

# Policies and Procedures



## **Part VI**

### **Performance Application Criteria**

**Revised and Approved by the Board of Directors: April, 2025**



# Missouri Music Educators Association

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

## Performing Application Criteria

***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 small schools, large schools, rural, urban, and city center schools from within our state.

### **Application Procedure:**

1. Read all Conference Application Criteria thoroughly.
2. Complete the online Application for Performance Information Form by the **June 1** submission deadline. ([mmea.net](http://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.

### **1. ELIGIBILITY: GENERAL**

- 1.1 No more than two (2) ensembles from the same school may perform at the MMEA In-Service Workshop/Conference in the same year.
- 1.2 Ensembles performing at the MMEA Conference must be the same ensemble, not necessarily the same members, that was represented on the audition recording. (*Example:* If a 7<sup>th</sup> grade ensemble is selected during the application year, the 7<sup>th</sup> grade ensemble, different personnel, must perform in the conference year.)
- 1.3 Only ensembles affiliated with a Missouri educational institution and/or Missouri community are eligible for consideration.

### **2. ELIGIBILITY: PERFORMING ENSEMBLES**

- 2.1 Ensembles applying in the **Band** area are eligible for performance once every four (4) years.
- 2.2 Ensembles applying in the **Choral** area are eligible for performance once every four (4) years.
- 2.3 Ensembles applying in the **Elementary** area are eligible for performance once every four (4) years.
- 2.4 Ensembles applying in the **General Music** area are eligible for performance once every two (2) years.
- 2.5 Ensembles applying in the **Jazz** area are eligible for performance once every four (4) years.
- 2.6 Ensembles applying in the **Orchestra** area are eligible for performance once every three (3) years.

### **3. ELIGIBILITY: PRIMARY AND ASSISTANT 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** at the time of the performance.

3.6 Must be properly registered, as *Active Members*, for the MMEA In-Service Workshop/Conference at the time of the performance.

3.7 The applicant does not have to be an *Active member of NafME-Missouri* at the time of submission.

#### 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 **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 (Paid online through the MMEA Website.)

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

An online *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 ensemble applying to perform on the MMEA In-Service Workshop/Conference must submit (upload) application recordings and/or video through the MMEA Website. (Only general music and show choir applications may choose to use the Video format.)

- 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. Tracks submitted must come from the current school 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 a live performance.
- 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 must be submitted using one of the following sound file formats:
  - 7.5.1 Acceptable sound file formats include: MP3, WAV.
  - 7.5.2 Acceptable video file formats include: AVI, FLV, WMV, MOV, MP4, M4P, M4V, OGG, webm, OGV, 3gp
- 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.
- 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. General music and show choir video applications should not be identified by school or ensemble with names on clothing or props

## **8. APPLICATION DOCUMENTATION**

- 8.1 **Performance Programs:** A copy/copies of the printed performance program/s from the academic year in which the performance was recorded 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. Only programs that include the audition selections are required to be submitted. If the recording was attained in a rehearsal setting, or without an audience, a short explanation of the ensemble's scenario will be provided by the conductor.
- 8.1.2 Program copies or explanations must be uploaded through the MMEA Website on the same form that the application recordings are uploaded. (See the 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 the 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 panel of three (3) educators to evaluate all applications/recordings.
- 9.1.1 Names of the panelists will not be revealed to anyone other than the MMEA President, the MMEA Executive Director, and the MMEA Executive Treasurer
- 9.1.2 The recommendation hearing will take place virtually with the out-of-state panelists.
- 9.2 The recommendation Panel will be instructed that it is the objective of the MMEA to include performing ensembles from the wide diversity of Missouri's small schools, large schools, rural, and urban schools at its annual conference.  
However, committees will also be instructed to recommend only ensembles demonstrating the highest degree of performance *quality*. Poor performance quality will NOT be accepted merely to achieve the objective of balance with regard to size/school classifications.
- 9.3 Application recordings will be evaluated in a "blind audition" format. Identifying information such as school name, conductor's name, etc will not be revealed to the recommendation panel.
- 9.4 Each member of the recommendation panel will complete a *Performance Evaluation Form* for each application recording. All Performance Evaluation Forms will be returned to the primary ensemble conductor.
- 9.5 Selected ensembles will be submitted to the MMEA President and the MMEA Executive Director 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.
- 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 as identified in the notification documents.
  - 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 their place.
  - 10.3.2 Failure to provide representation at the director's informational meeting will result in the ensemble losing eligibility and the invitation to perform being withdrawn.**
- 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 Composed 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 with more than 5% of students participating 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 Area 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 the 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.**