

Policies and Procedures



Part IV

Conference Performance Guidelines

Revised and Approved by the Board of Directors: August, 2022



Missouri Music Educators Association

A Federated State Affiliate of the National Association for Music Education

Conference Performance Guidelines

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 inner city schools from within our state.

1. FACILITIES

- 1.1 All groups will have one hour to warm-up, 15 minutes to line up, 30 minutes for set-up and sound check in the performance room, and 30 minutes for performance.
- 1.2 Warm-up areas will have 80 chairs, a conductor's stand, and an electric or acoustic piano.
- 1.3 The performance venue will have approximately 675 chairs.
- 1.4 Public address systems in the performance venue are the house systems provided by the conference host. Each venue will have a lectern microphone and a microphone on a stand. The house system is adequate for announcements and some solo situations. If your performance requires a more extensive system, you must provide it, or make appropriate arrangements with the approved vendor for conference recording/PA services. MMEA is not financially responsible for additional audio enhancement.
- 1.5 Performing ensembles must perform on the staging and/or riser configuration provided by MMEA. Detailed diagrams of the performing areas will be provided prior to the event. Staging will not be moved for any performing ensemble. Performing ensembles may not bring portable staging, sound shells, risers, lighting, scenery or anything else that requires set up and break down work. No audience seating will be eliminated for any performance. Any questions regarding ensemble set up must be submitted to the President Elect by December 1.

2. PERFORMANCE

- 2.1 Performing ensembles may not use balloons, confetti, smoke, streamers or any other 'props' that require retrieval and/or clean up after their performance. No living creatures [butterflies, birds, or other animals] may be used as part of an ensemble's performance. Any questions regarding the use of 'props' must be submitted to the President Elect by December 1.
- 2.2 Groups who wish to use additional musicians for the sole purpose of accompanying are limited to a maximum of sixteen (16) musicians.

3. LENGTH OF PERFORMANCE

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.

- 3.1 Introduction and Musical performance: The time allotted for each performing ensemble is thirty (30) minutes.



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- 3.2 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.
- 3.3 Certificates of Performance will be presented following the session and will not be counted against the concert or clinic time.
- 3.4 There is no time allotted for the conductor to address the audience following the final release or presentation of certificate.

4. TIME LIMIT PENALTIES

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.

- 4.1 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:
 - 4.1.1 One (1) year for introduction timing violation
 - 4.1.2 Two (2) years for musical performance timing violation
- 4.2 Introductions and musical performances will be timed by the appropriate area Vice President.
 - 4.2.1 Timings will be verified by use of the digital recording made at the time of the performance.
- 4.3 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.

5. TIME LIMIT PENALTY APPEAL PROCESS

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.

- 5.1 All appeals must be in written form and submitted to the MMEA President by May 1 of the performance year.
- 5.2 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 Board of Directors.