

Policies & Procedures



Performing Ensemble Selection



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MMEA In-Service Workshop/Conference

Performing Ensemble Selection

Objective: The Missouri Music Educators Association acknowledges the wide diversity of performing ensembles throughout Missouri. It is an objective of the MMEA selection process to respect this diversity and to include performing ensembles of all sizes and school/community classifications on its annual In-Service Workshop/Conference. However, in order to preserve the integrity of the conference quality, the most outstanding application performances will receive priority consideration.

PERFORMING ENSEMBLE SELECTION POLICY (revised 2013):

• RECOMMENDATION COMMITTEES:

1. The recommendation committee must be comprised of out-of-state personnel with little to no Missouri Connections.
2. The audition committee must have 3 members.
3. Names of the committee members shall not be revealed to anyone other than the MMEA President and the MMEA Executive Secretary.
4. Recommendation committee process information must be submitted to the MMEA President no later than **May 15**.

Comment: Members of the Recommendation Committee shall be a specialist in the area to be evaluated. Jazz must include at least one vocal jazz specialist.

Comment: Committee members should be instructed to remain anonymous by not revealing their participation in a recommendation committee.

• SELECTION PROCESS:

1. Deadline for submission of application materials is June 1.
2. Evaluation Materials will be distributed to each person on the recommendation committee prior to the evaluation process.
3. Performance evaluations must be blind. The identity of applicants (names of schools and/or directors) must remain anonymous to the recommendation committee.
4. An attempt will be made to include ensembles/schools of all classifications and sizes.

Comment:
1. Completion of online application
2. Postmark for round mailing of application materials

Comment: See Objective

PERFORMING ENSEMBLE SELECTION POLICY (continued)

5. Audition recordings must meet all requirements as stated in the “MMEA Performance Criteria.”
6. Evaluation of performance applications by the recommendation committees will take place during the month of June.
7. Confidential notification of selected ensembles will be sent electronically to the President and the Executive Secretary no later than **July 1**.
8. Application materials will be ground mailed to the President as soon as possible after the evaluation process has concluded.
9. Verification of ensemble and director eligibility will be made by the President and the Executive Secretary prior to the notification and publication of selected ensembles.
10. Final acceptance and the “Official Invitation to Perform” at the MMEA Conference will be extended by the MMEA President only.
11. Notification of acceptance to the ensemble directors will occur no earlier than July 15 and no later than August 1.
12. Final acceptance and the “Official Invitation to Perform” at the MMEA Conference will be extended by the *MMEA President only*.

Comment:
President – president@mmea.net
Executive Secretary – execsec@mmea.net

• **COMPENSATION / REIMBURSEMENT:**

1. One meal will be provided for each committee member.
2. For committees hearing up to and including 10 group recordings, the fee will be \$50.00 per person.
3. For committees hearing more than 10 group recordings, the fee will be \$75.00 per person.
4. MMEA will reimburse expenses for the respective Vice-President according to MMEA Policy.
5. **Each member of the recommendation committee must complete the *Request for Payment/Reimbursement Form* through the MMEA Website.**

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TIME LINE

- ◇ February 1 Website programming revisions complete & ready for testing
- ◇ February Testing of online application form
- ◇ March 1 Activate online application and reference materials
- ◇ March VP acknowledgement of applications received & accuracy (ongoing)
- ◇ April Electronic reminders to membership
- ◇ April Online application data base updates to MMEA area VP's
- ◇ April VP acknowledgement of applications received & accuracy (ongoing)
- ◇ May 15 Recommendation Committee information submitted to the MMEA President
- ◇ May Electronic reminders to membership
- ◇ May Online application data base updates to MMEA area VP's
- ◇ May VP acknowledgement of applications received & accuracy (ongoing)
- ◇ May Preparation of recommendation committee materials
- ◇ June 1 *Performance Application Deadline*
- ◇ June 1 Online Registration Form closes
- ◇ June 2 Online application data base (final) to MMEA area VP's
- ◇ June Review /selection of performance applications
- ◇ June Recommendation committee expenses reimbursed
- ◇ July 1 Deadline: Ensemble selection information to MMEA President and MMEA Executive Secretary
- ◇ July 10 Director and Ensemble eligibility verification
- ◇ July 10 Selection results to MMEA VP's for verification of accuracy
- ◇ July 15 Deadline: Publish announcement of performing ensembles
- ◇ July 20 Return (ground mail) application materials to directors
- ◇ August Compile notes for needed revisions to selection process
- ◇ December Provide necessary website revisions to Caledon Virtual

Performing Ensemble Selection Procedure

Selection of Recommendation Committee

1. VP's will secure an out-of-state recommendation committee according to established MMEA Policy.
 - a. Members
 - b. Date
 - c. Location
2. VP's will submit recommendation committee information to the MMEA President and Executive Secretary.

Confirmation of Applications Received

1. VP's will send an email confirmation to the primary director listed on the application material. The confirmation should be sent as soon as possible after the audition packet is received.

Sample Confirmation Email:

Dear (Director Name):

Your application materials for performance at the MMEA In-Service Workshop/Conference have been received. A three-member out-of-state audition committee will review and recommend the slate of ensembles to appear on the conference program. The MMEA President will send notification of selections to all applicants no earlier than July 15 and no later than August 1.

Evaluation sheets and other information will be ground-mailed to your home address in early July. Again, thank you for application.

Application Evaluation Packets:

1. Individual *Application Evaluation Packets* should be assembled for each member of the recommendation committee and should include the following:
 - a. Cover sheet with general audition instructions
 - b. A listing of ensembles and repertoire in review order.
 1. Committee members may use this listing to make personal notes and impressions for later decision making.
 - c. Each ensemble should be assigned identification. (Class 4 - #6)
 1. Note: This identification should be established *before* the audition and written on the application, the CD, and the CD Cover. Judges are not to know the identity of any of the ensemble or director until after the slate has been selected, and *then*, only if necessary.

Application Evaluation Packets (continued):

- d. A separate evaluation sheet for each ensemble.
 - a. Before playing the audition CD, the VP should announce the identification, for example, “*this will be Class-4 #6*” and instruct the committee members to write that number on the adjudication sheet.
 - b. Evaluation sheets should include ONLY necessary critique and comments of the ensemble performance.
 1. ***NO rank, order, score or reference to other groups may appear on any evaluation sheet.***

Administrative Materials

1. Recommended Ensembles Verification Form
 - a. Complete all information at the end of the review process
 - b. Indicate top rated ensemble and include alternates
 - c. Secure signature verification from all committee members
 - d. ***Return verification form with applications application materials to the MMEA President***
2. Application Review Committee Expense Report
 - a. ***Return expense report (receipts attached) with applications application materials to the MMEA President***

Selection Results

1. VP's will email selection results electronically to the MMEA President by **July 1**
2. VP's will ground-mail all application and administrative materials to the MMEA President as soon as possible after their committee meets.
 - a. See checklist of materials to be included in the ground-mailing.
 - b. ***VP's should keep a copy of the Recommended Ensembles Verification Form for future reference (if needed) and confirmation.***
3. VP's will verify all ensemble selections prior to the notification and publication of performing ensembles.