

KERN COUNTY SUPERINTENDENT OF SCHOOLS

PROCEDURES BULLETIN

For

KERN COUNTY HONOR MUSIC FESTIVAL CHAIRMEN

Elementary - Junior High School

Honor Band Chairman

Honor Orchestra Chairman

Honor Chorus Chairman

High School Honor Band

High School Honor Orchestra

High School Honor Mixed Chorus

PURPOSE OF THE FESTIVAL PROGRAM

1. Afford opportunity for outstanding singers and instrumentalists to experience "large group" performance.
2. To give students the opportunity of working with an outstanding guest conductor.
3. To give students of the small schools the opportunity of public performance with selected groups.
4. To give selected students the opportunity to perform compositions of master composers, and of a level often too difficult for the average classroom situation.
5. To give large secondary groups opportunity to perform in a select band, chorus and orchestra.
6. To afford in-service training experience for participating Kern County music teachers.
7. To provide the community with the opportunity of hearing music performed by junior high/middle and high school musicians representative of Kern County Schools.

FINANCIAL ARRANGEMENTS

1. Schools and Districts are billed in accordance with the established Honor Music Festival funding formula. Questions regarding the Honor Music Festival funding formula should be directed to the Kern County Superintendent of Schools Office.
2. All financial arrangements are made through the Kern County Superintendent of Schools Office, This includes, but is not limited to:
 - contracts for facilities
 - guest conductors, contracts, daily fees, travel expenses, and per diem
 - purchase of music and supplies
 - production costs

HONOR FESTIVAL CHAIRPERSONS

1. During final festival rehearsals, the immediate chairpersons along with the program coordinator, arranges for a meeting with the directors to select a new chairperson and co-chairperson for the ensuing year.
2. In the event a chairperson moves or does not participate, the "past" chairperson must take the initiative in arranging for a replacement.
3. Before the current school year terminates, between April 15 and June 1, the chairperson shall meet with the program coordinator in order to:
 - a. Arrange for a committee to select festival music.
 - b. Arrange for the concert dates.
 - c. Establish the rehearsal schedule, location and times.
 - d. Check with rehearsal site principals to determine the availability of rehearsal facilities.
 - e. Meet with the other chairmen with whom they will be sharing the program.
 - f. The pattern of past festivals:
 - Junior High/Middle School Music Festival
 - Honor Chorus
 - Honor Band
 - Honor Orchestra
 - High School Music Festival "Grand Night For Music"
 - Festival (Honor) Chorus
 - Honor Band
 - Honor Orchestra
4. By September 15, confirm with program coordinator rehearsal and festival dates made prior to the summer recess. Carefully check:
 - a. All rehearsal sites, rooms and stage to be used.
 - b. Equipment needed.
 - (1) Risers
 - (2) Pianos
 - (3) Number of chairs
 - (4) Number of stands

5. Ushers for Concert Night must be arranged with school students, usually from a school Music Department, two weeks before the Festival date.
 - a. Approximately 8-12 ushers are needed to pass out programs, etc.
 - b. Ushers report by 6:00 p.m. concert night; doors open at 6:30 p.m.; concert at 7:30 p.m.
6. Appoint music teacher to assist with the collection of any money.
7. Arrange for the supervision of participants during rehearsals and performance.
8. Check for completeness of applications (all required signatures) and arrange applications in a binder to facilitate use ability. May be delegated to a Co-Chair.

HOSPITALITY

1. Each group chairman is responsible for knowing and making the following arrangements with his/her guest conductor:
 - a. When the conductor is expected to arrive.
 - b. Room reservations made or other home lodging arranged.
 - c. Meet or have one (or more) participating director(s) arrange to eat with the guest conductor.
2. It has been customary for participating groups to arrange a pre-concert dinner get-together for guest conductors, instructors and interested parties. This provides for:
 - a. An informal time to discuss matters of mutual music interest and become better acquainted with the guests.
 - b. A time to discuss suggestions for up-grading the festival program..
3. Notes of appreciation should be sent to the conductor within a week following the concert performance.

ADDITIONAL PRACTICES AND GUIDE FOR COUNTY HONOR GROUPS

1. Selection of Participants
 - a. In general, participants are selected by audition. For placement in the honor groups, it is the customary practice to place students according to the scores on the auditions. In case of tie scores, it is admissible to brake the tie according to the following guide lines:
 - Take high score first
 - Count the check marks for fluency and optional second octave (band and orchestra)
 - Consider only the musicianship score as tie breaker
 - Take the higher grade level (8th grade over 7th grade)
 - Count prior years service to the Honor Music Festival
 - Coin toss
 - b. Only students capable of performing their assigned part should be invited to audition.
 - c. In requesting student listings from each school, a deadline date may be set after which no entries will be accepted.
 - d. The groups shall be known as the Honor Band, Honor orchestra and Honor Chorus.
 - e. Selections of participants should be made at least one month prior to the performance.
 - f. A minimum of one participant shall be selected from each school submitting an entry providing that the participant meets the minimum performance standard.
 - g. Approximate number of participants (in accordance with funding formula)
 - Band - 110 to 120 members
 - Orchestra - 90 to 110 members
 - Chorus - 200 to 370 members
 - (High School Chorus to 500 members)

2. Attendance Policy (revised 4-11-91)

Attendance at all rehearsals and the concert is required to maintain membership in any of the music festival honor groups. Absence from any rehearsal may result in dismissal. The only acceptable excuses will be:

- 1) Illness
- 2) Camp KEEP
- 3) Funerals

3. Music

- a. Music should be selected by participating directors along with the program coordinator and with possible suggestions from the guest conductor. Directors shall be notified of music selection no later than September 15.
- b. Music shall not be purchased until the guest conductor has approved it.
- c. Notify music sellers as soon as music is selected.

4. Rehearsals

- a. When music teachers are assigned to direct certain numbers in rehearsals, the chairperson shall insist on their being well prepared.
- b. Several weeks prior to the concert, smaller schools who have entered relatively few students, are encouraged to get together in a central location for rehearsals.
- c. Participating instructors must attend all rehearsals and the performance or arrange for adequate supervision of their participating students at all rehearsals.
- d. Directors are responsible for the attendance and behavior of their students at all rehearsals. In the event of absence of any of his players, he shall notify the chairman of any such absence.
- e. Rehearsals shall start and stop as scheduled.
- f. Full responsibility must be assumed by teachers who agree to direct section rehearsals.
- g. Section chairmen should be present at all general rehearsals to make note of passages to be worked out in section rehearsals.

5. Equipment

- a. Have each player bring his/her own instrument, whether it be cymbals, concert snare drum, or sousaphone, unless other arrangements have been made.
- b. The stage, risers, stands, and chairs shall be set up before each rehearsal.
- c. Suitable rooms and equipment shall be arranged for section practices.
- d. Supply additional stands for the section rehearsal rooms so that no equipment need be moved from the stage.

6. Concert Dress - Past Practices

- a. Band - members of the Honor Band should wear their school band uniform.
- b. Orchestra members of the Honor Orchestra should wear dark suits or dress shirts and ties.
- c. Chorus - dress shirts and ties - appropriate dresses or skirts. (Junior High wears solid pastel dresses)

7. Supervision of Students

- a. All participating instructors shall assist in supervising groups off stage.
- b. The chairperson should be available during the concert to assist the guest director.

KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE

MUSIC FESTIVAL CHAIRS RESPONSIBILITIES

1. Become familiar with guidelines. Consider the Chair responsibilities as relates to maintaining agreements with districts in regard to group size, access to students, and funding implications.
2. Confirm proposed audition/rehearsal and concert sites with county coordinator.
3. Make rehearsal site contacts. Confirm and calendar rehearsal dates.
4. Consult with instructors and County Coordinator. Select conductors (accompanists) for honor groups.
5. Consult with instructors and County Coordinator. Select music. Check that it is available in print.
6. Contact guest directors (and accompanist). Confirm dates, selections and selection order.
7. Determine audition sites/times and rehearsal sites/times.
8. Determine auditioning procedures as appropriate to group.
9. Determine music selection to be used for auditions and how it will be made available to all schools.
10. Revise information to send to schools: the invitation to participate, audition information and parent permission slips. (September)
11. Conduct auditions. Confirm process to notify districts of the results of auditions.
12. Send out information concerning rehearsals as needed (chairpersons assign tasks to participating directors). Include County Coordinator in mailings.
13. Make final arrangements for concert (rehearsal schedule and concert site).
14. Arrange for dinner(s) with guest conductors.
15. Manage concert - music groups, performers (stands & percussion equipment. etc.).

ADMINISTRATIVE ADVISOR

- Selected school site principals may be asked to serve as an Administrative Advisor and preferably be the principal of the school of employment of the group chair.
- The Administrative Advisor acts as a resource to the group chair and advises on matters of concern expressed by other participating school administrators.
- Principals acting as the Administrative Advisor may be needed to be available for inquiries from administrators from other schools who may be requesting variations from current "Honor Music Festival" practice.
- Chairpersons may refer issues concerning honor group student attendance requests for excuse from rehearsals. Administrators from schools requesting variations and the Administrative Advisors may be asked to confer to examine all sides of the circumstances of the request and determine a final resolution.

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	TASK	PERSONAL RESPONSIBLE	DEADLINE
1.	Evaluation of Honor Festival	Program Coordinator and Group Chairpersons	April
2.	Election of Group Chairpersons & Co-Chairperson	Program Coordinator	April
3.	Certificates mailed to students	Program Coordinator	April
4.	Thank-you letters for use of facilities Chairpersons and guest conductors	Program Coordinator	April
5.	Finalize budget and invoice districts.	Program Coordinator	2 weeks after final concert
6.	Choose conductors (accompanists) for honor groups	Program Coordinator & Group Chairpersons	May
7.	Choose music for Honor Groups. Check that it is available and costs for purchase.	Program Coordinator and Group Chairpersons	May
8.	Determine auditioning procedures	Chairpersons	May
9.	Determine piece to be used for auditions and how it will be made available to all schools	Program Coordinator and Group Chairpersons	May
10.	Determine audition sites/times and rehearsal sites/times	Program Coordinator and Group Chairpersons	May/June
11.	Send invitations to guest conductors copies to chairpersons	Program Coordinator	June - September
12.	Secure audition/rehearsal and concert sites	Program Coordinator	June
13.	Order music for auditions	Program Coordinator	June
14.	Produce teaching tape for Honor Choral Groups.	Group Chairpersons	August/Sept.
15.	Send out to schools the invitation to participate (audition info. and parent permission slips)	Program Coordinator	September
16.	Send contracts to guest conductors & accompanists	Program Coordinator	October
17.	Supply auditioning music upon request	Program Coordinator and Group Chairpersons	Sept./October
18.	Conduct auditions	Group Chairpersons	As scheduled
19.	Notify districts of the results of audition date auditions	Program Coordinator and Group Chairpersons	As scheduled
20.	Send out info concerning rehearsals as is needed. Chairpersons assign tasks to participating directors.	Program Coordinator and Group Chairpersons	January
21.	Produce programs for each concert	Program Coordinator	January
22.	Coordinate publicity	Program Coordinator and Group Chairpersons	Auditions rehearsals & concert
23.	Make final arrangements for each concert (rehearsal schedule and concert site)	Program Coordinator and Group Chairpersons	By concert
24.	Arrange for dinner(s) with guest conductors	Group Chairpersons	By concert
25.	Manage concert a. ushers b. stands & percussion equipment. etc. c. MC,s and welcomes (involve administrators) d. arrange for a recording and picture e. other	Program Coordinator and Group Chairpersons	By concert
26.	Concert		