

**Missouri Music Educators Association**  
*A Federated State Affiliate of the National Association for Music Education*

Policies & Procedures



## **Part III** (Revised, July 2018)

# **Performing Ensemble Selection**

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***Objective:** Missouri Music Educators Association 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 is made to select from the wide diversity of school size and classification from within our state.*

### **PERFORMING ENSEMBLE SELECTION GUIDELINES** (revised 2011):

- **SELECTION COMMITTEES:**

1. The selection committee must be comprised of out-of-state music educators with little to no Missouri connections. The committee must meet outside the state of Missouri.
2. The selection committee must have three members. Members of the committee must be specialists in the area to be evaluated. Jazz must include at least one vocal jazz specialist.
3. Names of the committee members shall not be revealed to anyone other than the MMEA President and the MMEA Executive Secretary. Committee members should be instructed to remain anonymous by not revealing their participation in a selection committee.
4. Selection committee information must be submitted to the MMEA President no later than May 15.

- **SELECTION PROCESS:**

1. Deadline for submission of application materials is June 1.
2. Evaluation materials will be distributed to each person on the selection 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 selection committee.

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4. Every effort will be made to select from the wide diversity of school size and classification from within our state.
5. Audition recordings must meet all requirements as stated in the “MMEA Performance Criteria.”
6. Evaluation of audition recordings by the selection 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 Director 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. Vice-Presidents will submit compensation/reimbursement forms online on the day of the selection committee meeting, and will ground mail receipts to the Secretary/Treasurer as soon as possible after the evaluation process has concluded.
10. Verification of ensemble and director eligibility will be made by the President and the Executive Director.
11. Final acceptance and the “Official Invitation to Perform” at the MMEA Conference will be extended by the MMEA President only.
12. Notification of acceptance to the ensemble directors will occur no earlier than July 15 and no later than August 1.

## **COMPENSATION/REIMBURSEMENT**

1. One meal will be provided for each committee member
2. For committees hearing 10 or fewer ensembles, the honorarium is \$50.00 per person. For committees hearing 11-30 ensembles, the honorarium is \$100 per person. Committee hearing 31 or more ensembles will receive an honorarium of \$150 per person.
3. MMEA will reimburse expenses for the respective Vice-President according to the guidelines outlined in the MMEA Travel Policy.
4. Each member of the selection 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 Selection Committee information submitted online
- ◇ 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 selection committee materials
- ◇ **June 1** *Application Deadline*
- ◇ June 2 Online Registration Form closes
- ◇ June 2 Online application data base (final) to MMEA area VP's
- ◇ June Review/selection of performance applications
- ◇ June Evaluation committee expenses reimbursed
- ◇ **July 1** Deadline: Ensemble selection information to MMEA President and MMEA Executive Director
- ◇ July 10 Selection results to MMEA Executive Director for director eligibility verification
- ◇ July 10 Selection results to MMEA VP's for verification of accuracy
- ◇ **July 15** Announcement of performing ensembles may begin
- ◇ July 20 Return (ground mail) application materials to directors
- ◇ August 1 Deadline to announce performing ensembles
- ◇ August Compile notes for needed revisions to selection process
- ◇ December Provide necessary website revisions to Caledon Virtual

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## **Development of Guidelines for Ensemble Auditions**

- Upon submission, directors will receive an electronic confirmation.
- **Judge Packet provided for each Judge should include:**
  - Cover sheet with general audition instructions
  - A listing of ensembles and repertoire in audition order.
    - Judges should use this to make personal notes and impressions for later decision making.
    - Each ensemble should be assigned identification. (Class 4 - #6 )  
Note: This identification should be established *before* the audition and written on the application. Judges are not to know the identity of any of the ensembles.  
A separate adjudication sheet for each ensemble.
    - Before playing the audition recording, the VP should announce the identification, for example, “*this will be Class-4 #6*” and instruct the judge to write that number on the adjudication sheet.
    - Adjudication sheets should only include necessary critique of the ensemble, not a rank order or reference to other groups.
  - Reimbursement form for the Judge’s fee
  - Possibly a menu to make lunch selections
- **Selected Ensemble Verification Form**
  - Fill out form at the end of the audition process
  - Indicate top rated ensemble and include alternates as indicated on form
  - Have Judges sign sheet
  - Return verification form with audition applications to MMEA President

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**Selected Ensemble 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

ORCHESTRA

COLLEGE/UNIVERSITY

HS Alternate: \_\_\_\_\_

MS/JH Alternate: \_\_\_\_\_

University Alternate: \_\_\_\_\_

Judges Signature \_\_\_\_\_

Judges Signature \_\_\_\_\_

Judges Signature \_\_\_\_\_

Return this form with copies of audition applications to MMEA President

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## **Vice-President Checklist**

### **PREPARATION**

- Select/Confirm Review Committee
- Select/Confirm Location
- Confirm Receipt of Applications
- Prepare Committee Packets
- Confirm A/V Equipment/Wi-Fi Availability
- Confirm all details with Committee Members
- Final Reminder to Committee Members

### **PROCESS**

- Assign Application Numbers (must be anonymous)
  - Collate all Application and Evaluation Forms
  - Email all Recommendations/Selections to MMEA President by July 1.
  - Ground mail ALL application and administrative materials to the MMEA President
- 
- ~~Ensemble Application Forms and Recordings~~
  - Ensemble Evaluation Forms
  - Recommended Ensemble Verification Form (VP keeps a copy)
  - Hard copy of Database and Notes (VP keeps a copy)
  - Review Committee Expense Report Submitted

### **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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**Performing Ensemble Evaluation Form**

ENSEMBLE IDENTIFICATION \_\_\_\_\_

**Fundamental Technique**

Tone Quality

Intonation

Rhythmic Accuracy

Pitch Accuracy

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**Musical Effect**

Interpretation/Style

Balance/Blend

Ensemble/Precision

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Choice of Literature

Quality of Recording