



Missouri Music Educators Association

An affiliate of the National Association for Music Education

Jeff Melsha, MMEA Conference Manager

314-971-1858 (C)

conferencemgr@mmea.net

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To Whom It May Concern:

Your company is invited to submit a bid for the recording rights at the Missouri Music Educators Association In-Service Conference/Clinic to be held at Tan-Tar-A Conference Center, Lake of the Ozarks, Osage Beach, Missouri. The bid should include a proposal for audio recording and a separate proposal for video recording of all events. The Executive Board of MMEA would like to provide members and performers the option of purchasing video of all performances without sacrificing the quality of the audio recordings. **The bid will apply for the next TWO YEARS with the dates to be: January 27-31, 2026 and January 26-30, 2027**

The successful bidder will provide the following services:

1. Record all events of the conference as specified by the MMEA Executive Board including the following:
 - a. Five high school all-state ensembles.
 - b. One all-collegiate ensemble.
 - c. Approximately 35 school/community ensemble performances.
 - d. One all-state children's choir
2. Provide all necessary recording equipment and personnel to record up to two (2) simultaneous performances in digital audio format and digital video.
3. Obtain all necessary mechanical licenses to record and reproduce musical selections performed at the conference.
4. Provide customer order forms and receipts, as well as advance order forms for performing honor ensembles and any necessary signs/advertisement.
5. Make recordings available to the MMEA membership and performers with the following stipulations:
 - a. All recordings, audio/video should be sold at a fair and reasonable price.
 - b. Recordings of honor group concerts will be made available in the exhibitor's booth at the conference that said company would obtain.
 - c. All recordings should be delivered within 8 weeks from the conclusion of the conference.
6. The company will:
 - a. The company awarded the video contract will negotiate with the audio company a fair and equitable fee for the audio feed for video production. The audio company awarded the contract will be the sole provider of audio recording.
 - b. Work with MMEA to create packaging and inserts that include the MMEA logo and appropriate information (i.e. name of performing ensemble, date, director(s) name, musical selections, and composers).
 - c. Obtain permission to make recordings (audio and video) of performances, clinics, and speeches given by the director or presenter.
 - d. Provide one complimentary recording to each director of a performing ensemble at the conference.
 - e. Provide 5 sets of audio and video recordings of all performances at the conference to MMEA for archival purposes.
7. The company awarded the recording contracts for the 2026 and 2027 MMEA In-Service Workshop/Conference will receive NO financial compensation from MMEA. MMEA will provide the company awarded the recording contract the following:
 - a. Sole rights to record events at the conference (audio and/or video).
 - b. Booth space outside of the all-state performance venue on Saturday **ONLY**.
 - c. Copies of programs (musical selections to be performed) submitted by the honor group directors and All-state/collegiate coordinators. (Tentative deadline: November 15)
 - d. MMEA will provide up to three rooms, at no cost, for Monday, Tuesday, Wednesday, Thursday, and Friday of the conference. Additional rooms requested will be reserved by MMEA but will be paid for by the vendor.

*NOTE: Rooms will be provided only for company staff/employees working the conference. A maximum

of three rooms will be provided for a single company that is awarded both audio and video service contracts.

Please submit your proposal online through the MMEA Website. DEADLINE: August 1, 2025.
<https://mmea.net/mmea-recording-services-bid-proposal/>

Proposals will be reviewed and the successful bidder(s) selected at the August 16, 2025 MMEA Board of Directors Meeting. All bidders will be notified of the results soon afterwards. If you have questions, please contact me at the phone or e-mail listed above.

Thank you for your interest.

Sincerely,

Jeff Melsha
MMEA Conference Manager