



MMEA In-Service Workshop/Conference Performance Application Criteria

Revised: August 2016

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 conference. However, in order to preserve the integrity of the conference quality, the most outstanding application performances will receive priority consideration.*

Application Procedure:

1. Read all Conference Application Criteria thoroughly.
2. Complete the on-line performance application by the **June 1** submission deadline. (mmea.net)
3. Mail all application materials to the appropriate MMEA Vice-President by the **June 1** (postmark) submission deadline.

EARLY CHILDHOOD/ELEMENTARY

Elementary Choir

Grades K - 6

1. ELIGIBILITY: GENERAL

- 1.1. No more than two (2) ensembles from the same school may perform at the MMEA In-Service Workshop/Conference on the same year.
- 1.2. Ensembles performing on the MMEA Conference must be the same ensemble, not necessarily the same members, that was represented on the audition recording.
(Example: If a 5th grade choir is selected during the application year, the 5th grade choir, different personnel, must perform in the conference year.)

2. ELIGIBILITY: ENSEMBLES-EARLY CHILDHOOD/ELEMENTARY

- 2.1 Ensembles applying in the Early Childhood/Elementary area are eligible for performance once every four (4) years.
- 2.2 Ensembles applying in the Early Childhood/Elementary area include elementary choirs.
- 2.3 Ensembles applying in the Early Childhood/Elementary area shall represent grades K-6.

3. ELIGIBILITY: CONDUCTORS

Conductors of performance ensembles:

- 3.1 Must be the conductor of the ensemble on the audition recording.
- 3.2 May not appear as a conductor with more than one ensemble on the same conference.
- 3.3 May not appear as a primary conductor on the conference in consecutive years.
- 3.4 May not appear if currently serving as an MMEA Officer in the following areas: MMEA President, MMEA President-Elect, MMEA Area Vice-President, (Band, Choral, College/University, Early Childhood/Elementary, General Music, Jazz, Orchestra)
- 3.5 Must be paid (Active) members, in good standing, with *Missouri NAfME*.
- 3.6 Must be properly registered, as *Active Members*, for the MMEA In-Service Workshop/Conference.



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4. APPLICATION MATERIALS

All ensembles applying to appear in any concert session of the MMEA In-Service Workshop/Conference must submit the following application materials to the appropriate MMEA Vice-President:

- 4.1. Completed *Signature Form* (Attached to the online application confirmation email)
- 4.2. Application fee (\$35)
- 4.3. Audition recording
- 4.4. Copies of performance program(s)

5. APPLICATION FOR PERFORMANCE/SIGNATURE FORM

An on-line application for performance must be completed and submitted through the MMEA Website (mmea.net)

- 5.1. Application Deadline: **JUNE 1**
- 5.2. The *Signature Form* (Attached to the online application confirmation email) must be printed and completed to include appropriate signatures certifying the intent that the performance ensemble will appear on the conference program if selected.
- 5.3. The Signature Form must be mailed along with the application fee, audition recording and copies of performance programs to the MMEA **Early Childhood/Elementary Vice-President** by the **JUNE 1** (postmark) application deadline.

6. APPLICATION FEE

Each ensemble application must include an application fee of \$35

- 6.1 Make all checks payable to MMEA.

7. APPLICATION RECORDINGS

Each Early Childhood/Elementary ensemble applying to perform on the MMEA In-Service Workshop/Conference must submit a CD recording with application materials.

- 7.1 Application recordings must include three (3) selections. (A representation of contrasting styles is recommended.)
- 7.2 Application recordings must reflect complete and unedited performances of the audition selections.
 - 7.2.1 **COMPLETE** shall be defined as a complete performance of each audition selection. (*Example: It is not acceptable to "build" a recording using individual tracks recorded at different times and then mixing the tracks together to create the final recording of a specific selection.*) Complete performances may be attained in concert, in rehearsal, with or without an audience; however, all selections must have been presented in a concert setting at some time during the current application year.
 - 7.2.2 **UNEDITED** shall be defined as a recording that receives NO pitch or rhythm alteration and no studio enhancement or alteration of any type during the post-production process.
- 7.3 All aspects of application recordings must be "live" performance; recorded accompaniment tracks may not be used.
- 7.4 Application recordings should be stereo recordings using AUDIO CD technology.
- 7.5 Each selection and/or movement must appear as a separate CD track.
- 7.6 Application recordings must be playable on a consumer-level CD player.
 - 7.6.1 Sound file formats such as mp3, wav, AAC, mp4, etc. will NOT be accepted.
 - 7.6.2 As recordings are not previewed prior to the evaluation process, audition recordings that do not play on consumer-level CD players will not be considered.
- 7.7 Application recordings must be properly labeled.
 - 7.7.1 Application recordings must be labeled on the CD case/insert and must include the name of the institution (if applicable), the ensemble and the conductor.
 - 7.7.2 The application CD must be labeled and identify each track with the title (movement) and the composer/arranger for each selection.
 - 7.7.3 In order to maintain the integrity of the blind audition process; ensembles must not be identified on the audio recording itself, such as in an announcer's introduction or a conductor's voice.
 - 7.7.4 Application recordings will not be returned.



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8. **PERFORMANCE PROGRAMS**

Each Early Childhood/Elementary ensemble applying to perform on the MMEA In-Service Workshop/Conference must submit performance programs (Copies are acceptable) from the academic year in which the application is submitted.

- 8.1 Performance programs/copies will be used to verify that application selections were presented in a performance setting during the application year. Only programs that include the audition selections are required to be submitted.
- 8.2 Submit all necessary programs, along with other required application materials, to the MMEA Early Childhood/Elementary Vice-President.
- 8.3 Performance programs/copies will not be returned.

9. **SELECTION PROCESS**

- 9.1. Area Vice-Presidents shall assemble an *out-of-state* recommendation committee of three (3) educators to evaluate all applications/recordings.
 - 9.1.1 Names of the committee members will not be revealed to anyone other than the MMEA President and the MMEA Executive Secretary.
- 9.2. Recommendation committees will be instructed that it is a goal of the MMEA to include performing ensembles of all sizes and school/community classifications on its annual conference. However, committees will also be instructed to recommend only the ensembles demonstrating the highest degree of performance *quality*. Poor performance quality will NOT be accepted merely to achieve the goal of balance of size/school classifications.
- 9.3. Application recordings will be evaluated in a “blind audition” format.
 - 9.3.1 Any identifying information, such as school name, conductor/s name, etc., will not be revealed to the recommendation committee until the performing ensemble recommendations have been completed, and then only if necessary.
- 9.4 Each member of the recommendation committee will complete a *Performance Evaluation Form* for each application recording. All Performance Evaluation Forms will be returned to the ensemble conductor.
- 9.5 Selected ensembles will be submitted to the MMEA President and the MMEA Executive Secretary for eligibility verification, as well as compliance with application criteria.



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10. SELECTED ENSEMBLES

- 10.1 The MMEA President will notify the directors of ensembles selected to perform.
 - 10.1.1 Notification will be made no earlier than July 15 and no later than August 1 of the application year.
- 10.2 Ensembles selected to perform must comply with the guidelines as outlined in the *MMEA Guidelines for Concert Performance Sessions* documentation.
- 10.3 Conductors of selected ensembles are required to attend a director's informational meeting that will coincide with the August meeting of the MMEA Board of Directors.
 - 10.3.1 In the event that the ensemble's primary conductor is unable to attend, another certified instructor or administrator from the ensemble/school selected must attend in his/her place.
 - 10.3.2 **Failure to provide representation at the director's informational meeting will result in the invitation to perform being withdrawn and the ensemble not being allowed to perform on the conference program.**
- 10.4 Demonstration Ensembles:
 - 10.4.1 Ensembles selected to perform on the conference may *also* be asked to serve as a demonstration ensemble for the conference.
 - 10.4.2 Ensembles may be invited to serve as a demonstration ensemble only. Such ensembles must be approved by the MMEA President and may not be required to go through the audition process.
 - 10.4.3 Demonstration ensembles appearing at the conference through invitation are NOT considered to be an official performing ensemble of the MMEA In-Service Workshop/Conference.
 - 10.4.4 Demonstration ensembles appearing at the conference through invitation may not appear, in any capacity, on the following year's conference program.
 - 10.4.5 Musical excerpts to be used in demonstration will be selected by the clinician and must be directly related to the clinic topic.
 - 10.4.6 Musical performance, in any combination, must be performed within the designated clinic time and not exceed 25% of the total time allotted for the clinic presentation.
- 10.5 School District-Wide Performance Groups
 - 10.5.1 Represents a school district.
 - 10.5.2 Comprised of students from two or more buildings within that district.
 - 10.5.3 Is established, and rehearses and performs on a regular basis throughout the school year.
 - 10.5.4 Is conducted by an employee(s) of the school district. *Example: A "one-time" honor ensemble that rehearses and performs a single concert (similar to All-District Honor Groups at the high school level) would not be appropriate. An established ensemble that rehearses weekly and performs multiple concerts throughout the school year as an enhancement to the music curriculum would be appropriate.*
 - 10.5.5 Any school represented in a District-Wide Performing Ensemble will be ineligible to perform for one (1) year at the MMEA In-Service Workshop/Conference.

Questions regarding the application criteria or the eligibility of an ensemble should be addressed to the MMEA Early Childhood/Elementary Vice- President or to the MMEA President PRIOR to the submission of application materials. All deadlines and criteria must be met. Failure to comply with the MMEA In-Service Workshop/Conference Performance Application Criteria will result in forfeiture of consideration for performance on the MMEA In-Service Workshop/Conference.

Appeals to these Performance Criteria rulings must be made in writing to the MMEA Board of Directors.

No refunds of performance application fees will be made.



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Submit all Early Childhood/Elementary Application Materials to:

**Kim Warger
MMEA Early Childhood/Elementary Vice-President
14290 Rainy Lake Dr.
Chesterfield, MO 63017**