

Policies & Procedures



Performing Ensemble Selection Administrative Materials



Missouri Music Educators Association

A Federated State Affiliate of the National Association for Music Education

Performing Ensemble Selection

Vice-President Checklist

PREPARATION

- Select/Confirm Review Committee
- Select/Confirm Location
- Confirm receipt of applications (as received)
- Prepare committee packets
- Confirm audio/visual equipment availability
- Confirm all committee details (Date/Location/Times/Fee/etc.) with committee members
- Final reminder to committee members

PROCESS

- Assign Application ID Numbers (Must be Anonymous)
- Colate all application materials & evaluation forms
- Email recommendations/selections to the MMEA President (DUE: July 1)
- Ground-Mail ALL application & administrative materials to the MMEA President (ASAP after committee meeting)
 - Ensemble Application Forms (including application signature page) & Recordings
 - Ensemble Evaluation Forms
 - Recommended Ensembles Verification Form (VP keeps a copy)
 - Hard copy of data base/notes/etc. (VP keeps a copy)
 - Review Committee Expense Report (Attach Receipts)

FOLLOW-UP

- Confirm receipt of ground-mailing with MMEA President
- Confirm final selections with MMEA President
- Proof ensemble performance schedule (as completed by MMEA President)



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Application for Performance
Review Committee Expense Report
 (to be completed by MMEA Vice-President)

MMEA Vice-President:

- | | | |
|---------------------------------|---|------------------------------------|
| <input type="checkbox"/> Band | <input type="checkbox"/> Early Childhood/Elementary | <input type="checkbox"/> Jazz |
| <input type="checkbox"/> Choral | <input type="checkbox"/> General Music | <input type="checkbox"/> Orchestra |

Application Review Date:

Location of Application Review: _____
 (City, State)

Committee Members:

NAME	FEE	INITIALS
	\$ _____	_____
	\$ _____	_____
	\$ _____	_____

Expenses:

Vice-President Mileage
 Number of Miles (Round-Trip) @ \$0.38 per mile \$ _____
 (TOTAL)

Meals **(Attach All Receipts):** \$ _____
 Vice-President & Committee Members (TOTAL)

VP INITIALS



MMEA In-Service Workshop/Conference Performing Ensemble Selection

Recommended Ensembles Verification Form

List by ensemble identification (not by school name)

*Select and place the top rated ensemble in the number 1 slot. No further ranking is necessary.

1. * _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

MMEA AREA
(Select One)
BAND
CHORAL
EARLY CHILDHOOD/ ELEMENTARY
GENERAL MUSIC
JAZZ
ORCHESTRA
COLLEGE/UNIVERSITY

HS Alternate: _____

MS/JH Alternate: _____

University Alternate: _____

Committee Member Signature _____

Committee Member Signature _____

Committee Member Signature _____

MMEA Vice-President Signature _____

****Return this form to the MMEA President with all application materials.***



MMEA In-Service Workshop / Conference

Performing Ensemble Evaluation Form

Review Committee members shall remain anonymous. Comments included on this form are intended to assist the evaluators in the recommendation process. NO SCORES or other selection information shall appear on the form. *Evaluation forms will be returned to the ensemble director for review.*

ENSEMBLE IDENTIFICATION: _____

Fundamental Technique

Tone Quality

Intonation

Rhythmic Accuracy

Pitch Accuracy

Musical Effect

Interpretation/Style

Balance/Blend

Ensemble Precision

Choice of Literature

Other

Quality of Recording

