



## ***MMEA In-Service Workshop/Conference Performance Application Criteria***

*Revised: February 2018*

**Objective:** *MMEA promotes the highest possible standard of excellence in performance. The Missouri Music Educators Association, in its annual In-Service Workshop/Conference, highlights the outstanding work done by music educators and their students throughout Missouri. In selecting the honor ensembles, every effort will be made to select from the wide diversity of school size and classification from within our state.*

### **Application Procedure:**

1. *Read all Conference Application Criteria thoroughly.*
2. *Complete the on-line Application for Performance Information Form by the **June 1** submission deadline. (mmea.net)*
3. *Upload all application materials to the MMEA Website by the **June 1** submission deadline.*
4. *Submit the online payment of the \$50 Application Fee by the **June 1** 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 5<sup>th</sup> 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 *NafME-Missouri*.
- 3.6 Must be properly registered, as *Active* Members, for the MMEA In-Service Workshop/Conference.



## MMEA Performance Application Criteria: Early Childhood/Elementary

### 4. APPLICATION MATERIALS (REVISED, FEBRUARY 2018)

All ensembles applying to appear in any concert session of the MMEA In-Service Workshop/Conference must submit the following application materials **ONLINE** through the MMEA Website (mmea.net):

- 4.1. Application for Performance Information Form
- 4.2. Audition recordings (Uploaded electronically through the MMEA Website)
- 4.3. Printed documentation: Performance program/s; Application Signature Page (Uploaded electronically through the MMEA Website)
- 4.4. Application fee (\$50 to be paid online through the MMEA Website)

### 5. APPLICATION FOR PERFORMANCE: VERIFICATION OF INTENT

An on-line *Application for Performance Information Form* must be completed and submitted through the MMEA Website (mmea.net)

- 5.1. Application Deadline: **JUNE 1**
- 5.2. ***Applicant Initials***, certifying the understanding of specific application criteria, will be required to initiate the Application for Performance.
- 5.3. An ***Electronic Signature***, verifying your comprehensive understanding of the application process and criteria and acknowledging that your principal/administrative chair is aware and in approval of the application, will be required to initiate the Application for Performance.

### 6. APPLICATION FEE

An Application Fee of **\$50** will be required to process each Application for Performance.

- 6.1 Application Fee payments are to be submitted by credit card through the MMEA Website at the completion of submitting all **online** application materials.

### 7. APPLICATION RECORDINGS

Each elementary choir applying to perform on the MMEA In-Service Workshop/Conference must submit (upload) application recordings through the MMEA Website.

- 7.1 Application recordings must include three (3) selections of contrasting styles.
- 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 Each selection and/or movement of a selection must appear as a separate upload through the online application materials web form.
- 7.5 Application recordings should be stereo recordings using current sound file formatting.
  - 7.5.1 Acceptable sound file formats include: MP3, WAV.
- 7.6 Application recordings must be playable using current computer technology.
  - 7.6.1 As recordings are not previewed prior to the evaluation process, audition recordings that *do not play* through online/computer technology will not be considered for selection.



## MMEA Performance Application Criteria: Early Childhood/Elementary

### Application Recordings Continued

- 7.7 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.

## 8. **APPLICATION DOCUMENTATION**

- 8.1 **Performance Programs:** A copy/copies of the printed performance program/s from the academic year in which the application is submitted must accompany each application to perform on the MMEA In-Service Workshop/Conference.
- 8.1.1 Performance programs will be used to verify that the application selections were presented in a performance setting during the application year. Only programs that include the audition selections are required to be submitted.
- 8.1.2 Program copies must be uploaded through the MMEA Website on the same form that the application recordings are uploaded. (see MMEA Application for Performance general information documentation for specific information.)
- 8.2 **Application Signature Page:** *An Application Signature Page* must accompany each application to perform on the MMEA In-Service Workshop/Conference.
- 8.2.1 The Application for Performance Signature Page will require a signature from both the ensemble director and the institution/ensemble Principal or Administrative Chair.
- 8.2.2 The Application for Performance Signature Page will verify agreement to specific application and performance criteria.
- 8.2.3 This document must be uploaded through the MMEA Website on the same form that the application recordings are uploaded. (see MMEA Application for Performance general information documentation for specific information.)

## 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 Director.
- 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 *quality* ensembles. Poor performance quality will NOT be accepted in order 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.

## 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 criteria as outlined in the *MMEA Guidelines for Concert Performance Sessions* documentation.



## MMEA Performance Application Criteria: Early Childhood/Elementary

### Selected Ensembles Continued

- 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. (August 10, 2019)
- 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 Band 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.**

**Submit all Early Childhood/Elementary Inquiries to:**

**Leigh Schaefferkoetter**  
**MMEA Early Childhood/Elementary Vice-President**  
[elementaryvp@mmea.net](mailto:elementaryvp@mmea.net)