

Ensemble Performance Directors Meeting

Agenda

A graphic of the state of Missouri in white, centered on a background that transitions from blue at the top to purple and then red at the bottom. A network of black dots connected by thin lines is overlaid on the blue and purple sections. To the right of the state outline, several musical notes and staff lines are depicted in a flowing, dynamic manner.

LISTEN.

CONNECT.

CREATE.

**Missouri Music Educators Association
89th In-Service Workshop/Conference**

Ensemble Performance Directors Meeting

Agenda

- ❖ Welcome
- ❖ Introduction and Roles
 - ❖ Purpose
- ❖ Performance Schedule
- ❖ Website Walk-Through
 - ❖ Forms/Deadlines
 - ❖ Field Trip
- ❖ Staging/Perf Spaces
 - ❖ Equipment
- ❖ Performance Guidelines
- ❖ Performance Procedures
 - ❖ Questions

Welcome!

Introductions and Roles

MMEA
President
Chelsea Silvermintz



MMEA
President-Elect
Jason Martin



MMEA
Past President
Chris Sacco



MMEA
Conference
Manager
Jeff Melsha



MMEA
Executive
Director
Paul Swofford



MMEA
Executive Secretary/
Treasurer
Elaine Swofford



MMEA
Web Director
&
Exhibitor Chair
Rob Nichols



MMEA
MSM Editors
Kathy Bhat and
Nathan Rudolph

Kathleen Bhat
Nathan Rudolph



MSM Editors

MMEA
Program Editor
Kathy Bhat



Purpose of this Meeting

Enable ensemble performance directors to achieve the highest level of success by outlining the responsibilities, deadlines, policies, procedures, and guidelines for performance at the MMEA 89th Annual In-service Workshop/ Conference.

Why is this meeting located at Tan-Tar-A Conference Center?

Facilities

Set-ups

Available technology

Warm-up rooms

Transportation

Scheduling

Paradise/Salon A, B, and C

Performance Schedule

Tuesday -
January 26, 2027
Paradise/Salon C

❖ 11:00 AM

Prairie Branch
Elementary
Sound Machine

Performance Schedule

Wednesday -
January 27, 2027
Paradise/Salon C

❖ 11:00 AM

Purdy
Elementary
Eagle Echoes

❖ 3:00 PM

Horizon
Elementary
Sunset Singers

Performance Schedule

Thursday -
January 28, 2027
Paradise/Salon C

❖ 9:30 AM

Clayton High School
Jazz Choir

❖ 12:00 PM

Maplewood/Richmond
Heights High School
*Blue Devil Chamber
Singers*

❖ 2:00 PM

Nixa Junior High
Varsity Treble Choir

❖ 3:00 PM

Blue Springs South High
Chamber Choir

❖ 5:00 PM

Missouri State University
Women's Chorus

Performance Schedule

Friday -
January 29, 2027
Paradise/Salon C

◆ 8:30 AM

Willard Middle School
Tiger Tones

◆ 9:30 AM

Eldon High School
Chamber Choir

◆ 10:30 PM

Francis Howell North HS
Bella Voce

◆ 11:30 PM

Raymore-Peculiar HS
Chamber Singers

◆ 3:45 PM

Vocal Standard

◆ 4:45 PM

Missouri State University
Chorale

Performance Schedule

Thursday -
January 28, 2027
Paradise/Salon A

◆ 8:15 AM	Carver Middle School <i>7th and 8th Grade Band</i>
◆ 9:15 AM	Discovery Middle School <i>Orchestra</i>
◆ 10:15 AM	Kickapoo High School <i>Wind Ensemble</i>
◆ 11:15 AM	Norborne High School <i>Band</i>
◆ 12:15 PM	Central High School <i>Wind Ensemble</i>
◆ 1:15 PM	Staley High School <i>Falcon Philharmonia</i>
◆ 2:15 PM	Marquette High School <i>Symphonic Orchestra</i>
◆ 3:15 PM	UMKC <i>Saxophone Ensemble</i>
◆ 4:45 PM	Francis Howell Central <i>Spartan Jazz Ensemble</i>
◆ 7:00 PM	University of Missouri-Columbia <i>Wind Ensemble</i>
◆ 8:00PM	University of Missouri-Columbia <i>University Symphony Orchestra</i>

Performance Schedule

Friday -
January 29, 2027
Paradise/Salon A

❖ 8:00 AM

Truman High School
Percussion Ensemble

❖ 9:15 AM

Fort Zumwalt North MS
8th Grade Concert Band

❖ 10:15 AM

Bourbon High School
Concert Band

❖ 11:15 PM

Fort Zumwalt North HS
Wind Ensemble

❖ 1:15 PM

Parkway West HS
Symphonic Orchestra

❖ 2:15 PM

St. Clair HS
Concert Band

❖ 3:15 PM

Northwest Missouri State
Wind Symphony

❖ 4:30 PM

Mineral Area College
Kicks Band

Website Log-In Information

1. Go to www.mmea.net
2. Hover over -
**2027 In-Service
Workshop/Conference**
3. Click on -
**2027 Performing Ensembles:
Director Resources &
Administration**
4. Enter Password -
89Director27

Forms, Deadlines, & Guidelines

Forms, Deadlines, & Guidelines

- ❖ The following information forms must be submitted electronically.
- ❖ All submissions are immediately available to:
 - Elaine Swofford (Secretary/Treasurer)
 - Jason Martin (President-Elect)
 - Kathy Bhat, Nathan Rudolph (Program/MSM Editors)
- ❖ This information is needed for:
 - Conference planning
 - Printed programs
 - Copyright/recording clearance
- ❖ Links are embedded in the form submission.

- ❖ Lot of moving parts - we all **MUST** do our jobs on time
- ❖ Be considerate of others
- ❖ COMMUNICATE!!
- ❖ Need assistance? We can help!

“Inaction breeds doubt and fear. Action breeds confidence and courage.”

-Dale Carnegie



Forms, Deadlines, & Guidelines

Continued...

Deadlines: To ensure the conference planning process goes smoothly it is **IMPERATIVE** that you meet these deadlines.

FORM

DEADLINE

1. **Conference Concert Session Information Form**
 - a. *FORM - Name of Conductor and Ensemble*
 - b. *PLAN - Contact Photographer*
2. **Conductor/Ensemble Biography Form**
 - a. *FORM - Pictures and Bios*
3. **Conference Program Info and Perf. Certificate**
 - a. *FORM - Song Titles, Composers, Publishers*
4. **Badge Request and Payment Form**
5. **Ensemble Set-Up & Audio/Visual Needs**

September 15, 2026

October 1, 2026

November 1, 2026

November 15, 2026

December 1, 2026

In order to meet publication deadlines, it is vitally important that you meet the above submission deadlines. This information goes to two different publications, which means you will sometimes be submitting the same material multiple times. Please understand that while it may seem redundant, it is necessary to the process.

Conference Concert Session Information Form

DUE: September 15, 2026

- ❖ Information needed:
 - Name of Ensemble and Conductor
- ❖ Action to take:
 - Access and submit form on mmea.net
 - PLAN - Contact photographer for ensemble and conductor pictures
 - PLAN - Begin preparing conductor and ensemble biographies

❖ Conference Registration/MMEA/NAfME membership:

One of the requirements of performance at our conference is that **all directors, INCLUDING ASSISTANTS, must be ACTIVE (not retired) members of NAfME and be registered for the conference.**

PLEASE take care of this in September/October.

Registration Fees:

❖	Early Bird	Sept 1-Oct 31	\$85
❖	Online	November 1-Dec 15	\$100
❖	On Site		\$130

Conductor/Ensemble Biography Form

DUE: October 1, 2026

❖ Information needed:

- Conductor and Ensemble Biographies
- Conductor and Ensemble Images
 - PLAN AHEAD - Ensemble Auditions? Rehearsal times?

❖ Action to take:

- Submit ensemble and conductor biographies on mmea.net
- (See guidelines on next slide)
 - PLAN - Begin preparing your conference program information

Have you registered for the conference?

Conductor/Ensemble Biography Form

Continued...

DUE: October 1, 2026

MSM MAGAZINE CONFERENCE ISSUE SUBMISSION GUIDELINES

ENSEMBLE INFORMATION

- ❖ **BIO - 100 words maximum**
- ❖ **PHOTO GUIDELINES:**
 - **Orientation:** Landscape (horizontal)
 - **Image Size:** At least 2700 × 1350 pixels (larger is fine)
 - **Resolution:** High-resolution original image (300 dpi recommended)
 - **Format:** JPG or PNG
 - **File Name:** nameofensemble.jpg or nameofensemble.png

Please do not crop or compress the image before submitting.

Tip: Submit the original photo directly from your camera or phone whenever possible. Screenshots, images copied from social media, or photos downloaded from websites are often too low-quality for print.

DIRECTOR INFORMATION

- ❖ **BIO - 100 words maximum (includes all directors)**
- ❖ **PHOTO GUIDELINES:**
 - **Orientation:** Portrait (vertical)
Submit the original high-resolution photo from your camera or smartphone.
Do not crop, compress, or submit screenshots or images downloaded from social media.
 - **Format:** JPG or PNG
 - **File Name:** nameofdirector.jpg or nameofdirector.png

Head-and-shoulders portraits with good lighting and a simple background reproduce best in print.

In the interest of fairness and consistency, it is important that submissions follow these guidelines carefully. MMEA reserves the right to edit as necessary for space.

MSM Magazine Performing Ensembles

EXAMPLE

Friday, 10:15 am



Lawson High School
Concert Band (Samuel Riley)

Samuel Riley is in his 8th year of teaching and his sixth as the Director of Bands at Lawson R-XIV. Under his direction, the Lawson Concert Band, Marching Band, Jazz Band, and Middle School bands have excelled at competitions and festivals across Missouri. Sam received a Bachelor of Music in Music Education from the University of Missouri - Columbia, a Master of Music Education from the University of Missouri - Kansas City, and Specialist in Educational Leadership from Northwest Missouri State University. Mr. Riley is serving as president-elect for the northwest district of MMEA.



The Lawson Concert Band is the premier instrumental music ensemble at Lawson High School. This ensemble consists of dedicated students, including many All-District musicians, that are active throughout the school in many sports and activities. Students in this ensemble also perform in the Lawson Blazing Cardinal Marching Band, and many perform in Jazz Band, indoor drumline, color guard, and many MSHSAA events. This ensemble performs a diverse repertoire that spans classical and contemporary works. The Band is honored to perform at this year's MMEA conference, marking the first time the Lawson Band has been invited to this prestigious event.

Performance Information and Repertoire Submission Form

DUE: November 1, 2026



Information needed:

- Certificate Information
- Performance Details
- Conference Performing Repertoire



Action to take:

- Submit all on the Performance Information and Repertoire Submission Form on mmea.net
 - PLAN - Download and begin preparing Stage Ensemble Set-up Diagrams
 - PLAN - Gather information Badge Requests

Register for Conference, you MUST.



Performance Information and Repertoire Submission Form Continued...

DUE: November 1, 2026

Understanding that most, if not all, performing ensembles have an individual concert program, the printed MMEA Conference Program does not include performance repertoire. **INSTEAD**, the information is presented digitally and accessible to all membership through a qr code. Example on next slide.

When submitting repertoire, please follow these guidelines:

- ❖ *List titles with correct capitalization and any special characters in program order*
- ❖ *Include first and last names of composers*
- ❖ *Include the exact publishing information (Alfred Music as opposed to Alfred) and catalogue numbers if they exist*

THANK YOU!

-Kathy Bhat
MMEA Program Editor

MMEA Conference Digital Information

EXAMPLE

A QR code will
be in the printed
MMEA Conference
Program to access
this information.



Frequency, founded in 2016, is a select jazz ensemble featuring talented singers and a dynamic rhythm section. Comprised of dedicated students from Kearney High School, many members have earned All-District and All-State honors and are also involved in a wide range of activities such as athletics, theatre, cheerleading, robotics, NHS, StuCo, and more. Many students are committed to multiple music classes, participating in Frequency alongside other performing ensembles in the choir or band program. The group's passion for music is matched by their commitment to excellence and their pursuit of joy through their shared musical journey.

Dustin McKinney is the vocal music director for Kearney High School. Under his leadership, all choirs have enjoyed success at district, regional, and state competitions, with many students garnering All-District and All-State honors. McKinney is excited to have students performing at MMEA this year, having directed the Kearney Chamber Choir in 2019 and the East Buchanan Chamber Choir in 2014. He holds degrees from Central Methodist, Missouri State, and William Woods. He is an active clinician for honor choirs and enjoys sharing his passion for music. Dustin lives in Kearney with his wife, Veronica, and their daughters, Adryan and Kaylin.

Friday, 10:30 am



Kearney High School
Frequency (Dustin McKinney)

Groovin' Hard - Don Menza/arr. Dave Barduhn *Anchor Music Publications*

When I Fall In Love - Heyman and Young/arr. Kirby Shaw *Alfred Music Publishing*

Mas Que Nada - Jorge Ben/arr. Rosana Eckert *Anchor Music Publications*

Blame It On My Youth - Heyman and Levant/arr. Kerry Marsh
Kerry Marsh: Vocal Jazz and Beyond

Rest - Michael Engelhardt *Kerry Marsh: Vocal Jazz and Beyond*

Conference Program Information and Performance Certificate Form

Continued...

DUE: November 1, 2026

School:*

Blue Springs High School

Please provide your school name EXACTLY as you wish it to be printed on your Certificate of Performance.

Name of Ensemble:*

Blue Springs High School Wind Symphony

Please provide your ensemble name EXACTLY as you wish it to be printed on your Certificate of Performance.

Primary Director Name:*

Tim Allshouse

Please provide name/s EXACTLY as you wish them printed on your Certificate of Performance.

Additional Directors:

Lisa Evans, Nathan Bushey

Please provide name/s EXACTLY as you wish them printed on your Certificate of Performance.

FINAL PRODUCT



Badge Request and Payment Form

DUE: November 15, 2026

- ❖ Information needed:
 - Numbers for all Badges and Payment
 - Submit Badge Request information on mmea.net

When submitting conference badge requests please make requests in accordance to the following guidelines:

- ❖ Each performing ensemble member will receive one (1) badge
- ❖ One (1) chaperone badge per 10 students
 - (ex. 39 mem. = 3 chap. badges)
- ❖ One (1) badge for each administrator that will be attending
- ❖ In addition to the above requests, parents that wish to attend will need to purchase a guest badge for \$15.00. Each performing group will be limited to 75 guest badges.
- ❖ NO REFUNDS

Badge Request and Payment Form

Continued...

Additional Thoughts and Clarifications

Badges for Additional Musicians:

- ❖ Additional Musicians will be described as performers who are NOT enrolled in your ensemble (*see Performance Guidelines 2.2 for more information*). They can be, but are not limited to, the following:
 - Vocal and Orchestral groups using percussionists
 - Antiphonal Brass
 - Ensembles
 - Sound Engineer
- ❖ Unless they plan to attend ONLY your performance, the following Additional Musicians **MUST BE REGISTERED** accordingly. They DO NOT receive a Performance Badge, and DO NOT COUNT toward your Chaperone Badges:
 - Current/Active/Retired Music Educators
 - Exhibitors
- ❖ Any other additional musicians that do not meet the above criteria count toward your Chaperone Badges.

Badge Request and Payment Form

Continued...

Elaine Swofford - MMEA Executive Secretary

Payment Information:

- ❖ Payments accepted via checks or through the website for guest badges.
- ❖ If paying by check:
 - Fill out and print the PDF payment form and ground mail to the below address (postmarked) by the November 15, 2026 Deadline.
 - **MMEA does not accept purchase orders**

Elaine Swofford
MMEA Secretary/Treasurer
7229 N. Bellefontaine AVE
Gladstone, MO 64119

Badge Request and Payment Form

Continued...

Elaine Swofford - MMEA Executive Secretary

- ❖ Guest Badges, Administrator Badges, and Chaperone Badges will be mailed to directors in December (provided payment is received).
 - It is recommended that directors provide their home address, NOT the school address for badge mailings
- ❖ Director/conductor badges and performer badges will be held for all performing ensembles in Salon B

ALL persons CONDUCTING on the performance MUST be appropriately registered, as Active NafME/MMEA Members (not retired), for the conference!

Ensemble Setup and A/V Form

DUE: December 1, 2026

❖ Information needed:

- Stage Set-Up Diagrams, A/V needs

❖ Action to take:

- Submit Ensemble Set-Up Diagram on mmea.net
 - **Include** full ensemble set-up (risers, stands, chairs, percussion placement, etc.)
 - **Include** special audio/visual requests, if needed
 - **Include** all microphones and placement
 - **Include** placement of additional musicians (guest soloists, antiphonal brass, etc.)
 - **Include** any ADA accommodations, if needed
 - **Include** additional notes that will assist the crew in ensuring everything is set to your liking. *The more info you provide, the better we can accommodate!!*

STAGE ENSEMBLE SETUP DIAGRAM

Band, Orchestra, & Small Ensemble Paradise/Salon A



Paradise A Ensemble Setup Diagram – Band/Orchestra

Name of Ensemble _____ Performance Day _____ Time _____

Chairs _____ Stands _____ Microphones _____



32"	24"	16"	10"	6"

Please diagram your ensemble setup
using the following symbols:

CHAIR STAND
MICS PODIUM

Check the MMEA provided instructions to see
you will need to add the instruments you are using.

- Xylophone
- Orchestra Bells
- Maracas
- ☐ Marimba
- ☐ Chimes
- ☐ Timpani
- ☐ Snare Drum
- ☐ Bass Drum
- ☐ Grand Piano

You must supply your own power cords,
extension cords, sticks, and mallets.

Electrical Outlet Steps Screen



- ☐ Please check if you are in need of
an ADA accessibility ramp

All risers are 4' x 8'

Field Trip Time!!!

Let's stretch our legs and head to
Paradise/Salon B...

Staging and Performance Spaces...

Paradise/Salon A and C

STAGE SPECIFICATIONS

Paradise/Salon C

Following are room/stage specifications for Paradise/Salon A, C, and the Grand Ballroom for General Sessions.

In the event that stage specifications change (per MMEA directive), directors will be notified immediately.



STAGE ENSEMBLE SETUP DIAGRAM

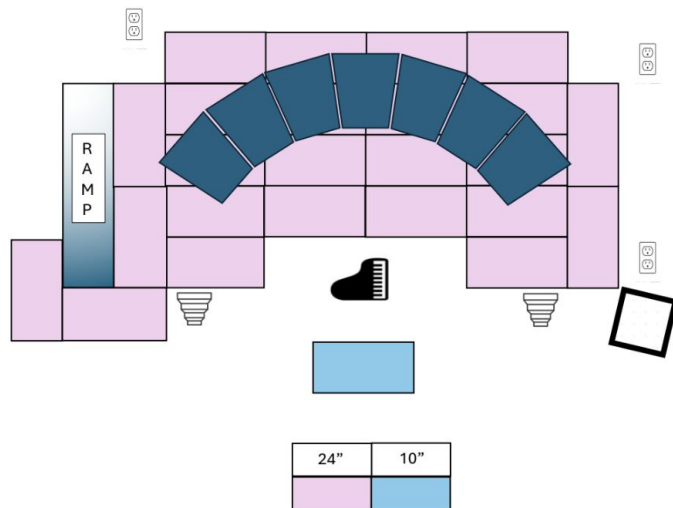
Paradise/Salon C



Paradise C Ensemble Setup Diagram – Choir/Small Ensemble

Name of Ensemble _____ Performance Day _____ Time _____

Chairs _____ Stands _____ Microphones _____



Please diagram your ensemble setup using the following symbols:

CHAIRS = O STANDS = X
MICS = M PODIUM = P

Check the MMEA provided instruments you will need (NOT the instruments you will bring):

- ☐ Xylophone
- ☐ Orchestra Bells
- ☐ Vibraphone
- ☐ Marimba
- ☐ Chimes
- ☐ Timpani
- ☐ Snare Drum
- ☐ Bass Drum
- ☐ Grand Piano

You must supply your own power cords, extension cords, sticks, and mallets.

Electrical Outlet Steps Screen



All risers are 4' x 8'

STAGE SPECIFICATIONS

Paradise/Salon A

Upstage CENTER



Stage LEFT

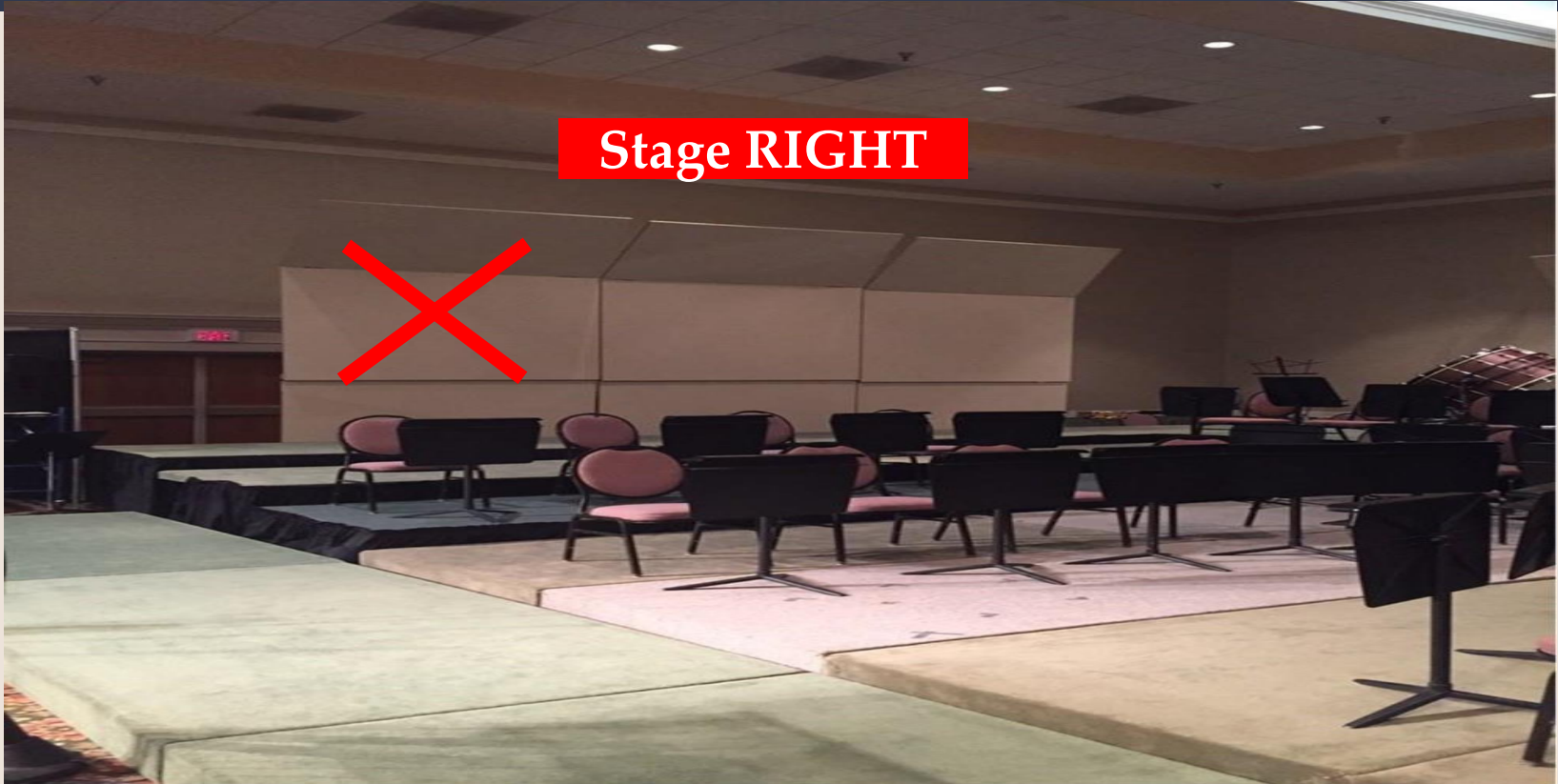


STAGE SPECIFICATIONS

Continued...

Paradise/Salon A

Stage RIGHT



STAGE ENSEMBLE SETUP DIAGRAM

Band, Orchestra, & Small Ensemble

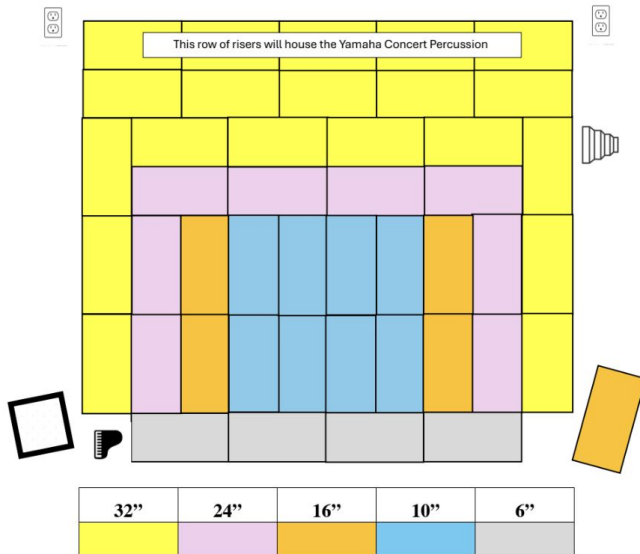
Paradise/Salon A



Paradise A Ensemble Setup Diagram – Band/Orchestra

Name of Ensemble _____ Performance Day _____ Time _____

Chairs _____ Stands _____ Microphones _____



Please diagram your ensemble setup using the following symbols:

CHAIRS = O STANDS = X
MICS = M PODIUM = P

Check the MMEA provided instruments you will need (NOT the instruments you will bring):

- ☐ Xylophone
- ☐ Orchestra Bells
- ☐ Vibraphone
- ☐ Marimba
- ☐ Chimes
- ☐ Timpani
- ☐ Snare Drum
- ☐ Bass Drum
- ☐ Grand Piano

You must supply your own power cords, extension cords, sticks, and mallets.

Electrical Outlet Steps Screen



- ☐ Please check if you are in need of an ADA accessibility ramp

All risers are 4' x 8'

STAGE ENSEMBLE SETUP DIAGRAM

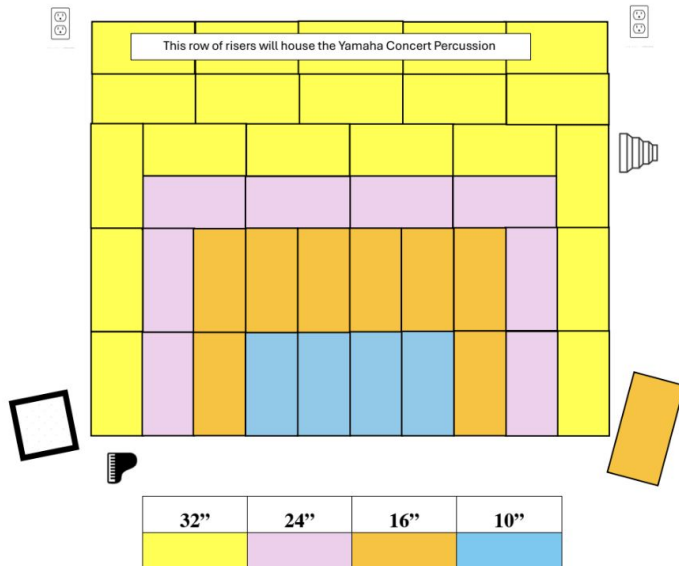
Jazz Ensemble Paradise/Salon A



Paradise A Ensemble Setup Diagram – Jazz

Name of Ensemble _____ Performance Day _____ Time _____

Chairs _____ Stands _____ Microphones _____



Please diagram your ensemble setup using the following symbols:

CHAIRS = O STANDS = X
MICS = M PODIUM = P

Check the MMEA provided instruments you will need (NOT the instruments you will bring):

- ☐ Xylophone
- ☐ Orchestra Bells
- ☐ Vibraphone
- ☐ Marimba
- ☐ Chimes
- ☐ Timpani
- ☐ Snare Drum
- ☐ Bass Drum
- ☐ Grand Piano

You must supply your own power cords, extension cords, sticks, and mallets.

Electrical Outlet



Steps



- ☐ Please check if you are in need of an ADA accessibility ramp

All risers are 4' x 8'

STAGE ENSEMBLE SETUP DIAGRAM

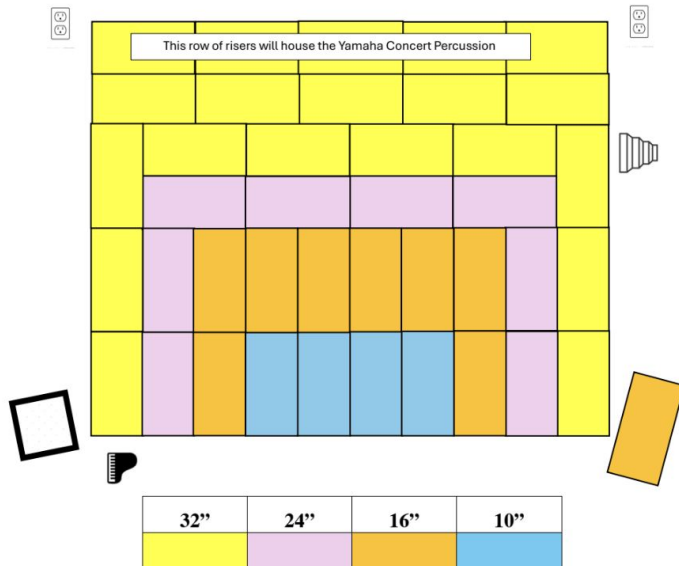
Jazz Ensemble Paradise/Salon A



Paradise A Ensemble Setup Diagram – Jazz

Name of Ensemble _____ Performance Day _____ Time _____

Chairs _____ Stands _____ Microphones _____



Please diagram your ensemble setup using the following symbols:

CHAIRS = O STANDS = X
MICS = M PODIUM = P

Check the MMEA provided instruments you will need (NOT the instruments you will bring):

- ☐ Xylophone
- ☐ Orchestra Bells
- ☐ Vibraphone
- ☐ Marimba
- ☐ Chimes
- ☐ Timpani
- ☐ Snare Drum
- ☐ Bass Drum
- ☐ Grand Piano

You must supply your own power cords, extension cords, mics, and mallets.

Electrical Outlet

Steps



☒ Please check if you are in need of an ADA accessibility ramp

All risers are 4' x 8'

PERCUSSION

Paradise/Salon A



Equipment

What is provided? What do I need to bring?

MMEA Provided Percussion Equipment

Provided by Yamaha Corporation of America

The following equipment is tentatively scheduled to be provided in Paradise/Salon A. Directors may use the provided equipment, bring their own equipment, or a combination thereof.

Percussion equipment is reserved for Paradise/Salon A FIRST. If available, it may be used in Paradise/Salon C with prior approval from the President-Elect/Conference Manager.

MMEA PROVIDED PERCUSSION WILL REMAIN ON STAGE, PROVIDED THERE IS ROOM.

❖ Keyboards:

- Marimba - YM-5100 (subject to change)
- Orchestral Bells w/ Rolling Stand - YAMAHA YG1210S200 Concert Bells
- Tubular Chimes - YAMAHA YCH7118 Chimes
- Xylophone - YAMAHA YX-500RF
- Vibraphone - YAMAHA YV-2700 Vibraphone

❖ Percussion:

- 36" Concert Bass Drum w/ Tilting Stand - YAMAHA 36" 9000 Series Bass Drum
- Timpani - YAMAHA TP-6304 Timpani
 - Set of 4
- Concert Snare Drum w/ Stand - YAMAHA GSM 1450AH

The following logistics should be considered and MUST be submitted to the MMEA President-Elect prior to the conference:

- ❖ **Please indicate prior to the conference if you are bringing an equipment truck in addition to busses.**
- ❖ All equipment will need to be unloaded at the same time.
- ❖ Unloading times must be coordinated with the President-Elect.
- ❖ Notify the MMEA President-Elect and Conference Manager if you need to load equipment prior to your scheduled equipment out/load time. We will give your request consideration, but we must take into consideration **ALL** the performing ensembles.
- ❖ Ensembles scheduled to perform in Paradise/Salon C that request MMEA-provided percussion equipment will be contacted by December 15 if the equipment will not be available at the time of performance.
- ❖ **Please notify the President-Elect and Conference Manager ASAP of any stage diagram changes**

Paradise/Salon A:

- ❖ What additional percussion equipment are you bringing?
- ❖ What MMEA-provided equipment are you planning to use?
- ❖ Stage diagram must include an accurate music stand and chair count.
- ❖ No part of the stage can be moved.
- ❖ Pipe and drape cannot be moved.
- ❖ Piano cannot be moved.
- ❖ Screen cannot be moved.

Paradise/Salon C:

- ❖ What percussion equipment are you bringing?
- ❖ Are you planning on using extra musicians for your performance? (16 maximum)
- ❖ Choral risers can be raised but not removed.
➤ **Done by MMEA/TTA, NOT director!!**
- ❖ Provide the number of chairs and stands needed.
- ❖ Pipe and drape cannot be moved.
- ❖ Stairs cannot be moved except by MMEA/TTA
- ❖ Piano cannot be moved.
- ❖ Screen cannot be moved.

MMEA Equipment Considerations

- ❖ MMEA DOES NOT provide additional microphones for performances!
 - See [Provided Equipment lists](#) for additional information
- ❖ If your ensemble requires microphones for individual players, soloists, or ensembles, you must contact the Audio Recording / P.A. Services Vendor AS EARLY AS POSSIBLE

Audio Recording / P.A. Services:

Company: SHHH Productions

Contact Person: Scott and Danelle Harris

Address: 3691 Paulina Drive, Arnold, MO 63010

Email: shhhprod@aol.com

Phone: 636-464-6099

MMEA Equipment Considerations

Additional Provided Equipment

Paradise/Salon A

MMEA or Tan-Tar-A

TTA	1	Lectern with mic	TTA PA System
TTA	1	Lavaliere mic	
MMEA		Extension Cord/Power Strip	Front of platform set-up
MMEA		Play audio through MMEA PA system	
TTA		Projector	
TTA		Projection Screen	
MMEA	1	Grand Piano (bench)	Piano must remain on floor level
MMEA	1	Orchestra bells	Yamaha YG1210S200 Concert Bells
MMEA	1	Xylophone	Yamaha YX-500RF
MMEA	1	Marimba	Yamaha YM-5100 (subject to change)

Additional Provided Equipment

Paradise/Salon A (Continued)

MMEA or Tan-Tar-A

MMEA	1	Vibraphone	Yamaha YV-2700
MMEA	1	Chimes	Yamaha YCH7118 Chimes
MMEA	4	Timpani	Yamaha TP-6304
MMEA	1	Bass Drum	Yamaha 36" 9000 Series Bass Drum
MMEA	1	Concert Snare and Stand	Yamaha CSM-1450All
TTA		Staging Platforms	
TTA	110	Chairs	
MMEA	8	Acoustical Shells	Stage sides and back
MMEA	1	Conductor's Podium and Stand	
MMEA	75	Music Stands	

All additional equipment needs are the responsibility of the individual ensemble or clinician.

Additional Provided Equipment

Paradise/Salon C

MMEA or Tan-Tar-A

TTA	1	Lectern with mic	TTA PA System
TTA	1	Lavaliere mic	
MMEA		Extension Cord/Power Strip	Front of platform set-up
MMEA		Play audio through MMEA PA system	Audio Visual Equipment
TTA		Projector	
TTA		Projection screen	
MMEA	1	Grand Piano (bench)	Piano must remain on floor level

Additional Provided Equipment

Paradise/Salon C

MMEA or Tan-Tar-A

TTA	15	Chairs	
MMEA	7	Acoustical Shells	Across the back
MMEA	1	Conductor's Podium and Music Stand	
MMEA	7	Wenger 4-step Choir risers	4 step
MMEA	15	Music Stands	
TTA		Staging Platforms	

All additional equipment needs are the responsibility of the individual ensemble or clinician.

MMEA Performance Guidelines

Revised 2022



MMEA Performance Guidelines

Revised 2022

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.

Vocal Ensembles

EXAMPLE SCHEDULE:

SCHEDULE	TIME	ROOM
TAN-TAR-A GATE ARRIVAL	10:45am	
EQUIPMENT UNLOAD	11:00am	
STORAGE IN		Salon B
WARM - UP	11:30am	60-61
LINE - UP	12:30pm	Salon B
SOUND CHECK	12:45pm	Salon C
PERFORMANCE	1:15pm	Salon C
EQUIPMENT LOAD		LOADING DOCK
STORAGE OUT	3:15pm	

MMEA Performance Guidelines

Continued...

1. FACILITIES (continued)

1.2 Warm-up areas will have 80 chairs, a conductor's stand, and an electric or acoustic piano. *The warm-up room for Salon A will also have 50 stands.*

1.3 The performance venue will have approximately 675 chairs.

Instrumental

Ensembles EXAMPLE

SCHEDULE:

SCHEDULE	TIME	ROOM
TAN-TAR-A GATE ARRIVAL	10:30am	
EQUIPMENT UNLOAD	10:45am	
STORAGE IN		Salon B
WARM - UP	11:45am	63-64
LINE - UP	12:45pm	Salon B
SOUND CHECK	1:00pm	Salon A
PERFORMANCE	1:30pm	SALON A
EQUIPMENT LOAD		LOADING DOCK
STORAGE OUT	3:45pm	

1. FACILITIES (continued)

- 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. **Ensembles CANNOT move staging.** 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. **These musicians are to serve in an accompaniment capacity, not sitting in as part of the ensemble.**

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.
- 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.

Day of Performance Procedures

Arrival and Departure Procedures

Arrival/Departure Information

ARRIVAL

- ❖ The MMEA President-Elect will provide a detailed schedule of arrival/departure times for each performing ensemble to Tan-Tar-A security prior to the convention. **NO ALTERATIONS can be made from this schedule without prior approval from the President-Elect**
- ❖ Buses will be met by Tan-Tar-A Security at the entrance gate.
 - Please do not arrive earlier than your designated arrival time.
 - Arrival times are staggered in an effort to avoid traffic congestion at the resort entrance, the unloading area, and the equipment unloading area.
 - Early arrivals will be directed to a “holding area” until designated arrival time.
 - Should your schedule require an adjustment in arrival/unloading times, please contact the MMEA President-Elect **as soon as possible**.
 - Security will direct buses and equipment trucks to the unloading area.
 - Please make sure you have contact numbers for your buses and support vehicles. You will have a specified time for pick-up.
- ❖ After unloading, bus drivers will be directed to a designated parking area.
 - Be sure you get everything off your bus when unloading.
 - A sign in your bus window that will help security identify your bus for notification when you are ready to load is greatly appreciated.
 - Note: Shuttle service from the bus parking area is not provided, but can be requested. Bus drivers have a hospitality room in the pro shop.

Arrival/Departure Information

ARRIVAL (Continued...)

- ❖ Equipment (truck/s) may be unloaded in the area next to bus loading area.
 - This area is connected to Paradise/Salon C with a large garage door.
 - Please be aware that sound carries very easily to Paradise/Salon C. In consideration for the performance schedule in Paradise/Salon C, you will need to load/unload quickly and quietly. *Please keep all noise to a minimum.*
 - An equipment loading/unloading schedule will be sent to all directors prior to the conference. This schedule is designed to avoid Paradise/Salon C performance times.

DEPARTURE

- ❖ When your group is ready to depart, notify the Security Officer at the loading area.
 - The Security Officer will call for your bus, and it should arrive in approximately 10 minutes.
 - **Please have your group assembled before security calls for your bus.**
 - Buses will not be allowed to remain in the loading area for an extended period of time.

PLEASE NOTE: "Extension Buses" and/or buses with trailers will NOT be permitted beyond the Tan-Tar-A entrance gate as "turn-around" areas are tight and limited.

Storage and Warm-Up

Storage and Warm-Up Rooms

STORAGE / WARM-UP GENERAL INFORMATION -

- ❖ Scheduled storage and warm-up times will be strictly enforced.
 - It is the performing director's responsibility to maintain the schedules.
 - Remember: other groups may be assigned to the same space.
 - Directors are responsible for the condition of their area.
 - Do not post anything on the walls.
 - Do not leave any valuables in the storage or warm-up areas.
 - Mark all equipment, cases, etc. with some means of identification.

EQUIPMENT STORAGE (Paradise/Salon B) -

- ❖ You will be assigned a block of time to use Paradise/Salon B for storage before, during, and after your performance.
 - Instrumental groups will receive a one-hour time block to unload and move to the storage area.
 - Choral groups will receive a 30-minute time block to use as necessary.
- ❖ The Paradise/Salon B storage area should be used to store instruments, cases, and equipment as needed during your allotted time. It is NOT a place for parents to meet up with their children after the performance.

Storage and Warm-Up Rooms

EQUIPMENT STORAGE (Paradise/Salon B) (Continued...)

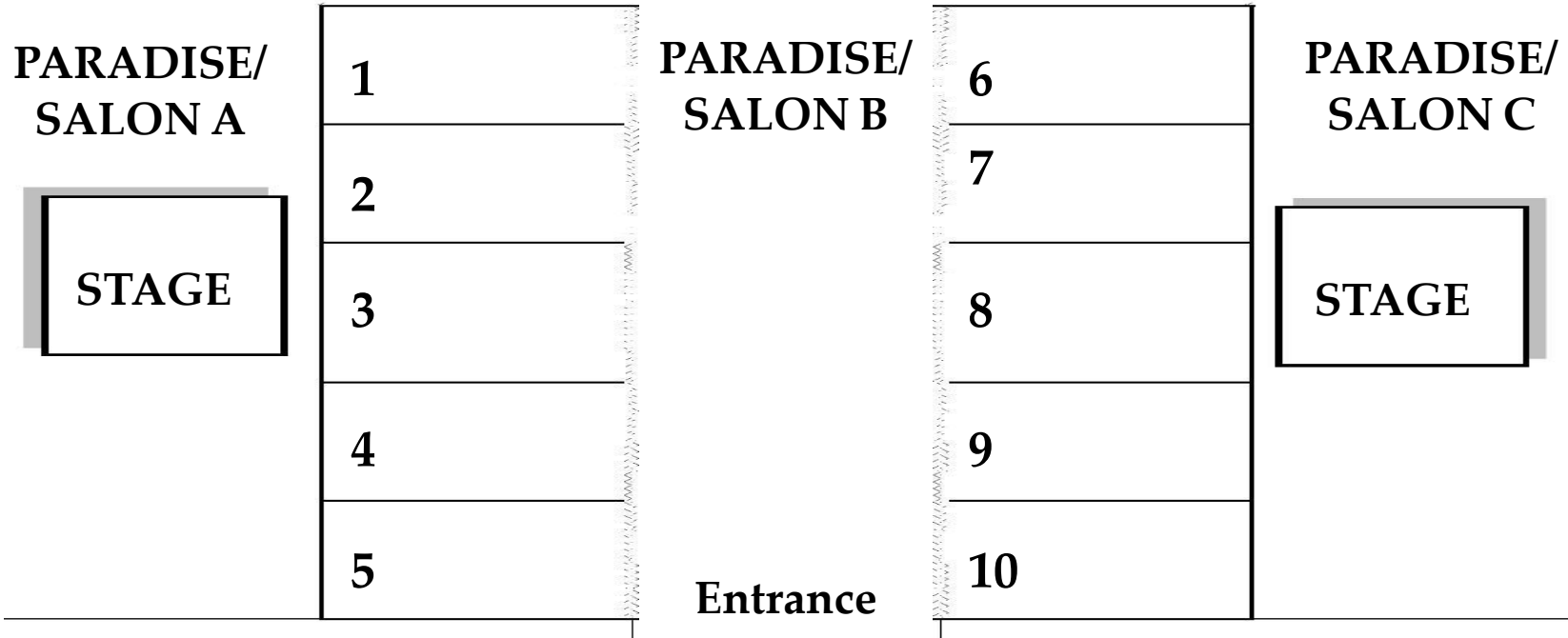
- ❖ No playing or singing is allowed in Paradise/Salon B. [Including tuning of any instrument.]
- ❖ You must clear the Paradise/Salon B storage area 90 minutes after your performance is completed. You should load equipment at that time. You are welcome to stay with your students on the conference premises: attend concerts, clinics, visit exhibits, eat, shop, etc.
 - **You must clear the area according to your assigned schedule**
- ❖ Paradise/Salon B is **not** intended as a place for students, parents, and/or directors to “hang out” before or after your performance. Please encourage all persons affiliated with your group to be as quiet as possible, at all times, while in Paradise/Salon B.
- ❖ **YOU AND ALL ADULTS/STUDENTS WITH YOUR ENSEMBLE ARE RESPONSIBLE FOR MAINTAINING A QUIET STAGING AREA.**
 - **No non-chaperones/directors are allowed in Salon B, so please make sure everyone has their badge.**

NOTE: MMEA and/or Margaritaville/Tan-Tar-A will not be responsible for lost, damaged or stolen items.

Storage and Warm-Up Rooms

Continued...

Paradise/Salon B STORAGE



Storage and Warm-Up Rooms

WARM-UP ROOMS -

- ❖ 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. [See “Length of Performance Guidelines”.]
- ❖ Groups performing in Paradise/Salon A will use Room #63/64 as a warm-up area.
 - Provided are: 80 chairs, 50 stands, a conductor’s stand, and an electric piano.
- ❖ Groups performing in Paradise/Salon C will use Room #60/61 as a warm-up area.
 - Provided are: 80 chairs, a conductor’s stand, and an acoustic piano.
- ❖ All groups will have 1 hour in the warm-up area [enter, warm-up, exit].
- ❖ All groups will have a 15-minute time limit to assemble in Paradise/Salon B for your entrance into either Paradise/Salon A or Paradise/Salon C.
 - There may be a group exiting Paradise/Salon A or Paradise/Salon C as you enter. This is unavoidable. Be patient, and “drive” to the right.
- ❖ Set-up and sound checks are scheduled 30 minutes prior to the performance time.
 - The set up and sound check time is not a rehearsal. Expect an audience.
- ❖ *NOTE: Groups will not be allowed to use Paradise/Salon A or Paradise/Salon C prior to their assigned set-up, sound check, and performance.*

Performance Logistic Considerations...

Programs, Recordings,
Photography, and more!

Performance Considerations

PROGRAMS -

- ❖ If you have printed programs, you must provide the means to distribute them.
 - **You must also take any leftover/remaining programs with you!**
- ❖ Paradise/Salon A and Paradise/Salon C will have approximately 675 chairs each. You will want to print additional programs for your students, parents and administration. The bulk of printing cost is your up-front work. It is better to take home some extra programs instead of running out.

PUBLIC ADDRESS -

- ❖ Public address systems in Paradise/Salon A and Paradise/Salon C are the house systems provided by Tan-Tar-A. Each will have a lectern microphone and a microphone on a stand and/or 1 lavalier microphone connected to the house PA system. 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 responsible for any additional costs incurred because of these arrangements.**) If you plan to use the house system microphones for solos, contact the President-Elect in advance.

Performance Considerations

RISERS -

- ❖ Do not rearrange the riser set-up in Paradise/Salon A or Paradise/Salon C. You must adjust your group to fit on the provided arrangement. [The risers in Paradise/Salon A will be adjusted to a default setting for jazz band performances.]
- ❖ **Do not move the pianos or MMEA provided percussion equipment**
 - Percussion equipment can only be moved by the MMEA work crew
 - Let us know on the diagram if you plan on using it for the performance and our crew will help set up the equipment wherever you need it

CREW -

- ❖ The Work Tech Crew will be performing many specific tasks preparing for concerts and clinics. The Work Tech Crew works for the conference under the direction of the MMEA President-Elect/Conference Manager and does not respond to requests of individual groups or directors.
- ❖ You will need to have a plan for your students directly following the performance, the director(s) will be whisked away to meet and greet the audience in the lobby. Therefore, the students will need to be taken care of in the conductor's absence.

Performance Considerations

AUDIO / VIDEO RECORDINGS -

Professional audio and video recordings will be made of each performance.

- ❖ Digital recordings will be available from the company contracted by MMEA for those services.
- ❖ A digital recording of each ensemble's performance will be provided to the principal conductor at no charge. **This recording must be used for archival purposes only.**
- ❖ A bulk order form will be sent to you from the recording company offering recordings to your students and parents for a significant savings.
- ❖ **NOTE:** These services have been contracted by MMEA. ***No other recording, either audio or video, will be allowed.***

Audio Recording / P.A. Services:

Company: Shhh Productions

Contact Person: Scott and Danielle Harris

Address: 3691 Paulina Drive, Arnold, MO 63010

Email: shhhprod@aol.com

Phone: 636-464-6099

Performance Considerations

PHOTOGRAPHY -

- ❖ Unfortunately, the scheduling of the conference does not allow time for the opportunity to take a “formal” group photograph of each performing ensemble. Any on-stage photographs that you wish to be taken must be done so during the scheduled “sound-check” time allotment.
- ❖ In an effort to maintain respect for the performers, the audience, and the integrity of the performance, no photographs other than those taken by the official conference photographer will be allowed during performance.

MMEA LOGO -

- ❖ At times there have been requests to use the MMEA logo by the school. Use of the MMEA logo must be requested in writing through the Executive Director. Currently MMEA will allow the following uses of the logo.
 - For use in print material, for example in the programs.
 - For use in the local media as a way to announce the invitation to perform at the 89th Annual In-Service Workshop/Conference.
 - On shirts for the students and/or conductor.
- ❖ The MMEA logo **MAY NOT** be used on anything being sold as a way to raise funds.
- ❖ Please contact Paul Swofford, MMEA Executive Director, when requesting an electronic version of the MMEA logo.

Performance Considerations

ADA STAGE RAMP -

- ❖ All performance set-ups have stairs for students and staff to enter and exit.
- ❖ Tan-Tar-A can provide a ramp for students if the need arises, but that **MUST** be communicated as far in advance as possible as the ramp can take a long time to move and set up.
- ❖ Set-ups have a check-box in which to indicate a need for an ADA compliant stage.

STUDENT MEALS -

- ❖ Please be mindful of whether you need to feed students as you prepare your itinerary.
- ❖ **You cannot bring food into the lodge for the meals** (please make the parents aware of this as well). Light snacks are acceptable, but **you** are responsible for the clean up and if you do this in the warm-up room it is part of your warm-up time.
- ❖ You may contact President Silvermintz in advance and arrange to have Tan-Tar-A prepare box meals for your students if you would like them to eat meals.

Helpful Information

Things that you may not have
thought about.

Helpful Information

- ❖ Please note the official name of the conference is:
MMEA 89th Annual In-Service Workshop/Conference
- ❖ It is suggested that you use this terminology on all printed materials associated with your performance.
- ❖ Read all communications regarding your performance carefully. If required, respond to requests for information in a timely manner.
 - If you've performed at MMEA before, please don't assume that everything will be the same!
 - Make sure you check the email you are using for communication
- ❖ Plan your program carefully! Remember, accurate timing of your performance is critical [downbeat to final release]. Penalties for violations of time limits have been and will continue to be strictly enforced.
- ❖ Communicate with other conference conductors.

Helpful Information

Continued...

- ❖ Simulate the performance area/stage for rehearsals. Many conductors have taped their music room floor to closely simulate the performance area.
- ❖ Develop a comprehensive itinerary for your day of performance and distribute the itinerary to everyone involved in, or associated with, your performance.
- ❖ Develop a “strategy” for Paradise/Salon B and communicate expectations regarding Paradise/Salon B procedures to students **AND** parents.
- ❖ Compile a DETAILED equipment list. [Percussion equipment, music, robes, PA, etc.]
- ❖ **All conductors (including assistant conductors) of performing ensembles at the Annual In-Service Workshop/Conference must register for the conference.**
- ❖ Plan to register early as soon as pre-registration opens. See the MMEA web site for pre-registration dates.

STRIVE TO HAVE YOUR PROGRAM “PERFORMANCE READY” PRIOR TO WINTER BREAK!

Things to do:

❖ AS SOON AS POSSIBLE:

- Fill out your **Conference Concert Session Form**
- Find a photographer and schedule a photo session as soon as possible for late August/early September

❖ Please respect ALL deadlines

- It is OK to turn things in early
- Dominoes
- COMMUNICATE!

❖ *Listen, Connect, Create*

- How might this theme inform your programming choices?
 - Recommendation, not a requirement

❖ **REGISTER FOR THE CONFERENCE!**

Questions?

CONTACT INFO -

❖ Email:

- mmeajasonmartin@gmail.com
- president-elect@mmea.net

❖ Cell:

- 636-578-5440

Director's HUB

