



*MMEA In-Service Workshop/Conference*  
***Timing Guidelines for Concert Performance Sessions***  
*Revised: February 2016*

*These guidelines refer specifically to time limits for concert performance sessions.*

**MMEA Conference Performance Sessions**

Time Limits: MMEA understands the importance of instructions, acknowledgements and appropriate comments. Such announcements must be carefully planned to fit within the established performance times or should be made during the introduction of the performance session. This includes all introductions, acknowledgements, and performance.

- i. Introduction and Musical performance: The time allotted for each performing ensemble is thirty (30) minutes.
- ii. Timing will begin with the first word of the introduction (if used) or with the downbeat of the first selection. This time includes introduction (if used), applause, and musical performance to the final release of the last selection. If introduction is used, it shall not exceed five (5) minutes.
- iii. Certificates of Performance will be presented following the session and will not be counted against the concert or clinic time.
- iv. There is no time allotted for the conductor to address the audience following the final release or presentation of certificate.

Time Limit Penalties: To avoid a time limit penalty, the introduction and performance shall not exceed thirty (30) minutes, nor shall any introduction, if used, exceed five (5) minutes.

- i. Directors of performing ensembles that exceed the allotted time for introductions (5 minutes) and/or the overall performance (30 minutes) will have their eligibility for an appearance at the MMEA In-Service Workshop/Conference delayed for a period of:
  1. One (1) year for introduction timing violation
  2. Two (2) years for musical performance timing violation
- ii. Introductions and musical performances will be timed by the appropriate area vice president.
  1. Timings will be verified by use of the digital recording made at the time of the performance.
- iii. Time limits are firm and are not to be changed unless the MMEA President, with the consent of the MMEA Executive Board, grants approval in advance and in writing.

Time Limit Penalty Appeal Process: Directors receiving a penalty for introduction and/or musical performance time limit violations may appeal the penalty if the violation was a result of unforeseen and/or unavoidable circumstances occurring during the ensemble performance.

1. All appeals must be in written form and submitted to the MMEA President by May 1 of the performance year.
2. All appeals will be considered by the MMEA Board of Directors with the outcome of the appeal (accepted or rejected) to be determined by a vote of the MMEA BOD.