEA Choral auditions will use the LLMEA scoring sheet. Copy to be included at the end of this appendix.
3. Audition spots will be selected by the music selection committee and are not to include any incidental solo sections.
4. The "Audition Host" director shall oversee tryout procedures and facilities.
5. Additional LLMEA music educators may be requested to assist at the auditions allowing for three judges instead of just two.
6. Directors should give students the "benefit of the doubt" during the audition process. Please permit second starts.
7. Students are not to see the rating sheets. Teacher / student consultations should only take place after the audition process is complete and the potential for unwanted or unnecessary controversy is eliminated. The official results will be distributed at the conclusion of the auditions.
8. When necessary, judges should mark "not acceptable" on voice rating sheets. Judges must provide justification for marking "not acceptable".
9. The students' director must register all soloists and accompanists.
10. Early auditions will be available for school related activities only. This must be indicated on the registration form.
11. Students shall be allowed early dismissal for emergencies and other school related activities. The tryout host's approval and the completion of a Tryout Early Dismissal Form are required before an early dismissal will be granted.

12. The host will determine the number of tryout rooms and judging assignments.
13. Accompanist Auditions:
  - a. "Audition Host" director is in charge.
  - b. A representative sampling of difficult selections, including accompaniments, and up to 4 part open score.
  - c. Utilize at least three judges and a conductor.
  - d. Student must be an accompanist of his / her high school choir.
  - e. The top candidates will be chosen.
  - f. The host director chooses / divides music among the two accompanists.
  - g. Accompanist auditions will commence on the same day as vocal auditions.
14. Incidental Solo Auditions:
  - a. Auditions will be held on the rehearsal day of the festival.
  - b. The schedule for the auditions times will be made upon consultation between the host director and guest conductor.
  - c. Audition judges will be assigned by the host director.
  - d. Judges will use the choral audition format to rate soloists.
  - e. The auditions will be accompanied.
15. The music selection committee will consist of three directors and the host director using an alphabetical list of schools. The first name on the list is the chairman. The chairman is responsible for sending the list to all directors, music suppliers (Losers and Pepper), and the webmaster for posting to LLMEA website. Repertoire chosen for the Chamber Choir should be appropriate for a small ensemble.
16. Every participating school should be permitted "representation" at the LLMEA Choral Festival at the discretion of the host director and the director of the affected school.
17. A "Festival Host Committee" will be established based on the LLMEA Chorus rotational hosting schedule to include the current years' host director, the previous years' host director and the next years' host director.
18. The Tryout CD chair will provide each member director with a festival repertoire rehearsal CD to assist student learning of the festival program.

## **B. SELECTION PROCESS**

1. Two ensembles will be established as a result of the audition process:
  - a. CHAMBER CHOIR: a 32-voice chamber choir will be comprised of four top ranked students on each voice part.
  - b. FESTIVAL CHORUS: A balanced chorus shall be selected as closely as possible. The guest conductor is not consulted since yearly changes can be confusing. 25 per voice part, maximum - allowing for adjustment for stage / physical limitations. Up to 50 tenors will be balanced as necessary, by the auditioning judges and host director.
  
2. A total of 29 singers as deemed acceptable by the audition committee will be selected during the audition process. The top four students on each voice part will be placed in the chamber choir and the remaining 25 voices on each part will be placed in the Festival Chorus.
  
3. Students who are not able to participate in Chamber Choir due to illness or extenuating circumstances may be replaced up to 48 hours prior to festival. Alternates for the Chamber Choir would be students placing 5th and 6th and alternates for the Festival Chorus would be students placing 30th and 31st.
  
4. The Chamber Choir will perform approximately one half of the program and the Festival Chorus will perform the other half of the program. The members of the music selection committee will approve repertoire for both ensembles.

**C. LLMEA CHORUS FESTIVAL - "PIANO ACCOMPANIST AUDITION"**

Audition Number \_\_\_\_\_ Title of Selection \_\_\_\_\_

+++++

\_\_\_\_\_ Technique (finger dexterity, precision, pedal use) \_\_\_\_\_

\_\_\_\_\_ Musicianship (contrast, mood, phrasing, tempo, style, artistry) \_\_\_\_\_

\_\_\_\_\_ Performer's Tone (beauty, control) \_\_\_\_\_

\_\_\_\_\_ Melodic Accuracy \_\_\_\_\_

\_\_\_\_\_ Rhythmic Accuracy \_\_\_\_\_

\_\_\_\_\_ Total Points

\_\_\_\_\_  
Adjudicator Signature

## **APPENDIX VI - "MIDDLE SCHOOL BAND FESTIVAL" HOST GUIDELINES**

### **A. SELECTION**

1. The Band members will be selected by draft method. Directors shall bring an index card for each student listing: student name, instrument, school, and director name.
2. The selection meeting will be held immediately following the September or January LLMEA general membership meeting, depending on the festival date.
3. Each director must be present at the selection meeting in order for his / her students to participate in the festival. If the director is unable to attend, he / she must secure a qualified representative to attend said meeting and must also have the approval of the LLMEA President and the festival host.
4. Students who make District Band will be placed first before the Round Robin selection and those schools will pass in the first round of the Round Robin selection.
5. The selection of alternates will be included in the Round Robin process.
6. Any student placed into the Middle School County Band Festival at the January selection meeting will have his or her fees paid by his or her school district regardless of whether or not the student attends the festival.
7. In the event of an extreme emergency that prevents a director (or their designee) from attending the selection meeting, the host director will provide membership for students from such school who qualified for district band.
8. The host will chair and operate, in every way, the selection process.
9. Representation within the ensemble shall be by school district, not individual schools. For instance, a school district with two middle schools would submit only one name per round, not two.
10. The host school shall obtain all music for the festival. This music shall be placed in labeled folios with parts assigned as the host deems proper; and distributed to the directors at the conclusion of the selection process.

11. The host shall obtain the names of the students selected (care taken with regard to spelling), either at the selection meeting or very soon thereafter. He / she shall publish and forward a complete list to all directors in a timely fashion.
  
12. The host shall adjourn the selection meeting at his/her discretion.

## **APPENDIX VII - "MIDDLE SCHOOL ORCHESTRA" HOST GUIDELINES**

### **A. SELECTION**

1. The Orchestra members will be selected by draft method.
2. A scheduled selection meeting will be held on or before the Band/Orchestra selection meeting to select students.
3. Each director must be present at the selection meeting in order for his / her students to participate in the festival. If the director is unable to attend, he / she must secure a qualified representative to attend said meeting and must also have the approval of the LLMEA President and the festival host.
4. At the selection meeting, each participating school may submit a list of substitute players to establish a substitute pool for the host director to ~~utilize~~ **use** in the event that a substitute player is needed for the festival.
5. The host will chair and operate, in every way, the selection process.
6. The host school shall obtain all music for the festival. This music shall be placed in labeled folios with parts assigned as the host deems proper; and distributed to the directors at the conclusion of the selection process.
7. The host shall obtain the names of the students selected (care taken with regard to spelling) at the selection meeting. He / she shall publish and forward a complete list to all directors shortly after the meeting.
8. The host shall adjourn the selection meeting at his/her discretion.
9. The Middle School String Orchestra shall perform as part of the regularly scheduled LLMEA Orchestra Festival.
10. The host director shall list the students of each section of the Middle School Orchestra in alphabetical order on the festival concert program.