

UTAH HIGH SCHOOL ACTIVITIES ASSOCIATION



Music Festival

Planning Guide

Revised 1-4-13

- REGION MUSIC CHAIRS
- HOST SCHOOLS
- MUSIC DIRECTORS

Introduction

This planning guide is intended to assist festival managers and participating directors in the planning and preparation of music festivals. It functions as a guide to those decisions, responsibilities, and actions that must precede a successful festival and as a reminder of the timeline that must be followed if difficulties are to be avoided. Festival managers, adjudicators, participating directors, and students should review applicable Rules and Regulations contained in the Music Section of the current UHSAA Yearbook prior to each event to avoid misunderstandings, disqualification, or unnecessary conflict. The UHSAA Yearbook Music Pages are available on the UHSAA website Music Page (uhsaa.org).

All UHSAA member high schools that participate in **region and state jazz festivals and region and state solo & ensemble festivals** must adhere to UHSAA rules and regulations (UHSAA Handbook & Yearbook). Only students who meet the UHSAA eligibility requirements should be allowed to participate in region and state jazz and solo & ensemble festivals. Each school is required to electronically submit eligibility lists for jazz and solo & ensemble prior to the designated deadline.

A music educator will be appointed as a region music chair to serve as the liaison between local music educators in a specific region and the Utah High School Activities Association. The region music chairs are responsible to coordinate meetings and communication with region schools for the purpose of selecting region festival dates, sites, assigning management responsibilities, distribute the UHSAA information and planning other cooperative music activities. The region music chair and the assigned region administrator shall work in partnership to ensure that the festivals are conducted in compliance with all UHSAA Rules and Regulations. State Festival Chairs assume a similar responsibility for state festival conduct. State festival dates for each academic year are determined by a music committee consisting of representatives of the UHSAA, the UMEA, and the Utah State Office of Education.

Adjudication forms are available on the Music Page on the UHSAA website (<http://www.uhsaa.org>). All adjudication forms can be filled out completely using your internet browser. Applications for participation in state festivals are also found at the UHSAA website. These applications are password-protected, and available only to the Region Music Chairpersons. Region chairpersons should ensure that the entries are filled out completely and accurately, and that they are submitted prior to established deadlines.

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REGION MUSIC CHAIR INSTRUCTIONS

Spring Region Planning Meeting

- Check UHSAA calendar (uhsaa.org) for state festival dates and deadlines
- Schedule all region music festivals – dates, times, host schools, etc
- Be sure that this information is placed on the Master Schedule for region activities with the region activities chair

Early Fall

- Become familiar with the Music Page at www.uhsaa.org and the Music Section of the UHSAA Handbook which includes eligibility requirements, adjudication fees, festival info.
- **Submit sanction request forms to UHSAA office for music events when needed. Information regarding guidelines and requirements for sanctioning can be found in the UHSAA Handbook posted online under the Publications tab at www.uhsaa.org.**
- **Official adjudication and entry forms must be used** for all UHSAA sanctioned music festivals.
- **Adjudication forms are available** on the Music Page at www.uhsaa.org. These forms must be filled out by using the internet browser. Handwritten forms will not be accepted.
- Verify that your music events are correctly entered on the school and region calendar.
- Hold a training meeting with all music teachers in region and cover the following:
 - Confirm host schools for all region music events
 - Discuss eligibility requirements for participating in region and state festivals
 - Review list of certified adjudicators on Music Page
 - Review UHSAA rules for festivals and copyright guidelines
 - Review the adjudication fees in Music Section of UHSAA Handbook
 - Download and discuss the adjudication forms available on the Music Page
 - Review process for submitting region and state entries for festivals
 - Discuss performance guidelines and time limits
 - Stress the importance of students observing other groups and participants

Winter

- Attend Region Music Chair Training at the UMEA State Conference (February, St. George)
- **Follow-up with your “Region Music Chair Checklist of Responsibilities” on Music Page**
- Email information from UMEA State Music Conference to your region school music educators
- Remind school music directors to submit the UHSAA Eligibility Form for Solo & Ensemble Festival to UHSAA office prior to participation in the region festival, but NO LATER THAN MARCH 1. Download the eligibility form from the Music Page at www.uhsaa.org.

Spring

- At least 6 weeks prior to a festival, contact the host school, and be certain that all arrangements are in place for the festival.
- Attend all music festivals to ensure that the event runs smoothly, adjudicators are paid, and student needs are met.
- Adhere to instructions for submitting your region qualifying entries to your assigned state festival director for the State Festival Director by the posted deadline.
- Instructions for submitting the state entries are posted on the Music Page.

HOST SCHOOL INSTRUCTIONS

Early Fall

- Ensure that the festival you are hosting is on your school calendar
- Schedule all performance sites in your building with your building scheduler and custodial staff
- Secure Adjudicators for the event you are hosting
- Send contracts (with W9 forms if applicable) to adjudicators
- Send confirmation to directors of the time and location of the festival, and include a list of the contracted adjudicators

Six Weeks Prior to the Festival

- Request entries from schools
- Have Pianos tuned
- Make preliminary plans for a hospitality room for the adjudicators and directors

Three Weeks Prior to the Festival

- Secure entry forms from directors
- Review schedule with building scheduler and custodial staff
- Confirm adjudicators
- Arrange payment for adjudicators so they are paid immediately after the festival
- The Music Section of the UHSAA Yearbook contains pay schedule for adjudicators
- Have adjudicators complete the UHSAA reimbursement forms for adjudicators
- Arrange for all equipment needs for the festival (sound shell, risers, desks for adjudicators, recording equipment, chairs, stands, etc.)
- Send a list of available percussion equipment to other schools
- Make signs for the different performance sites send to other schools a list of available percussion equipment.
 - Ratings
 - Warm-up Room
 - Event (such as: Trumpet Solos)
 - Performance in Progress. Enter Only Between Performances
- Secure student aides

One Week Prior to the Festival

- Secure music faculty help as needed
- Be sure that pianos are tuned
- Send final schedule and room assignments to schools
- Remind directors to bring tapes for adjudication if applicable
- Remind directors to bring sufficient copies of numbered scores for the adjudicators
- Contact adjudicators personally to resolve any questions
- Test all recording equipment if used

Day of the Festival

- Provide orientation to all student aides
- Put up all signs and posters
- Post the festival schedule
- Set up all rooms with needed equipment (stands, chairs, piano, tables, recording equipment, etc.)
- Set up hospitality room
- Secure checks for adjudicators to be distributed at the conclusion of the festival
- Open all rooms to be used
- Meet adjudicators at least 15 minutes early to give out packets, schedules, and room assignments. As well as copyright rules, W9 form and adjudication contract
- Oversee the festival
- Collect adjudication forms, and disseminate the results
- Check all forms for adjudicator's signature, rating, and State qualification

Immediately After the Festival

- Pay adjudicators
- Compile forms by school and return to directors
- Clean up
- Notify region chairperson of entries qualifying for State festival

MUSIC DIRECTORS INSTRUCTIONS

Spring

- Attend region planning meeting for input on festival scheduling
- Put all festival dates on school calendar

Fall

- Attend region fall training meeting
- Confirm all festival dates on school calendar
- Inform students and parents of festival dates
- Schedule bus transportation for the festival

Six Weeks Prior to the Festival

- Hold an in-school festival to determine entries to the region festival
- Prepare all scores for adjudication (measures numbered, etc.)
- Observe all copyright laws pertaining to music.

Three Weeks Prior to the Festival

- Submit entries to the host school director in charge of the festival
- Confirm busses
- Obtain tapes for adjudication if applicable
- Secure list of available percussion and other needed equipment

One Week Prior to the Festival

- Secure performance times and schedules from host school
- Notify students and parents of final performance schedule

One Day Prior to the Festival

- Check on busses
- Organize all equipment needed for festival
- Prepare packets with scores and tapes for each adjudicator

Day of the Festival

- Arrive early to the festival
- Ensure that students observe other performances
- Pick up all materials following the festival from the host

The Day After the Festival

- Confirm with the host that all events qualifying for State festivals have been properly submitted to the region chairperson