

2017 - 2018 Vermont All State Music Festival Handbook

website at www.vmea.org

Sponsored by the
Vermont Music Educators Association (VMEA)

ALL STATE MUSIC FESTIVAL COMMITTEE

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VERMONT MUSIC EDUCATORS ASSOCIATION EXECUTIVE BOARD

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SIGNIFICANT CHANGES MADE IN THE PAST YEAR APPEAR IN RED

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FESTIVAL RESPONSIBILITY

The operation of the Vermont All State Music Festival will be the responsibility of the Vermont Music Educators Association (VMEA) represented by the All State Music Festival Committee. All involved parties will work together to insure the Festival operates in accordance with the policies and procedures stated here and any VMEA policies and procedures that apply to this type of student event.

The Festival Director is additionally charged with the responsibility of assembling the finest high school musicians in Vermont into four high quality music performance groups. To this extent, the overall quality of the festival experience for everyone takes precedence over individual considerations. The Festival Director must maintain the integrity of the organization and its regulations through his / her decisions, viewing the future effects of each decision rather than the one time effect on a current situation.

APPLICATION INFORMATION & IMPORTANT DATES

Audition applications and the Festival Acceptance and Housing Form will only be accepted online. There is a \$100 fee for any late application, charged to your school for any application or acceptance submitted after the due date, up to one week late. Following that date, APPLICATIONS OR ACCEPTANCES WILL NOT BE ACCEPTED. The Medical & Student Acceptance Form and Parade Application are included in this handbook for teachers to duplicate as needed and submit by the deadline. The postmark (mail), email receipt date (electronic) or physical receipt (hand-delivered) is considered the date of the application. **Applications without payment are not considered until payment is made in full.**

September 1, 2017	VMEA Participation Fee Due
October 16, 2017 (Mon.)	Online Application Site becomes active
November 22, 2017 (Wed.)	ONLINE DEADLINE: Audition Applications (by midnight) POSTMARK DEADLINE: Fees and Invoice Cover Sheet
November 26, 2017 (Sun.)	LATE DATE: \$100 Late Fee for entire school's missing application; \$10 additional fee for emailed additions / corrections begins
December 6, 2017 (Wed.)	Approximate date for posting of audition schedule online \$20 additional fee for emailed additions / corrections begins \$10 fee for schedule changes requested and made
January 10, 2018 (Wed.)	For Southern auditions: \$30 additional fee for emailed additions / corrections / schedule changes requested and made
January 13, 2018 (Sat.)	Southern Auditions, Hartford High School ELECTRONIC DEADLINE (by midnight): Composition Entries \$50 additional fee for any onsite registration for Southern schedule
January 17, 2018 (Wed.)	For Northern auditions: \$30 additional fee for emailed additions / corrections / schedule changes requested and made
January 20, 2018 (Sat.)	Northern Auditions, Champlain Valley Union High School \$50 additional fee for any onsite registration for Northern schedule
January 27, 2018 (Sat.)	Snow Date for Auditions
February 6, 2018	Approximate date for online posting of audition results
March 19, 2018 (Mon.)	ONLINE DEADLINE: Student Acceptance & Housing Info / Printing of Invoice / Printing of adjudication forms / Completion of Student Contracts POSTMARK DEADLINE: Signed Invoice & Fee Payment
March 21, 2018 (Wed.)	LATE DATE: \$100 Late Fee for entire school's missing information END OF ACCEPTANCE: All non-accepted replaced by alternates
April 3, 2018	MISSING / INCOMPLETE MEDICALS: Students without complete Student Contracts replaced with Alternates / End of the use of alternates
April 25, 2018 (Wed.)	POSTMARK DEADLINE: Senior Award Applications and Materials
May 9, 2018 (Wed.)	ALL STATE PARADE IN ESSEX JCT.
May 9 - 12, 2018 (Wed./Sat.)	ALL STATE MUSIC FESTIVAL HOSTED BY ESSEX HIGH SCHOOL

SECTION I: FESTIVAL COMMITTEE POSITIONS

FESTIVAL DIRECTOR

The Festival Director is nominated by the VMEA Executive Board for a period of at least two (2) years. He / She will be available to assist the ensuing Director for one year following the completion of their term. He / She will be a current member of the VMEA.

During his / her term, the Festival Director:

- Will be the contact person and their office will serve as the clearinghouse for all sponsoring organizations and all host organization(s) in all matters concerning the Festival.
- Will be informed of all Festival activity of the above groups.
- Will have a copy of all correspondence relative to the Festival, to and/or from the VMEA and the Vermont All State Music Festival. Each Festival Director will insure that those files are maintained for five (5) years.
- Will maintain a file for the adjudication forms of all accepted and non-accepted students for each Festival, for a period of three (3) years.
- Will be responsible for securing all members of the committee and through them, all other personnel needed to operate the festival.
- Will be responsible for the selection of student participants in the Festival.
- In make available all application forms and software for Festival Auditions, as well as acceptance forms and any other necessary information to all public and private high school administrations in Vermont each year.
- Will attend meetings of the Festival Committees and maintain the office of Festival Director during the Festival with the assistance of the Assistant Festival Director, Facilities Director, and others.
- Will assist the festival hosts in producing the Festival Program.
- Will be responsible for routine festival problems or processing questions directed to him / her.
- Will be reimbursed for expenses and travel incurred in the execution of his / her duties.
- Will be responsible for securing future festival sites in a timely manner.

ASSISTANT FESTIVAL DIRECTOR

The Assistant Festival Director is nominated by the VMEA Executive Board for a period of at least two (2) years. He / She may become the Festival Director after serving as the Festival Assistant Director (with the approval of the VMEA Executive Board). He / She will be a current member of the VMEA.

During his / her term, the Assistant Festival Director:

- Will serve as the Festival Treasurer and will maintain all necessary records (including bank statements and checks) during his / her term. Each Assistant Festival Director will insure that all Festival financial records are kept for seven (7) years.
- Will collect and deposit all monies for the All State Music Festival; i.e.; audition fees, Festival proceeds, donations, participation fees, etc., and insure that all checks deposited are made payable to: Vermont All State Music Festival.
- Will be responsible for the payment of all Festival bills, under the direction of the Festival Director, and will present a financial statement to the Festival Director or VMEA upon request.
- Will be responsible to the Festival Director, attending all meetings and serving as the Director in his / her absence.
- Will serve as the Public Relations Director and will be responsible for advance publicity as well as onsite publicity for the All State Music Festival
- Will work with the Festival Director on any special projects involved in each year's event.
- Will be reimbursed for expenses and travel incurred in the execution of his / her duties.

FESTIVAL HOST / CO-HOSTS

The Festival Host / Co-Hosts will be a representative(s) from the local sponsoring group (School Music Department, Friends of Music, etc.) and will serve for the duration of the school year during which their school is hosting the Festival.

As part of their duties and responsibilities, the Festival Host / Co-Hosts:

- Will provide rehearsal halls and a performance site suitable for the four performing groups (average maximum number in group) in a concert format agreed to with the Festival Director:
Chorus (260) Band (110) Orchestra (90) Jazz Ensemble (20)
- Will provide the necessary equipment for rehearsals and performances that will include but is not limited to:
 - + A grand piano (the Festival will pay the cost of the obtaining, moving and using this piano)
 - + 4 Conductors' stands, chairs and podiums (1 set for each group)
 - + Adequate stands and chairs for rehearsals and performances
 - + Available electrical service in rehearsal and performance sites
 - + An electric piano or other suitable acoustic piano (for jazz band rehearsals)
 - + Any percussion needs (in cooperation with each group manager)
 - + Any other special need as requested by the Festival Director or his / her designate.
 - + An acoustical shell (if possible), a sound system (with a trained operator), audience chairs or seating, choral risers, suitable lighting, and instrumental risers for the performances
- Will provide housing for all participating students that require it under the following conditions:
 - + Host families must provide suitable lodging, breakfast, and transportation to and from rehearsals and concerts for the duration of the Festival. A simple background check will be required of all adults in any host family using an easy form. Background checks will be done by the Festival Director and only he/she will see the results. Should a check raise concerns about a host, the Festival Director will notify the Housing Chair not to assign students to that host. No other action will be taken in this regard.
 - + Students wishing to be housed with a relative / friend in the host community must have the relative / friend contact the host's housing chairperson and make the request for the student. Such arrangement made without the housing chairperson's knowledge and approval will not be honored. Students housed with relatives or friends are under the same policies as any other student participating in the festival.
 - + The host / co-hosts will provide a housing chairperson to coordinate housing prior to and during the Festival, and to work with the Dean of Students in handling any student non-musical problems.
 - + There will be no charge for any student housing.
- Will arrange for a local hotel / motel to serve as the Festival Headquarters and will assist the Assistant Director in reserving lodging there for the All State Festival Committee and guest conductors. He/She will also make sure of the availability of rooms for the approximately 70 music educators who will also be seeking lodging and meals during the festival. If possible, the host / co-hosts should try to arrange a special pricing for rooms at the Festival Headquarters hotel / motel. A listing of local restaurants (with phone numbers and addresses) for teachers and visiting parents should be provided in the teacher and student registration packages.
- Will provide meals for all participating students (housed or not) under the following conditions:
 - + Meals must be available for Wednesday dinner (Jazz Ensemble members only), Thursday lunch and dinner, Friday lunch and dinner, and Saturday lunch (can be optional if local fast food services are easily and safely accessible by the students from the performance site).
 - + At least one entrée at each meal will be considered a vegetarian offering.
 - + The meals must be served at or near the rehearsal sites. If the distance between the two is extensive, the host needs to arrange for and pay for the necessary transportation.

- + The cost of the student meals will be billed to the students as part of their participation fee and therefore, the host / co-hosts must make arrangements with a caterer or school cafeteria prior to February 1st so that the proper amount can be included in the school billings.
- Will provide the Festival Director with a suitable office with a phone for his / her use for the duration of the Festival.
- Will prepare and provide a tri-fold information guide for students and teachers that will include the festival schedule, contact information, and festival guidelines and policies.
- Will prepare and purchase the appropriate number of Concert Programs. This includes preparing the program's layout, collecting ads, designing the cover and arranging for the printing. The host school will bear the cost of the program and will receive all of the income from the ads. **A guide to the program contents (some of which are required) is available from the Festival Director.**
- Will work with the Festival Director to design the festival t-shirt and will provide the personnel needed to distribute the sponsor-purchased t-shirts at the festival to students & support staff.
- Will provide an onsite nurse or EMT during all times that students are at the rehearsal, dining or performance sites. The nurse / EMT will have the same authorities and responsibilities as a regular school nurse.
- Will provide custodial services for any festival needs in dealing with the facilities or equipment.
- Will provide volunteer, custodial or police traffic assistance for the parade and the performances.
- Will prepare and order the appropriate number of tickets necessary for the ticketed performances. This includes preparing the ticket layout and arranging for the printing. The Festival will reimburse the school \$200 to cover this cost.
- Will provide a ticket chairperson(s) to handle advance sales of tickets, sale of tickets during the Festival, and sale and collection of tickets at the door during the three performances.
- Will arrange for ushers necessary during all performances.
- Will arrange for secure storage of equipment and instruments throughout the Festival.
- Will make arrangements for recording the ticketed concerts with approval of the Festival Director. The selection of actual performances to put on the final recording will be left to the host school or their designate. The recording contractor must provide both a mail-in order form and on site ordering of the recording.
- May provide, or contract others to provide, concessions during the Festival. These concessions may include refreshments, souvenir festival buttons, hats, etc.
- Will make sure that the host school district's public liability insurance will cover this event, all of its participants and guests. Schools may not host the Vermont All State Music Festival without this coverage.
- Will agree to and sign the Vermont All State Music Festival contract as representative of the host organization. Exact financial responsibilities of involved parties will be detailed in that contract.

ENSEMBLE MANAGERS

The Ensemble Managers (Band, Orchestra, Chorus, and Jazz Ensemble) are appointed by and work under the direction of the Festival Director. Ensemble Managers will serve a term of at least two years and may be reappointed an unlimited number of times.

As part of their duties and responsibilities, the Ensemble Managers will be responsible for:

- Contracting conductors with Festival Director's approval and provide him/her with the conductors address, phone and email information.
- Obtaining conductor's program, VITA, and black and white photo in a timely manner.
- Advising conductors on music selection and making sure that the conductor does not select music that features one student throughout the majority of the piece, i.e.; a concerto
- Advising conductors to program approximately 20 minutes of music for Band, Orchestra and Chorus and 25 minutes of music for the Jazz Ensemble
- Sending an appropriate program to the Festival Director for approval in a timely manner.

- Placing an ensemble music order with the VMEA Librarian and assisting in the music's procurement
- Attending both auditions and assisting the Festival Director in the selection process.
- Determining their Festival Ensemble's selection and size including as many students as practical while maintaining musical standards appropriate to state festivals and striving to achieve optimum balance within each performing ensemble. Input in this process from the Festival Director, Conductor, and Committee is expected.
- Preparing a list of at least three future festival conductors to be considered at the annual meeting.
- The actual operation of the group under their management. All physical arrangements will be made through the Festival Director and the Festival Co-hosts.
- Enlisting and organizing a committee of at least three (3) music personnel to aid in check in, rehearsals, sectionals, set up and staging.
- Providing an equipment list to the host / co-hosts six weeks prior to the Festival and assist in the acquisition of the equipment as needed.
- Providing an accurate seating chart to the host / co-hosts two weeks prior to the festival and maintaining the seating chart during rehearsals in preparation for its use at the performance(s).
- Collecting music after the final concert and returning it in an organized and timely manner to the VMEA Librarian.
- Handling all aspects of their guest conductor's transportation, lodging and meal needs with support and guidance from the Assistant Festival Director and Festival Co-hosts.

The managers will be reimbursed for any expenses or travel incurred in the execution of their duties.

AUDITION CHAIR

The Audition Chair is appointed by and works under the direction of the Festival Director. The Audition Chair will serve a term of at least two years and may be reappointed an unlimited number of times.

As part of their duties and responsibilities, the Audition Chair will be responsible for:

- Working with the Festival Director to secure two audition sites, one in the northern half of the state, one in the southern half. The Hosts / Co-Hosts of these sites will work directly with the Audition Chair to insure the successful operation of the audition. The securing of audition sites may be completely delegated to the Festival Director by mutual agreement.
- Coordinating the scheduling of the auditions with the Festival Director in an electronic media that can be shared with those that require such access.
- Assisting in the distribution of the schedule to the applying schools.
- Assisting the Festival Director in coordinating the actual auditions, including registration, rating sheet collection and tabulation, and problem solving.
- With the assistance of the four Adjudicator Coordinators and the Festival Director, offering adjudicator training at appropriate times and places throughout the school year.
- Monitoring the schedule and assisting with data entry during the auditions.

The Audition Chair may serve as an adjudicator providing the Festival Director or one of the Adjudicator Coordinators is willing to assist in the data entry during the auditions.

The chair will be reimbursed for any expenses or travel incurred in the execution of his / her duties.

ADJUDICATOR COORDINATORS

The five Adjudicator Coordinators (Vocal, Instrumental, Jazz, Composition and Scholarship) are appointed by and work under the direction of the Festival Director and with the assistance of the Audition Chair. Adjudicator Coordinators will serve a term of at least two years and may be reappointed an unlimited number of times.

As part of their duties and responsibilities, the Adjudicator Coordinators will be responsible for:

- Securing the services of a complete set of adjudicators for both audition dates and the snow date.
- Preparing them for their tasks through pre-audition communication of material, responsibilities and guidelines.
- Offering a pre-audition training session to assist the adjudicators in being consistent, on how to properly fill out paperwork and on how to appropriately deal with students and teachers.
- With the assistance of the Audition Chair and the Festival Director, consider offering adjudicator training at appropriate times and places throughout the school year.
- Preparing the sight-reading material necessary for the auditions in their area of authority.
- Organizing and coordinating the adjudicators' efforts during both audition days.
- As needed, assisting the Festival Director and respective managers with the handling, data entry and tabulation of the audition forms.

In addition, the Jazz & Scholarship Adjudicator Coordinators will:

- Work with the Festival Director to secure the services of appropriate Jazz Scholarship Adjudicators for any Jazz Scholarship auditions

An Adjudicator Coordinator may also serve as an adjudicator. **It is suggested that the Instrumental and Vocal Adjudicator Coordinators delegate portions of their responsibilities to a small committee to make the effort easier on all concerned.**

An Adjudicator Coordinator will be reimbursed for any expenses or travel incurred in the execution of his / her duties.

DEAN OF STUDENTS

The Dean of Students is appointed by and works under the direction of the Festival Director and in coordination with the Festival Host / Co-Hosts and their Housing Chairperson(s). The Dean of Students will serve a term of at least two years and may be reappointed an unlimited number of times.

As part of their duties and responsibilities, the Dean of Students will be responsible for:

- Working with the Host / Co-Hosts and their housing chairperson to arrange housing for all participating students who require it.
- In cooperation with the Host / Co-Hosts and the Housing Chairperson, dealing with any housing changes required during the festival.
- Dealing with any housing problems, medical problems, or disciplinary concerns as a representative of the Festival Director.
- Work with the Festival nurse / EMT to maintain health services during the festival
- Work with the Festival Director as required to support the festival's activities and efforts

The Dean of Students will be reimbursed for any expenses or travel incurred in the execution of his / her duties.

AUDITION HOST / CO-HOSTS

The Audition Host / Co-Hosts will be appointed by the Festival Director with the assistance of the Audition Chair. Audition Host / Co-Hosts will serve a term of at least two years and may be reappointed an unlimited number of times.

As part of their duties and responsibilities, the Audition Host / Co-Hosts will be responsible for:

- Securing the use of a suitable facility to host the auditions for the designated date and for the snow date, in case it is needed.
- Arranging for the use of rooms, equipment, and other facilities as indicated by the Audition Chair and / or Festival Director. These rooms can include audition rooms, warm-up rooms, a registration area, a tabulation room and a lunch / rest area for adjudicators and other faculty.
- Working with the Festival Director to provide the technology needed to support the audition process.
- Preparing the facility for the auditions, including the movement of musical equipment and other furniture, and the proper preparation of pianos, drum equipment, etc.
- Arranging for refreshments for students and lunch for adjudicators and committee members. The sale of refreshments to students can be a fund raising activity for any school group as designated by the Audition Host / Co-Hosts. Coffee and doughnuts should be provided for adjudicators and other faculty. The Audition Host / Co-Hosts will be reimbursed for the cost of all food and refreshments for adjudicators and the committee members who are serving in an official capacity at the auditions.
- Arranging the display of helpful signs and for adequate parking.
- Submitting to the Audition Chair and/or Festival Director, in a timely manner, all material and information needed for school mailings. This information should include, but is not limited to, directions to the school and maps of the rooms being used for auditions.
- Contacting the Festival Director prior to the auditions to discuss the financial estimate of costs to be incurred during the operation of the auditions at their facility. It is hoped that the host school district will absorb as many of these costs as possible, including facility use and custodial help.
- Submitting to the Assistant Festival Director immediately following the auditions, any invoices for services incurred at the audition for payment or reimbursement.
- Arranging a support staff of local students to serve as room monitors, runners, registration assistants, and other tasks as determined by the Audition Chair, the Festival Director, the Assistant Festival Director, or Adjudicator Coordinators.
- Being available during the auditions to handle any problems and assist with the audition process.
- Assist the Assistant Festival Director in securing lodging and meals outside of the school for the adjudicators and committee members who require it.

The Audition Host / Co-Hosts may not serve as an adjudicator.

The Audition Host / Co-Hosts will be reimbursed for any expenses or travel incurred in the execution of their duties.

SECTION II: FESTIVAL POLICIES AND PROCEDURES

A1: ELIGIBILITY: SCHOOL & MUSIC EDUCATOR

For a Vermont public, private and state-approved home school to be eligible to submit student applications for inclusion in the current year's Vermont All State Music Festival's audition and/or concert festival, the school must have paid the current year's All State Participation Fee from the VMEA **AND any school music educator submitting applications must be a current member of NAFME / VMEA (during the application cycle, the auditions and the concert festival).**

If a school has multiple music educators, membership is required for each based on the type of All State application submitted. For example, if a school has a separate band and chorus music educator, then the chorus music educator must be an NAFME / VMEA member if chorus applications are submitted while the band music educator must be a member if instrumental applications are submitted. Scholarship applications can be submitted by any member music educator.

A2: ELIGIBILITY: STUDENT

Eligibility for the Vermont All State Music Festival's auditions and concert festival is limited to actively enrolled, full-time high school students from Vermont public, private, and state-approved home schools (see A1 for school eligibility). Full-time would be determined and attested to by each school's administration. Students who have received a high school diploma or GED would not be eligible. There is also a music program participation requirement (section C). Home schooled students are eligible to participate in the All State Music Festival, but they must apply through and be supervised by their parents or home school sponsors. **For the purposes of this handbook and the festival it describes, 'school' represents the school (public, parochial, private or home) who completed the application, 'teacher', 'music educator' and other similar term represent the adults associated with a 'school', and 'student' represents the high school age applicant involved in any event associated with this festival.**

Regardless of what type of high school the student attends, NO student may participate in any aspect of the Vermont All State Festival (Auditions, Festival, Concerts or Parade) without the direct approval of or without the direct supervision provided by their local school.

B: LOCATION OF FESTIVAL

The Vermont All State Music Festival may be held at any appropriate location within the state of Vermont. An offer to host the Festival may be submitted by the Music Department, the School Administration or the School Board at any time to the VMEA Executive Board or the current Festival Director. Other offers will be solicited as needed by the Festival Director. An order of preference will be determined when necessary.

The ability of any location to host the Festival will be reviewed by the Festival Director and/or designate. An onsite inspection, to include viewing of the rehearsal halls and concert hall, a discussion of how housing and meals will be coordinated, and a review of the mechanics of operation, will be made by the Festival Director or designate in the Fall prior to the Festival.

A contract will be signed between the sponsoring school district organization, the sponsoring school district administration, the VMEA and the All State Committee. That contract will outline the following:

- Responsibilities, as perceived, of all the parties involved as contained in this
- The financial arrangements for the Festival's expenses and income.
- The necessity of public liability insurance.

For 2018, the Festival Director has accepted an invitation from Essex High School to host the Vermont All State Music Festival on May 9, 10, 11 & 12, 2018. The sponsoring organization is the school's Music Department, represented by Heather Finlayson & Nicholas Stokes, music educators.

C: PARTICIPATION IN THE AUDITIONS AND THE FESTIVAL

To participate in any part of the Vermont All State Music Festival sponsored activities, a student **MUST** be actively enrolled as a full-time student in a Vermont State Approved and VMEA eligible Public or Private School OR an approved and VMEA eligible home school in the State of Vermont **at the time of the sponsored activity**. Local school policy will be used to determine what constitutes a full-time student and individual exceptions may be made at the discretion of the local school music supervisor and principal.

Only the students listed on a school's Audition Application may audition for that school. Only substitutions or additions approved by the Festival Director can be made after the applications have been accepted.

Out of state transfer students may request to have auditions scheduled for them up to two weeks prior to the first audition date in January. Those requests **MUST** come from a school and student meeting all of the Festival eligibility and participation requirements. Those requests will only be accepted by the Festival Director. These student auditions will receive the same considerations as all others.

Students **MUST** be a member of their school's performing group at the time of the Auditions to audition for the same type of group in the Festival. Students **MUST** be a member of their school's performing group at the time of the Festival to participate in the same type of group in the Festival.

In the event that a participating school does not have a performing group that uses the auditioning student's instrument (i.e. no jazz band for guitar players, no orchestra for string players, home schooled students), then those students may audition on those instruments provided they meet all other eligibility requirements, pay all fees and are entered on all appropriate forms submitted from the school. The school's music supervisor or other school designated adult must assume responsibility for that student at all sponsored events. **This includes all home school students.**

Notices of acceptance in the performing groups are provided online by Festival Director's office for music educators or home schools using their NAFME / VMEA membership number to access. Notification of acceptance will be made by the date posted on the calendar. No substitutions of accepted students can be made by the participating school.

For specific information regarding Audition Policies and Procedures, see Sections III through VII in this handbook.

D: FESTIVAL ATTENDANCE

The Vermont All State Music Festival gives participants an intensive experience in a performance ensemble. A participant must attend all rehearsals, concerts and all other scheduled festival activities. The ensemble's preparation and performance would be severely harmed without this policy. The festival's educational objective requires that a participant experience ALL rehearsals and other activities, follow curfews and other policies, and be fully prepared to contribute to the final performances. Failure to attend all of the festival's rehearsals, concerts and other activities will result in disqualification from further participation in this year's festival, and may result in disqualification from future festivals. In the event of an illness or family emergency that requires the student to be excused from a festival event, the participant will not be penalized from participation in future festivals. Because it is essential for all performers to participate in all aspects of the preparation, there are no exceptions to the requirement that a participant attend all rehearsals and other required activities in order to perform in the festival.

E: APPLICATIONS, FEES, INVOICING AND PAYMENTS

For a school's application to be accepted, the school must have paid the current year's VMEA participation fee (based on school population) at the beginning of the school year to support their music students' participation in the district and All State festivals. This annual fee will range from \$25 (home school or small school) to \$300 (largest school).

To participate in the Auditions and/or the Festival, the appropriate online applications, school acceptance forms and medical forms must be filled out and submitted by the deadlines established by the Festival Director and listed at the beginning of this handbook. All applications must be accompanied by the appropriate fee payment. No student will be allowed to participate in any aspect of the Festival until all aspects of the application process are completed to the satisfaction of the Festival Director and all of the appropriate fees are paid. Online applications and fees will not be accepted after the last deadlines.

Fees for the 2018 Vermont All State Music Festival are:

AUDITIONS:

- Vocal or Instrumental Audition \$10.00 per audition
- Scholarship or Jazz Audition \$15.00 per audition / submission
- School Late Fee (after November deadline) \$100.00 per school application
- Addition or correction to application (after posting) \$30.00 per request (in addition to regular fee)
- Addition or correction to application (within 3 days) \$50.00 per request (in addition to regular fee)

FESTIVAL:

- Student Participation Fee (not including meals) \$40.00
- Meal Fee To be determined by the host school
- TOTAL FESTIVAL FEE Meal + Participation Fees
- Late Fee (after deadline, but before alternate date) \$100.00 per school

INVOICING & PAYMENTS:

- The Audition Fee Invoice is printed by the teacher as part of the Online Application
- The Festival Fee Invoice is printed by the teacher as part of the Online Acceptance.
- **Fees cannot be paid with personal checks from students or students' families. Fees must be paid with either a school or music educator check or with cash.**

Each school's music educators and/or school principals are held responsible for the correct preparation of all application materials (online and paper), and the proper and timely payment of all fees. Application materials and/or fees will not be accepted directly from students or parents.

No fee is refundable.

F: AUDITION DEADLINE GUIDELINES

- Special Scheduling Requests must follow the same deadlines as other application material. **SEND SUCH REQUESTS IN AN EMAIL TO THE FESTIVAL DIRECTOR**
- Corrections and additions can only be made to previously accepted applications by December 1st without penalty. **After December 1st, each correction or addition request carries a penalty (in addition to regular fees).**
- Requests for scheduling changes (carrying a \$10 per fee) can only be accepted until the Wednesday before the appropriate site. **No schedule changes will be guaranteed after those dates.**
- **DEADLINES ARE VERY IMPORTANT AND MUST BE ADHERED TO FOR THE FESTIVAL TO OPERATE PROPERLY AND FAIRLY.**

When sending important mailings, especially the scholarship application forms, send them by CERTIFIED MAIL. All such forms, fees, and correspondence should be mailed to:

Denis Lambert
377 US Route 5 North
Fairlee, VT 05045

Deadlines for online applications are considered at Midnight at the end of the deadline date. Teachers should print their audition lists once their applications are complete, but prior to the final deadline.

The Festival Director has the right to refuse any application materials or fees submitted improperly or after the stated deadlines.

School application material received after the due date, but before the last date will be accessed a late fee of \$100. After the last date, no application material will be accepted.

If a school's application is still incomplete after the last date, the Festival Director may elect to not allow any of that school's student applicants to participate in the Festival activity that those applications represented, or in any subsequent activity for the remainder of that school year. The Festival Director will notify the school's music educators and principal / headmaster of the school's delinquency.

Or the Festival Director may elect to not allow just the student(s) whose application material is incomplete to participate in the Festival activity that those applications represent, or in any subsequent activity for the remainder of that school year. The Festival Director will notify the appropriate music educator and the school's principal / headmaster of the student's delinquency.

Schools with two or more music educators may file separate online applications and/or forms (one per teacher). In that case, should one of the teachers not meet the deadlines, only the students represented by that delinquent teacher will not be allowed to participate in the remaining aspects of the Festival.

G: ACCEPTANCE OF SELECTION

Students who are selected for the Vermont All State Music Festival and whose names appear on the signed Festival Acceptance and Housing Form (created after their participation has been confirmed online) submitted by their school representatives **are expected to honor their commitment to the Festival**. Those who do not honor their commitment will not be eligible for the following year's auditions or festival.

All students listed on their school's Festival Acceptance and Housing Form will be considered the responsibility of that school's music educators and/or chaperones during their Festival participation.

SAT and AP Exams are NOT an excuse to miss any part of the All State Music Festival. Be aware that there are alternate dates for the Advanced Placement Exams and that affected students should plan ahead.

This is the 2018 AP Exam schedule for the three school days of the 2018 Vermont All State Music Festival:

<u>Date</u>	<u>Morning Exams</u>	<u>Afternoon Exams</u>
Wednesday, May 9	English Literature and Composition	Japanese Language & Culture Physics 2: Algebra-based
Thursday, May 11	US Government & Policies	Chinese Language & Culture Environmental Science
Friday, May 12	German Language & Culture US History	Computer Science Principles

Again a reminder:

The Vermont All State Music Festival gives participants an intensive experience in a performance ensemble. A participant must attend all rehearsals, concerts and all other scheduled festival activities. The ensemble's preparation and performance would be severely harmed without this policy. The festival's educational objective requires that a participant experience ALL rehearsals and other activities, follow curfews and other policies, and be fully prepared to contribute to the final performances. Failure to attend all of the festival's rehearsals, concerts and other activities will result in disqualification from further participation in this year's festival, and may result in disqualification from future festivals. In the event of an illness or family emergency that requires the student to be excused from a festival event, the participant will not be penalized from participation in future festivals. Because it is essential for all performers to participate in all aspects of the preparation, there are no exceptions to the requirement that a participant attend all rehearsals and other required activities in order to perform in the festival.

H: MUSIC AND STUDENT PREPARATION

All of the music needed for the Festival will be provided by the VMEA Librarian through new purchases, by using the existing VMEA or NEMFA Libraries or by coordinating the loan of required music from other sources with the appropriate manager. All music purchased by the All State Music Festival will become the property of the VMEA.

The VMEA Music Librarian will send the needed parts for each ensemble to the appropriate Ensemble Managers who, in turn, will send it to each Festival participant's sponsoring school prior to the Festival. Each school is responsible for the timely distribution of this music. The music should arrive at each school in time for adequate preparation by the student participants.

The preparation of music by the student participants of the Festival is the responsibility of the local music educator and/or the school's designated representative.

All music must be turned in to the appropriate ensemble committee at the conclusion of the Festival. Failure to comply will result in the school being billed for any missing music. Delinquent bills must be resolved before a school can apply for the following year's auditions.

Purchased music is available for loan to any school or music personnel from the VMEA Music Library. Contact the VMEA Librarian for a list of available selections or consult the VMEA website. The school borrowing the music is responsible for the cost of the postage to mail and return the selections. Requests from non-VMEA members will require the payment of an annual library fee.

I: FESTIVAL HOUSING AND STUDENT TRANSPORTATION

Housing is furnished by the host organization as outlined under the Festival Host / Co-Hosts position description listed in this handbook. Festival participants from the host city will not be housed and students living within a reasonable distance (usually within a 30 minute drive away) of the host school may be asked to commute at the host's discretion.

Individual schools may assume the responsibility and cost of housing their own students in local hotels / motels with the understanding that all Festival rules still apply for those students during their stay in the host community. Teachers must communicate that their students do not need housing during to the Festival Director during the festival acceptance process.

All participating students listed on their school's Festival Acceptance and Housing Form from schools that require housing will either be housed by the hosts assigned by the local housing committee or stay in housing approved of and supervised by their school.

SPECIAL HOUSING REQUESTS: If a student wishes to be housed with a relative / family friend in the host community, the host community member (relative / friend) **MUST** contact the host's Housing Chairperson and make the request for the student. **Such arrangements made without the Housing Chairperson's knowledge and approval will not be honored.** Students housed with relatives or family friends are under the same rules as any other student participating in the Festival.

STUDENT DRIVERS: No participating student is allowed to drive themselves nor to ride with another student to any aspect of the Festival except for the host school's participating students who may drive themselves to and from the Festival as outlined by the host school's student driving policies. Host school students may not use their vehicles during the Festival day and can only use them to transport themselves to the Festival for the start of the day and back home at the conclusion of the Festival day. Participating students (except for the host school's participants) **CAN** only be transported by school bus, their teachers, their parents or the adults (25 or older) in their host family.

The host school will make any appropriate arrangements for student participant transportation should it be necessary during the Festival. These arrangements may involve local parents housing students, contracted or district school buses or participating school personnel. **They may not include any student drivers.**

JAZZ ENSEMBLE HOUSING: Due to their unique schedule, All State Jazz Ensemble members begin their festival activities at noon on Wednesday and conclude them after their performance on Friday evening. During that time, they are the responsibility of the festival and therefore required to follow all festival policies. When they conclude their Festival participation after their performance on Friday night, they again become the sole responsibility of their parents or school chaperone. Unless they requested Friday housing due to travel distances, they cannot stay with their hosts overnight on Friday to attend the Saturday concert(s). They may return on Saturday to attend the concert(s) and will be admitted for free by showing their Festival ID.

WEDNESDAY NIGHT HOUSING FOR PARADE PARTICIPANTS: Wednesday night housing is offered to students who are in the All State Band, Chorus or Orchestra if they are also participating with their school in the All State Parade and the travel distance back home is greater than a 90 minute drive. Teachers need to indicate the need for Wednesday night housing on the student's online Festival Acceptance page. **Teachers need to be aware that Wednesday night housing is an extreme burden for the host community and use this privilege wisely.**

J. TEACHER - CHAPERONE RESPONSIBILITIES

A teacher or other adult chaperone representing EACH participating school MUST be within 30 minutes travel time of the host school at all times students from that school are involved in any aspect of the Festival.

All teachers and/or chaperones are expected to check in on Wednesday noon (if their school has All State Jazz Ensemble students), Wednesday evening (if their school has requested Wednesday Night housing) or Thursday morning (for all others) when registering their students. Each teacher and/or chaperone must leave his / her Festival address and local telephone or cellphone number when registering for the festival. For everyone's safe participation in the festival, the Festival Director and the Dean of Students needs to know the whereabouts of all those responsible for participating students at all times.

If a teacher and/or chaperone from a participating school cannot be available during the festival, a teacher and/or chaperone from another school may assume the responsibility for the that school's students, through mutual agreement. Such teachers and/or chaperones responsible for more than one school must register with the Festival for each of those schools.

SATURDAY COVERAGE: A school representative MUST be at the festival site until all of their school's students have been retrieved by their parents or other responsible adults. CHAPERONING TEACHERS MAY NOT LEAVE THE FESTIVAL UNLESS A REPLACEMENT IS MADE KNOWN TO THE FESTIVAL COMMITTEE. Schools who do not have appropriate chaperone coverage at all times will forfeit the ability to participate in the following year's festival.

YOUR STUDENTS MUST BE ACCOUNTED FOR AT ALL TIMES.

K. INSURANCE & PARENTAL CONSENT

Students attending the Vermont All State Music Festival should be adequately covered by health and accident insurance. This insurance should be provided by the parents, by the state of Vermont or, in lieu of such coverage, by their school. The host school and the VMEA provide only public liability insurance. Each student's insurance information is requested on the Student Medical and Acceptance Form. That form must be included with the Festival Acceptance and Housing Form and submitted by the appropriate deadline. **While discouraged, students may participate in the Festival without medical insurance.** This information is considered confidential and is only shared with those directly responsible for the student's care during the Festival.

The form also asks for a signature indicating parental consent to offer medical treatment and/or authorization to use the health insurance should either be necessary. Should the student's / family's religious affiliation preclude the Festival from offering medical treatment, that should be indicated on the medical form. **Again, while discouraged, students may participate without medical treatment consent.**

A WORD ABOUT THE REQUIRED SIGNATURES:

The Vermont All State Music Festival requires two signatures on the Medical & Participant Acceptance Form, both to indicate not only that the information supplied is accurate, but also that the policies included on or represented by the form have been read and understood by both parties. The signatures are required to allow the Vermont All State Music Festival to authorize medical treatment for the participant should it become necessary.

For participants under the age of 18, those two signatures are their own and their parent or guardian. This holds true even if the student is covered by the State of Vermont's Green Mountain Care program or their own school's insurance program.

For participants 18 or older, those two signatures are their own and the policy holder for their medical insurance as listed on the Medical & Participant Acceptance Form. In most cases, the policy holders for their medical insurance are their parents and/or guardians. In some cases, it may be their school district, in which case the parent's signature would again be used. **Only** in the case where the student individually holds their own medical insurance policy may the student sign that portion of the form.

K. CHORAL REHEARING

Again in 2018, a rehearing of all All State Chorus members will be held prior to the General Meeting on Thursday of the festival. Students will be asked to perform a section of their part in the Choral Program in octets, evaluated by music educators. A specific policy on this will be posted on the website.

L. STUDENT RESPONSIBILITIES

Students who fail to meet all of their Festival responsibilities will be dismissed from the Festival and the infractions will be reported to their music educator and their school administration.

Students are to be on time for all Festival rehearsals, meals, activities, and concerts (even if not performing), and to participate and behave in an appropriate manner. Students are required to follow all Festival regulations and policies. Students are to remain on the host school's campus or other specified boundaries at all times during the Festival day.

Students should be properly dressed for each aspect of the Festival (For specifics on Festival Dress, see subsection M that follows).

STUDENT ILLNESS: Should a student become ill during the festival, they should report directly to their Ensemble Manager for assistance. That assistance may involve the Dean of Students, the Festival Director and/or the festival's health professional. Should the student's illness preclude them from participating in on-going rehearsals for an extended time (in most cases, more than thirty minutes), the Festival Director will make a determination on the student's continued participation in the Festival and the student may be dismissed from the Festival at that time. Students who have a fever over 100 degrees F for more than 30 minutes will automatically be sent home from the festival and may not return.

CELLPHONE USE: Cellphone use during any portion of the Festival rehearsals or performances (regardless of whether the student is performing or in the audience) is prohibited and any adult may confiscate a student cellphone for any such infractions. First infractions will result in the cellphone being confiscated until the end of that festival day. Second infractions will result in the cellphone being confiscated until the end of the festival. Confiscated student cellphones will be given to the appropriate chaperone for this purpose.

Student behavior and dress at all festival activities, especially the concerts, is a reflection on the individual student, his / her school and music educators, and on the All State Music Festival. Those unable to participate appropriately will be asked to leave the activity and may be subject to dismissal from the Festival.

Students are responsible for their own property at all times during the Festival. Instrumentalists should bring all instrumental needs with them. School music educators should direct any need for large or unusual instruments to the appropriate Ensemble Manager.

Smoking is not allowed at any time, in any place including host's homes, during the Vermont All State Music Festival.

M: STUDENT DRESS

Arrival / At Host's Homes:

As a matter of courtesy to the people who are hosting the Festival and the families that are housing participating students, student dress should not offend anyone at any time. Neatness and cleanliness are always in good taste.

Rehearsals / Meals:

Dress should be acceptable school dress without any offensive aspects. Some type of shoes must be worn as bare feet will not be allowed during the Festival. Students may be asked to change clothes if necessary.

Thursday & Friday Concerts for audience members:

Same as for Rehearsals / Meals (above)

Thursday & Friday Concerts for participants:

Both genders: Semi-formal attire in appropriate colors for a musical performance.

Saturday Concerts for participants:

Ladies: White blouse, black skirt below the knee OR black dress slacks, black hose and shoes.

Gentlemen: Dark (black or dark blue) suit or dark sports coat and dark dress slacks, white shirt, dark, long tie, appropriate hose and shoes.

Student dress at all festival activities, especially the concerts, is a reflection on the individual student, his / her school and music educators, and on the All State Music Festival. Those unable to dress appropriately will be asked to leave the activity and may be subject to dismissal from the Festival.

N: FESTIVAL CONCERTS

On Thursday evening, the Scholarship / Performance award recipients from each category (except Jazz) will perform at the site designated by the Festival Host / Co-Hosts.

On Friday evening, the Scholarship / Performance award recipient in the Jazz category and the All State Jazz Ensemble will perform at the site designated by the Festival Host / Co-Hosts. All of the Jazz Scholarship award recipients may be recognized during this concert.

If the Composition Scholarship / Performance award recipient's piece is more of a classical piece, it will be performed during the Thursday Evening Concert. If it is more of a jazz oriented piece, it will be performed during the Friday Evening Concert. If it is a large ensemble piece, it may be performed on Saturday by a volunteer group. At no time will the composition award piece be performed by an All State ensemble unless specifically agreed to and arranged by the Festival Director.

Festival Saturdays with one concert: The Festival Chorus, Orchestra and Band will present an afternoon concert at the site designated by the Festival Host / Co-Hosts. Performance order will be determined by the Festival Director and the Festival Host / Co-Hosts. The Scholarship award recipients (Scholarship / Performance, Scholarship and Honorable Mention) will be recognized at this concert. The Evelyn Springstead Scholarship, Richard W. Ellis Scholarship and any other awards directly related to the Festival (such as the VT- ACDA Scholarship) may also be presented at this concert.

Festival Saturdays with two split concerts: The Festival Chorus will perform in one concert and the Festival Orchestra and Band will perform in another concert at the site designated by the Festival Host / Co-Hosts. Performance order will be determined by the Festival Director and the Festival Host / Co-Hosts. Both concerts will be during the afternoon to provide travel time for parents, participants and teachers.

The Scholarship award recipients (Scholarship / Performance, Scholarship and Honorable Mention) will be recognized at the concert in which they perform. The Evelyn Springstead Scholarship, Richard W. Ellis Scholarship and any other awards directly related to the Festival (such as the VT- ACDA Scholarship) will also be presented at the appropriate concert (and likely mentioned during the other).

O: CONCERT TICKETS

Ticket information, advance ticket order blanks, and posters promoting the Festival will be sent to each participating school by the host school. It is the responsibility of the school music educator to make sure that this information is distributed to the participating students and their parents in a timely manner.

Ticket information will be posted on the Vermont All State Music Festival website (www.vmea.org). Ticket pricing will be set by the Festival Director. The Thursday Evening Concert is free to the public. In 2017, tickets to the Friday Evening Concert were \$7 each and tickets to the Saturday concert were \$7 for students and senior citizens, and \$10 for adults for either concert, \$15 for both. VMEA members will be admitted to any Festival concert free of charge upon presentation of their current membership ID at the ticket box office. An effort will be made to offer complimentary tickets to the community families who hosted participating students. This effort will be limited to a maximum of two tickets per household. Limited seating may preclude the festival being able to make this offer in any particular year.

P. WEBSITE

The Vermont All State Music Festival website is made possible by the Vermont Music Educators Association and is hosted on the same server. With so many schools involved in the Festival representing many different school policies involving the distribution of student information on the Internet, the All State website cannot be used to distribute lists of students involved in our event, audition ratings or ensemble selections. Such information is only available from the Festival Director through each school's music educators. All other public information is available at the website and parents, students and community members are encouraged to check the site for answers to their questions. If you have a question about the All State website, please direct them to the All State Festival Director (email link at www.vmea.org).

The audition application process, the distribution of the audition schedule, the dissemination of the audition results, and the festival participation process (which includes the Student Contracts, student acceptance and school invoicing) are also online through a separate server that is linked to the All State website. A password and/or NAFME / VMEA Membership Number will be required to use this site.

SHARING THIS PASSWORD OR MEMBERSHIP NUMBER WITH STUDENTS, PRIVATE TEACHERS OR PARENTS WILL RESULT IN THE DISQUALIFICATION OF ALL OF THAT SCHOOL'S APPLICANTS / PARTICIPANTS.

Q: TYPICAL FESTIVAL SCHEDULE (times are only approximations)

Wednesday	12:00	Registration for Jazz Ensemble only	
	12:30	Rehearsal for Jazz Ensemble	
	4:45	Dinner for Jazz Ensemble	
	6:00	ALL STATE PARADE	
	8:30	Jazz Ensemble members and Wednesday Night Housing students meet host families	
	11:00	Curfew	
Thursday	8:00	Rehearsal for Jazz Ensemble Choral Rehearing begins	
	9:00	Registration for other group members	
	10:00	General meeting for all students and teachers	
	10:20	Rehearsals for Band, Orchestra and Chorus	
	12:30	Lunch for all participants - Rehearsals follow	
	4:30	Dinner & relaxation for all participants - Rehearsals follow	
	7:30	Students meet with their music educator to go to concert	
	8:00	SCHOLARSHIP CONCERT	
	9:30	All participants meet host families	
	11:00	Curfew	
Friday	9:00	Rehearsals for all groups	
	10:00	All State meeting for teachers	
	12:30	Lunch for all participants - Rehearsals follow	
	5:30	Dinner & relaxation for all participants - Rehearsals follow	
	7:00	Students meet with their music educator to go to concert	
	7:30	JAZZ ENSEMBLE CONCERT	
	9:00	All participants meet with host families	
	11:00	Curfew	
	Saturday (one concert)	9:00	Dress Rehearsals for Band, Orchestra and Chorus
		12:00	Lunch for all participants – Dress for the Concert
1:00		Warmups for Band, Orchestra and Chorus	
2:00		CONCERT	
5:30		Festival Concludes	
Saturday (split concerts)	9:00	Dress Rehearsals for Band, Orchestra and Chorus	
	12:00	Lunch for all participants – Dress for the Concert	
	1:00	Warmups for Band, Orchestra and Chorus	
	2:00	FIRST CONCERT	
	4:00	SECOND CONCERT	
	6:00	Festival Concludes	

R: APPEALS PROCESS

Should a teacher feel that a decision made by the Festival Director pertaining to their school or students' involvement in the festival is an incorrect one, they have the right to appeal that decision to the VMEA Executive Board. The teacher has this right if and only if they have already shared their concern about the decision with the Festival Director in detail and have not received the judgment they felt appropriate even after learning more about the process, circumstances and future ramifications.

To initiate an appeal of a decision made by the Festival Director, the teacher should, in a timely manner:

- Document the circumstances surrounding the issue.
- Document the sharing of their concern with the Festival Director.
- Communicate their concern and share their documentation with their school administrator.
- Participate in the appeals process as needed.

The school administrator should, in a timely manner:

- Communicate with the Festival Director to discuss the teacher's concern.
- After that discussion, decide if the concern has merit for an appeal.
 - **If it does not**, communicate that to their teacher.
 - **If it does**, contact the VMEA President requesting an appeals hearing on the concern and send the appropriate documentation to the VMEA President
- Participate in the appeals process as needed.

The VMEA President and Executive Board will, in a timely manner:

- Contact all parties concerned and notify them of the appeal.
- Share the documentation with the board members.
- Arrange for a meeting / conference call to hear from all parties.
- Document the meeting / conference call discussion.
- Request further information as necessary.
- Render a decision
- Communicate that decision to all parties.

The Festival Director will, in a timely manner:

- Act upon that decision as necessary.
- Review the policy or procedure that was brought into question for future clarification.

SECTION III: GENERAL AUDITION POLICIES AND PROCEDURES

A: AUDITION PURPOSE

The Vermont All State Auditions are considered an educational opportunity and all involved should strive to do all they can to that end. They are used to place deserving students into the appropriate All State Music Festival Ensembles. All students who participate in those ensembles (the All State Band, Orchestra, Jazz Ensemble and Chorus) must be placed in those groups by ratings received at the All State auditions. The auditions are open to all eligible students (For eligibility requirements in Section II: FESTIVAL POLICIES AND PROCEDURES, subsections A and C / page 11).

The only exceptions would be the placement of a student on an instrument that does not have a listing on the All State Audition Selection List (for example: Harp) or the placement of pianists. As required by the selected program(s), performers on non-listed instruments (besides piano) will be selected by the Festival Director and the appropriate Ensemble Manager.

Should a pianist be needed by the All State Band and/or All State Orchestra to properly perform their program, and the piano part(s) constitute more than 60% of the program (to make sure the pianist is adequately involved in rehearsals & concerts), the opportunity to participate in the Festival will be offered to the highest rated Piano Scholarship performer. Should that student not wish to participate, it will be offered to the next highest rated Piano Scholarship performer and so forth until a student has accepted the offer or the skill level of the next student on the list would preclude them being able to make a positive contribution to the ensemble.

A student selected in either of these manners will be responsible for the same fees, deadlines and will follow the same policies and procedures as any other accepted student. Such student(s) must be listed on the appropriate school's Acceptance and Housing Form.

B: AUDITION SITES, DATES AND ASSIGNMENTS

The Vermont All State Music Festival offers two audition sites and dates for students to be adjudicated for acceptance into each year's Festival Ensembles. Those two sites will be at two schools willing to host these events and located so that no school in Vermont is more than a 3 hours drive away from one of them. The dates will be on two consecutive Saturdays in January, as determined by the Festival Director, and a third Saturday will be chosen as a Snow Date should it be needed. Each year the two sites will alternate being the first audition.

This year's audition sites and dates are:

SOUTHERN AUDITIONS	HARTFORD HIGH SCHOOL	JANUARY 13, 2018
NORTHERN AUDITIONS	CHAMPLAIN VALLEY UHS	JANUARY 20, 2018
POSSIBLE SNOW DATE	Appropriate site	JANUARY 27, 2018

Schools are assigned to these audition sites by the Festival Director. A listing of schools' assigned audition sites is in Section XI: APPENDICES, subsection A: Audition Site Assignments (page 44) and in the All State Music Festival portion of the VMEA website (www.vmea.org). Should a school need to be re-assigned due to an unavoidable conflict with their assigned date, the music educators involved MUST contact the Festival Director prior to the Audition Application deadline. Some central Vermont schools may be assigned to a different site in any particular year to help balance the number of auditions scheduled at each site.

C: AUDITION MUSIC

The specific pieces to be prepared for the required auditions for the All State Band, Orchestra, Chorus and Jazz Ensemble have been selected by the All State Festival Committee and are listed in this handbook by school year and instrument in SECTION XI: APPENDICES, subsection F: Audition Selections (pages 49 to 52). The current year listings are also on the Vermont All State website at www.vmea.org.

The music to be prepared for the Scholarship Auditions is described in Section VIII: FESTIVAL SCHOLARSHIP AUDITION POLICIES AND PROCEDURES (pages 35 & 36).

Only a performance of the appropriate audition selection (including the proper movements, composer / arranger, and publisher) will be accepted as an audition.

Students must perform their audition using an original copy or from memory. To do otherwise will result in disqualification. No photocopies are allowed in the audition.

D: AUDITION APPLICATION, FORMS AND FEES

The All State Audition Application is online through the All State pages of the VMEA website at www.vmea.org. Click on the *APPLICATION ONLINE* link and follow the instructions for completing the school and student application information, for printing out school listings and for producing the school invoice to be sent in with payment. The payment of the VMEA Participation Fee , a current NAFME / VMEA number and a password from the Festival Director is required to complete the online application.

Applications are only considered complete when proper payment in full of the audition fees has also been received by the application deadline (See Section II: FESTIVAL POLICIES AND PROCEDURES, subsection D: Applications, Fees and Corrections / page 12). The online application includes an invoice indicating the school's total fee, based on their application information. This invoice should be printed out and must accompany the appropriate payment.

Payments for audition fees can only be made with a school check, a check from a music educator or cash. Checks from students or their parents are not acceptable.

E: AUDITION SCHEDULING

Students are required to audition at the site assigned to their school. Schedules are posted online and available to schools through their NAFME / VMEA numbers and assigned password. School music teachers are responsible for notifying their auditioning students of the audition dates, times and site in a timely manner and assisting the students in getting to the audition site properly prepared and on time.

If a specific audition time is needed, the sponsoring teacher should make that request in writing in the email message sent to the Festival Director by the application deadline. All such email requests will be acknowledged. Should a student have an irresolvable conflict with their school's audition date, their music educator may request, in writing via email, a change of site and provide that prior to the application deadline. The Festival Director and the Audition Chair will do their best to meet these requests.

Requests for changes in audition site will only be accepted to the December posting of the schedule. See the calendar for the deadlines for requests and associated fees.

SATs and/or other college testing will not be acceptable reasons for a change of audition site after December posting of the schedule. Please plan ahead.

At the auditions, the host school's audition room proctors may adjust their room's schedule as needed for the students listed on the adjudicator's schedule webpage. This is done to assist students who are delayed by auditioning in other rooms, transportation delays, equipment problems, etc.

Students may NOT be added to a room's schedule without a specific request being made by the Festival Director, the Assistant Festival Director or the appropriate Adjudicator Coordinator. Auditions added to the schedule without such a request will be disqualified.

F: ILLNESS DURING AUDITION TIME

If a student cannot attend his / her audition due to illness, they may receive either a rescheduled time or a supplemental audition.

To qualify for such a change, the following must be completed:

- The student must be ill enough to preclude participation as determined by their parents and/or doctor
- The request must come from their music educator or home school parent and must be made by the Monday following their originally scheduled audition day if not on the actual audition date.
- The formal request must come via email even if the initial contact was made in person or by phone

Illness is the only acceptable reason for a rescheduled or supplemental audition. Auditions missed due to a failure to plan ahead to avoid conflicts with SATs, work, sporting events, or other activities will not rescheduled.

The Festival Director will arrange an audition for the student before the audition snow date at a time and place convenient to all involved (student & adjudicator) which may include the following audition date.

Due to the complexity of the Scholarship and the Jazz auditions, those auditions will be scheduled only on the two audition dates at the appropriate audition sites.

G: AUDITION POSTPONEMENT AND CANCELLATION

Should the weather (or other factors) prohibit the auditions from taking place as scheduled, the audition snow date will be used at the same site following the originally finalized schedule. Audition Site Host / Co-Hosts should plan on their facilities being available on the snow date, should that date be required.

The Festival Director, in discussion with the Festival Committee, will be the only one who can postpone the auditions. Unless an issue is known prior to the audition day that will prohibit the auditions from taking place, the decision to postpone will not be made until 5:30 AM of the actual audition day.

Notification of such a postponement will be made beginning at 6:00 AM of the audition day on all the FM radio stations in the audition area, on the All State website, on Steffen Parker's and the VMEA's FaceBook pages and on Vermont Public Radio.

All expenses incurred by the adjudicators, committee members and/or host school relative to the postponement of the auditions will be reimbursed by the All State Music Festival.

If the auditions do proceed and a school's headmaster / principal will not allow students of his / her school to travel to their assigned audition site due to adverse weather conditions in their area, then Festival Director will make arrangements to audition that school's students at a later date prior to the snow date. Those arrangements may include rescheduling that school for the following audition site.

H: AUDITION CHECK-IN AND ADJUDICATION FORMS

Schools should arrive at their audition site at least 45 minutes before their first scheduled audition time. Music educators should register their school at that time, notifying the registration desk of any cancellations as well as checking to see if there has been a change in their school's schedule or changes in an adjudication room's overall schedule. **Schools scheduled for later in the afternoon (after 1:00 PM) should arrive by 1:00 PM** as the schedule will have compressed during the day due to cancellations and this may allow their students to be auditioned earlier than scheduled.

Should a school or student be late in arriving, they will be adjudicated when there is an opportunity in the audition room schedule (one that does not displace an otherwise scheduled student). For students scheduled at the end of the audition room day, the adjudicators will remain available to hear their auditions for 30 minutes after their last scheduled audition would have concluded. After that, it is up to the discretion of the adjudicator(s) involved, the appropriate Adjudicator Coordinator, and/or the Festival Director to determine whether or not the late student(s) will be allowed to audition.

If a paper adjudication form is being used due to an online or connection failure, it is the teacher's responsibility to make sure that all adjudication forms are completely filled out before the students arrive at the audition room. A separate adjudication form is required for each of a student's auditions (the Scholarship auditions may require four copies of the adjudication form and the Vocal auditions may require two separate adjudication forms). All required information including the appropriate school code must appear on each adjudication form.

Choral teachers should have their quartet assignments planned in advance and their students aware of their audition times and responsibilities to ensure a smooth audition process. Only the first appearance in an audition room by a vocalist will be rated as part of their audition process.

I: ADJUDICATION

Students should come to their audition room (with their own adjudication sheets, if needed) at least 10 minutes prior to their scheduled audition time. Each audition will be evaluated by one or more qualified adjudicators who will give each student an audition rating on some or all of their audition requirements.

Only students completing all aspects of their audition process will be considered for selection to the Festival Ensembles. Regardless of a rating given for the other aspects of the audition, failure to complete the sight-singing / sightreading aspect of the auditions will disqualify a student's audition from festival consideration.

Only students listed on the adjudicator's online or printed schedule may audition, having been entered there from a school's online application, a Festival Director approved addition or an on-site registration. Students may only audition on the instrument or in the voice that was indicated on the adjudicator's online schedule.

Students not listed or students auditioning on a different instrument or voice other than the ones listed for them will not be considered for acceptance into the Festival.

Students will be rated on various point scales with each aspect of the audition receiving a predetermined amount of points. Copies of the adjudication forms are available on the All State website.

The results of the auditions will be used to invite some students to participate in the All State ensembles and will be used to place those students when appropriate within those ensembles.

J: PREFERENCES

Applying students may be asked to indicate a preference for a particular performing group at some point in the audition process. Students may number their preferences. The preference noted by the student will be used unless a different ensemble assignment is deemed to be in the best interest of the Festival. **There is no obligation by the festival to honor individual preferences.**

Students who audition for more than one ensemble should not be concerned that indicating a preference for one group would preclude them from being accepted to another. If a student is qualified to be in an All State Ensemble, they will be selected.

Again: The Festival Director is charged with the responsibility of assembling the finest high school musicians in Vermont into four high quality music performance groups.

To this extent, the overall quality of the festival experience for everyone takes precedence over individual considerations. The Festival Director must maintain the integrity of the organization and its regulations through his / her decisions, viewing the future effects of each decision rather than the one time effect on a current situation.

Students qualifying for selection to more than one of the Festival performing groups are expected to accept a position in the group assigned by the Festival Director.

Selection to the All State Music Festival is an honor and a privilege that carries with it a specific responsibility. If a student does not want to be in a particular Festival group, he / she should not audition for it.

K: IRREGULARITIES

Should a teacher become aware of an irregularity in the audition process involving one or more students, they must notify the appropriate Adjudicator Coordinator immediately. Potential corrections are then possible at that time, thus being fair to all involved. Changes to compensate for any irregularities noted by teachers will not be made to audition sheets and / or ratings after the audition day has concluded.

SECTION IV: VOCAL AUDITION POLICIES AND PROCEDURES

A: AUDITION TIMES

Vocal quartet audition time slots are 8 minutes in length with the sight-singing aspect of the audition conducted in a separate room by a separate adjudicator. The sight-singing will not be scheduled, but will operate on a first-come, first-serve basis. Every student will be given an opportunity to sight-sing up until the end of the audition day.

The Choral Audition Application (within the online application process) allows teachers to enter their students in quartets as well as singularly. Teachers should enter their students in complete quartets first and then enter the remaining students. Blanks or duplicate applicants should not be entered into the application. The composition of the quartets can be changed at the discretion of the teacher as long as the number of slots remains the same.

Schools will receive enough quartet audition time slots to match the quartet voice with the largest number of applying students (i.e.: 15 sopranos equals 15 quartet audition time slots). Should any of those students on that quartet voice not appear for the auditions, the number of quartet audition time slots for that school will be reduced accordingly.

Should a student neglect to complete the sight-singing portion of their audition after performing the vocal quartet and solo portion, their audition will be disqualified.

B: ADJUDICATION

Students who audition vocally are applying for acceptance to the Festival Chorus. A separate audition is required to be considered for acceptance into other groups.

Students will be auditioned by a quartet of adjudicators, one for each voice part. Each adjudicator will evaluate a separate voice part. The sight-singing aspect of the audition will be heard in a separate room by a separate adjudicator on a first-come, first-served basis. The vocal sight-singing rooms will each hear any of the four vocal parts.

A student may sing in several quartets but only if required to do so by a limited number of students on their voice part available from their school. They will only be rated on their first appearance before an adjudicator and will only perform their sight-singing once. Adjudicators will respect the order that teachers use to send their students in for their auditions as long as the festival policies are upheld.

All quartets from the same school will be judged by the same quartet of adjudicators unless scheduling prohibits it. Changes in the membership of each adjudicator quartet will only be made by the Vocal Adjudicator Coordinator with the approval of the Festival Director.

Although it is discouraged, women may audition as tenors.

Students may audition on only one voice part. Students who audition on more than one part will not be considered for the Festival regardless of how high either of their auditions were rated.

C: INCOMPLETE QUARTETS

If a school has an incomplete quartet, they will have the option to do one of the following:

- have the appropriate adjudicator(s) sing the missing part(s).
- have another student from their school or another school sing the missing part(s). This student(s) must either have already auditioned, be scheduled to audition in another room or are not auditioning for the All State Chorus.

The student(s) that help fill out quartets will not be rated while auditioning in that capacity.

A school music educator or any other adult outside of the appropriate vocal adjudicator may not sing in an auditioning quartet.

Should a school require an adjudicator to sing a part in more than one of their quartets, the adjudicator and all of the involved students will sing through the piece prior to the first quartet performing their audition.

D: AUDITION REQUIREMENTS

For the specific procedure used for vocal quartet auditions and vocal sight-reading, see Section XI: APPENDICES, subsection D: Vocal Audition Procedure on page 48.

- Sing their part in the appropriate audition piece in an a cappella quartet before the quartet adjudicators either using original copies of the piece or from memory (see page 49 for this year's audition piece).
- Sing their part on a section of the same piece as an a cappella solo before the appropriate voice adjudicator either using original copies of the piece or from memory (see page 49 for the solo section)
- Sing, in solfege, a full eight note major scale ascending and descending and then sing the appropriate arpeggio (see page 48 for specifics).
- Sight-sing a short melody and a short rhythm exercise (see page 48 for specifics).

The students may bring a pitch pipe or other tone generator to the audition to establish each part's beginning pitch. The appropriate adjudicator may be asked to sing a specific part's starting pitch.

E: SELECTION TONALITY

The vocal audition piece may be sung in the original key, or up or down a half or a whole step (i.e.: the piece may be sung in F, F# (Gb), G, G# (Ab) or A when G is the written key.)

NO PHOTOCOPIES OF THE AUDITION SELECTION WILL BE ALLOWED IN THE AUDITION ROOM.

SECTION V: NON-JAZZ INSTRUMENTAL AUDITION POLICIES AND PROCEDURES

A: AUDITION TIMES

Instrumental (non-jazz) audition time slots (except for Percussion) will be 10 minutes in length with the sight-reading aspect of the audition conducted in same room by the same adjudicators. Percussion auditions will be 15 minutes in length with the accessory, rudiment or tuning or sticking aspects as well as the sight-reading portion conducted in the same room by the same adjudicators.

The only exception would be if there are too many audition requests for any one instrument (i.e.: flute) to allow the Audition Chair to create a reasonable schedule for the adjudicators and students. In that case, the audition time slot will be reduced (to 7 or 8 minutes as needed) with the sight-reading aspect of the audition will be heard by a separate adjudicator in a separate room on a first-come, first-served basis (as the jazz and vocal auditions do now).

B: ADJUDICATION

Students who audition under the Instrumental Audition format are applying for acceptance into either the Festival Orchestra or the Festival Band (with the appropriate exceptions for strings and saxophones). A separate audition is required to be considered for acceptance into other groups.

Students will be auditioned by a pair of adjudicators who will jointly rate the student's performance.

Students may audition on more than one instrument as long as they were correctly listed on their school's online application for Brass, Woodwind, Percussion and String Auditions once for each audition and the appropriate number of fees were paid. Students **may not audition on the same instrument** twice regardless of the information on the application form or the number of fees paid.

Students may not audition on a different instrument other than the one(s) listed for them on their school's online application for Brass, Woodwind, Percussion and String Auditions.

C1: AUDITION REQUIREMENTS – WIND & MELODIC PERCUSSION

To complete their audition, students must:

- Perform the appropriate audition piece unaccompanied before the pair of adjudicators (see SECTION XI: APPENDICES, subsection E: Audition Selections on page 49 for this year's audition piece for each instrument). The adjudicators may make cuts in the amount of the piece to be performed and will inform the student of these cuts before they begin their audition. The student must perform the piece from an original copy or from memory.
- Perform two diatonic major scales and the chromatic scale as described in SECTION XI: APPENDICES, subsection B: Scale Requirements on page 45. The MINIMUM metronome marking for the scales is a quarter note = 88.
- Sight-read a short melody at a tempo given by the adjudicator.

In addition, students auditioning on melodic percussion must:

- Perform the short excerpts on three of the five accessory instruments (Bass Drum, Crash Cymbal, Suspended Cymbal, Tambourine, Triangle). The adjudicators will select which three accessory instruments are to be performed as part of the audition. The Secondary Percussion Excerpts are available to download from the Handbook section of the All State website (www.vmea.org).

C2: AUDITION REQUIREMENTS – STRING INSTRUMENTS

To complete their audition, students must:

- Perform the appropriate audition piece unaccompanied before the pair of adjudicators (see SECTION XI: APPENDICES, subsection E: Audition Selections on page 49 for this year’s audition piece for each instrument). The adjudicators may make cuts in the amount of the piece to be performed and will inform the student of these cuts before they begin their audition. The student must perform the piece from an original copy or from memory.
- Perform a diatonic major scale, a Melodic Minor scale and a major/minor arpeggio (based on one of the two scales previously asked) as described in SECTION XI: APPENDICES, subsection B: Scale Requirements on page 45. The **MINIMUM** metronome marking for the scales and arpeggio is a Quarter Note = 88 except for String Bass auditions where it will be Quarter Note = 60.
- Sight-read a short melody at a tempo given by the adjudicator.

C3: AUDITION REQUIREMENTS - SNARE DRUM

To complete their audition, students must:

- Perform the appropriate audition piece unaccompanied before the pair of adjudicators (see SECTION XI: APPENDICES, subsection E: Audition Selections on page 49 for this year’s audition piece). The adjudicators may make cuts in the amount of the piece to be performed and will inform the student of these cuts before they begin their audition. The student must perform the piece from an original copy or from memory.
- Perform the long roll, open to close to open, with the entire roll lasting at least 30 seconds.
- Perform four rudiments from the list as described in SECTION XI: APPENDICES, subsection C: Percussion Requirements on page 46. The adjudicators will select which rudiments are to be performed as part of the audition.
- Sight-read a short phrase at a tempo given by the adjudicator.
- Perform the short excerpts on three of the five accessory instruments (Bass Drum, Crash Cymbal, Suspended Cymbal, Tambourine, Triangle). The adjudicators will select which three accessory instruments are to be performed as part of the audition. The Secondary Percussion Excerpts are available to download from the Handbook section of the All State website (www.vmea.org).

C4: AUDITION REQUIREMENTS - TIMPANI

To complete their audition, students must:

- Perform the appropriate audition piece unaccompanied before the pair of adjudicators (see SECTION XI: APPENDICES, subsection E: Audition Selections on page 49 for this year’s audition piece). The adjudicators may make cuts in the amount of the piece to be performed and will inform the student of these cuts before they begin their audition. The student must perform the piece from an original copy or from memory.
- Perform several selected tuning and sticking studies as described in SECTION XI: APPENDICES, subsection C: Percussion Requirements on page 46. The adjudicators will select which studies are to be performed as part of the audition.
- Sight-read a short phrase at a tempo given by the adjudicator.
- Perform the short excerpts on three of the five accessory instruments (Bass Drum, Crash Cymbal, Suspended Cymbal, Tambourine, Triangle). The adjudicators will select which three accessory instruments are to be performed as part of the audition. The Secondary Percussion Excerpts are available to download from the Handbook section of the All State website (www.vmea.org).

NO PHOTOCOPIES OF THE AUDITION SELECTION WILL BE ALLOWED IN THE AUDITION ROOM.

SECTION VI: JAZZ AUDITION POLICIES AND PROCEDURES

A: AUDITION TIMES

Jazz audition time slots (except for drums) will be 12 minutes in length with the sight-reading aspect of the audition conducted in a separate room by a separate adjudicator on a first-come, first-served basis. Jazz drum audition time slots will be 15 minutes in length with the sight-reading aspect of the audition conducted in the same room at the same time.

B: ADJUDICATION

Students who audition under the Jazz Audition format are applying for acceptance into the Festival Jazz Ensemble. A separate audition is required to be considered for acceptance into other groups.

Students will be auditioned by a team of adjudicators, several of whom will serve as the house rhythm section for the audition to perform with the student. One adjudicator will serve as the primary evaluator and will fill out the student's adjudication sheet and provide comments. The entire team of adjudicators will participate in jointly rating the student. As scheduling requires it, there will be two separate jazz adjudication teams of four adjudicators each. All of the students auditioning on a particular instrument will be heard by the same adjudication team.

Students auditioning on drums will perform two big band selections and their sight-reading with a "Little" Big Band" made up of the house rhythm section plus additional horn players. One of those selections will be to evaluate the drummer's ability to drive a big band while the other will be to evaluate their ability to backup a soloist and solo themselves.

The sight-reading aspect of the audition for all others will be heard in a separate room by a separate adjudicator.

Students may audition on different jazz instruments as long as they were correctly listed on their school's computer application for Jazz Ensemble Auditions once for each audition and the appropriate number of fees were paid. Students may not audition on a different instrument than the one(s) listed for them on their school's computer application for Jazz Ensemble Auditions.

C: AUDITION REQUIREMENTS

To complete their auditions, students auditioning on sax, trumpet, trombone, guitar, bass or piano must:

- Perform (with or without the music) the appropriate audition piece, with the house rhythm section, at approximately the same tempo as the record / CD and in the correct style (SECTION XI: APPENDICES, subsection F: Jazz Ensemble Audition Requirements, page 53 lists this year's audition piece for each instrument). *Piano players will play the melody in the right hand while the left hand is playing the chords.* The head should be played in the tradition of the jazz masters (not a strict interpretation of the melody, not just improvising over the changes, but embellishing the melody in a musically accurate manner).
- During the playing of the appropriate audition piece, improvise one full chorus of the changes to the solo with the adjudicator house rhythm section, then return to the melody without stopping.
- Perform (with or without the music) the required Technical Jazz Excerpt alone at the tempo and in the style indicated on the music.
- Improvise over a set of unfamiliar changes that are given to the student during the audition. The student will have two minutes to review the changes and prepare for the improvisation. They will be able to view the changes while performing the improv with the house rhythm section.

- Sight-read the appropriate part of a jazz ensemble selection. The adjudicator will establish the tempo and give the student one minute to look over the sight-reading. The student cannot play any part of the sight-reading during the minute, but may “air play” through it as part of their preparation.

To complete their auditions, students auditioning on drums must:

- Perform the drum part for the selected ‘Backup Big Band’ chart (see SECTION XI: APPENDICES, subsection F: Jazz Ensemble Audition Requirements on page 53 for this year’s big band selection) with the house “Little Big Band” (the house rhythm section plus other horn players) to highlight the student’s ability to support a big band.
- Perform the drum part for the selected ‘Backup Soloist & Solo’ chart (see SECTION XI: APPENDICES, subsection F: Jazz Ensemble Audition Requirements on page 53 for this year’s big band selection) with the house “Little Big Band” (the house rhythm section plus other horn players) to highlight the student’s ability to backup a soloist and perform solos themselves on the drums.
- Demonstrate various styles of music such as swing, Latin, funk, Bossa Nova, fast swing, jazz waltz.
- Sight-read the appropriate part of a jazz ensemble selection with the house “Little Big Band”

HANDWRITTEN MATERIAL: For any jazz audition, the student may use their own handwritten material to perform any portion of the audition as long as the original of their audition piece is available in the audition room at that time. This material can include a chord sheet, chord chart, chord fingerings, scales sheet, or similar supportive material, but it cannot be an actual written out melodic line, either for the audition piece or an improvisation for any aspect of the audition.

Teachers may not supply any handwritten or computer-generated material for the student’s use during the audition process.

STUDENTS MUST IMPROVISE THE APPROPRIATE PORTION OF THE AUDITION PIECE THAT CALLS FOR IMPROVISATION. THEY CANNOT READ A WRITTEN OUT SOLO BASED ON THE CHORD CHANGES FOR THAT IMPROVISATION, EVEN IF THE STUDENT WROTE IT.

Students may not audition for the All State Jazz Ensemble on instruments other than the ones included on the jazz ensemble instrumentation listing.

NO PHOTOCOPIES OF THE AUDITION SELECTION WILL BE ALLOWED IN THE AUDITION ROOM.

SECTION VII: FESTIVAL ENSEMBLE SELECTION POLICIES & PROCEDURES

A: SELECTION OBJECTIVES

The goal of the selection process is to select high quality, balanced ensembles and involve as many qualified students from as many high schools as possible.

B: SELECTION RESPONSIBILITY

The responsibility of selecting members for participation in the Festival Ensembles rests with the Ensemble Managers and the All State Festival Committee (this group is considered the Selection Committee). The final decision on each selection is made by the Festival Director. The selection of participants in the Festival Ensembles will be made only after both audition days have concluded. If there are special auditions yet to be held at that time, the final seating arrangement and the announcement of those arrangements will wait until all auditions have concluded.

C: GROUP INSTRUMENTATION / VOICING / MEMBERSHIP

The voicing of the chorus will be Soprano I, Soprano II, Alto I, Alto II, Tenor I, Tenor II, Bass I and Bass II. The Festival Chorus will be as balanced as possible and will number close to 240 members.

The instrumentation of the band and the orchestra will vary slightly from year to year, from program to program, and from conductor to conductor. The instrumentation of each group is determined by the Ensemble Manager and the Festival Director but neither can incorporate an extensive number of an instrument currently not on the audition list. The Festival Band normally numbers nearly 100 members and the Festival Orchestra normally numbers nearly 70 members.

The instrumentation of the Festival Jazz Ensemble will be:

2 Alto Saxes	2 Tenor Saxes	1 Baritone Sax
5 Trumpets	4 Trombones	1 Guitar (amplified)
1 Bass (amplified)	1 Piano (acoustic or electric)	2 Drum Set Players (Utility)

The Ensemble Managers and the Festival Director have the right to adjust any group's instrumentation to meet the needs of the program selected, the constraints of the Festival site or the needs of the Festival.

D: SEATING

The Selection Committee and the Festival Director will assign seating in the band, orchestra, jazz ensemble and chorus according to the audition rating of each student, and the balance and strength needs of each ensemble. The preference stated on the student's adjudication form will be used unless a different ensemble assignment is deemed to be in the best interest of the Festival. There is no obligation to honor student preferences.

Again: The Festival Director is charged with the responsibility of assembling the finest high school musicians in Vermont into four high quality music performance groups. To this extent, the overall quality of the festival experience for everyone takes precedence over individual considerations. The Festival Director must maintain the integrity of the organization and its regulations through his / her decisions, viewing the future effects of each decision rather than the one time effect on a current situation.

No student will be seated in an All State ensemble on an auditioned instrument (except percussionists) unless that student has auditioned on that instrument and their audition rating is high enough for consideration. The actual seat arrangements will be based on the order of those audition ratings but that

order may be modified to meet the needs of the program or the Festival. Changes in seating (considered only in extreme circumstances) will only be made by the Festival Director after consulting with the Ensemble Managers. Specific percussion instrument audition ratings will be used to select the top students for the matching parts in the Band and Orchestra as determined by the Ensemble Managers. Other percussion parts will be awarded to the next highest rated students, regardless of which percussion instrument they auditioned on initially. In other words, once the top snare drum, timpani & mallet auditions have been placed on those appropriate parts in the Band & Orchestra, the next highest rated students from any percussion audition will be placed to fill out the percussion needs of each group.

E: SCHOOL REPRESENTATION

Should a school not have any students accepted into the Festival based on audition ratings and ensemble seating, the Selection Committee will then look at adding a student from that school, a student whose audition rating was close to the cut-off rating for their instrument or voice. This is done on a school by school basis and will include home-schooled students wherever possible.

If this student can be added to the Festival without compromising the balance or quality of the ensemble involved or displacing another student who auditioned well enough to be accepted, then the addition will be made and the student considered as all others who were accepted. If the committee feels that such an addition would compromise the ensemble's balance or quality, or would displace an accepted student, then the addition will not be made and that school will not have a student representation in this year's Festival.

The committee is under no obligation to accept any student whose audition rating is below the cut-off for their voice or instrument, but will consider some as described to work towards state-wide representation. Students will not be added to the Jazz Ensemble as part of this process because of that ensemble's limited size and individual part characteristics. Such satisfactory representation would involve having one student from each school in the Festival, not one student from each school in each performing group.

F: ALTERNATES

The Jazz Ensemble acceptance list may include nine alternates (one each for alto sax, tenor sax, bari sax, trombone, trumpet, guitar, bass, piano and percussion). These alternates will be the students whose audition ratings were next in numerical order below the cut-off point and they may be offered a place in the Jazz Ensemble should one of the selected Jazz Ensemble members not accept their Festival selection on their school's Festival Acceptance Form. This does not apply to any subsequent performance. Being a Jazz Ensemble alternate will not preclude a student from being accepted into another All State ensemble should their audition rating for that group be above the appropriate cut-off.

Students on all other instruments and voices whose audition ratings are next in numerical order below the cut-off point for their instrument / voice may be called upon to replace the appropriate ensemble participants who do not accept their Festival selection on their school's Festival Acceptance Form. If there is a tie between the ratings of the next two (or more) alternates, the Festival Director will break the tie in a fair manner. School representation may be a factor in that process.

Alternates will not be used for cancellations after the listed deadline has passed except in extreme cases and then only with the approval of the Festival Director and the appropriate Ensemble Manager. No alternates will be used for students who fail to meet their commitment to the Festival by not participating in the actual event.

Schools may not substitute other students for those that do not accept their selection on the Festival Acceptance Form nor for those that fail to meet their commitment to the Festival by not attending the actual event.

SECTION VIII: FESTIVAL SCHOLARSHIP AUDITION POLICIES AND PROCEDURES

A: AUDITION AND PERFORMANCE TIMES

Scholarship auditions will be scheduled for 20 minutes in length. The time limit requirements for the actual audition performance are a minimum of 5 minutes and a maximum of 10 minutes. The audition host will provide a quality piano for the scholarship auditions. No other equipment (drumset, amps, etc.) will be provided unless prior specific arrangements are made with the audition host by the student's music educator.

Should the schedule warrant it, Piano Scholarship Auditions may be scheduled on the Friday evening preceding either or both Saturday audition days.

B: ADJUDICATION

Students who audition under the Scholarship Audition format are applying for one of the Festival Scholarship categories and not for a Festival Ensemble. A separate audition is required to be considered for acceptance into those groups.

Students auditioning for the Festival Scholarship in the seven performance categories (Brass, Woodwind, Percussion, Piano, Voice, String or Jazz) will be performing for a panel of adjudicators, each rating the performance on the same set of specific criteria. Each adjudicator will make his / her own determination of the performance and rate each as they perceived it. The audition is considered a performance and will be judged accordingly. Currently there are two separate scholarship adjudication panels of four adjudicators each with all of the auditions in each scholarship category being heard by the same adjudication panel. Jazz Scholarship auditions may be heard by a separate panel of adjudicators made up of jazz educators.

Students submitting compositions for the Composition category will have their work reviewed by a committee of music educators, composers and performers. Each adjudicator will make his / her own determination of the composition and rate each one as they perceive it based on a standards rubric developed for compositions.

Substitutes of the Scholarship Adjudication panel will be avoided as much as possible. We believe that a fair evaluation of each performance will be given, regardless of any adjudicator's familiarity with any performer, but it is up to each adjudicator to recuse themselves as needed. The Scholarship Coordinator will serve as the substitute whenever possible.

C1: AUDITION REQUIREMENTS - PERFORMANCE CATEGORIES / NON-JAZZ

The student may perform any music that is of an appropriate scholarship quality and caliber for their instrument or voice and may select any musical style except jazz. **Students should be aware that musical theatre is not considered appropriate vocal repertoire for this scholarship.** However, the student may not use the current All State audition piece for their instrument or voice **NOR may they perform a piece that they previously performed for a scholarship audition even if that performance was on a different instrument or voice.**

Music that is written with accompaniment must be performed accompanied. The Audition Host / Co-Hosts will supply a grand piano for this purpose. No other type of accompaniment is allowed.

To complete their auditions, students auditioning for the Festival Scholarship in the Voice, Piano, Brass, Woodwind, Percussion, or String categories must:

- Perform for a minimum of five minutes up to a maximum of ten minutes. One, two or more pieces may be used to meet the time requirements. Performances not meeting the minimum time

requirements or exceeding the maximum time limit will be disqualified from scholarship consideration.

- Perform the entire audition from memory. Accompanists do not have to memorize their part and may use the appropriate part. However, performers may not look on the accompanist's music. The accompanist's part must be an original copy of the music. Photocopies of individual pages to assist in difficult page turns are acceptable under the Federal Copyright guidelines, but they must be destroyed at the conclusion of the audition.
- Supply the adjudicators with four copies of the music:
INSTRUMENTALISTS: One of the four copies must be the original instrumental part.
VOCALISTS: All four copies may be photocopies as long as the original voice part is on the accompanist's part and the accompanist is performing from that original. If not, one adjudicator copy must be the original.
ALL: If several originals are available, they should be supplied in lieu of some of the photocopies. The use of photocopies of the music for the judges is acceptable under the Federal Copyright guidelines. The photocopies become the property of the All State Music Festival and will be destroyed at the conclusion of the audition.
- Dress appropriately for a scholarship performance. The adjudicators will evaluate your dress based on these guidelines:
GENTLEMEN: Dress Slacks with Shirt and Tie OR Suit or Jacket/Sports Coat with Shirt and Tie (or Turtleneck) OR School Uniform
LADIES: Dress OR Blouse and Skirt OR Blouse and Dress Slacks OR School Uniform
BOTH: No Jeans, Athletic Shoes or Bare Midriffs are allowed. All attire should be neat.

NO OTHER PHOTOCOPIES OF MUSIC ARE ALLOWED IN THE AUDITION ROOM.

C2: AUDITION REQUIREMENTS - JAZZ CATEGORY

The student may perform any jazz music that is of an appropriate scholarship quality and caliber for their instrument or voice. However, the student may not use the current All State audition piece for their instrument or voice. The pieces performed may include any jazz style, e.g., Ballad, Swing, Be-Bop, Funk, Latin, Blues, or Fusion, etc.

Students auditioning in the Jazz category may bring a maximum of three performers to form their accompaniment / rhythm section (one bass line rhythm accompaniment; one harmony rhythm accompaniment; one drummer or beat accompaniment) if applicable. **The host school will provide only a piano for this purpose. The other instruments required are the responsibility of the auditioning student.**

To complete their auditions, students auditioning for the Festival Scholarship in the Jazz category must:

- Perform for a minimum of five minutes up to a maximum of ten minutes. One, two or more pieces may be used to meet the time requirements. Performances not meeting the minimum time requirements or exceeding the maximum time limit will be disqualified. The maximum time limit includes any improvisation portion of the selected piece(s).
- Perform the entire audition from memory. Accompanying musicians may use the appropriate part but the performer may not look on anyone else's music.
- Improvise a portion of the performance within the harmonic and/or melodic structure of the piece(s) being performed and within the performance time frame. This requirement is also for vocal jazz performances where the performer may sing 'scat' or embellish on the melody.
- **Copyrighted Music:** Supply the adjudicators with four copies of the music with at least one being an original. If several originals are available, they should be supplied as well. The use of those

photocopies of the music for the judges is acceptable under the Federal Copyright guidelines. The photocopies become the property of the All State Music Festival and will be destroyed at the conclusion of the audition.

- **Original Compositions:** Provide a copy of the score, either hand-written or computer-generated, for each adjudicator, for each original composition being performed. The score needs to properly represent the music being performed to aid the adjudicators in evaluating the performance.
- **Fake Book:** Provide four copies of the appropriate page(s) of the “Fake Book” or other source, if one or more of the pieces being performed is a standard where the accompanying rhythm section is either playing from memory or from a “Fake Book”. The photocopies become the property of the All State Music Festival and will be destroyed at the conclusion of the audition.
- Dress appropriately for a scholarship performance. The adjudicators will evaluate your dress based on these guidelines:
GENTLEMEN: Dress Slacks with Shirt and Tie OR Suit or Jacket/Sports Coat with Shirt and Tie (or Turtleneck) OR School Uniform
LADIES: Dress OR Blouse and Skirt OR Blouse and Dress Slacks OR School Uniform
BOTH: No Jeans, Athletic Shoes or Bare Midriffs are allowed. All attire should be neat.

*NOTE: The Festival realizes that a “Fake Book” is likely to be, in itself, a violation of the copyright laws. However, their common use in jazz performance makes them a viable source for students from which to select scholarship performance music. To that end and citing their strictly educational use in this situation, they will be accepted as appropriate music for this audition and the photocopies supplied by the student for the other judges would fall under our copyright guidelines. **Should this student’s performance be selected for the Scholarship / Performance award and thereby included in the Jazz Concert at the All State Festival in May, the Festival would require that all performers (student and accompanists) involved in that concert do so from memory and that the “Fake Book” not be used in that concert situation.***

C3: ENTRY REQUIREMENTS - COMPOSITION CATEGORY

Only music composed by individual students will be accepted. Collaborative efforts will not be considered. The student may compose a piece of with a **maximum performance time of 7 minutes** (based on metronome markings and the recording) in any style of music for any instrumental or vocal solo or group. However, the student may not write an arrangement of an existing piece. If the piece includes an improvisation section, the inclusion of that improvisation on the recording does not negate the maximum time requirement.

To complete their entries for the Composition category of the Festival Scholarship, students must:

- Submit their completed entries, as a PDF attachment to **an email from their teacher’s email account**, no later than midnight on January 13, 2018, to:

sparker@vpaonline.org

Assistance in creating a PDF of the score is available from Anne Hamilton, the Composition Adjudicator Coordinator and Festival Director Steffen Parker

- It is not necessary to submit parts. Illegible scores will not be considered. Each score must include the name of the composer, grade in school, school address and school phone. Composer information may be included in the email that carried the PDF attachment of the score.
- Entries received from email accounts other than the teacher listed as the scholarship teacher for the student’s school will be disqualified.
- Also attach a MP3 recording of their composition. This recording should be of the instrumentation or voice that the composition is written for, not a piano reduction or other arrangement. Live

performances are encouraged, but MIDI performances are acceptable. If the piece is written for a large ensemble and one is not available for this performance recording, a smaller ensemble (not all parts being played) may be used to perform the piece for the recording.

- Also attach a PDF of a Statement of Intent outlining the composer's compositional idea, thought process and inspiration for this submission. **FAILURE TO SUPPLY THE STATEMENT OF INTENT WILL DISQUALIFY THE SUBMISSION FROM FURTHER CONSIDERATION.**

D: SCHOLARSHIP AWARDS

Awards will be made based on a compilation of the adjudicators' actual ratings. The individual adjudicator's ratings will be totaled for each student. That total rating, as a percentage of the maximum possible total rating, will be used in considering the awards to be given.

The adjudicators, in conference with the Festival Director, will verify their individual ratings in that calculation and the percentages they generate. Students receiving exactly the same percentage (in whole numbers) will be considered tied and will receive equal treatment in the award process.

There will be three award levels possible in each category; Scholarship / Performance, Scholarship and Honorable Mention. The Scholarship / Performance award recipients will be asked to perform their audition piece(s) in one of the concerts at this year's festival. **The Scholarship / Performance award recipient in the Composition category is responsible for providing the ensemble to perform their piece in this concert (with the assistance of the Festival Director and festival hosts).**

The rating percentages determine the student placement for the Scholarship / Performance and Scholarship awards. **A maximum of 3 of these awards will be made in each category.** The adjudicators then determine the Honorable Mention recipients. There is no obligation to award any or all award levels in each category, however, consideration will be made to try and award at least one honorable mention in each category.

The student receiving the highest percentage at or above 93% in each performance scholarship category (Brass, Jazz, Percussion, Piano, Woodwind, and Voice) will be the Scholarship / Performance recipient. If two (or more) students are tied at that highest percentage, they will all receive the Scholarship / Performance award. The next rated students (who received a percentage of 93% or above) will be considered for the Scholarship award. **A maximum of 3 of these Scholarship / Performance & Scholarship awards will be made in each category, excluding ties.** The adjudicators will determine the Honorable Mention award recipients (if any) in each scholarship category as they see fit.

Should no student receive a percentage above 93% in a particular category, then only Honorable Mention awards may be given in that category. If only one student receives a percentage above 93% in any category, they will be the Scholarship / Performance recipient and no Scholarship award will be given.

For the Composition category, 85% will be used instead of 93% in the above considerations.

Scholarship Awards will be awarded to the appropriate students regardless of financial circumstances. The amount of money associated with each award will be calculated by the Festival Director based on the funding formula guidelines established by the VMEA / All State membership and all of it will be disbursed to the current year's award recipients in an appropriate manner.

All award recipients except those in the Jazz Category will be given their certificates during one of the Saturday concerts at the Festival. The Jazz Category recipients will receive their certificates during the Friday Evening Concert. All award checks will be sent to the appropriate students via their school music educators within four weeks of the Festival.

SECTION IX: RESULT NOTIFICATION

It is the music educator's responsibility to insure that this information is promptly and properly shared with the students and their parents.

A: AUDITION RESULTS - PERFORMANCE ENSEMBLES

By the end of the second week of February, each school that had applicants who auditioned for any of the four Festival Ensembles will receive online using their NAFME / VMEA number and appropriate password:

- Their students' audition rubrics showing their audition rating, and adjudicators comments.
- A complete listing of the students from their school who auditioned with an indication of those accepted into the Festival.
- Their school's Acceptance and Invoice Form (if applicable).

One week later, the following will also be available for teachers to download from the website:

- A complete listing of the membership in each of the Festival Ensembles.
- A chart showing the high, low and cut-off ratings for each instrument / voice.
- A complete listing of the Scholarship Awards made in the six performance categories.

B: AUDITION RESULTS - SCHOLARSHIP PERFORMANCE CATEGORIES

By the end of the second week of February, in addition to the information listed in the subsection above, each school that had applicants who auditioned in any of the six performance categories of the All State Scholarships will receive online:

- Their students' four audition rubrics showing their audition rating and adjudicators comments.
- Information letters to Scholarship / Performance recipients about their performance in the Festival.

C: ENTRY RESULTS - COMPOSITION SCHOLARSHIP

By the end of second week of March, each school that had applicants who submitted entries in the Composition category of the Festival Scholarship will receive online:

- Their students' audition rubrics showing their entry rating and adjudicators comments.
- Their returned compositions and recordings.
- A complete listing of the Scholarship Awards made in the Composition category.
- An information letter to any Scholarship / Performance recipient(s) about their performance in the Festival.

SHARING A SCHOOL'S PASSWORD AND/OR NAFME / VMEA NUMBER WITH STUDENTS, PRIVATE TEACHERS OR PARENTS WILL RESULT IN THE DISQUALIFICATION OF ALL OF THAT SCHOOL'S APPLICANTS / PARTICIPANTS.

SECTION X: OTHER FESTIVAL ASPECTS

A: SCHOLARSHIP CONCERT

Scholarship / Performance award recipients (including in the Composition category) will be invited to perform their audition selection(s) in an evening concert at the Festival. Students who are eligible to perform in more than one category may be asked to select one category from which to perform their audition selection(s).

These performances must be the exact piece(s) that the student performed for their audition, as performed in that audition. A further time limit on some performances may be imposed by the Festival Director.

Should a Scholarship / Performance recipient be unable to perform, the Festival Director may ask the highest rated Scholarship recipient to perform in their place. **However, there is no obligation to do so.**

The performance requirements of the Scholarship / Performance recipient in the Composition category are the responsibility of the recipient. However, assistance in acquiring the necessary equipment and/or personnel to perform the piece can be obtained by contacting the Festival Host / Co-Hosts or the Festival Director. The performance must be of the piece submitted and not a further refinement or arrangement.

B. EVELYN SPRINGSTEAD SENIOR SCHOLARSHIP AWARD

The Evelyn Springstead Senior Scholarship Award will be presented to an outstanding senior who has been accepted as a music major at an accredited institution of higher learning and who is, this year, a recipient of one of the Festival Scholarship Awards (Scholarship / Performance, Scholarship, or Honorable Mention) in any of the seven categories. Only students who meet those three requirements may apply. The Springstead Scholarship Award amount for 2018 is \$750.

Any thus qualified student can then apply for the Evelyn Springstead Senior Scholarship Award by submitting the following:

- A completed appropriate application form (SECTION XIII: FESTIVAL FORMS / EVELYN D. SPRINGSTEAD SENIOR SCHOLARSHIP APPLICATION, subsection F on page 67).
- An official copy of their high school grade transcript including SAT / ACT scores.
- Three letters of recommendation.
- A letter from their parents stating the financial need for this scholarship support.
- A copy of their letter of acceptance to an accredited school of music.
- A letter from the student stating their plans for a career in music and the reasons he/she feels deserving of the Evelyn D. Springstead Senior Scholarship Award.
- A resume style listing of the student's academic and music honors, awards, recognitions, etc.

THE COMPLETED APPLICATION AND ALL REQUIRED DOCUMENTS SHOULD BE SENT IN ONE PACKAGE BY CERTIFIED MAIL AND MUST BE FEDERALLY POSTMARKED BY APRIL 25, 2018 TO:

**Steffen Parker, Festival Director
141 Butternut Road
Williston, VT 05495**

Incomplete applications will not be considered.

Reminder: Most of this material is also part of the application for the Richard W. Ellis All State Scholarship and does not need to be duplicated if you are applying for both. A separate application form is required.

C. RICHARD W. ELLIS ALL STATE SCHOLARSHIP AWARD

The Richard W. Ellis All State Scholarship will be presented to an outstanding senior who has been accepted as a music major at an accredited institution of higher learning. This scholarship is funded by the Ellis Music Company of Bethel, VT in honor of their company's founder. The recipient will be awarded his / her certificate during the appropriate Saturday concert of the Festival. The award check in the amount of \$1,000 will be sent to them at their home within four weeks of the Festival.

All applicants must be contributing members to their own school musical organizations unless their school does not have the appropriate performing groups. All applicants must be members of one of the current year's Vermont All State Music Festival Ensembles. Applicants are not required to have auditioned for a All State scholarship.

Any thus qualified student can then apply for the Richard W. Ellis All State Scholarship Award by submitting the following:

- A completed appropriate application form (SECTION XIII: FESTIVAL FORMS / RICHARD W. ELLIS ALL STATE SCHOLARSHIP APPLICATION, subsection F on page 68).
- An official copy of their high school grade transcript including SAT / ACT scores.
- Three letters of recommendation.
- A letter from their parents stating the financial need for this scholarship support.
- A copy of their letter of acceptance to an accredited school of music.
- A letter from the student stating plans for a career in music and the reasons he/she feels deserving of the Richard W. Ellis All State Scholarship.
- A resume style listing of the student's academic and music honors, awards, recognitions, etc.

MAIL ALL OF THIS MATERIAL AS ONE COMPLETE PACKAGE BY APRIL 25, 2018 TO:

**Steffen Parker, Festival Director
141 Butternut Road
Williston, VT 05495**

Incomplete applications will not be considered.

Reminder: Most of this material is part of the application for the Evelyn Springstead Senior Scholarship and does not need to be duplicated if you are applying for both. A separate application form is required.

D: ED BEMIS / DISCOVER JAZZ FESTIVAL SCHOLARSHIP AWARD

The Burlington Discover Jazz Festival offers the Ed Bemis Jazz Scholarship to seniors headed to college to major in jazz who also auditioned for the Vermont All State Jazz Ensemble. The same criteria as the Springstead and Ellis Scholarships is used and applications need to be sent to the Festival Director under the same deadline.

D. VERMONT ALL STATE PARADE

The Vermont All State Parade will be held on Wednesday, May 9, 2018 at 6:00 P.M. in Essex Jct., VT.

The Parade Application Form (SECTION XIII: FESTIVAL FORMS / ALL STATE PARADE APPLICATION, subsection E on page 66) should be included in the forms sent for the MARCH 19, 2018 deadline to the Festival Director or to the Parade Chairperson. Parade applications will be accepted until April 25, 2018, sent to the Festival Director or the Parade Chair.

The application serves as a school's indication of intent to participate. Further information concerning the parade will be sent to applying schools under separate cover after receiving their applications or will be available online through the All State website.

Bands that wish to perform a routine (considered a formation that delays the parade and is other than an orderly procession down the street) in front of the reviewing stand will be placed in the last division of the Parade.

Routines must be limited to five minutes total time and may only be performed in front of the reviewing stand.

The arrangement of the Parade line up and route are coordinated by the Parade Chair with the Festival Host / Co-Hosts and the Festival Director.

There is no charge to any school to participate in the All State Parade. Any high school-based musical marching unit may enter, as well as junior high, middle and elementary school groups. We encourage all Vermont music educators to have their groups join in this event; the largest single student event in the state.

Teachers should include biographical information about their group on their Parade Application Form to aid the local committee with their preparations. This information will be used by the Master of Ceremonies at the parade's reviewing stand to entertain and inform the audience there.

SECTION XI: APPENDICES

A. AUDITION SITE ASSIGNMENTS AND SCHOOL CODES

These are the site assignments for all instrumental, vocal, jazz, and scholarship auditions. If your school is NOT listed here, please call or email the Festival Director for an assignment and school code number.

Do not show up at the wrong site as your students WILL NOT be allowed to audition. If the auditions at either site are postponed due to snow or other event, they will be made up on the snow date of January 27, 2018 using the same site and the same schedule.

SOUTHERN AUDITIONS JANUARY 13, 2018 HARTFORD HIGH SCHOOL

Arlington Memorial	Bellows Falls Union	Black River Union
Blue Mountain Union	Brattleboro Union	Burr and Burton Seminary
Canaan Memorial	Chelsea School	Danville School
Fair Haven Union	Green Mountain Union	Hartford High
Lake Region Union	Leland & Gray Union	Long Trail School
Lyndon Institute	Mid-Vermont Christian	Mill River Union
Mt. Anthony Union	Montpelier High	Mt. St. Joseph's Academy
North Country Union	Northfield High	Oxbow Union
Poultney High	Proctor High	Putney School
Randolph Union	Rochester High	Rutland Area Christian
Rutland High	St. Johnsbury Academy	Sharon Academy
South Royalton High	Spaulding High	Springfield High
Thetford Academy	Twin Valley Union	Twinfield Union
U-32 High	Vermont Academy	West Rutland High
Whitcomb Union	Williamstown High	Windsor High
Woodstock Union		

NORTHERN AUDITIONS JANUARY 20, 2018 CHAMPLAIN VALLEY UNION HIGH SCHOOL

B.F.A. Fairfax	B.F.A. St. Albans	Burlington High
Cabot School	Champlain Valley Union	Colchester High
Concord School	Craftsbury Academy	Enosburg Falls High
Essex High	Gailer School	Harwood Union
Hazen Union	Lake Champlain Waldorf	Lamoille Union
Middlebury Union	Milton High	Missisquoi Valley Union
Mt. Abraham Union	Mt. Mansfield Union	Otter Valley Union
Peoples Academy	Rice Memorial	Richford High
Rock Point School	South Burlington High	Stowe High
Trinity Baptist	Vergennes Union	Vermont Commons
Winooski High		

Home schooled students will be scheduled at the same audition site as their residence school district's other participating students.

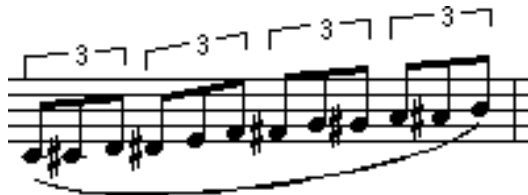
B1: WOODWIND, BRASS, AND MELODIC PERCUSSION SCALE REQUIREMENTS

The two major scales considered part of the Instrumental (Non-Jazz) Auditions (except for non-melodic percussion and strings) are to be played from memory articulated (not slurred) at a **minimum** metronome setting of Quarter Note = 88, as illustrated below:



The adjudicators will select the scales to be played with one of them being considered easy and the other being considered difficult.

The chromatic scale will be played from memory, in triplets at a minimum metronome setting of 88, in a continuous slur, as illustrated below:



The adjudicators will not set the tempo for any scale. It is up to the student to perform the scale at the minimum metronome setting of 88.

All scales will be played in full octaves. The chart below indicates the full range for each instrument and the Chromatic Scale range. The range of each diatonic scale is determined by the maximum number of octaves possible within the range of each instrument.

<u>INSTRUMENT</u>	<u>COMPASS*</u>	<u>CHROMATIC SCALE</u>
Piccolo	D4 to Bb6	Bb 2 octaves
Flute	C4 to C7	C 3 octaves
Oboe / English Horn	Bb3 to D6	C 2 octaves
Bassoon	Bb1 to Bb4	Bb 3 octaves
Bb Clarinet	E3 to G6	G 3 octaves
Eb or Low Clarinets	E3 to C6	F 2 octaves
Alto, Tenor, Bari Sax	Bb3 to F5	C 2 octaves
Trumpet, Cornet	F#3 to C6	C 2 octaves
French Horn	F#3 to A5	G 2 octaves
Trombone / Baritone (bass clef)	E2 to Bb4	Bb 2 octaves
Bass Trombone	C2 to F4	F 2 octaves
Baritone (treble clef)	F#3 to C6	C 2 octaves
BBb Tuba	E1 to Bb3	F 2 octaves
Melodic Percussion	Full Range	Full Range

* Compass refers to the WRITTEN NOTE rather than to concert pitch with the following guidelines:

C1 to B1	Lowest complete octave on piano	C2 to B2	C below bass clef to next B
C3 to B3	2nd space bass clef C to next B	C4 to B4	Middle C to next B
C5 to B5	C on 3rd space treble clef to next B	C6 to B6	High C to B above
C8	Highest note on piano keyboard		

B1: STRING SCALE REQUIREMENTS

String instruments will be asked to perform one Major scale, one Melodic Minor scale and an Arpeggio based on one of the two keys selected by the adjudicators for the other scales, all from memory. The **minimum** metronome marking for these on Violins, Violas and Cellos will be Quarter Note = 88. The **minimum** metronome marking for these for String Basses will be Quarter Note = 60.

The two scales will be selected from the listing below, performed, with these bowings, as illustrated below, for the number of octaves indicated:



The arpeggio will be performed, with these bowings, in the same key as one of the selected scales as illustrated below:



The scales and arpeggio for **VIOLIN** will be selected from the following:

TWO OCTAVES:

C Major	D Major	F Major	Bb Major	Eb Major
F# Minor	B Minor	D Minor	E Minor	C Minor

THREE OCTAVES:

G Major	A Major	G Minor	A Minor
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The scales and arpeggio for **VIOLA** will be selected from the following:

TWO OCTAVES:

G Major	A Major	F Major	Bb Major	Eb Major
E Minor	F# Minor	B Minor	G Minor	A Minor

THREE OCTAVES:

C Major	D Major	C Minor	D Minor
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The scales and arpeggio for **CELLO** will be selected from the following:

TWO OCTAVES:

G Major	D Major	A Major	F Major	Bb Major	Eb Major
A Minor	E Minor	B Minor	F# Minor	D Minor	G Minor

THREE OCTAVES:

C Major	C Minor
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The scales and arpeggio for **STRING BASS** will be selected from the following:

ONE OCTAVE:

C Major	D Major	A Major	Bb Major	Eb Major
A Minor	B Minor	F# Minor	E Minor	C Minor

TWO OCTAVES:

G Major	F Major	G Minor	F Minor
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C. PERCUSSION REQUIREMENTS

SNARE DRUM RUDIMENTS:

Besides the long roll, there are four rudiments that are considered part of the Snare Drum audition each performed open to close to open (being played smoothly and continuously from a very slow tempo to a very fast tempo and then back to the original slow tempo). Each rudiment should last at least 30 seconds. The adjudicator will select one rudiment from each of these groups for the student to perform for their audition.

<i>Flam Rudiments:</i>	Flam Tap	Flam Accent	Flam	Flamacue	Flamadiddle
<i>Diddle Rudiments:</i>	Paradiddle	Double Paradiddle		Paradiddle Diddle	
<i>Ruff/Drag Rudiments:</i>	4 Stroke Ruff	Single Ratamacue		Double Ratamacue	Triple Ratamacue
<i>Roll Rudiments:</i>	5 Stroke Roll	7 Stroke Roll		9 Stroke Roll	13 Stroke Roll

The established patterns for these rudiments are available online at the Percussive Arts Society's rudiment page located at: www.pas.org/Publications/rudiments.cfm Click on View the Rudiments Online. A downloadable copy of that page is included on the All State website (www.vmea.org).

TIMPANI TECHNIQUE:

The Tuning Studies that are considered part of the Timpani audition are for two drums and consist of the student finding the correct pitch on the second drum when given a pitch on the first drum by the adjudicator. The adjudicator will ask the student to perform three of these.

The Sticking Studies that are considered part of the Timpani audition are for two drums as notated. Each study is to be repeated multiple times. The adjudicator will ask the student to perform three of these. The Tuning Studies and the Sticking Studies are illustrated on the Timpani Technique page on the All State website (www.vmea.org) and can be downloaded for student or teacher use.

ACCESSORY EXCERPTS:

All students auditioning on any primary percussion instrument must also perform an excerpt on three of the following five accessory instruments: Bass Drum, Crash Cymbals, Suspended Cymbals, Tambourine, and Triangle. The Secondary Percussion Excerpts that the students are to perform on each of these instruments are available on the All State website (www.vmea.org) and can be downloaded for student or teacher use. Before performing each excerpt, the adjudicator will give the student the proper tempo.

MULTIPLE PERCUSSION AUDITIONS:

Students may audition on more than one primary percussion instrument if they so desire and as long as they have been listed as such on their school's Audition Application. They, however, will audition on the three accessory instruments ONLY during their first audition. The rating achieved during the first performance on the Accessory Instrument aspect of the audition will be considered part of their second (and third) primary percussion instrument audition. The adjudicators will transfer that rating to the appropriate adjudication sheets used for the second (and third) audition.

STUDENT PREFERENCES AND PERCUSSION SELECTION:

Percussionists should be aware that due to limited applicant numbers, specific percussion needs in the All State Band, Orchestra and Jazz Ensemble, and the large number of multiple auditions, accepted students may be placed in an All State ensemble that was not their preference. This is done (as with all All State decisions) to insure the best possible musical experience for all of the students involved in the festival, both present and future. It is an honor to be accepted into an All State ensemble, even if it was not your preference for group or part.

D. VOCAL AUDITION PROCEDURE

Adjudicators for each voice part will practice adjudicating two (or more) actual quartets at the beginning of the first audition day to help align their evaluations and the use of the vocal adjudication rubric.

PRE-AUDITION:

Vocalists should warm up in the appropriate room at the audition site. Warmups or last minute rehearsing will not be permitted in any other location, including the host school's stairwells and bathrooms.

All of a school's auditioning vocalists should report to their audition room 10 minutes prior to their audition time slot. The adjudicators and/or room proctors will call for them when the adjudicators are ready. Schools who do not have any students auditioning on one of the four voice parts are encouraged to contact other schools to find a student to complete their quartets. Schools that require an adjudicator to sing one of the parts will perform a large (entire school) run through of the piece with that adjudicator prior to sending their first quartet into the Audition Room.

QUARTET ROOM PROCEDURE:

The starting pitch may be given by anyone using any sound producing device. Students may then sing or hum their first pitch. An adjudicator may, if asked, provide the starting pitch for a student in the student's octave without a deduction. The students then sing the quartet piece together. If a student or an adjudicator feels the need for a restart because of incorrect pitch or inaccurate count-off, a small deduction will be made to the appropriate part.

Each student will then sing the assigned solo excerpt of the quartet piece by themselves after receiving a starting pitch (following the same guidelines as the quartet starting pitch). All members of the quartet will remain in the room during this part of the audition until all student members of the quartet are finished.

SIGHT-SINGING ROOM PROCEDURE:

Once in the room and the student name has been verified, the adjudicator will give a starting pitch. The student will sing, in solfege, the appropriate full eight note major scale, ascending and descending, and then sing, in solfege, the appropriate arpeggio. The arpeggio will be Do - Mi - Sol - Do (high) - Sol - Mi - Do - Sol (below tonic) - Do.

After having 30 seconds to review the material, the student will sight-sing one 4 measure melodic phrase using any system they wish including solfege or numbers. This selection will begin and end on Do, establishing the tonality in the first measure. Points will not be deducted for rhythmic mistakes, or if the student switches from one system to another. Only the pitch accuracy will be judged. The beginning pitch will be given by the adjudicator and will be the same pitch as the scale and arpeggio.

After having 30 seconds to review this material, the student will then perform a 4 measure rhythmic exercise using one neutral syllable. Performing rhythms with numbers or a counting system will not be accepted.

Students may restart either sightreading example, but each carries a 2 point reduction. Students may NOT make any sounds while preparing to perform their sight-singing examples.

NOTES FOR MUSIC EDUCATORS:

For the Quartet and Solo portions of the auditions, the student must follow the written score of the proper edition as listed for the current year. Specifics on this audition are included in this handbook on page 54. Each sight-singing room will listen to any of the four voice parts. When they are ready, students should go to the next available sight-singing room. Students from one school are not required to all go to the same sight-singing room. If there are no students waiting for the sight-singing rooms who have already auditioned in their quartet, then students may go the sight-singing room prior to singing in their quartet.

<u>E:</u> <u>INSTRUMENT</u>	<u>COMPOSER</u>	<u>TITLE</u>	<u>PUBLISHER</u>
Piccolo	Handel	Sonata #5 for Flute (mov'ts. 1 & 2)	G. Schirmer
Flute	Honegger	Danse de la Chevre	Salabert
Oboe	Telemann	Sonata in a minor (mov'ts. 1 & 2) (From Solos for the Oboe Player - Tustin)	G. Schirmer
Bassoon	Bourdeau	Premier Solo	Rubank
Soprano Clarinet	Saint-Saens	Sonata for Clarinet (mov'ts. 1 & 2)	Durand, Music Masters or LudwigMasters
Alto Clarinet	Ostransky	Petite Concerto	Rubank
Bass Clarinet	Galliard	Sonata #5 (Volume II; mov'ts. 1 & 2)	McGinnis & Marx
Saxophone	Bach	Sicilienne and Allegro (from Solos for the Alto Sax Player - Teal)	G. Schirmer
Trumpet	Hummel	Concerto for Trumpet (mov't. 1 only)	International
Horn	<i>Richard Strauss</i>	<i>Concerto (Mvt 1)</i>	<i>G. Schirmer</i>
Trombone	Barat	Andante & Allegro (Allegro Only)	Cundy-Bettony
Euphonium / Baritone TC	Deluca	Beautiful Colorado	Carl Fischer
Bass Trombone	Lededeu	Concerto in One Movement for Bass Trombone	Editions Musicus
Tuba	Hartley	Sonatina	FEMA
Snare Drum	Whaley	Recital Solo # XIX (from Recital Solos for Snare Drum) *	Meredith Music Publications
		<ul style="list-style-type: none"> • Incorrect rhythm in measure #3 - Replace that rhythm with rhythm from measure #18 • To be replaced in 2021-22 with Musical Snare Drummer #2 (Keown - Alfred Music) 	
Timpani	Firth	Solo Impression for 2 Timpani	Carl Fischer
Mallets	<i>Heifetz</i>	<i>Hora Staccato</i>	<i>Southern Percussion</i>
Violin	Bartok / Szekely	Roumanian Folk Dances for Violin & Piano (mov'ts. 1- Allegro moderato & 4 - Molto Moderato)	Boosey & Hawkes
Viola	Fauré / Katims	Aprés un Reve	International
Cello	Fauré	Sicilienne (from Solos for the Cello Player - Deri)	G. Schirmer
Bass	Faure / Zimmerman	Aprés un Reve	International
Vocal	Brahms	Waldesnacht	Public Domain

Failure to use the listed edition of the audition piece will result in disqualification.

2018 - 2019 ALL STATE AUDITION SELECTION LIST

<u>INSTRUMENT</u>	<u>COMPOSER</u>	<u>TITLE</u>	<u>PUBLISHER</u>
Piccolo	Bach	Sonata #2 (mov't. 3 only)	Cundy-Bettony/C.Fischer
Flute	Mozart	Concerto in G (mov't. 1 only)	(any publisher)
Oboe	Gliere	Song (from: Two Pieces) (from Solos for the Oboe Player - Tustin)	G. Schirmer
Bassoon	Hindemith	Sonata for Bassoon & Piano (mov't. 1 only)	Schott
Soprano Clarinet	Hindemith	Sonata for Clarinet & Piano (mov't. 1 only)	C.F. Peters
Alto Clarinet	Reed, A.	Serenata	Marks/Hal Leonard
Bass Clarinet	Galliard	Sonata #1 (Vol. I, mov'ts. 1, 2 & 4)	McGinnis & Marx
Saxophone	Lunde	Sonata (mov't. 1 only)	Southern
Trumpet	Kennan	Sonata for Trumpet & Piano (mov't. 1 only)	Remick OR Warner Bros.
Horn	Hindemith	Sonata (mov't. 1)	Schott
Trombone	Telemann	Sonata in f minor (mov'ts. 1 & 2)	International
Euphonium / Bari TC	Capuzzi / Catalinet	Andante and Rondo	C. F. Peters
Bass Trombone	Skolnick	Three Pieces for Bass Trombone (mov'ts. 2 & 3 - no mute required)	Theodore Presser
Tuba	Presser's	2 nd Sonatina (Mov't 1)	
Snare Drum	Goldenberg	6/8 Etude	Music for Percussion
Timpani	MacKenzie	Six Graded Timpani Solos (Solo #2)	Music for Percussion
Mallets	Carey	Suite for Xylophone & Orchestra (mov't. 3 only)	Galaxy Music
Violin	Handel	Sonata IV in D Major from 6 Sonatas for Violin & Piano (mov'ts. 1 & 2)	International / Schirmer
Viola	Vivaldi / Mogill	Concerto in D minor (mov't. 1 only)	G. Schirmer
Cello	Saint-Saens / Weber	The Swan & Country Dance (from Solos for Cello Player - Deri)	G. Schirmer
Bass	<i>Russell</i>	<i>Harlequin Concerto (mov't 1 only)</i>	<i>Zimmerman</i>
Vocal	Pitoni	Cantate Domino (IN LATIN) SOLO: Section A	Bourne

Failure to use the listed edition of the audition piece will result in disqualification.

2019 - 2020 ALL STATE AUDITION SELECTION LIST

<u>INSTRUMENT</u>	<u>COMPOSER</u>	<u>TITLE</u>	<u>PUBLISHER</u>
Piccolo	Mozart	Concerto in D (mov't. 1 only)	Carl Fischer or standard edition
Flute	Bach	Eb Sonata (mov'ts. 1 & 2) (also known as Sonata No. 2).	Carl Fischer or standard edition
Oboe	Handel	Concerto No. 8 in Bb (mov'ts 1 & 2) (Solos for the Oboe Player - Tustin)	G. Schirmer
Bassoon	Galliard	Sonata #3 (Vol. I)	McGinnis & Marx
Soprano Clarinet	Weber	Concertino	Carl Fischer
Alto Clarinet	Bergson	Luisa Di Montfort	Carl Fischer
Bass Clarinet	Hoffman	Serenade Basque	Belwin
Saxophone	Handel / Rascher	Sonata # 3 (mov'ts. 1 & 2)	Chappell or Hal Leonard
Trumpet	Corelli / Fitzgerald	Sonata #8 (mov'ts. 1 & 2)	Belwin Mills
Horn	Mozart	Concerto No. 3 in Eb (mov'ts. 1 & 2, no cadenza)	G. Schirmer
Trombone	Sanders	Sonata in Eb (mov'ts. 1 & 2)	MPHC
Euphonium / Bari. TC	Horowitz	Concerto for Euphonium (mov't 1)	Novello
Bass Trombone	McCarty	Sonata for Bass Trb (mov'ts 1 & 2)	Ensemble Pub.
Tuba	Marcello	Sonata No. 1 in F	Southern
Snare Drum	Keown	Musical Snare Drummer #4	Alfred Music
Timpani	Toherepnin	Sonatina for 3 Timpani	Boosey & Hawkes
Mallets	Handel / Feldstein	Sonata No. 3 (mov't. 2 only)	ADL
Violin	Mozart / Gotti	Concerto No. 3 in G Major (mov't. 1 Allegro to cadenza at letter M)	International
Viola	Haydn / Piatigorsky	Divertimento (mov'ts. 1 & 2)	Elkan-Vogel
Cello	Haydn / Piatigorsky	Divertimento (mov'ts. 1 & 2)	Elkan-Vogel
Bass	<i>Galliard</i>	<i>Sonata (mov't. 2 only)</i>	<i>International</i>
Vocal	Dowland	Awake Sweet Love (1 st verse) Solos: Soprano & Alto – ms. 1 to 12, Tenor & Bass, ms. 25 to 35	Walton

Failure to use the listed edition of the audition piece will result in disqualification.

2020 - 2021 ALL STATE AUDITION SELECTION LIST

<u>INSTRUMENT</u>	<u>COMPOSER</u>	<u>TITLE</u>	<u>PUBLISHER</u>
Piccolo	Handel	Sonata in a Minor	Any Edition
Flute	Hindemith	Sonata (mov't. 1)	Schott
Oboe	Hindemith	Oboe Sonata (mov't 1)	Schott
Bassoon	Mozart	Concerto in Bb K191 (mov't. 2 only)	International
Soprano Clarinet	Mozart	Concerto Op. 107 (mov't 1 to recap)	Carl Fischer
Alto Clarinet	Koepke	Mummery	Rubank
Bass Clarinet	Senaille	Allegro Spiritoso	Southern or Warner Bros.
Saxophone	Eccles / Rasher	Sonata (alto / tenor - mov'ts. I & 2) (bari - mov'ts. 3 & 4)	Elkan Vogel
ALTO & TENOR: For the F# just before the repeat in the second movement, you can either: • Play the D - E - F# there down an octave OR • Play it as is using your F# key (if available) or the altissimo fingering			
Trumpet	Haydn	Concerto in Eb (Goeyens - 1st mov't.)	Carl Fischer
Horn	Saint-Saens	Romance (Jones' Solos for Horn)	G. Schirmer
Trombone	Guilmant	Morceau Symphonique	Remick / Warner Bros
Euphonium / Baritone TC	Senaille / Catalinet	Introduction & Allegro Spiritoso	C. F. Peters
Bass Trombone	Handel / Yeo	Sonata Op. 1, No. 12 for Bass Trombone & Piano (mov'ts. 1 & 2)	International
Tuba	Holmes	Emmett's Lullaby	Rubank
* Var II / ms. 4: G# on the fourth beat should be corrected to G natural & ms. 8, F# on the third beat should be corrected to F natural.			
Snare Drum	Colgrass	Six Unaccompanied Solos For Snare Drum (Solo#1)	Lawson - Gould
Timpani	McKenzie	Solo #5 / Six Graded Solos	Timpani Music for Percussion
Mallets	Frazeur	Rondo for Marimba	Music For Percussion
Violin	Rieding	Concertino in G Major, Op. 24 (mov't.. 1, Allegro moderato)	Bosworth & Co.
Viola	Schubert	Adagio from Arpeggione Sonata (from Solos for Viola - Doktor)	G. Schirmer
Cello	Vivaldi	Sonata in a minor (mov'ts 1 & 4)	any edition
Bass	Capuzzi	Concerto in F (mov't 1 only)	Boosey
Vocal	Donato	All Ye Who Love Music Solo: Measures 1 to 13	Bourne

Failure to use the listed edition of the audition piece will result in disqualification

F.

ALL STATE JAZZ ENSEMBLE AUDITION SELECTION LIST

	<u>YEAR</u>	<u>SELECTION</u>	<u>SOURCE</u>
ALL MELODIC	2017-18	I Could Write a Book	Vol. 25 – All Time Standards
	2018-19	There is No Greater Love	Vol. 34 – Jam Session
	2019-20	What is This Thing Called Love	Vol. 112 – Cole Porter
	2020-21	All the Things You Are	Vol. 43 – Groovin’ High

ALL THE PIECES ARE FROM THE INDICATED JAMEY AEBERSOLD VOLUME.

DRUM BIG BAND A (Highlights student’s big band drumming technique & supporting a soloist)

2017-18	WARM BREEZE, Count Basie
2018-19	LATIN INJECTION, Denis DiBlasio (Kendor Publication) [Measures 17 to 24 as the drum feature]
2019-20	NICA’S DREAM, Horace Silver, arr. by Mossman, Hal Leonard
2020-21	HEART OF THE MATTER, Bob Mintzer, Bob Mintzer Publications

DRUM BIG BAND B (Highlights student’s ability to perform solos)

2017-18	PEANUT VENDOR, Duke Ellington
2018-19	BASIE STRAIGHT AHEAD, Sammy Nestico, Kendor music
2019-20	STRIKE UP THE BAND, Gershwins, arr. by Nestico, Hal Leonard
2020-21	NUTVILLE, Horace Silver, arr. by Hopkins, Kendor Music [Skip from C to H and go to the end]

The drum parts will be available for download from the All State website.

TECHNICAL JAZZ EXCERPT

As part of the audition, jazz students will be asked to perform a Technical Jazz Excerpt. The adjudicators will establish the tempo for this excerpt and the performance of it should be exactly as it is printed, without improvisation or embellishment. The excerpt for each jazz instrument is available for download from the All State website (www.vmea.org)

G: AUDITION RATINGS

Each of the All State auditions is rated on a rubric form designed for that particular audition, evaluating various aspects of the audition on different scales, following a specific set of descriptors. Each portion of the audition (solo, sightreading, scales, improvisation, etc.) each have a set of categories and corresponding rating scales. Please refer to the appropriate rubric (available as PDFs on the All State website) for more detail.

**NOTE: Jazz Scholarship performances on piano will not be rated on Tone and Intonation.
Jazz Scholarship performances on drum set will not be rated on Pitch Accuracy & Choices**

**TEACHERS SHOULD CAREFULLY REVIEW THE HANDBOOK REQUIREMENTS AND
SHARE THEM WITH THEIR STUDENTS.**

H. VOCAL AUDITION SELECTION

If you have any questions about the vocal selection or would like to be considered as an All State Vocal Adjudicator, please contact the Vocal Adjudicator Coordinator at:

2017 - 2018 VOCAL AUDITION SELECTION

Waldesnacht
Johannes Brahms
Public Domain
Solo: Measures 1 to 13

**THE OFFICIAL VERSION WITH A TRANSLATION GUIDE WILL BE AVAILABLE IN THE
ALL STATE SECTION OF THE VMEA WEBSITE.**

XII: AUDITION APPLICATION PROCESS & STUDENT ACCEPTANCE

A: ACCESSING THE ONLINE APPLICATION

The All State Audition Applications will only be accepted through the online application process available through the appropriate sites connected to the All State section of www.vmea.org. Support for teachers is available online and by emailing the Festival Director at sparker@vpaonline.org.

B: COMPLETING THE ONLINE APPLICATION PROCESS

School which have paid their annual VMEA Participation Fee will be listed on the website. **Teachers whose school has paid that fee will receive an email from the Festival Director containing the password needed to access the school section of the All State online applications on the opening date.** Once they have updated their school information, those whose NAFME / VMEA memberships are current will use their NAFME / VMEA number to access the student application process. **SHARING THIS NUMBER OR THE PASSWORD WITH STUDENTS, PRIVATE TEACHERS OR PARENTS WILL RESULT IN THE DISQUALIFICATION OF ALL OF THAT SCHOOL'S APPLICANTS / PARTICIPANTS.**

If you do not find your school on the site listing or in the application list, your VMEA Participation Fee has not been paid. Please contact VMEA Past - President Gary Moreau with further questions (alwaysinging@comcast.net). Failure to pay this fee in a timely manner will not be an acceptable excuse for missing any application deadlines.

The online application pages has been designed to closely match the forms available in this handbook for information collection purposes only.

A complete set of instructions are available online throughout the application process. Please read all instructions carefully and completely. The first step is to update your school information. Once you have updated your school information, you will be able to register your students for their auditions.

You may only enter Scholarship Audition applications if you have entered a teacher's information in your school's Scholarship Teacher form. Update your school info to do this to then enter those applications.

C: AUDITION CODES

Please remember to use the CODES section for each applicant to indicate if that student is auditioning in more than one area to help our Audition Chair with the scheduling work.

USE:

- V** On all non-vocal audition applications for students who are auditioning in a vocal quartet.
- J** On all non-jazz audition applications for students who are auditioning for jazz ensemble.
- I** On all non-instrumental audition applications for students who are auditioning on an instrument.
- S** On all non-scholarship audition applications for students who are performing a scholarship audition.
- X** On all other similar audition applications for a student who is performing two auditions in the same category (such as a student doing both a piccolo and a flute auditions).

D: FINISHING THE APPLICATION

A school's application information can be edited or updated at any point up until the deadline. Each edit and entry becomes part of the school's application when the webpage is completed and no further effort is necessary.

Special Scheduling Requests: Teachers must send special scheduling requests via email to the Festival Director prior to the application deadline. Be specific in your requests so that the Audition Chair and the Festival Director can fill those requests easily and without error.

The website allows the teacher to printout a list of their application information as well as a School Invoice. If you see it on the printout, then it is in your application. If your email is current, a confirmation of receipt of the application information will be sent each time you complete or update your application.

IT IS THE MUSIC EDUCATOR'S RESPONSIBILITY TO MAKE SURE THAT THEIR APPLICATION IS CORRECT AND COMPLETE.

Again, the online application allows you to edit, correct, add or delete applications and generally double-check your work at any point in the application process. Check your work as you go. **Do not wait until it is too late to correct an error. Corrections or changes after the schedule is done will carry a fee.**

E: SENDING FEE PAYMENT AND SCHOOL INVOICE BY MAIL:

The Fee payment and School Invoice (generated by the teacher using the online application) must be Federally Postmarked by DECEMBER 1st, 2017 TO:

**Denis Lambert, Assistant Festival Director
377 Route 5 North
Fairlee, VT 05045**

Only school checks, teacher checks or cash will be accepted as payment. Student and parent checks will not be accepted and may delay your application from being processed. Do not send paper audition forms.

Make checks payable to: **VERMONT ALL STATE MUSIC FESTIVAL**

F: SCHEDULING

Once all of the applications are submitted, the Audition Chair will work with the Festival Director and schedule the auditions based on the information given. Those schedules will be posted on the website, available to teachers using the password and their NAFME / VMEA number. **PRINT OUT YOUR SCHOOL SCHEDULE AND POST IT FOR YOUR STUDENTS TO HELP YOU DETERMINE IF THERE ARE ANY ERRORS.**

G: CORRECTIONS & ADDITIONS AFTER THE DEADLINE

Corrections and additions can be made to a previously received application without penalty through December 1st. The proper fees associated with those changes or additions (if any) **must be paid within a week of the addition or correction notification.** Without proper payment, the Festival Director has the right to return the school application to its original condition, removing any additions or changes made.

To make such corrections or additions, the music educator should email the changes in detail to the Festival Director in the text of a message. He / she will make those changes in the master database and will return a new confirmation via email.

After the December posting of the schedule, corrections and/or additions to existing applications will carry a \$30 fee (in addition to any regular audition fee) using the same notification systems as described above. After the Wednesday prior to each audition, they carry a \$50 fee (in addition to any regular audition fee).

H: SCHEDULE CHANGES & MISSED AUDITION TIMES

Requests for specific audition times MUST accompany your initial application. Such requests must be included in an email message sent prior to the deadline.

Requests for changes in student audition schedules will be considered through December 22nd. Such requests should be made using the same notification as Corrections & Additions (described above). **HOWEVER**, the Festival Director is under no obligation to make those changes, but will do what is responsible and prudent without putting another student's efforts at a disadvantage. **After that date, schedule changes will incur a \$10 fee.**

Should a student miss their audition time on their school's designated Saturday, they may still audition on that same day **IF** the adjudicator's schedule allows it without putting another student's efforts at a disadvantage or without moving a properly scheduled student from their designated audition time or from their place in the order of auditions, should the room be running late. **Students who miss their audition time may only take the audition time of a cancellation if the cancellation is not needed to help the adjudicator remain on schedule.**

Adjudicators will remain available for 30 minutes after their last regularly scheduled audition to allow students who missed their audition time during the day to audition (should there be any).

Students who completely miss their audition may ask their music teacher to request a subsequent audition opportunity. That request would cite the reason(s) for the student's failure to audition when scheduled. The Festival Director is under no obligation to grant a subsequent audition time, especially for questionable reasons.

I: COMPLETING THE HOUSING & ACCEPTANCE PROCESS

Once the auditions have been completed, each school's results, ensemble placement, and scholarship awards will be available online again using the teacher's NAFME / VMEA ID number. Printouts are available for most of this documentation. The actual adjudication forms will also be available online.

The teacher must complete their school's Festival Acceptance & Housing information online prior to the March 20th deadline. Indication of a student's acceptance, their housing needs and potential housing allergies are all part of the online form. Once completed, the school's Festival Fee Invoice can be printed and used to process the payment (the same as the Audition Fee payment above). Payment and a Student Acceptance & Medical Form from each student is required to complete the acceptance process.

Again, as with the online Audition Application, the Acceptance process can be edited and completed in stages prior to the deadline. After the deadline, the fee will be increased by \$100 per school and **after the Late Date, the accepted students from schools who have not completed this process will be replaced with alternates and that includes students whose school payment has not been received by the deadline.**

J: PAPER FORMS

The following paper forms have been included in the handbook so that you can completely gather the proper information before you sit down to fill out the online application. **These forms will NOT be accepted as applications for this year's auditions nor acceptance. Paper forms sent will be returned and your students will not be included in the audition process until the proper online application is accepted.**

AUDITION APPLICATION COVER SHEET

Use this form to gather all of your information before filling out the computer application software.

APPLICATION DATE: _____ AUDITION SITE: _____

APPLYING SCHOOL: _____

SCHOOL ADDRESS: _____

SCHOOL CITY / ZIP: _____

SCHOOL PHONE: _____ TRAVEL TIME TO AUDITION: _____

MUSIC DIRECTOR(S) SUBMITTING AUDITION APPLICATIONS:

CHORAL: _____ HOME PHONE: _____

EMAIL ADDRESS: _____

INSTRUMENTAL: _____ HOME PHONE: _____

EMAIL ADDRESS: _____

JAZZ: _____ HOME PHONE: _____

EMAIL ADDRESS: _____

SCHOLARSHIP: _____ HOME PHONE: _____

EMAIL ADDRESS: _____

TOTAL NUMBER OF CHORAL AUDITIONS: _____ X \$10 = \$ _____

TOTAL NUMBER OF INSTRUMENTAL AUDITIONS: _____ X \$10 = \$ _____

TOTAL NUMBER OF JAZZ ENSEMBLE AUDITIONS: _____ X \$15 = \$ _____

TOTAL NUMBER OF SCHOLARSHIP AUDITIONS: _____ X \$15 = \$ _____

TOTAL AUDITION PAYMENT DUE: \$ _____

The online application will allow you to print out this form once you have completed the application process and all of your entries. Mail that computer-generated form with your payment in the above amount to:

Denis Lambert, Assistant Festival Director, 377 Route 5 North, Fairlee, VT 05045

THAT FORM & FEE PAYMENT MUST BE FEDERALLY POSTMARKED NO LATER THAN THE PUBLISHED DEADLINE. PAYMENT MUST ACCOMPANY THAT FORM OR IT WILL BE RETURNED AND YOUR SCHOOL WILL LOSE ITS OPPORTUNITY TO AUDITION. MAKE CHECKS PAYABLE TO: VERMONT ALL STATE MUSIC FESTIVAL

CHORAL AUDITION APPLICATION

Use this form to gather all of your information before filling out the online application.

APPLYING SCHOOL: _____ NO. OF QUARTETS: _____

PLEASE SUBMIT IN QUARTET ARRANGEMENT FIRST. THEN ENTER THE INCOMPLETE ONES BY LISTING JUST THE STUDENTS (ON THEIR PARTS) NOT PREVIOUSLY LISTED.

<u>VOICE PART</u>	<u>STUDENT NAME (LAST NAME FIRST)</u>	<u>CODE(S)</u>
SOPRANO	_____	_____
ALTO	_____	_____
TENOR	_____	_____
BASS	_____	_____
<hr/>		
SOPRANO	_____	_____
ALTO	_____	_____
TENOR	_____	_____
BASS	_____	_____
<hr/>		
SOPRANO	_____	_____
ALTO	_____	_____
TENOR	_____	_____
BASS	_____	_____
<hr/>		
SOPRANO	_____	_____
ALTO	_____	_____
TENOR	_____	_____
BASS	_____	_____

DUPLICATE AS NEEDED TO GATHER YOUR INFORMATION PRIOR TO ENTERING THE DATA INTO THE ONLINE APPLICATION.

**SCHOLARSHIP AUDITION OR
COMPOSITION ENTRY FORM**

Use this form to gather all of your information before filling out the online application.

APPLYING SCHOOL: _____

STUDENTS ENTERING THE COMPOSITION CATEGORY MUST BE LISTED ON THIS APPLICATION EVEN THOUGH THEY WILL NOT NEED AN ACTUAL AUDITION TIME.

PLEASE INDICATE JAZZ BEFORE THEIR VOICE / INSTRUMENT TO ENTER THE STUDENT IN THE JAZZ CATEGORY (IE: JAZZ / ALTO SAX)

<u>VOICE / INSTRUMENT</u>	<u>STUDENT NAME (LAST NAME FIRST)</u>	<u>CODE(S)</u>	<u>ACCOMPANIST</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ACCOMPANISTS (STUDENT OR ADULT) MUST BE LISTED ON THIS APPLICATION TO ASSIST IN AVOIDING ANY SCHEDULING CONFLICTS.

DUPLICATE AS NEEDED TO GATHER YOUR INFORMATION PRIOR TO ENTERING THE DATA INTO THE ONLINE APPLICATION.

XIII: HOUSING / FORMS / SENIOR SCHOLARSHIP FORMS

A: FESTIVAL ACCEPTANCE AND HOUSING FORM

Using the online Acceptance & Housing Process, each student's Festival Housing requirements is entered. **Additional housing is available for Wednesday evening for All State Band, Orchestra and Chorus members who are participating with their school band in the parade and are more than 90 minutes from home. Marching All State participants (other than Jazz Ensemble members) from schools closer than 90 minutes WILL NOT be assigned Wednesday night housing.** Additional housing is also available for Friday night for Jazz Ensemble members who cannot travel home after their concert for distance reasons. Please check with your participating students and indicate those requests properly on the form.

Also indicate any allergies that would relate to housing and each student's gender online. You will also need to indicate your accepted chorus students' height while wearing their concert dress footwear.

B: HOUSING ARRANGEMENTS

ALL FESTIVAL PARTICIPANTS, regardless of their housing situation, are required to follow all festival policies and procedures, including the student driving policy and the mandatory attendance at all festival activities. Those that do not will be dismissed from the festival and will no longer be allowed to participate in any aspect of the festival including the performances.

The host school's housing chair and their committee will make housing arrangements for all festival participants that require it. Generally schools within 30 minutes of the host school will not have their students housed locally. Again, even those staying at home are required to follow all festival policies and procedures. Such schools will be notified by the host housing committee in early March.

Schools may house their own students in a local motel (at the school's expense). Again, these students must also follow all festival policies and procedures. Tardiness to a festival activity will likely result in the student being dismissed and not being allowed to continue to participate in the festival nor in the subsequent year's All State events.

All local host family adults will provide the information needed to complete a background check (paid for by the Festival). Any persons who refuse to provide such information or have ANY questionable activity on their background check will not be allowed to host All State students.

C: HOUSING REQUESTS

STUDENTS MAY NOT MAKE THEIR OWN HOUSING ARRANGEMENTS.

If a student wishes to be housed with a relative / family friend in the host community:

- The host community member (relative / friend) **MUST** contact the host's Housing Chairperson and make the request for the student by April 1st
- The Housing Chair will then make every effort to met that request
- **Such arrangements made without the Housing Chairperson's knowledge and approval will not be honored. Students staying in non-approved housing will be dismissed from the festival.**
- Students housed with relatives or family friends are under the same rules as any other student participating in the Festival.

D: STUDENT CONTRACT

To participate in the Vermont All State Music Festival, **EVERY STUDENT** must have a completed **Student Contract** done online including all electronic signatures. This form is due at the March deadline with the other Festival forms.

Schools with missing or incomplete **Student Contracts by the March Late Date MAY HAVE ALL** of their students disqualified from participating in the Festival. **STUDENTS SHOULD BE COVERED WITH HEALTH INSURANCE BY THEIR FAMILIES, THEIR SCHOOL OR THE STATE OF VERMONT TO PARTICIPATE IN THE VERMONT ALL STATE MUSIC FESTIVAL** but insurance coverage is no longer required. Religious affiliation or parental choice may be cited as a reason for not having this insurance.

Teachers are asked to either give each student a **Student Contract** for their completion or have them complete the online form (data can be entered, but is not retained after printing), print and return it. You can duplicate the form included in the handbook as necessary or download it from the website (under Festival Forms). Please type or print all entries on the form except signatures.

A WORD ABOUT THE REQUIRED SIGNATURES:

The Vermont All State Music Festival requires two signatures on the Medical & Participant Acceptance Form, both to indicate not only that the information supplied is accurate, but also to indicate that the policies included on the form have been read and understood. The form also allows the Vermont All State Music Festival to authorize medical treatment for the participant should it become necessary.

For participants under the age of 18, those two signatures are their own and their parent or guardian.

For participants 18 or older, those two signatures are their own and the policyholder for their medical insurance listed as listed on the Medical & Participant Acceptance Form. In most cases, the policyholders for their medical insurance are their parents and/or guardians. In some cases, it may be their school district, in which case the parent's signature would again be used. Only in the case where the individual student holds their own medical insurance policy may the student sign this portion of the form.

INVOICE AND FEES SHOULD BE SENT BY CERTIFIED MAIL AND MUST BE FEDERALLY POSTMARKED BY MARCH 19, 2018 TO:

Denis Lambert, Assistant Festival Director, 377 Route 5 North, Fairlee, VT 05045

STUDENT CONTRACTS are done online and must be completed by March 19th

The forms and fees due on March 19, 2018 are:

Festival Acceptance and Housing Form	Online only (with appropriate signatures)
Student Contract	Online only (with appropriate signatures)
Parade Application (if appropriate)	Online or the following page
School Invoice	Printed from online registration once participation entered
Payment of all Festival fees	Indicated on School Invoice printed online

Only school checks, teacher checks or cash will be accepted as payment.

Student and parent checks will not be accepted and may delay your application from being processed.

Make checks payable to: **VERMONT ALL STATE MUSIC FESTIVAL**

FESTIVAL PARADE APPLICATION
(Please type or print)

Your return of this form will serve as an intent to participate.

SCHOOL: _____

MUSIC DIRECTOR: _____

SCHOOL ADDRESS: _____

HOME PHONE: _____ SCHOOL PHONE: _____

ESTIMATION OF THE NUMBER OF BUSES YOU WILL BE BRINGING: _____

Please provide the following information to be announced as your band approaches the reviewing area:

BAND DIRECTOR: _____

DRUM MAJOR: _____

BAND NAME (MASCOT, ETC.) _____

NUMBER OF MUSICIANS: _____

NUMBER OF AUX. MEMBERS: _____

PLEASE include some information you wish to give about your school, music department, band, etc. (Recent trips, size of school, industry of town, etc.) on the back of this form. As each band approaches the reviewing area, a Master of Ceremonies will provide the spectators with this information making the parade much more interesting to the audience there.

We will be doing a routine in front of the reviewing stand: Yes: _____ No: _____

NOTE: Those requesting routines will be placed in a group at the end of the parade. Reviewing stand routines must be limited to two minutes.

Include with your other Festival invoice and payment by March 19, 2018 to:

Denis Lambert, Assistant Festival Director
377 Route 5 North
Fairlee, VT 05045

Parade Applications can also be sent individually by April 15th.

Linda Gustafson, All State Parade Chair
Essex High School Music Department
5 Educational Drive
Essex Jct., VT 05452

EVELYN D. SPRINGSTEAD SENIOR SCHOLARSHIP APPLICATION

Applicants to this scholarship must be members of one of this year's All State Scholarship recipients (Scholarship / Performance, Scholarship or Honorary Mention awards) and must be high school seniors who have been accepted into a college music program.

(Please type or print)

NAME: _____

SCHOOL: _____

HOME ADDRESS: _____

HOME PHONE: _____ SCHOOL PHONE: _____

PRIMARY INSTRUMENT / VOICE: _____

SECONDARY INSTRUMENT / VOICE: _____

TEACHERS: SCHOOL: _____

PRIVATE: _____

YEARS OF STUDY: PRIMARY INSTRUMENT: _____ SECONDARY INSTRUMENT: _____

AREA OF MUSIC CONCENTRATION IN COLLEGE (check one):

PERFORMANCE: _____ EDUCATION: _____ TECHNOLOGY: _____ BUSINESS: _____

2018 ALL STATE SCHOLARSHIP YOU RECEIVED: _____

MUSIC SCHOOLS APPLIED TO: _____

INCLUDE WITH THIS APPLICATION, THE FOLLOWING SUPPORTING MATERIALS:

- An official copy of your high school grade transcript including SAT or ACT scores.
- Three letters of recommendation.
- A letter from your parents stating the financial need for this scholarship support.
- A copy of your letter of acceptance to an accredited school of music.
- A letter stating your plans for a career in music and the reasons you feel deserving of the Evelyn Springstead Senior Scholarship Award.
- A resume style listing of your academic and music honors, awards, recognitions, etc.

MAIL ALL OF THIS MATERIAL AS ONE COMPLETE PACKAGE BY APRIL 25, 2018 TO:

**Steffen Parker, Festival Director
141 Butternut Road
Williston, VT 05495**

Incomplete applications will not be considered.

Reminder: Most of this material is also part of the application for the Richard W. Ellis All State Scholarship and does not need to be duplicated if you are applying for both.

RICHARD W. ELLIS ALL STATE SCHOLARSHIP

Applicants to this scholarship must be members of one of this year's All State ensembles and must be high school seniors who have been accepted into a college music program.

(Please type or print)

NAME: _____

SCHOOL: _____

HOME ADDRESS: _____

HOME PHONE: _____ SCHOOL PHONE: _____

PRIMARY INSTRUMENT / VOICE: _____

SECONDARY INSTRUMENT / VOICE: _____

TEACHERS: SCHOOL: _____

PRIVATE: _____

YEARS OF STUDY: PRIMARY INSTRUMENT: _____ SECONDARY INSTRUMENT: _____

AREA OF MUSIC CONCENTRATION IN COLLEGE (check one):

PERFORMANCE: _____ EDUCATION: _____ TECHNOLOGY: _____ BUSINESS: _____

2018 ALL STATE ENSEMBLE YOU HAVE BEEN ACCEPTED TO: _____

MUSIC SCHOOLS APPLIED TO: _____

INCLUDE WITH THIS APPLICATION, THE FOLLOWING SUPPORTING MATERIALS:

- An official copy of your high school grade transcript including SAT or ACT scores.
- Three letters of recommendation.
- A letter from your parents stating the financial need for this scholarship support.
- A copy of your letter of acceptance to an accredited school of music.
- A letter from the student stating plans for a career in music and the reasons he/she feels deserving of the Richard W. Ellis All State Scholarship.
- A resume style listing of your academic and music honors, awards, recognitions, etc.

MAIL ALL OF THIS MATERIAL AS ONE COMPLETE PACKAGE BY APRIL 25, 2018 TO:

**Steffen Parker, Festival Director
141 Butternut Road
Williston, VT 05495**

Incomplete applications will not be considered.

Reminder: Most of this material is also part of the application for the Evelyn Springstead Senior Scholarship and does not need to be duplicated if you are applying for both.