



# GMEA HANDBOOK

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# A Brief History of the Georgia Music Educators Association

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## 1922 - 1932

In 1922, the Department of Public School Music was organized by the Georgia Education Association. Its first chairman was Jennie Belle Smith. The adoption of a constitution in 1930 provided for the election of officers and a new name, The Association of Public School Music Teachers.

During this first decade, less than 50% of pupils in city schools had regular music instruction. Annual meetings of the music department at the GEA Convention concerned themselves with advancing the cause of school music.

FIRSTS were: the Constitution of 1930; All-State Chorus at GEA convention in 1931. (A listing under FIRSTS usually means that the activity became an annual event until superseded by some further development.)

## 1932 - 1942

The next ten years was a period of rapid growth in all phases of activity. The group affiliated with MENC in 1937 as the Department of Music of the GEA. This led to the adoption in 1938 of a new constitution creating the Georgia Music Education Association and laid the groundwork for the structure we have today. The 1938 Constitution declared full affiliation with Music Educators National Conference and the Georgia Education Association.

The charter membership report in 1938 showed 61. The term "division" came into use in 1939 to describe Vocal, Band, Orchestra, Public School Music and Piano categories of membership. After the State Festival in 1942, most district and state activities, and the annual conference were halted until 1945 because of WWII. The Music News ceased publication during 1943-44.

FIRSTS were: 1935 - Adjudicated solo/ensemble entries during All-State Chorus event. 1937 - State Festivals; District Festivals; All-State Band; Clinic/Conference for teachers at Georgia State College for Women, Milledgeville; Max Noah first Executive Secretary and Editor. 1938 - All-State Orchestra; Music News; required music lists for festivals; membership in GMEA required for participation in All-State or Festivals; inaugural Music News (Spring). 1939 - Organization of Piano Division (a first in the nation); festival groups awarded certificates with ratings; summer music camp at Rutledge under sponsorship of WPA. 1940 - Twirling events at festivals; medal for festivals adopted. 1942 - GMEA Summer Band Camp at Georgia State College for Women, Milledgeville.

## 1942 - 1952

This decade opened with the meeting in Atlanta of the Southern Music Educators Conference Wartime Institute April, 1943. Local activities were directed toward furtherance of the war effort in every possible way. At the war's conclusion, the Association began to operate with renewed vigor. The All-State Chorus, Orchestra and Band were assigned in rotation to perform for the GEA.

FIRSTS were: 1946 - CMENC chapter at Georgia State College for Women. 1947 - State Elementary Festival (only one ever). 1949 - Annual High School Festival-Clinic for students and teachers at University of Georgia in January. 1951 - High School Music Camp at University of Georgia in June; cover design for Music News; first salaried GMEA position (treasurer); District Clinics which later became required preparation for participation in All-State Groups.

## 1952 - 1962

GMEA began a period of the greatest expansion in its history with the first separate GMEA Convention at Grady High in 1953. That year the State Festival at Milledgeville overflowed with over 9,000 pupils, forcing division the next year into five Regional Festivals in which over 16,000 participated. In 1958, the Regional Festivals were disbanded in favor of the ten District Festivals. All participants sang or played from required lists. Toward the end of this period GMEA began working with the Band and Orchestra Directors Association of Georgia (BODAG) and other Afro-American educators to bring about racial integration of music education activities for teachers and students.

FIRSTS were: 1953 - Separate Convention during GEA Convention in Atlanta. 1954 State Festival replaced by five (5) regional festivals. 1958 - All-State Junior High Band; State Music Consultant, Frank Crockett, appointed by State Department of Education. 1960 - Annual publication of GMEA Handbook; All-State Marching Band; Certification for private piano teachers. 1961 - Music News editorial board. 1962 - Summer music clinic at UGA renamed High School Music Workshop; racial integration of festivals; All-State Junior High Orchestra.

## 1962 - 1972

During this decade, membership topped 1,000 and continued to grow even though teachers were no longer required to maintain membership in GMEA in order to enter pupils in GMEA activities. GMEA was incorporated in 1966. The GMEA conventions were held in Atlanta and Athens until the Southern Division Music Educators Convention met in Atlanta in 1967 - the first time since 1943. In 1968 the budget was more than \$40,000. Cooperation among all music organizations in the state was increased with the organization of the Georgia Music Council in 1965. In addition to Treasurer, a salaried part-time Administrative Assistant was added in 1971. The 1972 National Convention of the Music Educators National Conference was held in Atlanta, and GMEA provided performance organizations and other active support.

FIRSTS were: 1964 - GMEA members were active participants in student selection and the faculty of first Georgia Governor's Honors Program (Wesleyan College); Piano Day. 1965 - Performance of a piano concerto by a high school student with All-State Orchestra (first in nation); Adjudicators Handbook; racial integration of All-State

Groups. 1966 - Appointment by State Department of Education of a second Music Consultant, John B. Lawhorn; Junior High All-State Chorus. 1967 - Creation of the office of President-Elect; sight-reading material composed on commission of GMEA. 1968 - GMEA officers elected from two-name slate for each office. 1969 - Elementary String Players All-State. 1970 - Junior College All-State (later All-College) Chorus; Georgia unit of National Association of Jazz Educators chartered. 1972 - Commissioned work for orchestra and chorus performed for MENC National Convention; GMEA Position Paper.

### **1972 - 1982**

At the beginning of this decade, the salaried position of Administrative Assistant was created. The GMN won the GAE "School Bell Award" for publications, and published a cassette edition of the GMN. GMEA published its first "Position Paper" in 1972 and distributed it statewide. In 1980, the former Administrative Assistant position was changed to Executive Director (salaried), adding a part-time secretarial/bookkeeping position in 1981.

The annual convention was held in various sites around the state including Atlanta, Macon and Jekyll Island. The hosting of the National MENC Convention in Atlanta boosted GMEA's membership to almost 1,500. When the MENC Southern Division Convention returned to Atlanta in 1977, GMEA presented the first All-Junior High All-State program for that group. In 1980, a Unified Arts Conference (art, drama, dance and music) was organized in Atlanta in lieu of the GMEA Convention. GMEA played a major role in the conference, providing coordination of the entire program.

FIRSTS were: 1975 - Two equal Senior High School All-State Bands. 1976 - Senior High All-State Stage Band; All-College Chorus. 1977 - GMEA presented the first Junior High School All-State Program ever given at Southern Division of MENC Convention; Senior High School All-State Girls' Chorus; 25-year Service to Music Education Certificates. 1978 - Junior High School All-State Girls' Chorus. 1979 - Creation of office of Division Chair-Elect. 1980 - First Georgia Unified Arts Conference. 1981 - Membership in GMEA required for participation; central GMEA office established at 1252 West Peachtree Street, Atlanta, Georgia.

### **1982 - 1992**

The convention began alternating between Jekyll Island and Columbus, and the first year in Columbus is memorable for a severe snow storm which prevented many from attending, including participants in the Junior High All-State Band and Orchestra.

GMEA computerized its operations in 1982, storing membership and other records on disks. In June 1983, the central office moved to larger facilities at 45 South Avenue in Marietta. The chief executive office was changed to Executive Secretary-Treasurer. The budget in 1985 exceeded \$250,000. In February 1987, the office moved to an expanded suite at the same address. The part-time Administrative Assistant position became full-time, and another part-time worker was added in 1988.

The last half of the 80's saw the budget grow to almost \$400,000 in 1989, as membership approached 2,000 (wavering between 5th and 6th in the MENC). By 1989, the convention had exceeded available space in Columbus, and was moved to Savannah for larger facilities (and fewer weather problems). A record attendance and favorable member reactions led to the selection of Savannah for conventions through the year 2000.

GMEA earned notable recognition for its work in this decade. The Georgia Music News celebrated its 50th Anniversary at the 1988 convention, with many living and past editors in attendance. The magazine also received MENC's "National Recognition Award" in 1990 based on its service and programs over the 1987-89 period. Several individual members have received recognition under the MENC National Certification Program.

A GMEA Recognition and Awards Program was instituted in 1988, honoring the following major categories: (a) Distinguished Career Award, (b) Music Educator of the Year and (c) Administrative Leadership Award. An Awards Committee was added to administer the expanded awards program.

The Elementary Choral Clinic expanded to two choruses to accommodate up to 700 students.

FIRSTS were: 1983 - Senior High Male Chorus; 1984 - Statewide Elementary Choral Clinic. 1985 - All-College Band. 1987 - Commissioned work for Band. 1988 - Distinguished Career Award. 1989 - Administrative Leadership Award. 1990 Music Educator of the Year; 40-year Service to Music Education Certificate. 1991 - Junior High All-State Band replaced by All-State Concert Band (9th-10th) and All-State Middle School Band (6th-8th); Two Statewide Elementary Choral Clinic choruses.

### **1992 - 2002**

As GMEA entered Decade Eight in 1992, GMEA membership soared past the 2,000 mark, including more than 200 College MENC members. Growth in membership and student activities led to the addition of a part-time bookkeeper and updated office equipment in 1993. By the spring of 1996, MENC began including Tri-M Chapters as part of its state reporting, and the GMEA membership totaled 2,549 (2,147 active; 343 CMENC; 39 Tri-M).

The 1993 GMEA/Southern Division MENC Joint In-Service Conference was held in Savannah and drew more than 6,000 people. This included 2,100 educators and guests, 150 exhibitors, and more than 3,500 performers from 11 southern states. The theme of the joint conference was, "Celebrate Southern Music". A division-wide Children's Honor Choir performed, and included the performance of a commissioned work. The Pre-Conference Leadership Symposium, "*Reforming, Refunding, and Restructuring Our Schools*," provided timely discussions of the more critical issues facing music education in the early 1990's.

One critical issue GMEA achieved success in addressing was getting the State Board of Education to restructure their "No Pass/No Participate" Policy to exempt musical groups that participated in non-competitive events.

A Financial Advisory Committee was established in 1994 to provide budget leadership to the Board of Directors, and by 1996 the annual budget approached \$750,000. In 1995, Cecil Wilder was asked to assist in the coordination of the 1996 In-Service Conference, and then accepted the position of Executive Director in February, 1996, and remains in that position. The GMEA offices moved to 145-B North Main Street, in Jonesboro after having been located in Marietta for more than 10 years. The office was later moved to 202 South Main Street, Jonesboro, as a growing office staff created a need for more space. During this time the staff grew to include a full time bookkeeper and two clerical employees in addition to the Executive Director.

In Divisional changes, the Elementary Choral Clinic was officially renamed Elementary Honors Chorus in 1993. After extensive planning, the Choral Division announced a restructuring of their All-State ensembles to reflect the transition from junior high school to middle schools. As a part of this change a Sixth Grade Statewide Honor Chorus was added. Also, a pilot program was conducted, during 1996-98, to include a new "General Music Division" in GMEA's structure. This division was later discontinued as a result of widespread removal by local school systems of middle school general music from their menu of course offerings.

In anticipation of 1994 national educational reform legislation, including the challenge of world class standards, and its implication for pending state reform legislation, GMEA formed a Coalition for Music Education, with its inaugural meetings held at the 1994 In-service Conference. Its purpose was to become proactive in the areas of music education advocacy and awareness. Susan Merritt was appointed Chair of the Coalition.

Simultaneously, GMEA endorsed *A State Action Agenda for Arts Education: The Georgia Plan*, developed by the State Department of Education for strengthening arts education programs. As the Coalition studied its task and conducted dialogue with other arts oriented organizations, the group expanded to become the Georgia Coalition for Arts Education - Merritt continued as Chair. The Coalition set specific goals and developed *The Georgia Project* in 1995 to help bring about the implementation of *The Georgia Plan* (Department of Education). The Coalition was assisted by MENC and with grants from the National Association of Music Merchants (NAMM).

Due to Georgia's increasing population growth, it became evident that GMEA needed to realign the boundaries of the districts, and in 1998, the Board of Directors approved reorganizing the old twelve districts into thirteen districts. In addition, General Music was added to the Divisional alignment. Also, in appreciation for support from the Georgia Association of School Music Dealers, GMEA added a non-voting representative from the GASMD to our Board of Directors.

With the rapid growth of membership in this decade, GMEA saw the need for increased member services. In 1998, recognizing the communication wave of the future, [www.GMEA.org](http://www.GMEA.org) was established as the official organization website, to better disseminate information to the membership, in a digital format. Then in 1999, a Mentoring Program was established, to assist new teachers in the field of music education and experienced music educators who were new to Georgia.

In 2000, GMEA established a leadership training program, which allowed District Chairs to identify two younger members in their district as participants. The training was held in conjunction with the ISC, and was to be held every other year.

Striving to meet the needs of the growing college MENC membership, in 2000, GMEA established a Job Fair at the In-Service Conference, to allow college seniors in music education to meet with prospective employers. Also, GMEA awarded the first two College/University Music Education Scholarships for junior and senior music majors at the 2000 ISC. Then in 2001, College MENC Sessions were added to our ISC Programs.

#### FIRSTS and MILESTONES

1992 -Active GMEA Membership passes the 2,000 mark

1993 -GMEA-hosts the SDMENC Divisional Conference in Savannah

1994 -Financial Advisory Committee created to advise GMEA Executive Committee  
-Georgia Coalition for Arts Education formed

1996 -General Music Division pilot program created  
-Sixth All-State Chorus formed

- Cecil Wilder hired as GMEA Executive Director on 2/10/96
- 1997 -General Music Division created
- 1998 -New Website opens: [www.gmea.org](http://www.gmea.org)
  - Added Georgia Association of School Music Dealers Board Representative
  - General Music Division approved for GMEA Board status
  - GMEA Districts realigned from twelve to thirteen
- 1999 -GMEA Mentoring Program established
  - Lobby Ensemble Performing Groups added to the ISC experience
- 2000 -Job Fair added to the In-Service Conference
  - Awarded the first two College/University Music Education Scholarships
  - Established the Leadership Training Program
  - Addressed the implications of the A+ Education Act on Georgia music programs.
  - Successfully opposed House Bill 1189 (elimination of Middle School Music)
- 2001 -College MENC Sessions added to the annual GMEA In-Service Conferences

## 2019-2020 Application & Registration Fees

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Application	Location	Fee
All-College Chorus Application	Opus Applications & Forms Page	\$55
All-State Band Acceptance Form	Acceptance Link on Opus Dashboard	\$25
All-State Band Application	Opus Registration Tab/Dashboard	\$25
All-State Chorus Acceptance Form	Acceptance Link on Opus Dashboard	\$20
All-State Chorus Application	Opus Registration Tab/Dashboard	\$25
All-State Jazz Ensemble Acceptance Form	Opus Applications & Forms Page	\$25
All-State Jazz Ensemble Application	Opus Registration Tab/Dashboard	\$25
All-State Orchestra Acceptance Form	Acceptance Link on Opus Dashboard	\$25
All-State Orchestra Application	Opus Registration Tab/Dashboard	\$25
All-State Reading Chorus Acceptance Form	Acceptance Link on Opus Dashboard	\$25
All-State Reading Chorus Application	Opus Registration Tab/Dashboard	\$25
In-Service Conference Registration	Opus Registration Tab/Dashboard	<u>Pre-Registration</u> Member: \$135 Spouse: \$85  <u>On-Site</u> Member: \$155 Spouse: \$100  <u>After Noon Friday</u> Member: \$100 Spouse: \$50
Jazz Ensemble Registration Form	Opus Applications & Forms Page	\$80
Large Group Performance Evaluation Registration	Opus Registration Tab/Dashboard	17-29 students: \$150 30-39 students: \$155 40-49 students: \$165 50-59 students: \$170 60-69 students: \$175 70-79 students: \$185 80+ students: \$195
Marching Competition & Festival Registration Form	Opus Applications & Forms Page	\$150
Membership Application/Renewal	<a href="#">GMEA Website</a>	\$120 ( <del>\$20</del> GMEA, <del>\$100</del> NAFME)
Pin, Plaque, & Medal Order Form	Opus Applications & Forms Page	See Form
Sixth Grade Statewide Honor Chorus Registration	Opus Registration Tab/Dashboard	\$35
Solo & Ensemble Registration Form	Opus Registration Tab/Dashboard	Solo: \$12 Ensemble: \$12
Statewide Elementary Honor Chorus Registration	Opus Registration Tab/Dashboard	\$35

# All-State

## **All-State General Information**

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GMEA organizes and carries out the All-State performance program in order to allow the selected students an opportunity to work with other students of equal caliber under the direction of highly qualified conductors. Each student auditions on a statewide basis and is selected on merit when judged by professionals against all other applicants across the state. Selection to All-State is recognition of excellence in musical knowledge, technique, and interpretation.

The All-State activity is planned by members of GMEA for their students. Current membership in GMEA is required of all teachers who enter students in this event. Membership is considered current after a check/credit card number and application for membership have been received by GMEA/NAfME. It is the responsibility of the applicant to verify his/her membership status prior to applying for this event. The Vice President for All-State Events, the State Division Chairs, and Organizers supervise the All-State Event. See By-Laws, Article I, Section 4

## **All-State Groups**

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<b>Band</b>		<b>Chorus</b>	
Senior High Symphonic (2 bands)	Grades 11-12	All-College Chorus	
Senior High Concert (2 bands)	Grades 9-10	Senior High Women	Grades 9-12
Senior High Jazz	Grades 9-12	Senior High Men	Grades 9-12
Middle School (2 bands)	Grades 6-8	Sight-reading Chorus	Grades 9-12
		9th & 10th Grade Mixed	Grades 9-10
		11th & 12th Grade Mixed	Grades 11-12
<b>Orchestra</b>		Middle School Treble	Grades 7-8
11-12 High (one full and one string)		Middle School Mixed	Grades 7-8
9-10 High (one full and one string)		Sixth Grade Statewide Honor Chorus	Grade 6
Middle School Strings (2)			
		<b>Elementary</b>	
		Statewide Elementary Honor Chorus	Grades 4-5

## **All-State Audition Requirements**

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In order to participate in a Georgia All-State audition or group the student must be enrolled in a Georgia school at the time of the audition and the All-State event. An All-State member must participate in the school music program comparable to the area in which he/she enters All-State if that area is offered in his/her school. Participation is defined as (1) enrollment in the band, orchestra, or chorus scheduled class and meeting all responsibilities of rehearsal and performance outside the school day or (2) for those students who cannot be scheduled, active and ongoing support of the band, orchestra, or chorus by meeting all responsibilities of rehearsal and performance outside the school day.

Students must be registered for All-State by the school music teacher except in cases where there is no program in the division in which the student is to be registered. Then the private music teacher and GMEA member who is directly responsible for the instruction of the student on the All-State music must register the student.

All wind and percussion applicants are required to audition on the district level before advancing to the state audition. No substitutions may be made. A student's name must be on the original application form in order to be eligible.

Home schooled students must be registered by a private teacher or home school music teacher who is a current member of GMEA. In all cases where the student is a member of the school music organization comparable to the area entered in All-State, the school music teacher shall make the recommendation.

Every director who enters students for All-State auditions must be available to judge or monitor both the district/region and final auditions. All directors who have students auditioning are expected to fulfill their professional responsibility by judging, monitoring or notifying the Organizer of a suitable replacement in a timely manner. The suitable replacement must be a GMEA member and must be approved by the Organizer prior to the audition. Any director who is unavailable and does not provide a qualified substitute will receive a letter of reprimand from the GMEA Ethics and Professional Standards Chair with a copy being sent to the director's principal warning that a censure will be invoked against repeated ethics violations in the form of denied participation for the director and their students for a period of one year from the date of the ethics letter. The first violation letter would state that such censure may be invoked with the second violation at the discretion of the Executive Committee and the censure would be automatic at the third violation within a five year period. Notification of failure to meet this professional duty and responsibility will be sent to the director's school principal (or in the case of home schooled students, to the parents of each student) as well as the District Chair from the GMEA Ethics and Professional Standards Chair. In the event the Organizer determines a recommended replacement judge NOT "suitable," that chair, with the advice of the appropriate Division Chair, shall make whatever adjustments are necessary to provide the best possible auditions for the students.

In all instances the member must check a disclaimer box on the online application/registration verifying that they have made their principal aware that they are submitting the application/registration and that students might be required to miss school time in order to participate in the event. This disclaimer also constitutes verification that they understand and will meet their professional obligations involving the event.

All musicians are required to pass the first audition in order to proceed to the next level ([see orchestra exception](#)). No substitutions may be made. A student's name must be on the original application database in order to be eligible. If a substitute is detected, the student is immediately disqualified and dismissed from the audition. The director's principal will be notified of the situation in writing by the GMEA Ethics and Professional Standards Chair.

### ***All-State Fees***

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GMEA members will register students for the All-State audition through [Opus](#). For registrations paid by credit card or electronic funds transfer, no further action is required once the registration has been submitted and paid for. For registrations paid for by paper check, [Opus](#) will provide an invoice to print. Fees paid by check MUST be paid with one member check, school check, booster club check, or money order payable to GMEA and mailed to the GMEA office in the same envelope as the printed invoice by the appropriate postmark deadline. Directors choosing to pay by paper check do so at their own peril and GMEA accepts no responsibility in cases where checks are not received for any reason whatsoever. Fee amounts can be found in the [Application Fees](#) section of this Handbook and are listed in [Opus](#) on the current application /acceptance form. There are no refunds for cancellation or failure to appear.

We will accept checks and invoices postmarked by the deadline no matter when they are received in the office. We will accept checks and invoices received in the office within five calendar days after the deadline no matter when they are postmarked. Those that are incomplete or incorrect will be returned and a reprocessing fee of \$25.00 will apply. Those that are neither postmarked by the deadline nor received in the office within five calendar days thereafter will be considered late and will be returned. After the deadline has passed, the following late fee structure and procedure will apply:

Teachers may register students online after the initial deadline but with late fees assessed as follows: An initial late fee of \$25.00 per application on the first day after the deadline. After that the late fee will increase by \$5.00 per day, per application. Beginning sixteen days after the original deadline, no applications can be accepted for any reason. There is no on-site registration available.

Deadlines for All-State acceptance for students who are selected for participation in the All-State Band and Orchestras are too close to the actual event to allow for a late acceptance deadline with late fees. Therefore, in order for students to be allowed to participate in the All-State event, the acceptance process must be completed in [Opus](#) (including payment) by the deadline in order to be able to complete the work involved in preparing for the event, including typesetting, program printing, and calling alternates for those students not accepting.

## ***All-State Acceptance and Participation***

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Except for health reasons or death in the family, a student who does not participate in All-State after the acceptance form is returned will not be allowed to audition or participate in All-State the following year. See the [Appeals](#) policy for details.

Attendance Policy: Students are required to attend all rehearsals and the performance. Students who are tardy will be moved to the back of the section or dismissed from the event by the Division Chair. There are no exceptions to this policy.

A parent, guardian, or GMEA member (director) must assume responsibility for the safety, supervision, and conduct of all students attending GMEA All-State rehearsals and concerts. GMEA is not responsible for supervision of students during the event or during free time. Students are strongly discouraged against driving themselves to All-State and/or operating a motor vehicle during the All-State event if at all possible. Furthermore, it is the responsibility of the teacher of the student(s) to adhere to all policies of the local school system concerning overnight student travel.

## ***Dress Code***

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### **All-State Band:**

Concert dress for All-State Band will consist of the uniform worn by students when performing formal concerts with their local school band or orchestra.

### **All-State Chorus:**

Ladies will wear a floor-length black dress with sleeves or jacket, OR floor-length black skirt and black blouse with sleeves or jacket, OR floor-length black pants and black blouse with sleeves or jacket. Blouses will hang below the waist of a skirt or pants by 3 inches. Also, all ladies are to wear black shoes that completely encompass the foot. Flip flops or sandals of any kind present a safety issue when maneuvering steps or risers, and are not acceptable attire.

Gentlemen will wear a black, long-sleeved dress shirt, black pants, black socks, and black shoes that completely encompass the foot. Flip flops or sandals of any kind present a safety issue when maneuvering steps or risers, and are not acceptable attire.

Students violating the Concert Dress Code are subject to suspension from the All-State Chorus performance.

### **All-State Orchestra:**

Concert dress for All-State Orchestra events will be all black. Students may wear long black dresses or long black skirts, black shirts, black pants, black shoes (and black socks, if applicable), or black tuxedos.

# All-State Band

## All-State Band District Auditions

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### Inclement Weather Policy

In the case of inclement weather, the decision to cancel auditions will be made jointly by the District Band Chair, State Band Chair, and All-State Vice President by noon on the day prior to auditions. School system leadership, weather experts and the state highway officials should be consulted to determine potentially hazardous conditions. To keep the integrity of the audition process across the state, it is up to each district to schedule an alternative time for auditions (in the event they are canceled) within ten calendar days of the originally scheduled audition date. Auditions may be held on multiple days so long as every effort is made to keep the judging panels the same for all auditions on any particular instrument. Each district needs to discuss their inclement weather contingency during their Spring/Fall planning meeting and publish their plan on the district calendar.

### Wind Instruments (ALL SCALES MUST BE PLAYED FROM MEMORY)

- **Chromatic Scale:** Play up and down within the range indicated below, accurately and musically. Scale may be tongued or slurred. Judging will be on tone quality, evenness, smoothness, accuracy, and speed.

#### 1. Middle School (6-8) CHROMATIC SCALE REQUIRED RANGE

Flute, Piccolo:	Low C to High F
Oboe:	Low C to High C
Sop. Clarinet:	Low E to High D
Bass, Contra Cl.:	Low E to High A
Bassoon:	Low Bb to High F
All Saxophones:	Low C to High D
French Horn:	Low F to High F
Trumpet, Baritone T.C.:	Low F# to High G
Trombone, Baritone B.C.:	Low E to High F
Tuba:	Low E to High F

#### 2. Concert Band (9-10) CHROMATIC SCALE REQUIRED RANGE

Flute, Piccolo:	3 octaves from Low C
Oboe:	Low Bb to High F
Sop. Clarinet:	Low E to High G above High C
Bass, Contra Cl.:	Low E to High C
Bassoon:	3 octaves from Low Bb
All Saxophones:	Low Bb to High F
French Horn:	Low F to High A
Trumpet, Baritone T.C.:	Low F# to High C
Trombone, Baritone B.C.:	Low E to High Bb
Bass Trombone:	Low (Pedal) Bb to High F
Tuba:	Low E to High Bb

#### 3. Symphonic Band (11-12) CHROMATIC SCALE REQUIRED RANGE

Same as Concert Band (9-10).

- **Major Scales and Arpeggios:** Required major scales and arpeggios for each level (middle school, concert band, and symphonic band) can be found on the [GMEA website](#) in PDF format. Scales must be played exactly as they appear on the [GMEA website](#), including indicated tempi. Judging will be on tone quality, evenness, smoothness, and accuracy.
- **Sight-reading (one technical).** There will be three different levels of sight-reading exercises, one each for middle school (6-8), Concert (9-10), and Symphonic (11-12). Students are allowed to find their 1<sup>st</sup> pitch before beginning their sight-reading.
- **Lyrical etude.** The lyrical (first) portion of the required etude will be performed at the district level audition. The lyrical and technical portions of the etude are both performed on the final All-State audition only (the lyrical alone is performed on the district level audition). These etudes can be found on the GMEA web site.

### Percussion

Students will be required to pass any two areas with an 85 and one with a 70 (Snare Drum, Timpani, and Keyboard Percussion) in order to be recommended for State Level Final Audition. Students will be required to perform in all three areas for both the district level, and the state level audition. There will be one sight-reading exercise in each of the three areas. The area's district level, first round audition requirements are as follows:

- **Snare Drum:** Middle School - Multiple Bounce Roll, Flam Accent, Drag (Ruff), and student's choice. Concert and Symphonic Bands – Multiple Bounce Roll, Flam Accent, Single Ratamacue, student's choice. All rudiments to be played in an open-close-open rudimental presentation fashion, except for

the Multiple Bounce Roll. The Multiple Bounce Roll should be played starting at a piano dynamic, crescendo to a forte dynamic, then decrescendo to a piano dynamic. **Student's Choice must be selected from the 40 Essential/Standard Rudiments. Student's Choice must be selected from the 40 Essential/Standard Rudiments.**

- **Keyboard Percussion:** Chromatic scale, full range of instrument; major scales and arpeggios as noted below by grade level:
  - **Middle School Scale Requirements:** concert F, Bb, Eb, and Ab major, 2 octaves each, memorized, using the same rhythm pattern and tempo as required of middle school woodwind and brass scales/arpeggios.
  - **Concert & Symphonic Scale Requirements:** middle school scales as listed above, plus:
    - Concert Band, grades 9/10:** Concert Db, Gb, G and C, 2 octaves each, memorized, using the same rhythm pattern and tempo as required of 9/10 woodwind and brass scales/arpeggios.
    - Symphonic Band, grades 11/12:** Middle school and Concert band scales/arpeggios as listed above, plus Concert D, A, E, and B, 2 octaves each, memorized, using the same rhythm pattern and tempo as require of 11/12 woodwind and brass scales/arpeggios.In short, All-State mallet scales/arpeggios should be played in an identical fashion as woodwind/brass scales are required on each level (i.e. Middle School, Concert and Symphonic Bands), regarding keys, order, rhythm pattern, and tempo. All mallet scales/arpeggios are 2 octaves each, memorized.
- **Timpani:** Two Timpani will be used for the audition. The tuning test requires students to tune (one time) to the sight-reading exercise. (The sight-reading pitches for the STATE level will match the pitches of the etude.) Middle School and Concert Band students may use any type of tone producer (pitch pipe, mallet instrument, etc.) for tuning, however no electronic devices may be used to produce a tone for tuning purposes by the student. Symphonic Band students will be given one pitch at the beginning of sight-reading, and that the student must tune to any subsequent pitches by ear only. The given pitch must be the lower pitch of the 2 drums. There will be a 30 second per drum time limit on the Middle School and Concert Band timpani tuning audition, and a 30 second total time limit on the Symphonic Band timpani tuning audition. This tuning procedure applies to both the DISTRICT and STATE level auditions. At the DISTRICT level audition for Middle School, Concert Band, and Symphonic Band, students will be required to play a Single Stroke Roll, slow to fast to slow, on either timpani drum – as well as a forte-piano roll followed by a crescendo on either timpani drum (this technique usually involves striking the drum, let the drum die down to a piano level, then begin the roll and crescendo the roll). Here is a breakdown of the procedure:

DISTRICT LEVEL (Middle School, Concert Band, Symphonic Band)

Tune Timpani to Sight-reading Pitches

Single Stroke Roll, slow to fast to slow (either drum)

Forte-Piano Roll with crescendo (either drum)

Sight-read

STATE LEVEL (Middle School, Concert Band, Symphonic Band)

Tune Timpani to Sight-reading Pitches

- Perform Etude (pitches should match the sight-reading pitches)

#### **THE FOLLOWING MINIMUM SCORES MUST BE ACHIEVED BY STUDENTS ON THE DISTRICT ALL-STATE AUDITION IN ORDER TO BE "RECOMMENDED" FOR THE FINAL AUDITION:**

1. Flutes, soprano clarinets, alto saxophones--minimum passing score of 85
2. Trumpets, oboes, tenor saxophones, baritone saxophones--minimum passing score of 80
3. All other wind instruments--minimum passing score of 70
4. Percussion--minimum passing score of 85 must be achieved in two areas (Snare Drum, Timpani, Xylophone) and a minimum of 70 in the third

Make-up auditions (district level only) will be allowed within the following parameters:

- Personal Illness (with physician's letter)
- Death in immediate family (with Principal's verification letter)
- Inclement weather (Organizer will confirm weather conditions through weather service and highway department. If conditions cause cancellation of district auditions, the district will reschedule the event.)

Request for make-up should be made to BOTH the District Organizer AND the Band Division Chair. Approval from both officials is required before a make-up may be scheduled.

Make-up auditions will be scheduled by the Organizer and approved by the Band Division Chair. They will include members of the original judging panel and must be completed within 72 hours of the original tryout (by the Tuesday following an original Saturday event).

It is the responsibility of the student taking the make-up audition to travel to the designated make-up site (as specified by Band Division Chair/Organizer). Every effort should be made to secure a site that is favorable to both judges and student(s).

It is the responsibility of the Band Division Chair to provide sight-reading music and judging sheets for the make-up audition.

### **All-State Band Final Auditions**

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All-State Band students may audition in accordance to the policy below:

The following statement is to be included on the FINAL HIGH SCHOOL ALL-STATE BAND FORMS:

Please indicate your preference of performing groups below. If you are selected for membership in an All-State group, your preference will be honored, as long as there are positions available in that group.

Band       Orchestra       No Preference

In addition to sight-reading a lyrical and technical exercise, wind and percussion students must play both a lyrical and technical etude, available on the [GMEA website](#). The etudes need not be memorized and are intended to be played without accompaniment.

Percussionists: Students will be required to audition on all three instruments (snare, xylophone, timpani). Selection will be accomplished as follows:

There will be only one principal percussionist per All-State ensemble chosen. The principal percussionist will be that player whose overall raw score (i.e. highest cumulative snare, timpani, and mallet scores when added together) exceeds all others in a given All-State ensemble. Principal percussionists, then, will be the top 2 middle school percussion overall scores (to fill the principal positions in each of the middle school All-State bands), the top two 9th/10th grade overall scores (to fill the principal positions in the All-State concert band and 9th/10th grade orchestra), and the top three 11th/12th grade overall scores (to fill the 3 principal positions in each of the 2 All-State symphonic bands and the 11th /12th grade orchestra).

Assignment of principal percussionists to a specific All-State band or orchestra will be part of the same procedure as for principal wind players (see "[All-State Band Wind and Percussion Selection Procedure](#)").

In the instance of a tie score for determining principal percussionists, the player with the highest score in sight-reading overall will be designated as the higher-ranking percussionist. After that, ties are broken by coin toss.

Non-principal All-State percussionists will be placed in All-State bands and orchestras according to the adopted instrumentation levels (see "[All-State Band Instrumentation](#)") with no specificity regarding any particular percussion area. Assignment of non-principal percussionists to a specific All-State band or orchestra will be part of the same procedure as for wind players (see "[All-State Band Wind and Percussion Selection Procedure](#)" below).

Alternate percussionists will be the next two ranking percussionists after the allotted All-State instrumentation levels are filled for each All-State band and orchestra.

Timpani auditions for State Level will require students to tune timpani for etudes as per district audition procedure. That is: Middle School and Concert Band students will be allowed to use any type of tone producer for tuning (pitch pipe, mallet instrument, etc.). Symphonic Band students will be given one pitch at the beginning of the sight-reading, and the student must tune subsequent pitches by ear only.

## ***All-State Band Final Audition On-Site Procedure***

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A system of a screen and student identification numbers will be utilized so that the identity of the auditioning student is not known to the two adjudicators. The rationale is to help remove all doubts as to preferential treatment, and to maintain student anonymity.

All students will play in their designated time slot unless prior permission has been arranged by the Organizer to change the time.

In addition to the two adjudicators in the audition room, a monitor will be available to give directions, set tempos, and handle all communication with the student.

There will be no communication between the student and the two adjudicators.

GMEA members designated as tabulators are responsible for recording scores into [Opus](#) using the students' number instead of a name.

No scores will be posted. Audition results will be sent to all directors of participants via email. Directors who are privy to any results and who make those results available to their students or the students of others prior to those results being emailed to all directors will be deemed to be guilty of a breach of professional ethics and are subject to being sent a letter of reprimand, a copy of which will be sent to their principal.

Throughout the day, at regular intervals, the adjudicators/monitors will provide the runners with completed adjudication forms for the tabulators to use for data entry. All audition materials, including any completed adjudication forms not already sent to the tabulators, and the sight-reading music, will be returned to the appropriate Organizer at the end of the audition day. A personnel list will be developed using [Opus](#).

Final Round Auditions: There are no make-ups for final auditions except in the event of inclement weather. The decision to cancel auditions will be made by the Band Division Chair by noon on the day prior to auditions. The Band Division Chair should consult weather experts and the state highway officials to determine potentially hazardous conditions. Inclement weather make-up date is published on the GMEA calendar."

## ***All-State Band Wind and Percussion Selection Procedure***

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Final Auditions are also chair auditions. Students are assigned to bands and orchestras as follows:

Bands are formed into three groupings:

Two 6-8 Grade Bands (Middle School Band)

Two 9-10 Grade Bands (Concert Band) and one 9-10 Grade Full Orchestra

Two 11-12 Grade Bands (Symphonic Band) and one 11-12 Grade Full Orchestra

NOTE: All 6th-8th grade students are assigned to the Middle School Band

**Middle School:** all middle school-aged students are assigned to one of the two middle school All-State bands according to the following procedure:

A coin is flipped to determine which middle school All-State band will be assigned the first ranking flutist (since the flute is listed first in standard score order). If, for an example, middle school All-State band "A" wins the toss, then the "A" band is assigned the first ranking flute player, and the "B" band is assigned the second ranking flute, etc., until all flute positions as dictated by instrumentation levels are filled (see "[All-State Band Instrumentation](#)").

Additionally, if the "A" band had been assigned the first ranking flutist, then the "B" band will be assigned the first ranking oboist, alternating between the two middle school All-State bands in like fashion until all oboe positions are filled as dictated by the instrumentation.

Finally, the "A" band would receive the first ranking bassoonist; the "B" band the next ranking bassoonist, etc., until all positions are filled. The alternation between sections regarding which All-State band is assigned the first ranking players follows the standard score order listed in the instrumentation. This procedure is intended to balance the quality of All-State middle school bands by insuring that each band receives the same number of first ranking players through the alternation of assignment described above.

**9th/10th and 11th/12th Bands and Orchestras:** All 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students are assigned to either one of the All-State Concert or Symphonic Bands or All-State Orchestra, according to the preference marked on their registration if at all possible (see paragraph below concerning preferences).

A coin is flipped to determine which 9th/10th grade All-State ensemble will be assigned the first ranking flutist (since the flute is listed first in standard score order). This coin toss will determine whether the orchestra or concert band "A" will receive the initial assignment of a first-ranking player. If, for an example, concert band A" wins the coin toss, the assignment order for the three 9th/10th grade All-State ensembles will be Band A-Orchestra-Band B. If the orchestra wins the coin toss, then the assignment order will be Orchestra-Band A-Band B. All positions in the flute sections of each of the three 9th/10th grade All-State ensembles are filled, alternating between ensembles according to the order established by the coin toss. Again, only students indicating either "orchestra" or "no preference" will be placed in the orchestra if positions exist in that ensemble (see paragraph below concerning preferences).

The preference marked on the audition sheet by each selected student, indicating their preference for either band, orchestra, or no preference, will be followed in all instances where it is possible to do so. If positions in a selected ensemble become full with higher-ranking students, however, then the preference indicated may not be followed. This protocol insures that all selected All-State students will still participate the event, even at the expense of being assigned to the preferred ensemble.

Obviously, instruments generally utilized only by bands or found only on the All-State Band instrumentation list (bass clarinet, contra clarinet, all saxes, bass trombone, euphonium) are not affected by the alternation between ensembles procedure. These instruments receive band assignment only. In cases where instruments other than traditional orchestral instruments are required by the orchestra based on music selected by the clinicians for those orchestras, decisions on how to fill those needs will be decided through consultations between the band and orchestra division chairs, preferably prior to the final audition.

Additionally, the assignment of first ranking players will alternate following the standard score order listed in the instrumentation. This procedure is intended to balance the quality of the All-State concert band and orchestra by insuring that each ensemble receives the same amount of first-ranking players through the alternation of assignment described above.

A student who enters on two or more instruments shall indicate on the entry form of each instrument, the instrument he/she wishes to be considered on first, second, etc. If no preference is indicated, the instrument on which the highest ranking (not score) is attained will be the instrument selected for the band or orchestra. In cases of two or more identical rankings for the same person, and when no preference is indicated, the band and orchestra chairs will make the decision through a coin toss.

### **All-State Band Instrumentation**

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The minimum instrumentation for Concert and Symphonic All-State Bands is listed below.

<b>Instrument</b>	<b>Minimum Number Selected</b>
Flute	12
Oboe	4
Bassoon	4
Bb Clarinet	21
Bass Clarinet	3
Contra Clarinet	1
Alto Saxophone	4
Tenor Saxophone	2
Baritone Saxophone	1
Trumpet	15
Horn	8
Trombone	9
Baritone	5
Tuba	5
Percussion	7*

\*One of these will be designated as principal percussionist based on established criteria.

Orchestra Instrumentation may include the following:

<b>9 &amp; 10 Winds and Percussion</b>	<b>11 &amp; 12 Winds and Percussion</b>
3 flutes	4 flutes
3 oboes	4 oboes

3 clarinets	4 clarinets
3 bassoons	4 bassoons
4 horns	5 horns
3 trumpets	4 trumpets
3 trombones	3 trombones
1 tuba	1 tuba
1 timpani	1 timpani
2 percussion	2 percussion

Exact numbers will be determined at the final audition based on orchestral needs.

The minimum instrumentation for Middle School All-State Bands is listed below.

<b>Instrument</b>	<b>Minimum Number Selected</b>
Flute	8
Oboe	2
Bassoon	3
Bb Clarinet	18
Bass Clarinet	2
Alto sax	4
Tenor Sax	1
Baritone sax	1
Trumpet	12
Horn	8
Trombone	8
Euphonium	4
Tuba	4
Percussion	6

Eb Contra Alto and BBb Contrabass Clarinetists will be accepted for audition for the Middle School All-State Band. Those deemed by the judging panel to possess adequate skills will be placed in the bands up to a maximum of two per band. They will perform the scale set appropriate for their transposition and the same etude as bass clarinetists (Middle School Low Clarinet)

Bass Trombone will be accepted for audition for the Concert and Symphonic All-State Bands. Those deemed by the judging panel to possess adequate skills will be placed in the bands up to a maximum of one per band.

### ***Assignment of Tubists and Percussionists***

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Conductors for bands affected, and the orchestras, will be hired with the following understandings:

- Tubists who are selected to participate in the 9<sup>th</sup>/10<sup>th</sup> and 11<sup>th</sup>/12<sup>th</sup> grade full orchestras will also participate in an appropriate band. These students will not be first chair players, but will be selected from the top portion of the section.
- A timpanist and one percussionist will be assigned to the 9/10 and the 11/12 orchestra. Other percussionists will be added as needed and will be selected from the band's alternate percussionists list. The Orchestra Division Chair will inform the band division of the number of percussionists needed prior to the second All-State audition.
- Tubists and percussionists will rehearse with the orchestras during the Friday night rehearsal and the Saturday morning rehearsal. Music will have been mailed to these students by the Orchestra Organizer for early practice.
- This arrangement will give the orchestra conductors the opportunity to select compositions from all periods of music history without concern for the inactivity of a few students.
- Band and orchestra conductors must consult and plan with each other, prior to their first rehearsals, in order to utilize these students to their full potential.

# All-State Jazz Ensemble

## *All-State Jazz Audition Requirements*

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There are three requirements for the All-State Jazz audition: modes/scales, etudes, and sight-reading.

## *All-State Jazz Audition Modes & Scales*

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Audition Modes & Scales will be published on the [GMEA website](#). All scales & modes must be played from memory at QN=120 in an even or swing pattern.

**Alto Sax:** C Major  
C# Major  
D Mixolydian  
Eb Mixolydian  
E Dorian  
F Dorian

**Tenor Sax:** C Major  
C# Major  
D Mixolydian  
Eb Mixolydian  
E Dorian  
F Dorian

**Bari Sax:** C Major  
C# Major  
D Mixolydian  
Eb Mixolydian  
E Dorian  
F Dorian

**Trumpet:** G Major  
Ab Major  
A Mixolydian  
Bb Mixolydian  
B Dorian  
C Dorian

**Trombone:** F Major  
Gb Major  
G Mixolydian  
Ab Mixolydian  
A Dorian  
Bb Dorian

**Bass Tbone:** Bb Major  
B Major  
C Mixolydian  
Db Mixolydian  
D Dorian  
Eb Dorian

**Piano:** F Major  
Gb Major  
G Mixolydian  
Ab Mixolydian  
A Dorian  
Bb Dorian

**Guitar/** F Major

**Vibraphone**    Gb Major  
                    G Mixolydian  
                    Ab Mixolydian  
                    A Dorian  
                    Bb Dorian

**Bass:**            F Major  
                    Gb Major  
                    G Mixolydian  
                    Ab Mixolydian  
                    A Dorian  
                    Bb Dorian

### ***All-State Jazz Audition Etudes***

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Etudes will be published on the All-State Jazz page of the [GMEA website](#).

### ***Saxophones, Trumpets, Trombones, Bass Trombone***

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#### **District Audition**

1. Perform the audition scales, modes with arpeggios as written (QN=120). They should be performed two octaves from memory. They can be played even or in a swing pattern.
2. Sight-read two jazz exercises in contrasting styles.
3. 1<sup>st</sup> round passing scores are Saxophones: 85+, Trumpet: 80+, Trombone/Bass Trombone: 70+

#### **Final Audition**

1. Perform **SELECTED** etudes from “**All-State Jazz Audition Etudes**”. Etude #2 is to be performed with pre-recorded rhythm section (recording is published on GMEA website). Perform written line 1<sup>st</sup> time, improvise 2<sup>nd</sup> time over notated chord changes.
2. Sight-read two jazz exercises in contrasting styles. Sight-reading #2 will be with a pre-recorded rhythm section. The student will sight-read a “lead” melody and then improvise 2 choruses over chord changes notated in the sight-reading example.

#### ***Piano***

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#### **District Audition**

1. Perform the audition scales and modes as written (QN=120). With both hands playing simultaneously in octaves, scales and modes should be performed through a range of two octaves from memory. They can be played even or in a swing pattern.
2. Sight-read 2 written jazz exercises that include melodic and chord comping. Student will play-along with pre-recorded bass and drums.
3. 1<sup>st</sup> round passing score is 70+.

#### **Final Audition**

1. Prepare **SELECTED** etudes from “**All-State Jazz Audition Etudes**”. Etude #2 is to be performed with pre-recorded rhythm section (recording is published on GMEA website). Perform written line 1<sup>st</sup> time, improvise 2<sup>nd</sup> time over notated chord changes.
2. Sight-read 2 written jazz exercises that include melodic and chord comping. Student will play along with pre-recorded bass and drums. Sight-reading #2 will be with a pre-recorded rhythm section. The student will sight-read a “lead” melody and then improvise 2 choruses over chord changes notated in the sight-reading example. “Comp” with left hand under improvised solo.

### ***Bass (Electric or Upright – no keyboard bass), Guitar and Vibraphone***

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### **District Audition**

1. Perform the audition scales and modes as written (QN=120). With both hands playing simultaneously in octaves, scales and modes should be performed through a range of two octaves from memory. They can be played even or in a swing pattern.
2. Sight-read 2 written jazz exercises that include melodic and chord comping. Student will play along with a pre-recorded rhythm section (minus the auditioning instrument).
3. 1<sup>st</sup> round passing score is 70+.

### **Final Audition**

1. Prepare **SELECTED** etudes from "**All-State Jazz Audition Etudes**". Etude #2 is to be performed with pre-recorded rhythm section (recording is published on GMEA website). Perform written line 1<sup>st</sup> time, improvise 2<sup>nd</sup> time over notated chord changes.
2. Sight-read 2 written jazz exercises that include melodic and chord comping. Student will play along with a pre-recorded rhythm section (minus the auditioning instrument). Sight-reading #2 will be with a pre-recorded rhythm section. The student will sight-read a "lead" melody and then improvise 2 choruses over chord changes notated in the sight-reading example.

### ***Drum Set***

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### **District Audition**

1. Student will demonstrate 8 examples of time-keeping ability by performing the following exercises using light fills:  
16 bars of each:  
Medium Swing (QN=112) 1<sup>st</sup> time with sticks, 2<sup>nd</sup> time with brushes; Shuffle (QN=108-112); Samba (HN=108); Bossa Nova (QN=132); Ballad with brushes (QN=80); Up-Tempo swing (HN=112) 1<sup>st</sup> time with sticks, 2<sup>nd</sup> time with brushes.
2. Sight-read two jazz exercises with notated rhythms in contrasting styles.
3. 1<sup>st</sup> round audition passing score is 70+.

### **Final Audition**

1. Student will demonstrate 6 examples of time-keeping ability by performing the following exercises using light fills:  
16 bars of each:  
Medium Swing (QN=112) 1<sup>st</sup> time with sticks, 2<sup>nd</sup> time with brushes; Shuffle (QN=108-112); Samba (HN=108); Up-Tempo swing (HN=112) 1<sup>st</sup> time with sticks, 2<sup>nd</sup> time with brushes.
2. Prepare **SELECTED** etudes from "**All-State Jazz Audition Etudes**". Etude #2 is to be performed with pre-recorded rhythm section (recording is published on GMEA website). Play time & written figures 1<sup>st</sup> time, alternate 4 measures of time with 4 measures of solo "trade fours" 2<sup>nd</sup> time.
3. Sight-read two jazz exercises with notated rhythms in contrasting styles.

### ***Instrumentation for the All-State Jazz Band***

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Alto Saxophone	2	Bass	1
Tenor Saxophone	2	Guitar	1
Baritone Saxophone	1	Piano	1
Trumpet	5	Drums	2 (1 Set, 1 Auxiliary Percussion)
Trombone	4	Vibraphone	1 (final judges will have discretion in deciding if there is a qualified candidate)
Bass Trombone	1		

# All-State Chorus

## **Region Assignments**

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Region assignments for choral auditions are based on District participation. If a choral director wishes to change regions from the one to which they are assigned, they must first contact the Organizer of the region in which they wish to participate. They must receive permission from that Region Organizer BEFORE they register their students for the All-State auditions. The Region Organizer has the right to deny the request for a change. No one will be permitted to change regions after they have registered. Exceptions will be made for individual students who will be participating in other school related activities and need to schedule an audition out-of-region and close to the activity in which they are participating, such as a marching festival, sports activity or other school related event.

## **All-State Chorus Make-Up Audition**

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Directors must notify the audition organizer immediately of the need for a make-up audition. Students eligible for a make-up audition must meet one of the following criteria: (1) personal illness, with a physician's verifying letter; (2) death in the immediate family, with the principal's verifying letter; (3) severe weather. Other recreational/athletic activities, family functions or school activities that conflict with the audition are not eligible for a make-up audition. (The only exception to this is when a national testing date for the SAT falls on the same date as the first audition. Every attempt will be made by the Choral Chair to schedule the auditions around this date.) First Round make-up auditions will be held no later than the Wednesday after the scheduled 1<sup>st</sup> audition, and will be administered on the region level by the region organizer, at their convenience. There will be a **single, statewide make-up final audition held in Athens** after the concluding session of the In-Service Conference.

## **Approximate All-State Chorus Voice Distribution**

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<b>Choir</b>	<b>Number Per Voice Part</b>	<b>Total Participating Number</b>
MS Treble (7-8)	130 Sopranos, 130 Altos	260
MS Mixed (7-8)	70 Sopranos, 70 Altos, 55 Tenors, 55 Basses	250
9 <sup>th</sup> /10 <sup>th</sup> Grade Mixed (9-10)	70 Sopranos, 70 Altos, 55 Tenors, 55 Basses	240
Senior Women (9-12)	70 Soprano I, 70 Soprano II, 70 Alto I, 70 Alto II	280
Senior Men (9-12)	50 Tenor I, 50 Tenor II, 50 Bass I, 50 Bass II	200
11 <sup>th</sup> /12 <sup>th</sup> Grade Mixed (11-12)	30 Soprano I, 30 Soprano II, 30 Alto I, 30 Alto II, 30 Tenor I, 30 Tenor II, 30 Bass, I, 30 Bass II	240
	Total Participating Singers	1470

## **All-State Chorus Audition Components**

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### **FIRST AUDITION:**

In order for a student to be eligible to participate, two (2) components of the regional audition must be completed: Scales/Solo and Sight Reading. Students should be prepared to audition first on EITHER the scales and solo components (Component 1) OR the sight-reading component (Component 2). Students will be assigned a room when they arrive for the audition.

### **Component 1**

#### **I. Scales [\(To Top\)](#)**

Students will sing a Major, Natural Minor, and Chromatic scale (a cappella) using the appropriate starting pitch as listed on the [All-State Chorus Information](#) page of the GMEA website. Judges adjudicating scales and solo will assess each scale for accuracy, ascending and descending. This component will comprise a potential 6 points of the overall audition. The rubric for assessing scales can be seen on the [All-State Chorus Information](#) page of the GMEA website.

#### **II. Solos [\(To Top\)](#)**

Students will sing the appropriate required song from memory for their level in the key for which they have registered in [Opus](#). See the Chorus Division Webpage link for All-State Chorus Information to view and download the pdf copy of the appropriate level solo as well as the "Learning and Accompaniment" mp3 files. Solos must be sung in the appropriate key for the part they have registered. Students will not need to bring any materials to the audition. Accompaniment tracks will be provided at each solo adjudication panel. Failing to comply with the audition song requirements will result in disqualification.

The adjudication panel will rate singers on intonation/pitch accuracy, rhythmic accuracy, vocal tone quality, diction, breath control/phrasing, and dynamics/appropriate style. The rubric can be viewed on the [All-State Chorus Information](#) page of the GMEA website. This component will comprise a potential 30 points of the overall audition.

## Component 2

### III. Sight-Reading [\(To Top\)](#)

Students will sing three (3) different 4-measure sight-reading examples using the method with which they are accustomed. Before each example, students will hear the block chord in the appropriate tonality, the arpeggio of the block chord, and the starting pitch before being given a 30-second practice period during which students can sing out loud without being scored. At the end of each 30-second practice period, students will hear the block chord and starting pitch again before performing each example. A rest will be performed silently.

Students will receive credit for each half measure sung with correct pitches and rhythms. They will receive bonus points for each example for maintaining intonation and a relatively steady tempo throughout the performance. The rubric used to score sight-reading may be seen on the Chorus Division Webpage link for All-State Chorus Information. This component will comprise a potential 30 points of the overall audition.

If a student begins a sight-reading example on a pitch other than the one given by the judge, BUT sings intervallic relationships and rhythms correctly throughout the example, credit for the remaining half measures will not be affected. If a student changes tonality midway through a sight-reading example, BUT sings intervallic relationships and rhythms correctly throughout the rest of the example, credit for all subsequent measures beyond the half measure where the tonality change occurred will not be affected.

Below is a chart of the compositional parameters for the construction of the sight-reading examples:

Grade 7-8 Sight-Reading Parameters							
Example	Key	Meter	Rhythm	Intervals	Start Pitch	End Pitch	Vocal Range
#1	Major	Simple	Whole, half, quarter, double 8th notes & their equivalent rests	Stepwise	Tonic	Tonic	5th
#2	Natural Minor	Simple	Same	Stepwise	Tonic	Tonic	5th
#3	Major	Simple	May add dotted quarter with eighth note & dotted half note	May add 3rds	Tonic	Tonic	Within age/voice type limits
Grade 9-10 Sight-Reading Parameters							
Example	Key	Meter	Rhythm	Intervals	Start Pitch	End Pitch	Vocal Range
#1	Major	Simple	May add dotted quarter with 8th note & dotted half note	May add 3rds	Tonic	Tonic	Within age/voice type limits
#2	Natural Minor	Simple	Same	May add 5ths	Tonic	Tonic	Within age/voice type limits
#3	Major	Simple	Same	May add 4ths and octaves	Tonic	Tonic	Within age/voice type limits

Grade 11-12 Sight-Reading Parameters							
Example	Key	Meter	Rhythm	Intervals	Start Pitch	End Pitch	Vocal Range

#1	Major	Simple	May add dotted quarter with 8th note & dotted half note	May add 4ths and octaves	Tonic	Tonic	Within age/voice type limits
#2	Natural Minor	Simple	Same	May add 5ths	Any note of the tonic triad	Tonic	Within age/voice type limits
#3	Major	Compound	May add 16th notes & dotted 8th with 16th notes	May add 6ths	Any note of the tonic triad	Tonic	Within age/voice type limits

## SECOND AUDITION:

The second All-State chorus audition will be on the music for the choir to which the student has been assigned. The student will be scored on correct pitches and rhythms only, and NOT on language. The student may choose to sing the language of the piece or sing on a neutral syllable.

The student will sing an excerpt from each piece on the program. Students are not allowed to bring their music into the audition room. Music marked with the excerpts will be provided for the audition.

A student must attain a passing score of 70 on the second audition to attend the All-State Chorus event. Students scoring 100 will receive a gold seal on their certificate.

The scoring formula is based on the number of measures included in the audition and the number of **correct measures** the student sings. The student can miss all pitches and all rhythms in one measure and that will be counted as one measure missed or one mistake. The number of measures can vary between 75 and 120 per choir.

Recorded music for the second audition excerpts will be taken from the rehearsal CDs made by [Choral Tracks](#).

## ***Responsibilities for Chorus All-State Auditions and Events***

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**GMEA office:** The GMEA office will maintain [Opus](#), our web-based registration program and keep it updated as necessary. All forms for the audition are found in [Opus](#) or on the [GMEA website](#). The GMEA office staff will assist the Choral Chair in making these forms available for the regional and district auditions. All-State Event facility procurement and needs will be handled by the GMEA office staff, who will also type and order programs and procure clinician awards.

**Vice-President for All-State Events:** Enforcing policies and procedures, and interpreting disputed rules and regulations are the main duties for the Vice-President for All-State Events.

**Choral Division Chair:** The Choral Chair will provide all necessary instructions and copy-ready materials to region and district organizers, email scores and choir placement information (if applicable) and communicate information about rehearsal CDs to directors. It is also the responsibility of the Choral Chair to procure a qualified person to compose the sight-reading and aural assessment examples and provide ready-to-duplicate copies of this material. For the actual event, the Choral Chair will secure the distribution of music for each choir; assist clinicians, organizers and instrumentalists as needed; provide solutions to problems that arise, including student issues with behavior, tardiness/absences from rehearsals or illness. The Choral Chair also oversees the smooth execution of the entire event and makes clinician introductions and presentations at the final performances. The Choral Division Chair should also ascertain if any instrumentalists other than accompanists are required for any of the music selected. Prior to January, the Choral Division Chair will secure approval from the Vice President for All-State Events for procuring additional instrumentalists, including the amounts each of them are to be paid. The Executive Director must be consulted before payment amounts are approved. Every effort should be made, first to use qualified choral teachers to fill these roles and, after that, to use local instrumentalists in order to keep costs at a minimum. Once approved and before the second audition, the Choral Division Chair will notify the Instrumental Coordinator as to the exact instrumental requests for All-State and the priority for these additional instruments.

**Choral Division Chair-Elect:** The Choral Chair-Elect handles many details for the second audition. These duties include selecting testing portions of each piece for each All-State choir, communicating with the recording company preparing the audition CDs regarding the selected testing portions and the number of CDs needed. The Chair-Elect will also mark all copies of each testing selection and send the required number of packets and testing CDs to each district organizer, along with a single duplicated copy of each judges packet for each choir. For the actual event, the Chair-Elect oversees program distribution and monitors at the performances, provides welcome announcements at the beginning of the Middle and High School performances, and is available to assist the Choral Chair as needed.

**Region Organizer:** The Region Organizer of the first auditions secures the audition site and makes all the physical arrangements necessary. The organizer schedules the auditions from the [Opus](#) database and forwards all information related to the first audition (audition schedule, job assignments, various paperwork) electronically through [Opus](#) to each participating director. Potential job assignments for directors include panel adjudicators, hall and/or room monitors, registration and score room. Adjudication forms (containing student name, school code, grade, voice part and audition time) and judging packets are prepared. The Region Organizer provides instruction for all directors working the day of auditions and supervises the overall audition process during the day. Within five days of the first auditions, the Region Organizer verifies that all scores are entered correctly into [Opus](#) and retains all audition forms until the actual All-State event is concluded in February. It is also the Region Organizer's responsibility to forward a list of directors to the Choral Chair who committed the following infractions: (1) did not attend the auditions and did not send a qualified replacement judge; and (2) did not provide the correct number of additional qualified judges based on the number of registered students.

**District Organizer:** The District Organizer of the second auditions secures the audition site and makes all the physical arrangements necessary. The organizer schedules the auditions in [Opus](#) and forwards all information related to the second audition (audition schedule, job assignments, various paperwork) electronically through to each participating director. Potential job assignments include panel adjudicators, hall and/or room monitors, registration and score room. Adjudication forms (containing student name, school code, grade, voice part and audition time) and judging packets are prepared. The District Organizer provides instruction for all directors working the day of auditions and supervises the overall audition process during the day. Within one week of the second auditions, the District Organizer verifies that all scores are entered correctly into the on-line database and retains all audition forms until the actual All-State event is concluded in February. It is also the organizer's responsibility to forward a list of directors to the Choral Chair who committed the following infractions: (1) did not attend the auditions and did not send a qualified replacement judge and (2) did not provide the correct number of additional qualified judges based on the number of registered students. The District Organizer will return all judging packets and CDs to the Choral Chair-Elect within 2 weeks of the district audition.

**Directors:** Directors are responsible for registering auditioning students in [Opus](#). If a GMEA member wishes to place a student in a voice part not physiologically accepted (this does not include boys with unchanged voices), the GMEA member must notify the Choral Chair before August 15 of the current academic year. The Choral Chair will set a review time for the student at the convenience of a selected committee comprised of three qualified vocal teachers who are members of the National Association of Teachers of Singing. The student will be asked to perform various vocalises as well as the solo he/she intends to sing for the All-State audition.) Directors will adhere to all printed and published deadlines as well as rules and regulations, including any updates posted on the [GMEA website](#). Any additional fees that are incurred due to reprocessing of applications, substitute judges, music, CDs, etc. fall under the director's responsibility.

All directors who register students are required to serve at the appropriate audition, whether the student auditions or not. Directors must secure extra judges for increments of 15 students once they have registered 25 students, regardless of the number of schools where he/she teaches. For instance, if a director registers 26 students, he/she must hire an additional judge. If he/she registers 41 students, another judge must be hired. [Opus](#) will notify the director as additional judges are needed based on the number of students registered. Additional judges must be GMEA members, or must join GMEA (or have their membership paid by the hiring teacher) in order to officially adjudicate.

Failure to comply with assigned duties or provide a qualified replacement/additional judges will result in a letter of reprimand being sent from the GMEA Ethics and Professional Standards Chair to the director's principal or supervisor, with a copy being sent to the District Choral Chair. No student substitutions are permitted. Each director will bring a CD player, pitch pipe and books containing the required audition solos to the auditions.

Please note: only directors may make changes to student registration information and must do so prior to the second Wednesday before the region audition, the absolute last opportunity to register students. A student's vocal part will not be changed after the cut-off scores have been published. All-State Choir assignments will stand as determined by the Choral Chair. The only exception to a choir assignment will be for a male whose voice drops after completing and passing the audition on his original registered voice part.

Teachers will have three days following the Region Audition to notify the Region Chair of discrepancies in student's scores.

While students are not tested over text in their second audition, it is the responsibility of the director to insure the student knows how to pronounce texts in foreign languages at the time of the All-State event. Typically, a pronunciation guide is provided from the Choral Chair or All-State Choir conductor for any foreign language other than Latin.

Directors should discuss the appropriate performance attire with students and emphasize that students will be removed from the All-State performance by either the Choir Organizer or the Choral Chair for not adhering to these

rules. It is recommended that directors request to see the student's All-State attire before attending the All-State event.

All directors with students participating in the actual event will be assigned a duty which will assist the Choral Chair in the execution of the All-State event. Directors or their designated representative are required to fulfill this duty as part of their professional responsibility. Those who do not meet this obligation will receive a letter of reprimand from the GMEA Ethics and Professional Standards Chair. Notification of failure to meet this professional duty and responsibility will be sent to the director's school principal (or in the case of home schooled students, to the parents of each student) as well as the District Choral Chair via certified mail from the GMEA Ethics and Professional Standards Chair.

**Students:** There will be NO CELL PHONES allowed in the audition areas at either audition.

Students should arrive early and be fully prepared to complete both sections of the first region-level audition (scales/solo and sight-reading). Students participating in the second district-level audition should know their particular choir and voice part assignment and be fully prepared to sing correct pitches and rhythms for every song in the assigned choir. Texts in languages other than English will not be tested at the second audition. However, students will receive a pronunciation guide of foreign languages other than Latin and are expected to be prepared to sing in those languages at the All-State event. Students participating in an All-State event are expected to be in attendance at all rehearsals and performances. Missing a rehearsal or performance in order to participate in another school function is not permitted and will result in the student being sent home early. If a student becomes ill and requires medical attention, they must provide a physician's verifying note stating the date and time of treatment in an emergency room and can only miss one rehearsal in order to continue their participation in the All-State event. Students acknowledge their understanding of All-State event rules and behavior through the acceptance process in Opus. Students are responsible for bringing their music, a black folder and a pencil to each rehearsal and should arrive 15 minutes early to each rehearsal.

**Student attire for the All-State performance is as follows:**

Ladies will wear a floor-length black dress with sleeves or jacket, OR floor-length black skirt and black blouse with sleeves or jacket, OR floor-length black pants and black blouse with sleeves or jacket. Blouses will hang below the waist of a skirt or pants by 3 inches. Also, all ladies are to wear black shoes that completely encompass the foot. Flip flops or sandals of any kind present a safety issue when maneuvering steps or risers, and are not acceptable attire.

Gentlemen will wear a black, long-sleeved dress shirt, black pants, black socks, and black shoes that completely encompass the foot. Flip flops or sandals of any kind present a safety issue when maneuvering steps or risers, and are not acceptable attire.

Students violating the Concert Dress Code are subject to suspension from the All-State Chorus performance.

**District Chair:** The district chair will receive a list of assigned duties from the State Choral Chair-Elect during the week of second auditions to be served by members of his/her district, and will cooperate with the State Choral Chair and Choral Chair-Elect to most efficiently distribute these director duties at the All-State event.

**Choir Organizers:** The main job of the All-State Choir Organizer is to provide the necessary rehearsal environment to allow for the greatest achievement of music making. This includes but is not limited to setting up seating arrangements for the choir based on clinician requests, checking attendance at each rehearsal and the performance, supervising duty personnel assigned to the choir, making necessary announcements to the group, coordinating rehearsal times with the instrumental coordinator and clinician, and anything else needed to assist the clinician. They also have the authority to remove a student from the performance if the student's attire does not meet the stated dress code. The Choir Organizer may assist the Choral Chair in transporting the clinician to and from the airport and rehearsals as well as with other miscellaneous items that assist in the smooth execution of the event. The Choir Organizer is the liaison between the clinician, choir and Choral Chair during the All-State event.

**Instrumental Coordinator:** Prior to January, the Choral Division Chair will secure approval from the Vice President for All-State Events for procuring additional instrumentalists, including the amounts each of them are to be paid. The Executive Director must be consulted before payment amounts are approved. Every effort should be made, first to use qualified choral teachers to fill these roles and, after that, to use local instrumentalists in order to keep costs at a minimum.

Once approved and before the second audition, the Choral Division Chair will notify the Instrumental Coordinator as to the exact instrumental requests for All-State and the priority for these additional instruments. It is the job of the instrumental coordinator to make arrangements for any necessary instrumentalists other than accompanists for each of the choirs. These instrumentalists should be teachers who have students participating in the event if feasible. Any other instrumentalists needed should be contracted no later than one month prior to the event and the amount they are to be paid should be agreed to in writing as well as the number of rehearsals they are expected to attend at that time. All procurement of instrumentalists is subject to approval by the Vice President for All-State Events before final arrangements are made with them. The GMEA office must be given a list of all instrumentalists who are be

compensated, the amount each is to be paid, and a completed IRS W-9 form for each of them at least two weeks prior to the first day of the All-State event in order for them to be paid at the event.

# All-State Reading Chorus

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The purpose of the All-State Reading Chorus is to elevate the awareness and skill of vocal sight-reading among Georgia high school students and to use that skill in exploring numerous vocal compositions from a variety of historical music periods. Emphasis will also be placed on learning about musical style and correct vocal technique. A recognized music educator will direct the group in a workshop setting. The Vice-President for All-State Events is the Chair and supervisor of every All-State activity (By-Laws, Article I, Section 4).

The All-State Reading Chorus follows the same rules and regulations as other All-State Events, including applications/registration, responsibilities of involved personnel, make-up auditions, performance attire and awards. All dates are listed on the [GMEA website](#) and in the GMEA Statewide and District calendars. The event will take place during the GMEA In-Service Conference with the performance on Saturday. Fees for All-State Reading Chorus can be found in the [Application Fees](#) section of this Handbook.

Auditioning students will be required to sight-read five 8-measure examples and will have 45 seconds to prepare each example. A rest will be performed silently. Participants will be selected based on one of two scenarios: (1) the student receives the highest score (above a minimum standard score) in their district for their individual voice part (soprano, alto, tenor or bass); (2) the student receives an at-large invitation based on the highest remaining scores from all auditioning students across the state.

The Choral Division Chair will appoint and advise the Event Organizer. The responsibility for securing a clinician and accompanist lies with the Choral Division Chair and may not be delegated to the event organizer.

# Sixth Grade Statewide Honor Chorus

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GMEA organizes and carries out the Sixth Grade Statewide Honor Chorus performance program of activities. This program provides selected students with the opportunity to work with other students of equal caliber under the direction of highly qualified master conductors and musicians. Selection to Sixth Grade Statewide Honor Chorus recognizes excellence in musical knowledge, technique and interpretation. The Vice-President for All-State Events is Chair and supervisor of every Sixth Grade Statewide Honor Chorus activity (By-Laws, Article I, Section 4).

Sixth Grade Statewide Honor Chorus follows the same rules, regulations, and responsibilities as other All-State Events, including membership, registration, fees, responsibilities of involved personnel, and awards (refer above to Section I.B, E.). The Sixth Grade Statewide Honor Chorus event is planned by members of GMEA for their students. In order to participate in this ensemble, students must be enrolled in a Georgia school at the time of their nomination and the event. Teachers with students participating must teach at the school listed on the application.

GMEA members will register students for the Sixth Grade Statewide Honor Chorus through [Opus](#). Participants will be accepted on a first come, first served basis. A maximum of four students per school may be registered. When a maximum of 500 students has been met, registration will close, even if the deadline has not been reached. No alternates will be allowed in order to expedite the formation of the choruses and the teaching of the music. To be eligible to participate, a student's name must be on the original [Opus](#) registration. Students not listed on the [Opus](#) registration will not be allowed to participate. Teachers will not be allowed to change the original list of students' names submitted. Selected students must attend all rehearsals and the concert.

All date and location information for this event can be found on the [GMEA website](#) and in the GMEA Statewide Calendar. No On-Site Registration takes place for this event. Fees for Sixth Grade Statewide Honor Chorus can be found in the [Application Fees](#) section of this Handbook.

The Choral Chair will appoint and assist the Event Organizer as needed. The responsibility for securing a clinician and accompanist lies with the Choral Division Chair and may not be delegated to the event organizer.

Student attire for the Sixth Grade Statewide Chorus performance is as follows:

Ladies will wear a floor-length black dress with sleeves or jacket, OR floor-length black skirt and black blouse with sleeves or jacket, OR floor-length black pants and black blouse with sleeves or jacket. Blouses will hang below the waist of a skirt or pants by 3 inches. Also, all ladies are to wear black shoes that completely encompass the foot. Flip flops or sandals of any kind present a safety issue when maneuvering steps or risers, and are not acceptable attire.

Gentlemen will wear a black, long-sleeved dress shirt, black pants, black socks, and black shoes that completely encompass the foot. Flip flops or sandals of any kind present a safety issue when maneuvering steps or risers, and are not acceptable attire.

# All-State Orchestra

## **All-State Orchestra District Audition Requirements**

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Students who are auditioning for an All-State Orchestra must play the following: an etude, scales, and a sight-reading selection. The required scales are listed below. The etudes are listed on the [GMEA website](#) under the orchestra link.

ALL SCALES MUST BE PLAYED FROM MEMORY

Scales and Arpeggios for Middle School Orchestra: Student will be asked to play the following scales and arpeggios, separate bows (QN = 100):

VIOLIN	G and A major, 3 octaves
VIOLA	C and D major, 3 octaves
CELLO	C and D major, 3 octaves
BASS	F and G major, 2 octaves

Scales and Arpeggios for 9-10 High School Orchestra: Student will be asked to play the following scales, separate bows or slurred two notes per bow, and arpeggios with separate bows (QN = 100 or EN = 120 on slurred scales):

VIOLIN	G and A major, 3 octaves g and a melodic minor, 3 octaves
VIOLA	C and D major, 3 octaves c and d melodic minor, 3 octaves
CELLO	C and D major, 3 octaves c and d melodic minor, 3 octaves
BASS	F and G major, 2 octave f and g melodic minor, 2 octaves

Scales and arpeggios for 11-12 High School Orchestra: Student will be asked to play the following scales, separate bows or slurred two notes per bow, and arpeggios with separate bows (QN = 100 or EN = 120 on slurred scales):

VIOLIN	Bb and C major, 3 octaves g and a melodic minor, 3 octaves
VIOLA	Eb and F major, 3 octaves c and d melodic minor, 3 octaves
CELLO	Eb and F major, 3 octaves c and d melodic minor, 3 octaves
BASS	Ab and Bb major, 2 octaves f and g melodic minor, 2 octaves

Sight-reading: There will be only one sight-reading selection at District Audition. This selection will be of a Lyrical/Technical nature.

## **All-State Orchestra District Level Adjudication Scoring Format**

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Detaché scale and arpeggio:	15 points	
(30 points for M. S. only)		
Slurred scale and arpeggio:	15 points	
(9-10 H. S. and 11-12 H. S. only)		
Etude	30 points	
Sight-reading:	20 points	
Total	80 points	(55 points needed to pass)

All materials must be returned to the District Orchestra Chairperson by the adjudicators immediately following the District Audition. These results must be mailed on the first working day after the District Audition. District Orchestra Chairpersons will mail a copy (not the original) of the completed adjudication forms to the directors of the students who did not pass the audition.

## **All-State Orchestra District Level Audition Exemption**

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Students in grades 7, 8, 10, and 12 who participated in an All-State Orchestra in the previous year are not required to audition on the District level; however, the following qualifications must apply:

- The final audition must be on the same instrument as the preceding year. If the student earned an All-State Chair on more than one instrument, that student is exempt from the first audition on each of the successful instruments.
- Participation in Middle School All-State Orchestra does NOT exempt a student from the 9-10 High School District Audition, and participation in 9-10 High School All-State Orchestra does NOT exempt a student from 11-12 High School District Audition.
- Audition fees will remain the same. All students exempt from District level auditions MUST BE ENTERED ON THE REGULAR FORM AND must remit the All-State application fee.

### ***All-State Orchestra District Host/Organizer Information***

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The District Division Chair may assume the duties of District Audition Host/Organizer or may appoint another person.

The District Audition Host/Chair will:

- Secure a site for auditions and make physical arrangements. This site should have:
  - adequate warm-up facilities
  - one room per audition panel
  - meeting/break area for judges
  - additional facilities as necessary
- Use [Opus](#) to formulate an audition schedule.
- Secure and assign staffing
  - two adjudicators to serve on each audition panel.
  - registration, hall, and warm-up monitors as necessary
  - tabulators as necessary
  - additional staff positions as necessary
- conduct a meeting at least 1 hour before the audition on the rules and regulations of district level audition to make sure all judges/workers are clear on rules so the auditions are consistent throughout the state.
- Instruct adjudicators to fill out adjudication form in its entirety
- Supervise the auditions on the assigned date.
- Enter audition results into [Opus](#) and release scores when satisfied of their accuracy and validity

NOTE: No photocopies of music will be allowed in any District Audition room.

Audition forms will be separated according to "Recommended", "Not Recommended", and "No- Show". "Recommended" forms will remain on file with the District Audition Host/Chair until after the All-State event and will then be destroyed.

"Not Recommended" forms will be sorted by school and returned to the director at each school.

"No-Show" forms will be collected and kept on file until after the All-State event and will then be destroyed.

All sight-reading music will be collected and destroyed

NOTE: Harp students will audition only at the State Final Audition.

### ***All-State Orchestra Final Audition***

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In addition to sight-reading a Lyrical and Technical exercise, string students must play two prepared excerpts. No scales are required at the Final Audition.

There will be three registrars - one for Middle School students, one for 9-10 High School students, and one for 11-12 High School students.

Students will sight-read two selections, one Lyrical and one Technical. Each panel will be provided four copies of the sight-reading material; one for each adjudicator, one for the monitor, and one for the student.

The Middle and High School Organizers and the Orchestra Division Chair will not serve on any adjudication panel.

The prepared excerpts for the Final Audition will be chosen by the Orchestra Division Chair and will be posted at the district audition.

The orchestral excerpts are on the [GMEA website](#) under the "orchestra" link. Please be certain to specify the exact excerpts needed. It is suggested that each director obtain copies of those needed well in advance of the Final Audition so that the students can have adequate time to learn the required excerpts. It is the responsibility of each individual director to see that his students are supplied with the CORRECT musical material. The prepared excerpt need not be memorized, and is to be played without accompaniment.

No scores will be posted. Audition results will be sent to all directors of participants via e-mail. Directors who are privy to any results and who make those results available to their students or the students of others prior to those results being emailed to all directors will be deemed to be guilty of a breach of professional ethics and are subject to being sent a letter of reprimand, a copy of which will be sent to their principal.

### ***All-State Orchestra State Level Adjudication Scoring Format***

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State Level Adjudication Scoring Format - Middle School, 9-10, and 11-12 High School Strings:

Two excerpts	120 points
Two Sight-reading Exercises	80 points
Total	200 points

State Level Adjudication Scoring Format - Harp

Excerpts	100 points
Total	100 points

### ***All-State Orchestra Final Audition On-Site Procedure***

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Students who were exempt from the District Audition, and students who score 55 points or higher at the District Audition, will receive a registration time from the Orchestra Division Chair, mailed to each student's director or teacher.

Students will receive an audition time at the registration desk at the time of the Final Audition. An adequate amount of warm-up time will be provided between registration and the audition.

A system of a screen and student identification numbers will be utilized so that the identity of the auditioning student is not known to the two adjudicators. The rationale is to help remove all doubts as to preferential treatment, and to maintain student anonymity.

All students will play in their designated time slot unless prior permission has been arranged by the Organizer to change the time.

In addition to the two adjudicators in the audition room, a monitor will be available to give directions, set tempos, and handle all communication with the student.

There will be no communication between the student and the two adjudicators.

GMEA members designated as tabulators are responsible for recording scores into [Opus](#) using the students' number instead of a name.

No scores will be posted. Audition results will be sent to all directors of participants via e-mail.

Throughout the day, at regular intervals, the adjudicators/monitors will provide the runners with completed adjudication forms for the tabulators to use for data entry. All audition materials, including any completed adjudication forms not already sent to the tabulators, and the sight-reading music, will be returned to the appropriate Organizer at the end of the audition day.

A personnel list will be developed using [Opus](#).

### ***All-State Orchestra String Seating Selection***

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The final All-State Orchestra auditions are also chair auditions. In all string sections the instrumentation is as follows:

44 violins, seated as spelled out below, 16 violas, 16 celli and 8 double basses.

Both middle school orchestra are string orchestras. For 9-10 and 11-12 there is one string orchestra and one full orchestra for both levels. The seating procedure for all six orchestras is as follows: The four highest ranked violinists will be assigned to the 1st Violin section. The fifth ranked is assigned Principal 2nd Violin. Thereafter, every third ranked player is placed in the 2nd Violin section until the 1st Violin section is completed. All remaining violinists will be placed in the 2nd Violin section.

VIOLIN I = 1-4, 6, 7, 9, 10, 12, 13, 15, 16, 18, 19, 21, 22, 24, 25, 27, 28, 30, 31

VIOLIN II = 5, 8, 11, 14, 17, 20, 23, 26, 29, 32-44

VIOLA and CELLO = the first 16 in rank order.

BASS = the first 8 in rank order

After the string list has been completed, each Organizer will contact their Band Division counterpart to receive a list of wind and percussion players assigned to each orchestra.

Acceptance forms for those students selected for all-state participation will be available in [Opus](#). Music and other information is mailed to the directors by the organizer of each All-State orchestra.

For information on Wind/Percussion selection procedure see the [All-State Band Wind and Percussion Selection Procedure](#)

# Statewide Elementary Honor Chorus

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The Statewide Elementary Honor Chorus is open to students in grades 4-5 with unchanged voices. This chorus is under the auspices of All-State in regard to lodging, accompanists, conductors and other expenses (please refer to [Compensation Information](#)). Statewide Elementary Honor Chorus follows the same rules, regulations, and responsibilities as other All-State Events, including membership, registration, fees, responsibilities of involved personnel, and awards (refer above to Section I.B. E.). A nonrefundable, per student, participation fee is determined each year by projecting a budget on a non-profit basis. There will be two equal choruses, not to exceed 250 students each.

GMEA members will register students for the Statewide Elementary Honor Chorus through [Opus](#). Participants will be accepted on a first come, first served basis. A maximum of 5 students per school may be registered. When the maximum of 500 students has been met, registration will close, even if the deadline has not been reached. No alternates will be allowed in order to expedite the formation of the choruses and the teaching of the music. To be eligible to participate, a student's name must be on the original [Opus](#) registration. Students not listed on the [Opus](#) registration will not be allowed to participate. Teachers will not be allowed to change the original list of students' names submitted. Teachers with students participating must teach at the school listed on the application. Selected students must attend all rehearsals and the concert.

The selection of the clinician is at the discretion of the Elementary Division Chair and the Elementary Council. Repertoire is determined by the clinicians with approval of the Elementary Division Chair. Attire will consist of solid black pants, black socks and black shoes; or solid black skirts with dark hose and black shoes with a solid white blouse or shirt (short or long sleeves). T-shirts will be available on site for sale, but will not be worn for the concert.

The event begins on Friday afternoon and ends with a concert on Saturday afternoon. All date and location information for this event can be found on the [GMEA website](#) and in the GMEA Statewide Calendar. No On-Site Registration takes place for this event Fees for Statewide Elementary Honor Chorus can be found in the [Application Fees](#) section of this Handbook.

# All-College Chorus

## ***Chorus Selection Procedure***

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Directors submitting students for All-College events must be current members of GMEA. Applications submitted by a director whose membership has lapsed will be returned and will not be considered unless membership issues are resolved and the application or recommendation is resubmitted. All deadlines will remain in force.

The college-university director selects students that will be able to attend all rehearsals and the performance at the GMEA conference.

Students selected must form balanced quartets (SSAA, SATB, TTBB). The registration form must be accompanied by the student list outlining the quartets.

The fees for All-College Chorus can be found in the [Application Fees](#) section of this Handbook. All dates for this event can be found in the GMEA Statewide Calendar.

## ***Deadline Information***

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We will accept correct and complete applications postmarked by the deadline no matter when they are received in the office. We will accept applications received in the office within five calendar days after the deadline no matter when they are postmarked. Applications that are incomplete or incorrect will be returned and the reprocessing fee of \$25 will apply. Applications that are neither postmarked by the deadline nor received in the office within five calendar days thereafter will be considered late and will be returned. After the deadline has passed, no applications will be accepted for any reason.

# Collegiate NAFME

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Collegiate chapters of NAFME are maintained on more than thirty campuses in Georgia. Students join through the advisor and the National NAFME office; GMEA provides subscriptions to the Georgia Music News and, for a fee of \$15, registration at the annual In-Service Conference. Fall and spring conferences are planned by the GMEA State NAFME Advisor and the State NAFME officers. For more information go to the [CNAfME page](#) of the [GMEA website](#).

# Composition Competition

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GMEA sponsors and carries out an annual composition competition for the purpose of encouraging students who have an interest in and an aptitude for the writing of original music. The entries in this event must be submitted by the student's music teacher who must hold current GMEA/NAfME membership.

Entries will be divided into age categories consisting of elementary school (grades k-5), middle school (grades 6-8), high school (grades 9-12) and university, including both undergraduate and graduate enrollment and will be judged comparatively against only those entries falling within their classification.

Entries will be judged by a committee of three members selected by the chair of this event. Those entries deemed to be superior in content and craftsmanship will be performed during the January In-Service Conference.

Entries must be no more than ten minutes long and must be written for no more than eight performers. The teacher submitting on behalf of a student will be responsible for providing and rehearsing the performers if the composition is selected for performance.

The application can be found on the Applications & Forms page in [Opus](#).

# Music Tech Student Showcase

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GMEA sponsors and carries out an annual digital composition competition for the purpose of encouraging students who have an interest in and an aptitude for the writing of original digital music. The entries in this event must be submitted by the student's music teacher who must hold current GMEA/NAfME membership. Entries will be divided into age categories consisting of middle school (grades 6-8), high school (grades 9-12) and university, including both undergraduate and graduate enrollment and will be judged comparatively against only those entries falling within their classification. Entries will be judged by a committee of three members selected by the chair of this event. Those entries deemed to be superior in content and craftsmanship will be performed during the January In-Service Conference. Entries must be 3-7 minutes in length. The teacher submitting on behalf of a student will be responsible for making the necessary arrangements for equipment (and performers if needed) in order to have the work performed at the In Service Conference. The application can be found on the Applications & Forms page in [Opus](#).

# Large Group Performance Evaluation

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## **LGPE General Information**

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The performance evaluation program sponsored by the Georgia Music Educators Association is an evaluation process for musical performance and sight-reading abilities for individual students, performing groups, and teachers. Performance Evaluation participation affords valuable opportunity and motivation for learning during an extended period of time prior to the event as part of regularly scheduled school work or in private studios in courses taught by accredited teachers.

Recognized authorities in the field of music education critique the participation of each performance evaluation performance during a planned performance evaluation schedule, and provide their written and/or oral opinions in terms of:

- A standard rating of excellence in performance and sight-reading.
- Comments and suggestions for improvement.
- Suggestions to the individual teacher to aid in personal teaching and/or conducting techniques in the belief that musical performance is the most crucial of learning situations in our subject area, that the proper evaluation of these situations is of inestimable value to the individual school and its music education program, and that the preparation for LGPE performance provides added incentives and stimuli to the teaching and learning of music in our schools.

The goals of performance evaluation participation are:

- To promote the development of musical knowledge as expressed in performance through evaluation, advice, and suggestion
- To raise the standards of musicianship, instrumentation, technical knowledge, and literature selection of performers; and
- To offer students and teachers the opportunity of extended listening to the best work of peer groups from other schools.

Recognized events for large group performance evaluations include band, chorus, string and full orchestra performances.

## **LGPE Adjudication**

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The following ratings are awarded by each of three adjudicators in GMEA performance evaluations (selected text from the Adjudicator's Guide to LGPE):

Superior (1): Outstanding performance. Worthy of distinction of being recognized as among the very best.

Excellent (2): Unusually good performance in many respects, but not worthy of the highest rating due to minor defects. A performance of distinctive quality.

Good (3): A good performance, but not one that is outstanding. Shows accomplishment and marked promise, but lacks one or more essential qualities.

Fair (4): A performance that shows some obvious weaknesses, generally weak and uncertain.

Poor (5): A performance which reveals much room for improvement. The students reveal almost a complete lack of preparedness and understanding.

The final LGPE rating is based upon concert ratings only (sight-reading is not included) and is computed as follows:

<b>1: Superior</b>	<b>2: Excellent</b>	<b>3: Good</b>	<b>4: Fair</b>	<b>5: Poor</b>
SSS	SEE	SGG	SFF	SPP
SSE	SEG	SGF	SFP	EPP
SSG	SEF	SGP	EFF	GPP
SSF	SEP	EGG	EFP	FPP
SSP	EEE	EGF	GFF	PPP
	EEG	EGP	GFP	
	EEF	GGG	FFF	
	EEP	GGF	FFP	
		GGP		

Any entry group may decide at any time prior to performance to perform for comments only, for which no rating will be given. Such requests must apply to BOTH concert and sight-reading (if applicable), never to only one or the other.

(Exceptions: Middle School and Junior High instrumental ensembles may enter for a rating in concert and comments only in sight-reading.)

Adjudication sheets (and adjudicators' recorded comments, where applicable) will be available to the teacher after the list of ratings has been compiled by the Head Adjudicator. The posting of ratings is an optional practice left to the discretion of each individual district.

## ***Head Adjudicator Information***

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### **Purpose and History of the Head Adjudicator Program:**

The program was initiated in 2004 in response to concerns voiced by event organizers, adjudicators, and GMEA district and state officers over inconsistencies from district to district and division to division with regard to the enforcement of GMEA handbook policies governing Large Group Performance Evaluations. The original purposes and goals were stated as follows:

1. To have a person on site representing the association who will oversee the event with regard to GMEA policies, procedures, standards for adjudication and the smooth running of the event.
2. To alleviate the event host from the responsibility of making decisions on ratings consistency, the following of GMEA policies and procedures and the application of penalties pertaining to violations of these policies and procedures.
3. To provide consistency of policy enforcement and encourage consistency of adjudication standards throughout the state.
4. To lend credibility to our evaluation events with GMEA members, school administrators, students and parents.

### **The selection process is as follows:**

1. Head Adjudicators will be selected from among Georgia teachers who meet the specified criteria. Those persons selected for the program will receive training in GMEA specific event policies and procedures prior to having their names added to the list. Selection is done by invitation only by the appropriate division chair when and if it is deemed by the division adjudication standing committee that there is a need for additional head adjudicators. Individuals cannot apply for this position.
2. Head Adjudicators will be identified in the GMEA Adjudicators List by having their name in boldface lettering in the list.
3. This certification will be valid for a period of four years, after which the adjudicator will be required to attend an update training session in order to renew his/her certification.

### **The minimum requirements for consideration for head adjudicator status are as follows:**

1. A minimum of ten years successful teaching experience in Georgia in the area of certification.
2. The person must already be on the approved adjudicator list for their division.
3. A consistent record of superior ratings in GMEA Large Group Performance Evaluations.
4. Submission of no less than five individual adjudication sheets from Large Group Performance Evaluations of groups conducted by the candidate during the last five years. These must represent at least three different performances during three different years. Individuals who are retired from the teaching profession may submit these sheets from the time during which they were active.
5. Recommendations from at least two of the candidate's peers from within Georgia dealing with the candidate's qualifications for this position. These letters must state that the candidate has judged a group conducted by the person writing the recommendation during the past ten years.
6. Candidates must be active or retired Georgia directors.

It is the intent to keep the number of head adjudicators in each division at a level sufficient to serve all the events without having a large surplus of adjudicators. The reasoning behind this is, that, since this work is of such a scope that people need to do it often enough to keep current on policies and procedures to the degree that they can manage the duties on-site while still doing the normal work done by all adjudicators. Since the start of the program additional duties have been added making it all the more important to do the work on a regular basis in order to keep one's skills at a level adequate to the task.

Each GMEA Large Group Performance Evaluation will be required to employ one adjudicator from the Head Adjudicator List. This person will be designated as the "Head Adjudicator" and will fulfill the responsibilities called for in the job description. If more than one adjudicator with GMEA Certification is employed one of them must be identified as the Head Adjudicator and only that person will receive the enhanced compensation that accompanies that responsibility.

The Head Adjudicator must be a member of the concert panel (not the sight-reading adjudicator) since the responsibilities can only be carried out from the concert performance venue. Note: an exception to this requirement has been made as follows: Events using additional adjudicators in the performance venue (extended format conductor judges, section judges, etc.) may choose to utilize one of those judges as the head judge providing the other requirements have been met (person must have head adjudicator status). The Head Adjudicator will work closely with the event host to assure a smoothly and properly run event.

### **Duties and responsibilities of Head Adjudicators are as follows:**

#### **Prior to the event:**

The Head Adjudicators will review the literature selections submitted for each ensemble entering that event for correctness and to make sure the selections conform to the criteria for that type of ensemble in that division (band, chorus, orchestra). The director of the ensemble will have entered their literature selections into [Opus](#) when they registered for the event, or after that up until two weeks (fourteen calendar days) prior to the event. The Head Adjudicator should log into [Opus](#) immediately after the two-week deadline and check the selections. The music lists can be found on the GMEA website at a link from that division's home page. Please see Addendum C for Band Specific Requirements, Addendum D for Choral Specific Requirements, and Addendum E for Orchestra Specific Requirements. If discrepancies are found, the Head Adjudicator is to contact the director immediately and inform them so that they will have ample opportunity to change the selection(s).

If a director fails to post the selections they will perform on [Opus](#) they are still responsible for seeing that the literature conforms to the requirements for that division. Having the literature checked by the head adjudicator is a courtesy to the director only.

It is not necessary for Band Division Head Adjudicators to complete this process due to the fact that the Band music lists will be included as pull down menus on the [Opus](#) page that will not allow the directors to make an incorrect selection. Head Adjudicators will still need to be available to directors for an opinion about the suitability of the warm up number the director selects if it is not a traditional march or four part chorale.

This is not possible with the Chorus and Orchestra lists at this time since directors are allowed to make one selection that is not on the music list and Head Adjudicators will need to review those selections and make a value judgment.

#### **During the event:**

- Conduct a meeting of adjudicators immediately preceding the beginning of the LGPE at which the adjudicators will be briefed on GMEA policies, procedures, ratings criteria, and ratings penalties for violations of procedure.
- Manage the on stage performances by ascertaining that all adjudicators are ready before allowing the performance to proceed to the next selection and notifying the conductor of each group that the panel is ready. This should be done by an unobtrusive pre-arranged signal such as dimming and relighting the lamp at the Head Adjudicator's table. The pre-arranged signal to proceed will be made clear to the Performance Evaluation Organizer who will then pass along information to each director about the pre-arranged signal that is to be used.
- Check the comment sheets of all adjudicators (including the sight-reading adjudicator) for signature and consistency of grading. This means that the final rating awarded should be consistent with the caption grades. When all comment sheets have been so checked the Head Adjudicator will turn all sheets over to the event staff. These sheets (including sight-reading) are to be turned over in an envelope that has been stapled shut by the head adjudicator in order to insure the confidentiality of the ratings. The head adjudicator is responsible for providing the stapler and the envelopes are to be provided by the event organizer and paid for by GMEA. The sight-reading adjudicator is to send the sight-reading sheet to the head judge immediately after completing it, also in a sealed envelope provided by the event organizer and paid for by GMEA. The head adjudicator will open the envelope containing the sight-reading sheet, check it for correctness and completeness, record the rating, and place it in the envelope with the other comment sheets and recorded comments prior to stapling that envelope shut and sending it the event office.
- The head adjudicator must maintain a written record of all ratings, by judge (including sight-reading) in order to be able to complete the post-event report through [Opus](#) (see below).
- Whenever a badly split rating (1-2-3, 2-3-4, etc.) occurs the Head Adjudicator will inform the other members of the panel and give them the opportunity to reconsider their final rating. In no case is any adjudicator to be coerced into changing a rating. The sight-reading rating will not be taken into consideration in these cases since the sight-reading does not affect the overall concert rating.

- In all cases of LGPE policy violations, including participation eligibility, music selection, failure to sight-read and copyright, it will be the responsibility of the head judge to notify the GMEA Ethics and Professional Standards Chair (currently Jay Wucher, email address: [jswucher@gmail.com](mailto:jswucher@gmail.com)) of the violation so that he can write to the principal informing him/her of the violation.
- In cases of unprofessional or unethical behavior on the part of a participating director, the Head Adjudicator will be responsible for notifying the GMEA Ethics and Professional Standards Chair of this breach of professionalism or ethics in writing immediately following the event. He/she will also serve as the primary resource for the Ethics and Professional Standards Chair when complaints or concerns expressed by directors and/or administrators are directed to the Ethics and Professional Standards Chair. Examples of such behavior include, but are not restricted to:
  - Confronting an adjudicator during the event for the purpose of challenging or questioning a rating or comment given.
  - Not following GMEA policies and reasonable requests from the on-site organizer.
  - Failing to control the behavior of students under his/her supervision.
- Serve as a resource for the other adjudicators on questions of policy and procedures during the course of the event.

#### **After the event:**

Submit a report (electronically using [Opus](#)) that includes all ratings individually, by judge, including sight-reading. **The head adjudicator's honorarium and expense reimbursement checks will not be sent until this has been done.**

#### **Addendum A:**

##### **Eligibility Requirements for Large Group Performance Evaluation**

- All individual entrants must be bona fide students of the school or schools represented. Elementary, middle school and junior high students may be used in high school performing organizations provided they perform in no other group of the same type. Groups with students from more than one school must be designated as such.
- No student beyond eighth grade may perform in a group entering Class M (middle school). No student beyond sixth grade may perform in a group entering Class E (elementary).
- A student may enter performance evaluation in only one ensemble except in the following cases:
  - A student may play a secondary instrument requiring a different clef, different technique, or a different set of fingerings in a second band or orchestra. (Ex: trumpet/trombone, clarinet/flute, violin/viola, clarinet/bass clarinet, alto saxophone/baritone saxophones are permitted.) Requests for exception to this policy must be made to the Vice President for Performance Evaluations at the time the application is submitted. This person should only grant any such exception in extreme cases and the head adjudicator must be made aware of the exception, in writing, prior to the event. Copies of correspondence documenting approval of exceptions must be presented to the LGPE organizer and all adjudicators by the director.
  - On the junior high, middle school, and elementary levels ONLY, a student may play in an honor group or more advanced (enrichment) band or orchestra which is combined within the community or extracted from a larger group within the school.
  - Students may sing in a same sex ensemble and a mixed ensemble as long as they perform different literature.
  - On the high school level, a student may play in a second group if the second group is a full orchestra meeting the music requirements listed in the handbook.

Violation of eligibility rules by groups participating for a rating OR comments only will result in a letter from the GMEA Ethics and Professional Standards Chair to the director's principal.

#### **Addendum B:**

##### **Music Requirements for Large Group Performance Evaluation**

GENERAL requirements for all bands, choruses, and orchestras are as follows.

- Violation of music requirements will result in lowering of the overall rating by one degree and a letter concerning the abuse to all involved principals from the Ethics and Professional Standards Chair.
- Scores of all music performed must be furnished to each judge. Each score must have all measures numbered. Failure to number measures may result in a penalty subject to the specific division's LGPE Music Requirements.
- Photocopied scores may be used ONLY if a letter from the publisher or vendor is attached stating that the music is on order or is presently out of print. Directors should purchase enough music to supply all three judges with legitimate copies. The number of copies purchased should be stated in the letter presented at LGPE. This letter must be dated at least 14 days prior to the first day of the event in question. For all groups

utilizing online printing services to provide scores, directors must provide and attach a copy of their invoice verifying they purchased the appropriate number of scores.

- Performance Evaluation music performed by a specific group MAY NOT be performed again by that same group within a three year time period for high school ensembles and a two year time period for middle school ensembles.
- Any group may change its classification at any time at any time up to fourteen days prior to the first day of the performance evaluation. This change is to be made in [Opus](#).
- Any group may change from rating to comment only or vice-versa in BOTH concert and sight-reading at any time prior to performance, provided the Head Judge is notified in advance.
  - Any group entering COMMENTS ONLY must adhere to the rules of the Large Group Performance Evaluation concerning choice of music, sight-reading rules, etc. Any variance of the rules by a group entering for comments only will result in a letter from the GMEA Ethics and Professional Standards Chair concerning the abuse to the director's principal.
- Any and all questions on the part of the conductor regarding the appropriateness of any selection programmed, be it the free choice or warm-up selection, must be referred to the head adjudicator via the event organizer 60 days ahead of the first day of the LGPE event, allowing the head adjudicator adequate time to rule on it. Should the head adjudicator rule a selection inappropriate, and present sufficient grounds for that ruling, enough time should be allowed for the conductor to re-program the selection(s) in question and prepare another one deemed acceptable.
- All pieces performed will be evaluated.
- To allow the adjudicators an adequate amount of time to provide written and/or oral comments directors should wait for the prompting of the head adjudicator to begin their next selection.
- There is no required music list for Elementary groups (Class E).
- Requests to add selections to any of the LGPE approved music lists should be addressed to the chair of the Music Selection Committee for the appropriate division. The committee will review the selection and rule on its suitability and difficulty and, if they deem it appropriate, will add the selection to the list. When submitting selections, scores (5) and recordings (where possible) should be submitted with the request. It is the responsibility of the director to check the required music list within seven (7) days of the music selection committee meeting to see if their piece was added. For the Choral Division, please submit repertoire information to the link provided on the [Choral LGPE page](#) of the GMEA website.

#### **Addendum C:**

##### **LGPE Band Specific Requirements**

- Concert Selections: each band plays two selections. High school, junior high, and middle school bands must play two selections from the Required Music List.
- The director selects the classification to be entered. Both required numbers may come from the specified classification OR one of the required numbers may be chosen from the list for the next higher classification.
- Bands performing such a "split program" will sight-read the selection for the lower of these two classifications (IV-V split will read the Level IV selection).
- Elementary bands have no required list. Both selections are chosen by the director and may come from separate lists or be unlisted. Bands choosing both selections from the same list must enter the appropriate level (i.e. E-I, E-II, etc.)
- Level VI bands have the option of playing one selection designated as "Masterwork" IN ITS ENTIRETY (see Required Music List on the [GMEA website](#)) in lieu of two separate selections from the Level VI list.
- Additional selection- each band, in addition to playing two approved piece(s) of literature (or one masterwork), will also play a warm up selection. This selection should be a march, fanfare, piece of a lyrical nature, etc. of the director's choosing. If the warm up selection is not either a march or traditional four-part chorale, the selection requires approval from the head judge. The additional selection should be of such a length so as to not cause the overall assigned time limit of each band to be exceeded. The warm up selection may or may not be listed on the approved list, as opposed to the concert selections (or masterwork), which are required to be listed.
- GMEA recognizes the march as being a substantial, important, and distinctive part of the musical heritage of band literature. As such, GMEA encourages bands to perform marches of standard form.
- All pieces performed will be evaluated.
- Scores of all music performed must be furnished to each judge. Each score must have all measures numbered. Failure to number measures will not result in a penalty but does affect the adjudicator's ability to reference specific passages and areas in the music.

#### **Addendum D:**

##### **Chorus Specific LGPE Music Requirements**

- Choral director of the ensemble will have entered their literature selections into Opus when they registered for the event or, after that, up until three weeks (twenty-one calendar days) prior to the event. Choral Head

Judges will review and notify directors of any potential rule violations at least 14 calendar days prior to their LGPE performance. Any noted repertoire issues should be resolved at least 10 days prior to performance.

- Each group will perform two (2) selections. Both selections must be memorized. One selection must be chosen from the Required Music List (determining the classification level of the group registering for LGPE) and the second selection may be chosen from the Required Music List (from the same classification), or may be a piece not currently listed but of the same caliber as the classification for which the group has registered for LGPE.
- Groups may enter LGPE playing a split program, meaning they may perform one piece from each of two adjacent music lists (A-B, B-C, C-D). A-C and B-D are not allowed. Groups singing a split program will sight read the selection for the lower of the two classifications. All other music requirements remain the same as for groups entering in one classification only.
- Participation in LGPE encourages selecting music that challenges singers and exposes them to music worthy of in-depth study. This is not the proper venue for pop, vocal jazz, gospel, Broadway, rap, or choreographed selections. If a director wishes to perform a piece composed or arranged by him/herself, prior approval of the piece must be obtained from the head adjudicator via the event organizer 60 days before the first day of LGPE.
- High School choirs may enter LGPE singing a split classification program, meaning they will perform one piece from each of two adjacent music lists (A-B, B-C, or C-D). A-C or B-D are not allowed. Choirs singing a split program will sight read the selection for the lower of the two classifications. All other music requirements remain the same for groups entering in a single classification only. High school groups must perform one a cappella selection. A piece with any instrumental part (including percussion) or accompaniment shown that is not marked 'optional' may not be performed a cappella nor will the selection be considered the a cappella piece for the group.
- Middle School choirs may enter LGPE singing a split classification program, meaning they will perform one piece from each of two adjacent music lists (A-B, B-C, C-D, or D-M). A-C, B-D, or C-M are not allowed. Middle School choirs registering as Class A, B, C, D, or split C-D or D-M, must follow the guidelines of High School groups and perform one a cappella selection. Groups singing a split program will sight read the selection for the lower of the two classifications. All other music requirements remain the same for groups entering in one classification only. A piece with any instrumental part (including percussion) or accompaniment shown that is not marked "optional", may not be performed a cappella, nor will the selection be considered the a cappella piece for the group.
- Choirs registering as a straight Class M, or Class E, may perform a cappella pieces, but as not required to do so. For Class M or E groups, both selections may be accompanied, but if the Required Music selection is marked a cappella, then it must be sung a cappella.
- Accompaniment at LGPE is live. No electronic instruments may be used for the purpose of changing the key of selections. If any accompaniment or instrumental part is shown in a selection, and is not marked 'optional', it must be performed. Any infractions of these requirements will result in the group's score being lowered by one rating level.
- Selections that are in Latin must be sung in Latin. If Latin is present and not sung, it will result in a lowering of the performance score by one rating. If a piece is in another language and is serving as the Required Music selection, it must be sung in the original language. If a piece is not serving as the Required Music selection, it may be sung in the original language or in the English translation. If a selection appears on the Required Music List with a specified number of movements, the appropriate number of movements must be performed.
- A single group may perform selections written in two different voicings, but varying by only one part. For example, pairings of songs may be SA/U, TB/U, SA/SSA, TB/TTB or TBB, SSA/SSAA, TTB/TTBB, TBB, TTBB, SATB/SAB.
- In order to become accustomed to the performance area, at the discretion of the director, a performing group may begin with a short warm-up or chorale. This warm-up or chorale is not judged, but must fall within the overall prescribed time limits.
- Infractions of any music requirement will result in a penalty of the overall performance score by one rating level per infraction.
- Scores of all music performed must be furnished to each judge. Each score must have all measures numbered. Failure to number measures will result in the score being lowered by one rating in the "Other" category of the performance evaluation form.
- Performance Evaluation -music performed by a specific group MAY NOT be performed again by that same group within a three year time period for high school ensembles and a two year time period for middle school ensembles. Example – If the Select Chorus performed Hark I Hear the Harps Eternal for LGPE in 2014, that choir may not perform that selection again until LGPE in 2018.
- Two choirs with the same voicing from the same school may not sing the same literature in the same year. Example: First and Second SATB choirs may not perform Hark I Hear the Harps Eternal at LGPE in the same year unless the choirs are combined in performance.
- Directors must check the music score for accuracy of the LGPE published list. Example: If the list has Hark I Hear the Harps Eternal listed as piano accompaniment and the score actually shows accompaniment for rehearsal only, then the piece must be sung a cappella as the score indicates.

**Addendum E:  
Orchestra Specific LGPE Music Requirements**

Full Orchestra Specific Requirements:

- Entries of all classifications must play two (2) full orchestra selections and one (1) string orchestra selection.
- High school, junior high, and middle school orchestras are required to choose two (one full orchestra selection and one string orchestra selection) of the three selections from the required list for the classification the group has chosen to play. The other full orchestra selection must be chosen from one of the following:
  - the required music list for the classification the group has chosen to play
  - a free choice from any source, provided it does not appear on any graded GMEA Required Music List. This selection should be of comparable difficulty to or higher than the required selections.
  - the GMEA Required Music List that is one grade higher than the classification that the group has chosen to play (i.e., the group enters as a level II and chooses to play one level III piece). This split classification will be noted in the program.
- Elementary full orchestras have no required list. Groups entering this classification must choose two full orchestra selections and one string orchestra selection at the discretion of the director. These selections may come from separate lists or be unlisted. Full orchestras choosing both compositions from the same list must enter the appropriate level (i.e., E-I, E-II, etc.).

String Orchestra Specific Requirements:

- All classifications are required to play three string orchestra selections.
- High school, junior high, and middle school orchestras are required to choose two of the three selections from the required list for the classification the group has chosen to play. The other string orchestra selection must be chosen from one of the following:
  - the required music list for the classification the group has chosen to play
  - a free choice from any source, provided it does not appear on any graded GMEA Required Music List. This selection should be of comparable difficulty to or higher than the required selections
  - The GMEA Required Music List that is one grade higher than the classification that the group has chosen to play (i.e. the group enters as a level II and chooses to play one level III piece). This split classification will be noted in the program.
  - Groups performing a split level program must perform all three pieces from the list. Orchestras performing such a “split program” will sight-read the selection for the lower of these two classifications (IV-V split will read the Level IV selection).

<b>Acceptable program example:</b>	<b>Unacceptable program example:</b>
Level II	Level III
Level II	Level IV
Free choice NOT on ANY GMEA list (must be of comparable level to the other selections)	Free choice
<b>Acceptable program example:</b>	<b>Unacceptable program example:</b>
Level III	Level II
Level III	Level III
Level IV	Level III

- Elementary string orchestras have no required list. Three string orchestra selections are chosen by the director. These may come from separate lists or be unlisted. String orchestras choosing all three compositions from the same list must enter the appropriate level (i.e., E-I, E-II, etc.).
- Scores of all music performed must be furnished to each judge. Each score must have all measures numbered. Failure to number measures will result in the score for the “General Effect” category being lowered by two points for each selection by each adjudicator where there is an infraction.

***LGPE Eligibility***  
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Current membership in GMEA is required of each teacher entering students in performance evaluations. Membership is considered current after a check/credit card number and application for membership have been received by GMEA or NAFME. It is the responsibility of the applicant to verify his/her membership status prior to applying for this event. Registration is done online through [Opus](#). It is the responsibility of any individual wishing to participate in any

GMEA event to verify his/her membership two weeks before any deadline. Any person conducting the ensemble in performance or sight-reading must be a current member of GMEA and be a faculty member, school system certified teacher or system supervisor for that school. If a director wishes for their student teacher to conduct that student teacher must be a current member of GMEA and/or CNAfME.

All individual entrants/performers must be bona fide students of the school or schools represented. Elementary, middle school and junior high students may be used in high school performing organizations provided they perform in no other group of the same type. Groups with students from more than one school must be designated as such.

No student beyond eighth grade may perform in a group entering Class M (middle school). No student beyond sixth grade may perform in a group entering Class E (elementary).

A student may enter performance evaluation in only one ensemble except in the following cases:

- A student may not play their primary instrument in more than one ensemble. A student may play a secondary instrument requiring a different clef, different technique, or a different set of fingerings in a second band or orchestra. (Ex: trumpet/trombone, clarinet/flute, violin/viola, clarinet/bass clarinet, alto saxophone/baritone saxophones are permitted.) Requests for exception to this policy must be made to the Vice President for Performance Evaluations at the time the application is submitted. This person should only grant any such exception in extreme cases and the head adjudicator must be made aware of the exception, in writing, prior to the event. Copies of correspondence documenting approval of exceptions must be presented to the LGPE organizer and all adjudicators by the director.
- On the junior high, middle school, and elementary levels ONLY, a student may play in an honor group or more advanced (enrichment) group which is combined within the community or extracted from a larger group within the school.
- Students may sing in a same sex ensemble and a mixed ensemble as long as they perform different literature.
- On the high school level, a student may play in a second group if the second group is a full orchestra meeting the music requirements listed in the handbook.
- Students are not allowed to perform an exact program of music with more than one ensemble regardless of classification.

Violation of eligibility rules by groups participating will result in a letter from the GMEA Ethics and Professional Standards Chair to the director's principal.

### ***LGPE Student Conductors***

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Additionally, the use of a student conductor is acceptable with the following stipulations:

- The student conductor shall conduct his/her own group immediately after the sight-reading event, and will be judged by the sight-reading judge.
- Choice of music for student conductors is at the discretion of the student and the director. The student conductor is responsible for providing the sight-reading judge with a score of the selection to be conducted. The work may not exceed 4 minutes in duration.
- The student conductor should be entered on the performance evaluation registration form with the group he/she will conduct.
- Student conductor is limited to one per performing ensemble.

This policy refers to students who are members of the performing ensemble, not to student teachers.

### ***LGPE Entry Guidelines***

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Entries are classified in the Performance Evaluation according to the classification of the music the group has chosen to perform from the Required Music List in accordance with each division's specific policies.

There is no limit on the number of entries from any school or teacher.

- Performance evaluation entry should be in the GMEA district of which your county is a part. Application for exception to this rule MUST be made in writing and submitted to the Vice President for Performance Evaluations. When contacting the Vice President, please include a copy of your approval email from the LGPE organizer of the event you are requesting to attend. Request must be submitted prior to the deadline for LGPE application in the GMEA calendar. The Performance Evaluation Vice President will

approve or deny requests in consultation with the two district LGPE chairs involved. Emergency requests to change districts, venues or events may be made up to fifteen days prior to the first day of the event. The vice president will consider these on their merit on a case-by-case basis. The Vice President of Performance Evaluations will copy the GMEA office on the correspondence if the request is approved so that the group can be transferred to the proper district in Opus. No requests will be approved for any reason within fifteen (15) days of the event.

Performing groups numbering less than seventeen (17) members may not register for LGPE and should enter Solo and Ensemble Performance Evaluation. Exceptions for extenuating circumstances will be addressed by Head Adjudicator on site. In the event absenteeism drops a group's membership below 17, the director should provide the Head Adjudicator with an official class roster, signed by the principal, that verifies the size of the group. In the orchestra division only, performing groups numbering less than seventeen (17) members may register for LGPE with prior approval by the Vice President for Performance Evaluations. Please include this approval letter from Vice President for each performance judge when attending LGPE.

### **Instrumental Ensembles**

Classification of high school groups: Level VI, V, IV, III, II, or I  
(See [Music Requirements](#) for additional specific information)

Classification of junior high/middle school groups: VI, V, IV, III, II, I or E  
(See [Music Requirements](#) for additional specific information)

Classification of elementary groups: Class E (no required music list). Note: If both compositions are selected from the same list, the appropriate classification level would be selected, i.e., E-I, E-II, etc.

### **Chorus**

Classification of High School groups: A, A-B, B, B-C, C, C-D, D with voice classifications of Mixed, Treble, or Men. Note: Any group may change its music classification at any time up to fourteen days prior to the first day of the performance evaluation provided the District Performance Evaluation Chair is notified. This change is to be made in [Opus](#) by the director when the district organizer/chair is notified.

Classification of Middle School groups: Classification of Middle School Groups: E (for 6<sup>th</sup> grade students only); M (grades 6, 7, 8); A, A-B, B, B-C, C, C-D, D, D-M with voice classifications of Mixed, Treble, or Men (the letter designation after the "M" indicates the musical selection will be appropriate for middle school and found on the appropriately classified high school list AND at least one of the pieces will be a cappella). Voice classifications will be Mixed, Treble or Men. Note: Classification level may be changed prior to the LGPE event by notifying the District Organizer. The classification level may not be changed the day of the event.

Classification of Junior High groups: These groups should follow either the Middle School or High School regulations which most closely resemble the group's personnel composition.

## ***LGPE Entry Deadlines***

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GMEA members will register groups for LGPE through [Opus](#). For registrations paid by credit card or electronic funds transfer, no further action is required once the registration has been submitted and paid for. For registrations paid for by paper check, [Opus](#) will provide an invoice to print. Fees paid by check MUST be paid with one member check, school check, booster club check, or money order payable to GMEA and mailed to the GMEA office in the same envelope as the printed invoice by the appropriate postmark deadline. Directors choosing to pay by paper check do so at their own peril and GMEA accepts no responsibility in cases where checks are not received for any reason whatsoever. Fee amounts can be found in the [Application Fees](#) section of this Handbook and are listed in [Opus](#) on the current application /acceptance form. There are no refunds for cancellation or failure to appear.

We will accept checks and invoices postmarked by the deadline no matter when they are received in the office. We will accept checks and invoices received in the office within five calendar days after the deadline no matter when they are postmarked. Those that are incomplete or incorrect will be returned and a reprocessing fee of \$25.00 will apply. Those that are neither postmarked by the deadline nor received in the office within five calendar days thereafter will be considered late and will be returned. After the deadline has passed, the following late fee structure and procedure will apply:

Teachers may register online after the initial deadline but with late fees assessed as follows: An initial late fee of \$25.00 per registration on the first day after the deadline. After that the late fee will increase by \$5.00 per day, per registration. Beginning sixteen days after the original deadline, no registrations can be accepted for any reason.

## ***LGPE On-Site Procedures***

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- Registration at the LGPE desk.
- Turn in scores with measures numbered for judges.
- Turn in any required recording media for each group.
- Verify classification, voicing, and program of groups. Classification may not be changed the day of LGPE.
- Warm-up: All groups are allowed to use the warm-up area during the time slot on the schedule immediately preceding their scheduled performance time. The stage may be used for warm-up by the first group scheduled in each session.
- Performance - According to specific music requirements for each group (see [Music Requirements](#) section). No encores are permitted in GMEA performance evaluations.
- Sight-Reading: According to specific requirements for each division and classification (see [Sight-Reading](#) section). Generally, the same amount of time is scheduled for the sight-reading portion of LGPE as for the performance portion. Sight-reading is held in a separate area and is adjudicated by only one judge. In districts where the Expanded Format is being utilized, full orchestras who choose the clinic/sight-reading option will sight-read a full orchestra selection.
- Listening: It is recommended that all groups schedule time during the performance evaluation to remain in the auditorium and listen to performances. This is considered to be one of the most important features of the LGPE. If facilities are limited, local officers are expected to work out a plan whereby groups may be seated for listening. Student groups must be adequately supervised in the performance and audience area. No electronic communication or gaming devices will be allowed in the performance hall during performances.
- A group arriving significantly late to Large Group Performance Evaluation will forfeit their performance time without refund. In the case of extenuating circumstances the head adjudicator and organizer may attempt to make accommodations at their discretion.

## ***Music Requirements for Large Group Performance Evaluation***

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GENERAL requirements for all bands, choruses, and orchestras are as follows.

- Violation of music requirements will result in lowering of the overall rating by one degree and a letter to all involved principals from the Ethics and Professional Standards Chair.
- Scores of all music performed must be furnished to each judge. Each score must have all measures numbered. Failure to number measures may result in a penalty subject to the specific division's LGPE Music Requirements.
- Photocopied scores may be used ONLY if a letter from the publisher or vendor is attached stating that the music is on order or is presently out of print. Directors should purchase enough music to supply all three judges with legitimate copies. The number of copies purchased should be stated in the letter presented at LGPE. This letter must be dated at least 14 days prior to the first day of the event in question. For all groups utilizing online printing services to provide scores, directors must provide and attach a copy of their invoice verifying they purchased the appropriate number of scores.
- Performance Evaluation music performed by a specific group MAY NOT be performed again by that same group within a three year time period for high school ensembles and a two year time period for middle school ensembles.
- Any group may change its classification at any time up to fourteen days prior to the first day of the performance evaluation provided the District Performance Evaluation Chair is notified. This change is to be made in [Opus](#).
- Any group may change from rating to comment only or vice-versa in BOTH concert and sight-reading at any time prior to performance, provided the District Performance Evaluation Chair is notified in advance.
- Any group entering COMMENTS ONLY must adhere to the rules of the Large Group Performance Evaluation concerning choice of music, sight-reading rules, etc. Any variance of the rules by a group entering for comments only will result in a letter from the Ethics and Professional Standards Chair concerning the abuse to all involved principals.

- Any and all questions on the part of the conductor regarding the appropriateness of any selection programmed, be it the free choice or warm-up selection, must be referred to the head adjudicator via the event organizer 60 days ahead of the first day of the LGPE event, allowing the head adjudicator adequate time to rule on it. Should the head adjudicator rule a selection inappropriate, and present sufficient grounds for that ruling, enough time should be allowed for the conductor to re-program the selection(s) in question and prepare another one deemed acceptable.
- All pieces performed will be evaluated.
- To allow the adjudicators an adequate amount of time to provide written and/or oral comments directors should wait for the prompting of the head adjudicator to begin their next selection.
- There is no required music list for Elementary groups (Class E).
- Requests to add selections to any of the LGPE approved music lists should be addressed to the chair of the Music Selection Committee for the appropriate division. The committee will review the selection and rule on its suitability and difficulty and, if they deem it appropriate, will add the selection to the list. When submitting selections, scores (5) and recordings (where possible) should be submitted with the request. It is the responsibility of the director to check the required music list within seven (7) days of the music selection committee meeting to see if their piece was added.

### ***Sight-Reading at Large Group Performance Evaluation***

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The sight-reading portion of the Large Group Performance Evaluation follows the presentation of the prepared performance. One judge shall be used for all entries and his/her rating will be final. No audiences are permitted in the sight-reading room except at the discretion of the district performance evaluation chairman or the adjudicator and with permission of the director whose group is sight-reading.

Sight-Reading is required for all high school ensembles.

Sight-Reading is required for junior high and middle school bands and choruses.

Junior high/middle school bands and orchestras have the option of sight-reading for comments only even though playing for a rating in concert. Middle school choruses will sight-read for comments only if the stage performance is comments only.

Sight-reading is optional for elementary ensembles and middle school orchestras. Should they choose to sight-read, ensembles entering Class E or E-1 will read the selection chosen by the selection committee designated for classification Level I .

Ensembles will sight-read one (1) selection appropriate to their performance level.

If an ensemble is required to sight-read and makes the voluntary decision to not sight-read, this will be considered an ethics violation. The matter will be forwarded to the GMEA Ethics and Professional Standards Chair and handled as outlined in the duties and responsibilities of the Head Adjudicator.

# Band LGPE Specific Items

## ***Band LGPE Specific Requirements***

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- Concert Selections: each band plays two selections. High school, junior high, and middle school bands must play two selections from the Required Music List.
- The director selects the classification to be entered. Both required numbers may come from the specified classification OR one of the required numbers may be chosen from the list for the next higher classification.
- Bands performing such a "split program" will sight-read the selection for the lower of these two classifications (IV-V split will read the Level IV selection).
- Elementary bands have no required list. Both selections are chosen by the director and may come from separate lists or be unlisted. Bands choosing both selections from the same list must enter the appropriate level (i.e. E-I, E-II, etc.)
- Level VI bands have the option of playing one selection designated as "Masterwork" IN ITS ENTIRETY (see Required Music List on the [GMEA website](#)) in lieu of two separate selections from the Level VI list.
- Additional selection- each band, in addition to playing two approved piece(s) of literature (or one masterwork), will also play a warm up selection. This selection should be a march, fanfare, piece of a lyrical nature, etc. of the director's choosing. If the warm up selection is not either a march or traditional four-part chorale, the selection requires approval from the head judge. The additional selection should be of such a length so as to not cause the overall assigned time limit of each band to be exceeded. The warm up selection may or may not be listed on the approved list, as opposed to the concert selections (or masterwork), which are required to be listed.
- GMEA recognizes the march as being a substantial, important, and distinctive part of the musical heritage of band literature. As such, GMEA encourages bands to perform marches of standard form.
- All pieces performed will be evaluated.
- Scores of all music performed must be furnished to each judge. Each score must have all measures numbered. Failure to number measures will not result in a penalty but does affect the adjudicator's ability to reference specific passages and areas in the music.

## ***Band LGPE Sight-Reading Procedures***

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The director and organization will have six (6) minutes to study and discuss the composition to be sight read. This six minutes includes score study and teaching techniques the directors chooses to use. Students are not allowed to produce a tone on their instruments during this time.

Ensembles have the option of providing a tape and receiving taped comments in addition to written ones. LGPE sight-reading should be treated as a performance.

After the playing of the selection, the adjudicator sheet for the group must be sent to the head adjudicator before the next group begins to sight-read. Director's verbal assistance (calling out rehearsal numbers) should be kept to a minimum. Excessive verbal or audible baton assistance during the sight-reading performance will be taken in account in the rating by the adjudicator.

## ***Policies for Bands Following the Expanded LGPE Format***

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Districts may use the expanded format for their High School LGPE. In order to do this a minimum of 75% of the schools in the district must commit to participate in this format and to pay the required additional fees. This will be considered a binding commitment in order to insure the financial success of the LGPE.

The expanded format will consist of the following three components:

1. Clinicians in the following areas who will make taped and written comments during the band's concert performance, but will give no ratings.
  - Woodwind
  - Brass
  - Percussion
2. A clinician who will evaluate the performance of the conductor during the band's concert performance by giving recorded and written comments, but will give no ratings.
3. A clinician who will provide a clinic for each participating band on the music performed during their concert performance. This clinic will be provided in a separate location after the band's concert performance and before the band sight-reads. This will necessitate employing two individuals since it will be necessary for each

clinician to hear the concert performance of a specific band in order to provide this clinic. These two clinicians will alternate between hearing a performance and providing the clinic. Bands will not be able to select between the two clinicians, but will take whichever clinician is available based on the rotation.

Districts may choose to adopt any or all of the above three optional components, but all bands participating in the expanded format must utilize all components available at that LGPE.

Districts will be responsible for setting additional fees, contracting with all clinicians and adjudicators beyond the four specified by GMEA (three concert and one sight-reading) and setting honorarium rates for these additional personnel. In setting these fees and honoraria, the following guidelines must be observed.

It is not necessary to pay the same honoraria for all categories of clinicians (section clinicians, conductors' clinicians, band clinicians) but, where more than one clinician in a particular category is employed, all within that category must be compensated equally.

Reimbursements for expenses incurred for all adjudicators and clinicians must be paid at the rates established by GMEA for Performance Evaluations.

Districts are free to enhance the compensation for the four judges employed by GMEA as long as all four are enhanced equally. If this is done, an additional contract will be required from the district for the additional compensation and IRS W-9 forms must be completed and submitted to the GMEA office for this compensation (see below for information on W-9 and 1099 forms).

All clinicians and adjudicators not provided by GMEA must be required to sign a written contract with the district. Copies of these contracts must be provided to the GMEA office at the time they are completed.

All clinicians and adjudicators not provided by GMEA must be required to complete and submit Internal Revenue Service Forms W-9. No clinician or adjudicator is to be paid without first submitting this form. Districts are responsible for submitting these W-9's to the GMEA office along with copies of the contracts for these persons. They must also be informed when they sign the contract that, if their total compensation from GMEA for all services provided (excluding expense reimbursements) exceeds \$599 for that calendar year, they will be provided with an Internal Revenue Service Form 1099 before February 1 of the following year. A copy of this form will be submitted to the IRS in accordance with Federal tax laws.

In setting application fees for the schools involved, districts should calculate the total cost for the expanded format LGPE, which will include honoraria and expense reimbursements for all contracted adjudicators and clinicians, and ascertain the number of students who will be participating from all schools. This would not include students from the schools in the district that chose not to participate in the expanded format (not to exceed 25% of the schools involved). The total cost will be divided by the total number of students and each school will be assessed a per student fee to cover these costs. These fees must be paid by the same date as the GMEA Performance Evaluation application deadline. No group is to be allowed to perform unless all fees have been paid. In the event that there are monies remaining in the district treasury which were submitted for this purpose after all expanded LGPE format bills have been paid, the district should apply those monies to the expenses for this event in the following year, or if the district does not employ this format the following year, to the expenses of the district honor band clinic. Districts are not to allow an unused surplus from this event to accumulate in the district treasury.

Schools choosing not to participate in the expanded format must be given the option to attend the performance evaluation and participate only in the traditional format as provided by GMEA (three concert judges and one sight-reading judge). These bands should be scheduled for performance at the beginning or end of one of the LGPE sessions, preferably during the time when other bands entering the same classification are performing. Those schools wishing to not attend this LGPE may petition the GMEA First Vice President to attend LGPE in another district and this reason is to be construed as a valid one for making such a request.

Bands entering LGPE and choosing to participate in the expanded format may choose to perform for a rating or for comments only. In either case they enter must adhere to all rules of music selection using the GMEA graded list. After the LGPE is concluded it will be the responsibility of the LGPE organizer to provide the GMEA office with a financial report which shall include a complete accounting of all fees taken in, broken down by school, the amount of fees charged per student and a complete listing of all payments made to adjudicators and clinicians (other than those paid by GMEA).

# Chorus LGPE Specific Items

## **Chorus LGPE Music Requirements**

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Each group will perform two (2) selections. One selection must be chosen from the Required Music List (determining the classification level of the group registering for LGPE) and the second selection may be chosen from the Required Music List (from the same classification), or may be a piece not currently listed but of the same caliber as the classification for which the group has registered for LGPE. All music must be memorized by students.

Ensembles may perform what is known as a "split program". This means that the two selections chosen may be from adjacent required music lists – A-B, B-C, C-D, and D-M (for Middle School choirs only). Selections from non-adjacent lists (A-C, B-D) are not allowed. If a split program is selected both selections must be from the music lists. Ensembles performing a split program will sight read the selection for the appropriate voicing for the lower of the two classifications (ensembles performing a B-C split program will sight read the class C selection). Ensembles may perform a "straight" Class A, B, C, D, or M (for Middle Schools only) program as in the past, and will be subject to the same rules as those cases in the past.

Participation in LGPE encourages selecting music that challenges singers and exposes students to music worthy of in-depth study. This is not the proper venue for pop, vocal jazz, gospel, Broadway, rap, or choreographed selections. If a director wishes to perform a selection composed or arranged by himself/herself, prior approval of the piece should be obtained from the head adjudicator via the event organizer 60 days before the first day of LGPE.

High School groups must perform one a cappella selection. A selection with any instrumental part (including percussion) or accompaniment shown that is not marked 'optional' may not be performed a cappella nor will the selection be considered the a cappella piece for the group.

Groups registering as Class M or E may perform a cappella selections, but are not required to do so. For Class M or E groups, both selections may be accompanied, but if the Required Music selection is marked a cappella, then it must be sung a cappella.

Middle School choirs registering as Class D-M or higher (C-D, B-C, etc.), must follow the guidelines of the High School choirs and perform one selection a cappella. Accompaniment at LGPE is live. No electronic instruments may be used for the purpose of changing the key of selections. If any accompaniment or instrumental part is shown in a selection, and is not marked 'optional', it must be performed. Any infractions of these requirements may result in the group's score being penalized by one rating level.

Selections that are in Latin must be sung in Latin. If Latin is present and not sung, it will result in a penalization of the performance score by one rating. If a selection is in another language and is serving as the Required Music selection, it must be sung in the original language. If a selection is not serving as the Required Music selection, it may be sung in the original language or in the English translation. If a selection appears on the Required Music List with a specified number of movements, the appropriate number of movements must be performed.

A single group may perform selections written in two different voicings, but varying by only one part. For example, pairings of songs may be SA/U, TB/U, SA/SSA, TB/TTB or TBB, SSA/SSAA, TTB/TTBB, TBB, TTBB, SATB/SAB.

In order to become accustomed to the performance area, at the discretion of the director, a performing group may begin with a short warm-up or chorale. This warm-up or chorale is not judged, but must fall within the overall prescribed time limits.

Infractions of any music requirement will result in a penalty of the overall performance score by one rating level per infraction.

<b>Classifications and Requirements</b>			
	<b>A, B, C, A-B, B-C, C-D</b>	<b>D, MD</b>	<b>M</b>
Performance & Sight-Reading Time Allowance	20 minutes each	15 minutes each	15 minutes each
Sight-reading required	Yes	Yes	Yes
A cappella requirement	1 piece; can be 2	1 piece; can be 2	None; Can be used

## **Chorus LGPE Sight-Reading Requirements**

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The following guidelines are to be used when preparing the sight-reading example:

1. The director will arrange all singers in their desired voice parts prior to beginning the sight-reading portion of LGPE.
2. All choral groups may sing the same or fuller but not less than the selections in the concert portion of LGPE. The judge will determine the correct exercise and voicing to be assessed.
3. While each test booklet is being distributed, the director may review the assigned sight-reading example before the timed portion of the test has begun.
4. Booklets are to remain closed by the student until the director instructs the singers to open them to the assigned page number and example. All judges instructions will be given prior to the director starting the sight-reading portion of LGPE.
5. After the judge provides instructions, the director will begin the sight-reading assessment. The director MAY give verbal instructions. All musical instruction of the director and singing by the choir will be considered part of the 5 minute study period. During this 5 minute study period, the director may not demonstrate or rehearse pitch, intervals or rhythm. Students may rehearse aloud. They may discuss the sight-reading within their section but may not rehearse together. Students must rehearse individually, not in small groups. They may ask questions of the director. The director may establish tonality as needed during the study period.
6. The choir may use the sight-reading study method of their choice during this assessment. Humming, talking and whistling are not allowed. At the end of the 5 minute study period the starting pitch for each voice part will be given and the sight-reading example will be performed. The group may perform on syllables, numbers or neutral sounds but humming is not recommended.
7. The director may not demonstrate any portion of the sight-reading example.
8. A rest will be performed silently.
9. After the study period, the sight-reading example will be sung for adjudication. The director may conduct/keep a visual and/or audible beat while the example is being sung. The conductor may not sing/play the piano during the performance of the sight-reading example.
10. After the sight-reading example is performed, the chorus and director will listen to the judge's comments.
11. All sight-reading booklets will be collected per the instructions of the judge. These items are to be respected as confidential materials in fairness to all choruses.
12. An informal discussion between the judge and director is allowed if warranted.

The 5 minute rehearsal period will be ended by the adjudicator, at which time the sight-reading example will be performed by the group, using their preferred sight-reading method. The director may give the specific beginning pitch for each voice part but may not sing or hum with any vocal part of the group during the sight-reading performance. Upon completion of the sight-reading example, the group will close the sight-reading booklets and follow the instructions of the adjudicator. Infractions of any sight-reading requirement will result in the lowering of the overall sight-reading score by one (1) grade for each infraction of the specific group.

Sight-reading is required of all classification groups except for Classification E. Those groups performing in Classification E may elect to sight-read, if they so choose. Class M groups must sight-read the same numbers of parts that are sung in their performance pieces.

Music for sight-reading is composed specifically for the LGPE event and designed so that each group sight-reads music one classification lower than the prepared performance classification. If two pieces sung by a particular group are of different voicings, the Director may choose in which voicing the group will read. Students participating in more than one choir with the same voicing and classification may sight-read the second classification selection. The sight-reading adjudicator will make the decision of the proper sight-reading example for each group.

<b>Level</b>	<b>Intervals Used</b>	<b>Rhythms Used</b>	<b>Meter</b>	<b>Tonality</b>	<b>Texture</b>
M	Stepwise, 3rds,	Whole, dotted half, half,	Simple	Major	Homophonic

	cadential 4ths and 5th	dotted quarter, quarter, eighth notes/rests			
D	Same as above, adding 5ths and octaves	Same as above	Simple	Major	Homophonic
C	Same as above, adding 4ths	Same as above	Simple	Major	Homophonic
B	Same as above, adding 6ths and chromatics	Same as above, adding dotted eighth & sixteenth notes/rests	Simple or Compound	Major	Staggered entrances
A	Same as above	Same as above	Simple or Compound	Major, Harmonic, Natural or Melodic minor	Staggered Entrances

# Orchestra LGPE Specific Items

## ***Orchestra LGPE Music Requirements***

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### ***Full Orchestra Specific Requirements***

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All classifications must play two (2) full orchestra selections and one (1) string orchestra selection.

High school, junior high, and middle school orchestras are required to choose two (one full orchestra selection and one string orchestra selection) of the three selections from the required list for the classification the group has chosen to play. The other full orchestra selection must be chosen from one of the following:

- The required music list for the classification the group has chosen to play a free choice from any source, provided it does not appear on any graded GMEA Required Music List. This selection should be of comparable difficulty to or higher than the required selections
- The GMEA Required Music List that is one grade higher than the classification that the group has chosen to play (i.e., the group enters as a level II and chooses to play one level III piece). This split classification will be noted in the program.

Elementary full orchestras have no required list. Groups entering this classification must choose two full orchestra selections and one string orchestra selection at the discretion of the director. These selections may come from separate lists or be unlisted. Full orchestras choosing both compositions from the same list must enter the appropriate level (i.e., E-I, E-II, etc.).

### ***String Orchestra Specific Requirements***

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All classifications are required to play three string orchestra selections.

High school, junior high, and middle school orchestras are required to choose two of the three selections from the required list for the classification the group has chosen to play. The other string orchestra selection must be chosen from one of the following:

- The required music list for the classification the group has chosen to play
- A free choice from any source, provided it does not appear on any graded GMEA Required Music List. This selection should be of comparable difficulty to or higher than the required selections
- The GMEA Required Music List that is one grade higher than the classification that the group has chosen to play (i.e. the group enters as a level II and chooses to play one level III piece). This split classification will be noted in the program. Groups performing a split level program must perform all three pieces from the list. Orchestras performing such a “split program” will sight-read the selection for the lower of these two classifications (I-V-V split will read the Level IV selection).

<b>Acceptable program example:</b>	<b>Unacceptable program example:</b>
Level II	Level III
Level II	Level IV
Free choice NOT on ANY GMEA list (must be of comparable level to the other selections)	Free choice
<b>Acceptable program example:</b>	<b>Unacceptable program example:</b>
Level III	Level II
Level III	Level III
Level IV	Level III

- Elementary string orchestras have no required list. Three string orchestra selections are chosen by the director. These may come from separate lists or be unlisted. String orchestras choosing both compositions from the same list must enter the appropriate level (i.e., E-I, E-II, etc.).

Scores of all music performed must be furnished to each judge. Each score must have all measures numbered. Failure to number measures will result in the score for the "General Effect" category being lowered by two points for each selection by each adjudicator where there is an infraction.

If a piece being performed is available in IMSLP but is on the GMEA LGPE music list, scores should be purchased through the appropriate publisher notated on the list and not printed from IMSLP. However, if the piece is not on the LGPE list, then scores can be printed from IMSLP. Please notate on the score that it is public domain. Printed scores should be legible and bound or assembled in a way that is easy for the adjudicators to utilize while judging.

***Policies for Orchestras Following the Expanded LGPE Format***  
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High School Orchestra Large Group Performance Evaluations may opt to use one additional adjudicator beyond the four specified in this handbook. The decision to utilize the additional adjudicator must be agreed to by at least 75 percent of the schools participating in that LGPE before proceeding with plans to operate the LGPE under this alternate format. If a district votes to use this format, ALL ORCHESTRAS (even those who choose to sight-read only) in that district are required to use the "Expanded Format" applications and pay the appropriate higher fees. The GMEA office and the GMEA Performance Evaluation Vice-President must be notified by the district orchestra chair immediately after the decision is made to use this format. It is also the responsibility of the district chair to notify all orchestras participating in the district LGPE of the Expanded Format decision.

The purpose of hiring an additional judge is to allow for the option of high-school orchestras participating in one of the following after the initial performance:

- sight-reading only OR
- combination of sight-reading one piece and a mini-clinic given by the additional judge who will have adjudicated the performance with the responsibility of giving a clinic immediately following the performance.

High School Orchestras will still receive a rating on their main performance, and all regulations regarding choosing music from the GMEA required LGPE music list remain in effect.

The LGPE organizer for the district will hire 5 (five) judges instead of 4. Two of the judges will be responsible for the duties of sight-reading judge and clinician on a rotating basis.

***Orchestra LGPE Sight-Reading Procedures***  
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After the music has been distributed, the adjudicator will explain the rules of this event to the players and the director as follows:

The director and organization will have six (6) minutes to study and discuss the composition. This six minutes includes score study and teaching techniques the directors chooses to use. During this time instruments may not be played by students or directors.

<b>Students may (individually or as a group)</b>	<b>Students may not (individually or as a group)</b>
"Air bow" "Finger tap" silently Clap rhythms Count rhythms Sing melodies	Play their instrument Produce noise on their instrument
<b>Director may</b>	<b>Director may not</b>
Clap rhythms Count rhythms Sing melodies	Play an instrument

Excessive rote teaching should be avoided. Director's verbal assistance (calling out rehearsal numbers) should be kept to a minimum. Excessive verbal or audible baton assistance during the sight-reading performance will be taken in account in the rating by the adjudicator.

LGPE sight-reading should be treated as a performance. After the performance of the selection, the rating sheet for the group must be sent to the head adjudicator before the next group begins to sight-read.

# Solo and Ensemble Performance Evaluations

## ***Solo and Ensemble Performance Evaluation General Information***

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The performance evaluation program sponsored by the Georgia Music Educators Association is an evaluation procedure of musical performance and sight-reading abilities for individual students, performing groups, and teachers. Participation in Performance Evaluation affords valuable opportunity and motivation for learning during an extended period of time prior to the event as part of regularly scheduled school work or in private studios in courses taught by accredited teachers.

Recognized authorities in the field of music education critique the participation of each performance evaluation performance during a planned performance evaluation schedule, and provide their written and/or oral opinions in terms of:

- A standard rating of excellence in performance.
- Comments and suggestions for improvement.
- Suggestions to the individual teacher to aid in personal teaching and/or conducting techniques in the belief that musical performance is the most crucial of learning situations in our subject area, that the proper evaluation of these situations is of inestimable value to the individual school and its music education program, and that the preparation for performance provides added incentives and stimuli to the teaching and learning of music in our schools.

The goals of performance evaluation participation are:

- To promote the development of musical knowledge as expressed in performance through evaluation, advice and suggestion;
- To raise the standards of musicianship, instrumentation, technical knowledge, and literature selection of performers.
- 

Recognized events for solo and ensemble include:

ENSEMBLES: brass, woodwind, string, percussion, vocal, piano, and jazz ensemble

SOLOS: brass, woodwind, string, classical guitar, percussion, vocal, and piano

## ***Suggested Criteria for Selection of Solo and Ensemble Judges***

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Secure judges from GMEA Adjudicators Lists, if possible

A SE judge should have a minimum of five years teaching experience

Judges must have at least a bachelor's degree in music or music education

Judges should be active or retired public school, private school, university or studio teachers in the areas of band, orchestra, or chorus.

Judges do not have to be GMEA members

## ***Suggested Recommendation for Solo and Ensemble Music***

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Middle and High School Bands are urged to select music from either the [Texas Prescribed Music List](#) or the [Florida Solo/Ensemble List](#). GMEA members can access the Texas list by clicking on "Music" on the menu bar, then select "Prescribed Music List". On the Florida Bandmasters website go to "Music Lists" on the home page and select "solo-ensemble".

Voice entries should use music that is similar in nature to pieces found on the All-State solo list.

Pop/Broadway/Country music is not appropriate for this evaluation experience.

## ***Solo and Ensemble Entry Guidelines***

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There is no limit on number of entries from any one school or private teacher.

An ensemble may not exceed sixteen (16) students, not including accompanist. Ensembles of more than sixteen members must enter in Large Group Performance Evaluation.

An individual student may enter in multiple events in a given division.

## ***Solo and Ensemble Entry Fees***

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GMEA members will register students for Solo & Ensemble through [Opus](#). For registrations paid by credit card or electronic funds transfer, no further action is required once the registration has been submitted and paid for. For registrations paid for by paper check, [Opus](#) will provide an invoice to print. Fees paid by check MUST be paid with one member check, school check, booster club check, or money order payable to GMEA and mailed to the GMEA office in the same envelope as the printed invoice by the appropriate postmark deadline. Directors choosing to pay by paper check do so at their own peril and GMEA accepts no responsibility in cases where checks are not received for any reason whatsoever. Fee amounts can be found in the [Application Fees](#) section of this Handbook and are listed in [Opus](#) on the current application /acceptance form. There are no refunds for cancellation or failure to appear.

We will accept checks and invoices postmarked by the deadline no matter when they are received in the office. We will accept checks and invoices received in the office within five calendar days after the deadline no matter when they are postmarked. Those that are incomplete or incorrect will be returned and a reprocessing fee of \$25.00 will apply. Those that are neither postmarked by the deadline nor received in the office within five calendar days thereafter will be considered late and will be returned. After the deadline has passed, the following late fee structure and procedure will apply:

Teachers may register online after the initial deadline but with late fees assessed as follows: An initial late fee of \$25.00 per registration on the first day after the deadline. After that the late fee will increase by \$5.00 per day, per registration. Beginning sixteen days after the original deadline, no registrations can be accepted for any reason.

### ***Solo and Ensemble Adjudication***

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The following ratings are awarded by the one (1) adjudicator in GMEA Solo-Ensemble performance evaluations. Exception: Jazz Ensemble entries are evaluated by three (3) judges, each of whom awards a rating.

Superior (1): Outstanding performance. Worthy of distinction of being recognized as among the very best.

Excellent (2): Unusually good performance in many respects, but not worthy of the highest rating due to minor defects. A performance of distinctive quality.

Good (3): A good performance, but not one that is outstanding. Shows accomplishment and marked promise, but lacks one or more essential qualities.

Fair (4): A performance that shows some obvious weaknesses, generally weak and uncertain.

Poor (5): A performance which reveals much room for improvement. The students reveal almost a complete lack of preparedness and understanding.

Any soloist or ensemble may decide at any time prior to performance to perform for comments only, for which no rating will be given.

### ***Solo and Ensemble On-Site Procedures***

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- Registration at the performance evaluation desk
- Turn in scores with measures numbered for judge.
- Verify scheduled performance time and panel.
- Furnishing scores for adjudicators will be optional for jazz ensembles entering Solo/Ensemble.
- Warm-up: Obtain information concerning location of warm-up area.
- Performance.

### ***Solo and Ensemble Music Requirements***

[\(To Top\)](#)

GENERAL requirements for all entries:

- All solos and ensembles in all classifications perform only one (1) selection.
- Musical value and suitability are considered in adjudication, and music is chosen at the discretion of the director. Comment sheets include the category "Suitability of Music" and require student's grade level in school and number of years of study. Musical theater, Broadway, or popular music is not acceptable.
- Scores of all music performed including the accompaniment part must be furnished to each judge. Each score must have measures numbered. Photocopied scores may be used ONLY if a letter from the publisher or

vendor is attached stating that the music is on order or is presently out of print. This letter must be dated at least 14 days prior to the first day of the event in question.

- In cases where a score is not published (string quartet music, for example) a copy of the principal part must be supplied to the judge with measures numbered.
- Solos for which an accompaniment part is published must be performed with the accompaniment. Reminder: A performance of a solo without an accompaniment when the accompaniment part is published will result in the lowering of the performers rating by one division. Recorded accompaniment may be used, but MUST NOT have solo part added (no play-along-with-the-melody type tapes are allowed). The student must furnish the play-back equipment.
- All ensemble parts must be performed by students, bona fide accompaniments excepted. Reminder: If all ensemble parts are not performed, the rating of the performance will be lowered by one division.
- No instrumental ensemble part may be played by more than two (2) persons unless scored for more.
- Memorization is NOT required in instrumental solos or ensembles.
- There is no sight-reading requirement for Solo and Ensemble Performance Evaluation entries.

### ***Additional Requirements for Vocal Solo and Ensembles***

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ALL GENERAL requirements apply (see above). Additionally:

- Memorization is required for vocal solos or ensembles.
- All compositions containing Latin text must be sung in Latin. Other foreign language compositions may be sung in the original language or in English.
- If a selection is marked a cappella, it must be sung without accompaniment.

### ***Additional Requirements for Jazz Ensembles***

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ALL GENERAL requirements apply (see above). Additionally:

- Time limit for jazz ensembles: twenty (20) minutes total performance to accommodate a thirty (30) minute scheduling block.
- There are no required or suggested music lists for jazz ensembles. Middle school, junior high, and senior high jazz ensembles must perform two (2) selections and are encouraged to consider contrasting styles. An ensemble may perform as many pieces as desired but must remain within the twenty (20) minute time frame. Elementary groups may choose to perform only one (1) selection.
- A student may not play their primary instrument in more than one ensemble. A student may play a secondary instrument in another ensemble.
- Directors are encouraged to provide scores for the adjudication panel. Each district may come to the consensus of whether or not to require scores. If scores are provided to the adjudication panel they must be original (no photocopies) unless accompanied by a letter from the publisher or music dealer giving permission to use photocopied scores dated at least 14 days prior to the event.

# Performance Evaluation Awards

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Awards for each event are available at the expense of the participants to students/groups who have earned a SUPERIOR or EXCELLENT rating in performance.

Order forms for GMEA medals, pins, or plaques can be found on the "Application & Forms" page in [Opus](#). Costs for medals, pins, and plaques are all inclusive.

Orders may be submitted at any time after a school has participated in Performance Evaluation. Directors may order Solo and Ensemble medals before their Solo and Ensemble Performance Evaluation if they wish to invest in a stock of medals on an estimated basis of how many students will qualify.

Types of awards include:

Large Group Performance Evaluation - Plaques and/or individual medals/pins may be purchased for qualifying groups.

Solo and Ensemble Performance Evaluation - Individual medals or pins may be purchased for qualifying performers.

# Guidebook for Performance Evaluation Organizers

## **General Information**

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The GMEA performance evaluation program is organized in fourteen geographical districts functioning under statewide regulations. Each geographical performance evaluation is planned by GMEA members within that district. For control and accounting purposes, fees are submitted at the time of registration to the GMEA office and all disbursements are made from that office. COMMERCIAL PHOTOGRAPHERS ARE NOT PERMITTED AT GMEA PERFORMANCE EVALUATIONS

## **Delegation of Responsibilities for Performance Evaluation**

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### **GMEA Office**

- Receives all applications and fees from teachers and disburses payment for all expenses on receipt of expense vouchers, schedule, and receipted bills from District Performance Evaluation Chair/Coordinator.
- Issues contracts to all LGPE adjudicators.
- Enforces the GMEA Board policy regarding in-state adjudicators being members of GMEA.
- Provides entry registration information to District Performance Evaluation Chair/Coordinator for purposes of scheduling.
- Makes available online at the [GMEA website](#) to the District Performance Evaluation Chair/Coordinator the adjudicator forms. Organizers will be responsible for printing and duplicating these forms as needed. GMEA will reimburse actual copying costs if necessary up to \$.03 per page. If these can be duplicated at no cost to GMEA that service would be appreciated.
- Band division: Purchases from RBC Music Publishing Co., routes, and distributes Band LGPE sight-reading music along with a list of necessary percussion equipment for this music. Collects it after the events for reuse in later years.
- Choral Division: Receives sight-reading music from the Choral Division Chair, has copies printed, routes and distributes it to district LGPE chairs, collects it from them after the event and sells the copies to members for their use.
- Orchestra Division: Receives sight-reading music from in-state composers, copies in the office, routes and distributes it to district LGPE chairs, collects it after the events for reuse in later years.

### **GMEA Vice-President for Performance Evaluation**

- Enforces policies and procedures pertaining to each event.
- Evaluates and rules on requests for entering district other than that in which the school/teacher is geographically located.
- Makes final interpretation of GMEA performance evaluation guidebook, if necessary, in any disputed situation regarding performance evaluation/performance evaluation operations (refer to By-Laws, Article I, Section 3).
- Arbitrates disputed rulings by Head Judges involving policy violations (LGPE).

### **State Division Chair**

- Maintains, with the advice of his/her council and standing committees, and approval of GMEA Board, the required judges and adjudicator lists.
- Appoints Music Selection and Adjudication Standing Committees for revision of the appropriate Required Music and Adjudicator Lists and maintains these lists.

### **District Chair**

- Appoints or approves District Performance Evaluation Chair(s).
- Oversees all events in his/her district.

### **Large Group Performance Evaluation Organizer(s)**

Organizers must observe the following policies for organizing LGPE. Any request for exception to the guidelines below must be approved by the Vice President for Performance Evaluations ([vpevaluations@gmea.org](mailto:vpevaluations@gmea.org)).

- The organizer is responsible for being familiar with the following LGPE organizer responsibilities and the [LGPE expenditures](#) section listed in this handbook.
- Using the GMEA Performance Evaluation Adjudicators Lists, the organizer secures adjudicators according to established practices in the local district. It is recommended that an order of preference for judges be established at the district meeting. Use of teaching colleagues on the same level as participating group directors (not college or private piano teachers) FROM WITHIN THE SAME DISTRICT IS DISCOURAGED. EMERGENCY substitutions should be cleared with the Vice President for Performance Evaluations prior to the beginning of performance evaluation.
- The organizer coordinates the selection of the head judge. All Large Group Performance Evaluation (LGPE) adjudication panels must utilize a "Head Adjudicator." This person must be selected from the GMEA Head Adjudicators List for each division. These individuals are identified by an asterisk beside their names on the Approved Band Adjudicators List. The Head Adjudicator must be a member of the concert panel (not the sight-reading adjudicator) and should be seated in the center of the panel.
- The organizer submits a list of Large Group Performance Evaluation adjudicators through [Opus](#) by December 1<sup>st</sup>. The GMEA office will use the submitted list for issuing contracts to the adjudicators.
- The following appears on the LGPE Adjudicator contract: "By signing the standard GMEA Large Group Performance Evaluation contract adjudicators are obligated and expected to honor this commitment for the duration of the event. Any adjudicator who fails to fully meet this commitment without good cause will be referred to the Vice President for Performance Evaluations for possible removal from the adjudicator list. The decision to remove the adjudicator can be appealed to the appropriate Division's Adjudication Committee." In keeping with this policy, organizers may not employ LGPE adjudicators for less than the full length of the event without written permission from the Vice President for Performance Evaluations. This must be done before the adjudicators are contacted. If an adjudicator cancels without just cause, the organizer may refer them to the Vice President for Performance Evaluations for possible removal from the list of adjudicators.
- The organizer is encouraged to make all necessary hotel accommodations for their adjudicators at a **moderately** priced property. The judges will pay for their rooms and will be reimbursed from their expense voucher. GMEA will not pay for hotel accommodations in advance. Please review the expenditures section.
- The organizer constructs the schedule through the "Current Performances" section in [Opus](#), including warm-up time, performance time, and sight-reading time, for all entries. Entries traveling the greatest distance should be allowed to perform as near the middle of the day as possible. Like classifications in Performance Evaluations should be scheduled as consecutively as possible. Organizers should not schedule a group if it is not listed in the scheduling section. If the organizer feels that a group is missing from the schedule, he/she should contact the director first. If there are any questions after contacting the director, the organizer should contact the GMEA Office. The judges are paid according to the music classification and number of registrations received in [Opus](#). Organizers scheduling groups that did not register for the event will cause judges to be paid less than they were due. The judges will not be paid until the schedule has been released through [Opus](#).
- LGPE events must be scheduled to include at least 7.5 judging hours per day, except in the case of multiple day events. In the case of multiple day events, all but the last day must be scheduled for 7.5 judging hours. Any exception to this rule will require written permission from the Vice President for Performance Evaluations in advance. The following are suggested times for scheduling large group entries. Judges are paid according to this schedule regardless of the actual schedule: (Honorarium based on \$35 per judging hour and \$50 per judging hour for Head Adjudicators as outlined below in the [expenditures](#) section). For bands and orchestras: Levels I – IV: 30 minutes, Levels V- VI: 45 minutes. For choruses, Grades D, M and E: 15 minutes, Grades A-B and C, 20 minutes.
- The organizer sends complete schedule to all entrants (schools or private teachers) as early as possible. When communicating with directors regarding the event, organizers should include a list of what equipment is to be provided on site so they are aware of what they must provide for themselves. Organizers should also remind participating directors to enter their selections into [Opus](#) at least a month in advance so there is ample time for the Head Adjudicator to look over the pieces (and, per the GMEA Handbook, scores must be ordered at least two weeks in advance of event).
- The organizer downloads the appropriate adjudication forms from [Opus](#), which are personalized for each group, and makes an adequate number of copies - one form for each judge for each entry. GMEA will reimburse the expense of making these copies up to \$.03 per page if needed. If these can be duplicated at no cost to GMEA that service would be appreciated.
- The organizer supervises On-Site Responsibilities
- The organizer checks, by count, the number of performers in each large group against the number shown on the registration. If the count places the group in a higher bracket than the registered number, the director of the group must reduce the group to the bracket size registered or pay the additional fee.
- The organizer provides all necessary percussion equipment EXCEPT snare drum, mallets, and sticks.

- The organizer provides at least two volunteers to assist with the distribution of sight-reading music for the duration of the District Large Group Performance Evaluation.
- The organizer submits organizer expense voucher and any security/custodial voucher along with a W-9 for each name on the security/custodial voucher. Please submit the organizer expense voucher even if you did not have any expenses (i.e. your booster club bore the expenses). The link to the LGPE expense voucher can be found in the organizer's scheduling section in [Opus](#).

### ***Solo and Ensemble Performance Evaluation Organizer(s)***

Organizers must observe the following policies for organizing Solo and Ensemble. Any request for exception to the guidelines below must be approved by the Vice President for Performance Evaluations ([vp evaluations@gmea.org](mailto:vp evaluations@gmea.org)).

- The organizer is responsible for being familiar with the Solo and Ensemble organizer responsibilities, the [Solo and Ensemble expenditures](#), and the [Suggestions to Reduce Expense of Solo and Ensemble Performance Evaluations](#) sections listed in this handbook.
- Contracts, vouchers and W-9s should be distributed to the adjudicators in advance of the event or at the judge's meeting prior to the event. Instruct your judges to fill out two contracts and to keep one for their records. Collect all contracts, vouchers, and W-9s from all adjudicators before they leave the audition site. Return all paperwork (including the bill for piano rental) to GMEA in one envelope within 15 days of the event. Make sure you fill out your part of the contract and the number of hours each judge worked. **The bill for piano rental MUST be included in this packet. Please tell the piano rental company that you need to send their bill in with your packet!**
- The organizer constructs the schedule based on the registrations listed in the "Current Performances" section in [Opus](#). Organizers are not permitted to schedule students who are not registered. If the organizer feels that students are missing from the registration list, he/she should contact the director first. If there are any questions after contacting the director, the organizer should contact the GMEA Office. Organizers scheduling students who are not registered for the event will cause judges to be paid less than they were due.
- The organizer sends complete schedule to all entrants (schools or private teachers) as early as possible. When communicating with directors regarding the event, organizers should include a list of what equipment is to be provided on site so they are aware of what they must provide for themselves.

# Expenditures

## ***Large Group Performance Evaluation***

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Organizers must observe the following policies for expenditures. Any expenditure that exceeds the following expenditures or is not mentioned in this handbook must be approved by the Vice President for Performance Evaluations ([vp evaluations@gmea.org](mailto:vp evaluations@gmea.org)).

- GMEA does not pay for printing of programs or signage.
- No commercial photographers are allowed.
- A maximum of \$8 per judging hour is allowed for organizing supplies (pens, envelopes, postage, phone, etc.) with receipts. The use of email communication is encouraged wherever possible to expedite timely receipt of the communication and to keep costs at a minimum.
- Custodian and security costs must be kept to a minimum according to accepted school policy. Security personnel must be either regular school security officers or off-duty police officers and in uniform at the event. It is not required to use security personnel if it is deemed by school officials that they are not needed.
- Any facilities related expenses, other than security/custodial payment, must be cleared in advance by the GMEA Executive Director in consultation with the Vice President for Performance Evaluations. This includes, but is not limited to, facilities rental and piano rental (no piano rental shall be reimbursed for band and orchestra LGPE events).
- Reasonable expenses (up to \$50) are allowed for adjudicator refreshments with receipts. Districts are encouraged to provide refreshments for a hospitality room at their booster club's expense.
- Honorarium for adjudicators is \$35 per judging hour and \$50 per judging hour for Head Adjudicators.
- One judge may be flown in (\$500 cap on airfare) with prior approval from the Vice President for Performance Evaluations. Other judges must be within driving distance.
- Equipment rentals over \$100 must be approved in advance by the Vice President for Performance Evaluations.
- Organizers are allowed reimbursement for lodging (with receipts) only with prior approval from the Vice President for Performance Evaluations and if the organizer lives more than 40 miles (one way) from the performance venue. Organizers are allowed reimbursement for meals (\$4.50 per judging hour) only with prior approval for meals AND lodging from the Vice President for Performance Evaluations. Organizers requesting reimbursement for these items will be required to submit hotel receipt(s) and documentation showing the correspondence between the organizer and vice president.
- Any other expenses must be approved by the Vice President for Performance Evaluations prior to expenditures being made.

## ***Solo and Ensemble Performance Evaluation***

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Organizers must observe the following policies for expenditures. Any expenditure that exceeds the following expenditures or is not mentioned in this handbook must be approved by the Vice President for Performance Evaluations ([vp evaluations@gmea.org](mailto:vp evaluations@gmea.org)).

- Custodian and security costs must be kept to a minimum according to accepted school policy. Security personnel should be either regular school security officers or off-duty police officers. It is not required to use security personnel if it is deemed by school officials that they are not needed.
- A maximum of \$100 is allowed for postage and phone expenses (total) with receipts. The use of email communication is encouraged wherever possible to expedite timely receipt of the communication and to keep costs at a minimum.
- A maximum of \$150 per piano per day is allowed for piano rental and/or tuning without prior approval from the Executive Director.
- No funds are allowed for performance site rental without prior approval from the Executive Director.
- No funds are available for a hospitality room. (Usually the groups operating the concession stand provide refreshments for the judges.)
- GMEA does not pay for sign printing.
- Honorarium is \$25 per hour to a maximum of eight hours. If travel exceeds 100 miles round trip, a judge employed for less than a day shall receive a minimum fee of \$80. Approval must be obtained in advance from the Vice President for Performance Evaluations before employing a Solo and Ensemble judge for more than eight hours.
- Expenses are reimbursed at \$20 per day for meals, lodging with prior approval. Mileage at .40 cents per mile, with a maximum of \$75 (paid to the driver only).

## ***Suggestions to reduce expense of Solo and Ensemble Performance Evaluation***

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- Calculate one piano per sixty (60) performing units
- Assign non-piano performing units to a separate room
- There will usually be twenty-five percent (25%) no-shows
- Schedule students a sign-in time and route them on the day of the performance evaluation, limiting the number of judges
- Consider assigning sixty (60) units per judge.

### ***Jazz Ensemble/Stage Band Performance Evaluation***

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In districts with enough groups for a half-day of judging, the Jazz Ensemble/Stage Band Performance evaluation may be held the afternoon/evening preceding the regular Solo and Ensemble Performance Evaluation. The same judges can then adjudicate on the following day. All jazz performances will be held in surroundings that provide suitable acoustics and adequate space for an audience. Appropriate warm-up facilities will also be provided. A three-judge panel will be employed for all Jazz Ensemble entries. If necessary, the three adjudicators can also be assigned individually to other solo and ensemble entries and be combined only for jazz ensemble performances, in which case expertise in the jazz field should be the basis for the selection of the judge.

### ***Adjudicator Honorarium and Expenses***

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Adjudicator honorariums and expenses are listed on contracts and are paid by the GMEA office.

#### **Large Group Performance Evaluation**

Honorarium: \$35 per judging hour, \$50 per judging hour for the head adjudicator. Judges are paid according to this schedule regardless of the actual schedule: Levels I – IV: 30 minutes, Levels V-VI: 45 minutes (band and orchestra). Levels E, M, and D: 15 minutes, Levels C-A: 20 minutes (choral).

Per Diem: \$4.50 per judging hour for meals and actual hotel bill for single room in a standard (not luxury) or decent economy property as selected by the on-site Performance Evaluation Organizer.

Mileage: \$.40 per mile (paid to the driver only)

Airfare: each performance evaluation will be allowed coach airfare for one (1) adjudicator, the cost of which shall not exceed \$500 round trip. The other three (3) judges must travel from Georgia or a neighboring state (Florida, Alabama, North or South Carolina, or Tennessee). In cases where the cost of coach airfare would be less than \$.40 per mile round trip that adjudicator may choose to fly in lieu of driving. Note: In order to bring one adjudicator to an LGPE where airfare is required (see above), it is required that all event days must last at least 7.5 judging hours. In the case of multi-day events the last day may be less than 7.5 hours, provided all other days met this requirement.

#### **Solo and Ensemble Performance Evaluation**

Honorarium: \$25 per hour to a maximum of eight hours. Approval must be obtained in advance from the Vice President for Performance Evaluation Chair employing a Solo and Ensemble judge for more than eight hours.

Per Diem: \$20 per day for meals, lodging with prior approval from the State Performance Evaluation Chair (must travel at least 100 miles one way).

Mileage: \$.40 per mile, with a maximum of \$75 (paid to the driver only).

In districts having a minimum of eight jazz ensembles apply when the district elects to hold the jazz portion of their solo ensemble performance evaluation separately from the remainder of the solo ensemble, the groups shall be scheduled for 30 minute performance slots, inclusive of set up and break down time. Adjudicators shall be compensated at the rate of \$25.00 per judging hour based on this scheduling rubric. Expense reimbursement shall be the same as for other solo ensemble events.

### ***Compensation Information – All-State Auditions & Events***

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1. **State** adjudicators and monitors are paid mileage at .40 per mile and \$15.00 per day for meals. Those who travel more than 100 miles one way are reimbursed for overnight lodging and \$5.00 for one additional meal upon request.
2. **AT THE EVENT**, mileage at \$.40 per mile round trip, hotel room (single room-GMEA selected), and meals at \$50.00 per day are provided for those listed below:
  - All-State Band: Division Chair, 6 Organizers and 6 Percussion Coordinators
  - All-State Chorus: Division Chair, 6 Organizers, and 6 Accompanists
  - All-College Chorus: 1 Organizer and 1 Accompanist
  - All-State Jazz Ensemble: 1 Organizer
  - All-State Orchestra: Division Chair, 6 Organizers and 2 Percussion Coordinators
  - All-State Reading Chorus: Division Chair, 1 Organizer, 1 Accompanist
  - Sixth Grade Statewide Honor Chorus: Division Chair, 2 Organizers, 2 Accompanists
  - Statewide Honor Chorus: Division Chair, 3 Organizers, and 2 Accompanists
  - Vice-President for All-State Events
  - GMEA President
  - GMEA Executive Director or his designee
3. Accompanists for All-State Chorus, All-State Reading Chorus, and All-College Chorus are paid an honorarium of \$600.00, provided a private room, reimbursed for mileage at \$.40 per mile and reimbursed for meals at \$50.00 per day. Accompanists for Sixth Grade Statewide Honor Chorus and Statewide Elementary Honor Chorus are paid an honorarium of \$400.00, provided a private room, reimbursed for mileage at \$.40 per mile and reimbursed for meals at \$50.00 per day.
4. Conductors:
  - Conductors for All-State and All-College groups are selected by the State Division Chairs. This responsibility is not to be delegated.
  - Contracts will be emailed to the clinicians by the GMEA office based on information received from the Division Chairs.
  - Conductors of All-State Band, All-State Chorus, All-State Orchestra, All-State Reading Chorus, All-State Jazz Ensemble, and All-College Chorus will be paid the following:
    - Honorarium: \$1,800
    - Travel allotment: \$500
    - Meal allotment: \$180
    - Total: \$2,450**
  - Statewide Honor Chorus conductors will be paid the following:
    - Honorarium: \$1,200
    - Travel allotment: \$500
    - Meal allotment: \$135
    - Total: \$1,835**
5. Other Expenses as approved by the Executive Director in consultation with the Vice President for All-State Events.

***GMEA Pays For***  
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- Printing certificates and forms. GMEA Office arranges for printing.
- Plaques for all conductors. GMEA office arranges for these.
- Cost of music for instrumental groups. Printing cost of programs. GMEA office arranges for printing.
- Name tags for participating students. GMEA office arranges for printing.
- Facility related expenses when necessary in connection with district All-State auditions. Payment must be requested by the audition chair or a GMEA officer and will be made directly to the facility.
- Composing of sight-reading materials for district and final band auditions. An honorarium of \$100.00 will be paid for each of the following:
  - Symphonic Brass/Woodwinds - Preliminary
  - Symphonic Brass/Woodwinds - Final
  - Concert/Middle School Brass/Woodwinds - Preliminary
  - Concert/Middle School Brass/Woodwinds - Final
  - Jazz
  - All Percussion
- Composition of sight reading materials for district and final orchestra auditions as follows:
  - \$100 per set
    - MS District and final is one set
    - 9-10 district and final is one set
    - 11-12 district and final is one set

Composition of sight reading materials for All State Chorus auditions: \$300

***GMEA Does Not Pay For***

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- Secretarial help for Division Chairs.
- Lettering of certificates.
- Plaques other than those for conductors.
- Frames.
- Badges other than those provided by GMEA.
- Expense reimbursement for any individuals other than those listed above.
- Any item not included in the approved budget.

***Approval by the Vice President for All-State Events is Required For***

(Approval must be secured PRIOR to money being spent)

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- Any item not included above.
- Audition and performing sites.
- Rental and tuning of pianos.
- Employment of additional artists (in addition to the All-State Clinician/Conductor).
- The use of music which requires professional soloist/instrumentalists. If the Conductor selects music which calls for instrumentation not available through tryouts, or which requires a soloist of professional status, the Division or Organizer must secure authorization from the Vice-President for All-State Events prior to acceptance of the music for concert.

**ABSOLUTELY ALL VOUCHERS MUST BE ACCOMPANIED BY COPIES OF BILLS AND MUST BE SUBMITTED WITHIN 30 DAYS OF THE ALL-STATE EVENT.**

***Payment Policies***

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- ALL-STATE EVENTS
  - BAND
    - AUDITION SIGHT-READING COMPOSER
      - TRAVEL - No
      - LODGING - No
      - MEALS - No
      - HONORARIUM - \$100.00 per set, as follows:
        - Middle School Winds district audition
        - Middle School Winds final audition
        - Concert Band Winds district audition
        - Concert Band Winds final audition
        - Symphonic Band Winds district audition
        - Symphonic Band Winds final audition
        - Middle School percussion district and final audition
        - Concert Band percussion district and final audition
        - Symphonic Band percussion district and final audition
    - FINAL AUDITION ORGANIZERS, DIVISION CHAIRS, ADJUDICATORS, AND MONITORS
      - TRAVEL - \$0.40 per mile, round trip.
      - LODGING - If travel is at least 200 miles round trip. They make their own arrangements and we reimburse.
      - MEALS - Lunch on the day of the audition at \$12.50, no receipts required (unless provided by site host). Breakfast at \$7.50 and dinner the evening before at \$20.00 if overnight stay is required.
      - HONORARIUM - No
    - PERCUSSION COORDINATORS (6) AT THE EVENT
      - TRAVEL - Truck rental cost and fuel (with receipts) or, if they take their own vehicle, reimbursement of fuel costs at \$0.50 per mile.
      - LODGING - Arrangements made by the GMEA office.
      - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.

- HONORARIUM - No
- CLINICIANS
  - TRAVEL - Each clinician will receive a \$500.00 travel allotment and will be responsible for their own travel arrangements.
  - LODGING - Arrangements made by the GMEA office.
  - MEALS - \$180.00 allotment, no receipts required.
  - HONORARIUM - \$1,800.00
- DIVISION CHAIRS, ORGANIZERS, OFFICE STAFF AT THE EVENT
  - TRAVEL - \$0.40 per mile, round trip.
  - LODGING - Arrangements made by the GMEA office. Actual expenses with receipt up to the amount we would have paid if we made the reservation if they make their own arrangements.
  - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.
  - HONORARIUM - No
- JAZZ ENSEMBLE
  - AUDITION SIGHT-READING COMPOSER
    - TRAVEL - No
    - LODGING - No
    - MEALS - No
    - HONORARIUM - \$100.00 per set, as follows:
      - Jazz Ensemble (all sections) district audition
      - Jazz Ensemble (all sections) final audition
  - FINAL AUDITION ORGANIZERS, DIVISION CHAIRS, ADJUDICATORS, AND MONITORS
    - Travel - \$0.40 per mile, round trip.
    - Lodging - If travel is at least 200 miles round trip. They make their own arrangements and we reimburse.
    - Meals - Lunch on the day of the audition at \$12.50, no receipts required (unless provided by site host). Breakfast at \$7.50 and dinner the evening before at \$20.00 if overnight stay is required.
    - HONORARIUM - No
  - CLINICIANS
    - TRAVEL - Each clinician will receive a \$500.00 travel allotment and will be responsible for their own travel arrangements.
    - LODGING - Arrangements made by the GMEA office.
    - MEALS - \$180.00 allotment, no receipts required.
    - HONORARIUM - \$1,800.00
  - DIVISION CHAIRS, ORGANIZERS, OFFICE STAFF AT THE EVENT
    - TRAVEL - \$0.40 per mile, round trip.
    - LODGING - Arrangements made by GMEA office. Actual expenses with receipt up to the amount we would have paid if we made the reservation if they make their own arrangements.
    - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.
    - HONORARIUM - No
- CHORUS (INCLUDING ALL-COLLEGE CHORUS AND READING CHORUS)
  - FIRST AUDITION TESTING MATERIALS WRITER (all levels)
    - TRAVEL - No
    - LODGING - No
    - MEALS - No
    - HONORARIUM - Yes, \$500.00.
  - AUDITION SIGHT-READING COMPOSER
    - \$250.00 for All-State Reading Chorus
  - PERCUSSION COORDINATOR (1) AT THE EVENT
    - TRAVEL - \$0.40 per mile, round trip.
    - LODGING - Arrangements made by the GMEA office.
    - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.
    - HONORARIUM - No
  - CLINICIANS
    - TRAVEL - Each clinician will receive a \$500.00 travel allotment and will be responsible for their own travel arrangements.
    - LODGING - Arrangements made by the GMEA office.
    - MEALS - \$180.00 allotment, no receipts required.

- HONORARIUM - \$1,800.00
  - DIVISION CHAIR, ORGANIZERS, OFFICE STAFF AT THE EVENT
    - TRAVEL - \$0.40 per mile, round trip.
    - LODGING - Arrangements made by GMEA office. Actual expenses with receipt up to the amount we would have paid if we made the reservation if they make their own arrangements.
    - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.
    - HONORARIUM - No
  - ACCOMPANISTS
    - TRAVEL - \$0.40 per mile, round trip.
    - LODGING - Arrangements made by GMEA office. Actual expenses with receipt up to the amount we would have paid if we made the reservation if they make their own arrangements.
    - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.
    - HONORARIUM - \$600.00
- STATEWIDE HONOR CHORUS - SIXTH GRADE AND ELEMENTARY
- CLINICIANS
    - TRAVEL - Each clinician will receive a \$500.00 travel allotment and will be responsible for their own travel arrangements.
    - LODGING - Arrangements made by the GMEA office.
    - MEALS - \$150.00 allotment, no receipts required.
    - HONORARIUM - \$1,200.00
  - DIVISION CHAIR, ORGANIZERS, OFFICE STAFF AT THE EVENT
    - TRAVEL - \$0.40 per mile, round trip.
    - LODGING - Arrangements made by GMEA office. Actual expenses with receipt up to the amount we would have paid if we made the reservation if they make their own arrangements.
    - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.
    - HONORARIUM - No
  - ACCOMPANISTS
    - TRAVEL - \$0.40 per mile, round trip.
    - LODGING - Arrangements made by GMEA office. Actual expenses with receipt up to the amount we would have paid if we made the reservation if they make their own arrangements.
    - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.
    - HONORARIUM - \$400.00
- ORCHESTRA
- AUDITION SIGHT-READING COMPOSER
    - TRAVEL - No
    - LODGING - No
    - MEALS - No
    - HONORARIUM - \$100.00 per set, as follows:
      - Middle School district and final
      - 9-10 district and final
      - 11-12 district and final
  - FINAL AUDITION ORGANIZERS, DIVISION CHAIRS, ADJUDICATORS, AND MONITORS
    - Travel - \$0.40 per mile, round trip.
    - Lodging - If travel is at least 200 miles round trip. They make their own arrangements and we reimburse.
    - Meals - Lunch on the day of the audition at \$12.50, no receipts required (unless provided by site host). Breakfast at \$7.50 and dinner the evening before at \$20.00 if overnight stay is required.
    - HONORARIUM - NO
  - PERCUSSION COORDINATORS (2) AT THE EVENT
    - TRAVEL - Truck rental cost and fuel (with receipts) or, if they take their own vehicle, reimbursement of fuel costs at \$0.50 per mile.
    - LODGING - Arrangements made by the GMEA office.
    - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.

- HONORARIUM - No
  - CLINICIANS
    - TRAVEL - Each clinician will receive a \$500.00 travel allotment and will be responsible for their own travel arrangements.
    - LODGING - Arrangements made by the GMEA office.
    - MEALS - \$180.00 allotment, no receipts required.
    - HONORARIUM - \$1,800.00
  - DIVISION CHAIRS, ORGANIZERS, OFFICE STAFF AT THE EVENT
    - TRAVEL - \$0.40 per mile, round trip.
    - LODGING - Arrangements made by GMEA office. Actual expenses with receipt up to the amount we would have paid if we made the reservation if they make their own arrangements.
    - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.
    - HONORARIUM - No
- IN-SERVICE CONFERENCE
  - EXECUTIVE COMMITTEE, DIVISION CHAIRS, OTHERS WITH RESPONSIBILITY FOR SESSIONS, OFFICE STAFF, STAGE MANAGERS
    - TRAVEL - \$0.40 per mile, round trip.
    - LODGING - Arrangements made by the GMEA office.
    - MEALS - \$50.00 per diem, no receipts required. Prorated at \$7.50 for breakfast, \$15.00 for lunch and \$27.50 for dinner on incomplete days.
    - HONORARIUM - No
  - OUT-OF-STATE CLINICIANS (IF NEGOTIATED BY GMEA OFFICIAL)
    - TRAVEL - \$0.40 per mile or coach class airfare. GMEA will make the air reservations unless the clinician requests to make their own. GMEA does not reimburse for rental cars.
    - LODGING - Arrangements made by the GMEA office.
    - HONORARIUM - Negotiated by GMEA Official.
    - NOTE - All expenses are paid only if the clinician is contracted by division chairs within their ISC budget for same and after consultation with Executive Director. In-state clinicians who are members of the music education community receive no compensation or reimbursement and are required to register for the conference.
- NATIONAL AND REGIONAL CONFERENCES
  - DIVISION CHAIRS (one conference during term of office in their area. Example: Midwest Clinic, ASTA, ACDA, Orff)
    - Any actual expenses incurred up to \$500.00 with receipts.
  - PRESIDENT, EXECUTIVE DIRECTOR, OTHERS AS REQUIRED
    - TRAVEL - Coach class airfare.
    - LODGING - Arrangements made by the GMEA office.
    - MEALS - Paid for by the Executive Director with the association credit card. If Executive Director does not attend, actual expenses with receipts.
    - HONORARIUM - No
- BOARD MEETINGS, DIVISION COUNCIL MEETINGS, STANDING COMMITTEE MEETINGS (ONE PER YEAR)
  - TRAVEL - \$0.40 per mile, round trip.
  - LODGING - If travel is at least 200 miles round trip. Arrangements made by GMEA office.
  - MEALS - \$15.00 without receipts (unless meals are provided by GMEA) with additional \$20.00 for dinner the preceding evening if overnight travel is required.
  - HONORARIUM - No
  - No expense reimbursements for meetings held in conjunction with other events (all-state, conference) unless the attendee has no students participating in the all-state events. No reimbursements for meetings during conference in any case.
- LARGE GROUP PERFORMANCE EVALUATIONS
  - ALL DIVISIONS
    - ADJUDICATORS
      - TRAVEL - \$0.40 per mile or coach class airfare, whichever is less. Adjudicators will make their own flight arrangements and be reimbursed by GMEA after the event. GMEA does not reimburse for rental cars. **\$500 maximum for air travel.**
      - LODGING - If needed. Event organizer will make the reservation, adjudicator will pay and be reimbursed by GMEA after the event.

- MEALS - \$4.50 per judging hour. Under no circumstances will we reimburse anyone for meals other than the adjudicator.
- HONORARIUM - \$35.00 per judging hour, \$50.00 per judging hour for head adjudicators based on the following scheduling guidelines:
  - Grades A, B, and C choruses - 20 minutes per entry
  - Grades D, M and E choruses - 15 minutes per entry
  - Grades I, II, III, and IV bands and orchestras - 30 minutes
  - Grades V and VI bands and orchestras - 45 minutes
- EVENT ORGANIZERS
  - TRAVEL - Only if the event is held in a location at least 40 miles from the organizer's home school. Must be approved in advance by the VP for Performance Evaluations.
  - LODGING - Only if the event is held in a location at least 40 miles from the organizer's home school. Must be approved in advance by the VP for Performance Evaluations.
  - MEALS - No
  - HONORARIUM - No
  - Actual organizing expenses as spelled out in the GMEA Handbook.
- CHORAL DIVISION
  - COMPOSER OF SIGHT-READING MATERIALS
    - HONORARIUM - \$1,000.00
- ORCHESTRA DIVISION
  - COMPOSER OF SIGHT-READING MATERIALS (as needed)
    - HONORARIUM - \$500.00 PER SELECTION (1 selection per level)
- SOLO & ENSEMBLE PERFORMANCE EVALUATIONS (including Jazz Ensemble)
  - ALL DIVISIONS
    - ADJUDICATORS
      - TRAVEL - \$0.40 per mile, round trip.
      - LODGING - No
      - MEALS - \$20.00 without receipts.
      - HONORARIUM - Yes, \$25.00 per judging hour based on six entries per hour (ten minutes per entry).
    - ORGANIZERS
      - Actual organizing expenses as spelled out in the GMEA Handbook.

### ***Criteria for Payment of Services to GMEA Members***

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GMEA is a voluntary organization which exists to provide professional growth for members and musical experiences for their students. Members provide multiple services as part of their responsibility to music education. While the majority of services are provided on a voluntary basis, certain responsibilities are eligible for remuneration. The following criteria shall be used in determining payment to GMEA members for professional services:

1. GMEA functions which are generally recognized by NAFME affiliates as those which may be fulfilled by persons from outside the state.
2. GMEA functions requiring sustained rehearsal and performance.
3. State level functions requiring the application of extensive musical composition and/or arranging skills; experienced adjudication skills; or the selecting, composition or editing of LGPE sight-reading music.
4. Activities related to the editing and production of the *Georgia Music News*.
5. ***In accordance with the above criteria, the following positions are eligible to receive remuneration:***
  - All-State and All-College Chorus Accompanists
  - All-State and All-College Conductor
  - Composer of sight-reading materials for All-State Instrumental Auditions
  - Composer of sight-reading materials for Choral Large Group Performance Evaluations.
  - District Clinic Conductor (paid from district funds)
  - Editing and Producing *Georgia Music News*.
  - Editing, Selecting and/or Routing LGPE Sight-reading Music if not provided by the GMEA office.
  - Large Group Performance Evaluation Adjudicator
  - Solo-Ensemble Performance Evaluation Adjudicator
  - Statewide Elementary Clinic Conductor and Accompanist
  - Statewide 6<sup>th</sup> Grade Choral Clinic Conductor and Accompanist

# Appeals of Late Fees and Reprocessing Fees

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Appeals of late fees and reprocessing fees (for just cause) will be considered only in accordance with the following procedure:

- No appeal for reimbursement of late fees can be submitted to the appeals committee until after the applicant has completed the application and submitted payment of all fees, including late fees.
- Late applications must be paid with credit cards or electronic funds transfers. No checks will be accepted.
- All appeals of late fees must be submitted in writing and signed by the director and principal.
- The written appeal should be emailed to the GMEA Executive Director ([cecilw@gmea.org](mailto:cecilw@gmea.org)).
- In cases where the appeals committee approves the reimbursement all late fees will be returned. In cases where the appeal is denied no reimbursement will be made.
- The appeals committee may not recommend partial reimbursement of late fees, only complete reimbursement or no reimbursement. Other than that the procedure for review by the appeals committee will remain as before. A teacher may only request a refund of late fees once during any three-year period. After a request has been made no other request will be accepted for three school years. This rule will apply even if the teacher changes schools in that the three-year-limit applies to the teacher, not the school. It also will apply whether or not the appeal is approved.
- It will be the responsibility of the GMEA office to maintain accurate records of all appeals.
- Beginning sixteen days after the event deadline, no late applications can be accepted for any reason, even with the payment of late fees. This is not appealable.

# GMEA Services

## ***Annual In-Service Conference***

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The annual In-Service Conference features a full program of clinics, concerts, and exhibits. The upcoming dates and locations are listed on the In-Service Conference page of the [GMEA website](#).

## ***GMEA Recognition and Awards Program***

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The GMEA Recognition and Awards Program is a comprehensive effort to recognize excellence in achievement by members and those whom GMEA serves. Purposes of the program are to:

- *focus attention on exemplary achievements in music education in Georgia*
- *increase awareness of the quality of the diverse activities of music education in our state*
- *foster professional and public recognition of the commitment and achievement of music educators and students.*

Nominations for all these awards will be accepted from GMEA members and from district units. An Awards Committee will be appointed by the GMEA President to screen these nominations and to generate additional candidates if so desired. This committee will be made up of 3-5 GMEA members representing a cross section of the membership in terms of geography, subject area, ethnicity and gender.

Nomination forms can be found in the Applications & Forms section in [Opus](#). Please refer to the statewide calendar for deadline information.

Names of recipients are inscribed on a plaque that is located in the GMEA office and an individual plaque is given to each recipient.

## ***GMEA Administrative Leadership Award***

Administrators who are professionally active in Georgia education are eligible for this award which recognizes leadership by system or school level administrators in support of music education. Ongoing encouragement and support of music education for all students merits consideration for this award.

Recipients		
1990 – Edward A. Caughran	1991 – Dr. Harry W. Trawick	1992 – Diana Lynn Baird
1993 – Nancy A. Wells	1994 – Paul Robbins	1995 – Robert Puckett
1996 – J. Michael Moore	1997 – Emmet A. Lawson, Jr.	1998 – Christopher M. Henry
1999 – Dianne Bath	2000 – Mark D. Petersen	2001 – Yvette Ferguson Keel
2002 – Cheryl Wilson	2003 – Col. John O'Sullivan	2004 – Dr. Richard Holland
2005 – Garland E. Markham	2006 – Dr. Gwen Taylor	2007 – Dr. Dennis McIntire
2008 – John Jackson	2009 – Robert Andrews	2010 – Michael Meeks
2011 – John LaForge	2012 – Dr. Laurie Barron	2013 – Dr. Lisa Williams
2014 – Denia Reese	2015 – Melissa Arasi	2016 – Wanda Law
2017 – Dr. David Vandewalker	2018 – Christopher Ferrell	

## ***GMEA Distinguished Career Award***

Active, retired or deceased members of GMEA are eligible for this award which recognizes significant career achievement by individuals who have provided outstanding contributions to education through music.

Recipients		
1990 – Joanna Rainey	1991 – Boyd M. McKeown	1992 – Mary Frances Early
1993 – Joseph M. Kirschner	1994 – Eugene Wyles	1995 – Sally Monsour
1996 – Olin Parker	1997 – Ronald Evans	1998 – Jesse Walker
1999 – Suzanne Shull	2000 – Gwynelle Spell	2001 – James Mc Raney
2002 – Cecil Wilder	2003 – William Robison	2004 – Mickey Fisher
2005 – Janet Johnson	2006 – Joe David	2007 – David Myers

2008 – Herb Cox	2009 – Ben Hines	2010 – Dr. David Gregory
2011 – Mary Leglar	2012 – Ed Davis	2013 – Alfred Watkins
2014 – Larry Volman	2015 – Robert Cowles	2016 – Ron Biffle
2017 – Richard D. Brasco	2018 – Dr. Richard Bell	

### ***GMEA Friend of Music Education Award***

Persons who are not included in the categories above who have significantly contributed to the furtherance of music education in Georgia are eligible for this award. This would include, but not be limited to, local and state government officials, officers of other educational associations, and business and community leaders.

Recipients		
2008 – Herb Garrett	2009 – Jason Etheridge	2010 – Pamela Smith
2011 – Steven A. Kosmala, Warren S. McClellan, and Dave Cook	2012 – Jim Gauntt	2013 – Julia Bernath
2014 – Dr. Stan Dejarnett	2015 – Alvin Wilbanks	2018 – Scott Cowart

### ***GMEA Music Educator Of The Year***

Active members of GMEA are eligible for this award which recognizes outstanding merit in teaching and/or administration by music educators whose service to students, the community, and the profession is exemplary.

Recipients		
1990 – Martha Ellen Stilwell	1991 – L. Herbert Cox	1992 – Richard P. Evarts
1993 – Virginia Oliver-Dobbs	1994 – Judy Pritchett	1995 – Jay Wucher
1996 – Lou Cefus	1997 – Robert Cowles	1998 – James Moody
1999 – Susan Cotton	2000 – Dan Martin	2001 – Mary Land
2002 – Nancy Boehm	2003 – Mary Jo Sibbald	2004 – Diane Woodard
2005 – Marcia Laird	2006 – Young Kim	2007 – Michael Dorough
2008 – Tom Brown	2009 – Wally Shaw	2010 – Angee McKee
2011 – Evelyn Champion	2012 – Reid Hall	2013 – Jeffrey Rowser
2014 – Robin Christian	2015 – Dr. Kerry Bryant	2016 – Michael E. Thomas
2017 – Andrew C. Bell	2018 – Tim Aucoin	

### ***GMEA Volunteer of the Year Award***

GMEA members who have served as organizers and district and state officers consistently over a long period of time will be eligible for this award. District nominations are essential since district leaders and officers are in the best position to identify those members who have gone above and beyond in their volunteer work for the association. In addition to being recognized at the conference and having their names placed on the office plaque, the winner of this award will receive complimentary registration and a complimentary hotel room for Thursday and Friday nights at the In-Service Conference in the year following their award.

Recipients		
2008 – Laura Webb	2009 – J.C. Boehm	2010 – Pat Gallagher
2011 – Wally Shaw	2012 – Amy Clement	2013 – Johnny Folsom
2014 – Dr. Bernadette Scruggs	2015 – Christy Hursey	2016 – Garnetta Penn
2017 – Candy White	2018 – Christine Kraemer	

## ***Exemplary Performance Award***

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The Exemplary Performance Award will be presented to middle and high school bands, choruses, and orchestras that achieve outstanding results in all areas of performance sponsored by the Georgia Music Educators Association. These areas include Large Group Performance Evaluation, Solo and Ensemble Performance Evaluation, All-State, and District Honor events.

### Rationale

1. To recognize outstanding school performing ensembles in Georgia whose students excel in all aspects of performance, both individually and as part of a group.
2. To encourage and promote participation in the GMEA sponsored performance events including Large Group Performance Evaluation, Solo and Ensemble Performance Evaluation, All-State Band, Chorus, or Orchestra, and District Honor events.

### Guidelines, Criteria and General Information

1. The Exemplary Performance Award will be the most prestigious award available to middle and high school bands, choruses, and orchestras. Groups receiving the award will receive a wall plaque and framed certificate.
2. Each Division Chairman will appoint an EPA Chairman if the office is vacated. The EPA Selection Committee will be appointed by the EPA chairman.
3. To submit an application for the award an ensemble must participate in all GMEA sponsored events: Large Group Performance Evaluation, Solo and Ensemble Performance Evaluation, All-State, and District Honor Band, Chorus, or Orchestra.
4. Ensembles must receive a superior at LGPE in both Concert Performance and Sight-reading. Programs with more than one group participating are encouraged to submit adjudicator forms for all groups.
5. All programs must have at least one student selected for an All-State Band, Chorus, or Orchestra.
6. Please refer to the Statewide Calendar for the application deadline. Documentation of events not yet completed (solo/ensemble) must be submitted within one week following the event.
7. Directors will be notified soon after all the documentation has been received as to whether or not the award will be received. The award will be presented by a representative of GMEA at the group's fall concert the following school year.
8. The application can be found in the "Applications and Forms" section in [Opus](#). The application and lists must be typed.

The above criteria constitute the minimum to be considered for the award by the Middle School EPA panel. Meeting the baseline criteria does not assure that a group will be selected for the award. The final decision on which groups are to receive the award is at the discretion of the selection committee and cannot be appealed.

A recording of the LGPE concert from the current year (should be convention performance quality) and the following documentation must accompany the application; ensemble roster, a copy of the District Honor Band, Orchestra, or Chorus Program with names highlighted, list of All-State participants, copies of LPGE Adjudicator sheets, and a list of Solo and Ensemble participants with their ratings. All documentation should be included in the application.

Programs not selected may apply again the following year. Programs receiving the award may apply again after three years.

## ***Music Program of the Year Award***

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This award will be presented at the middle school and high school levels. This will be a singular award (one per year at each level) and will be selected by a committee made up of the Chair-Elects of the Band, Choral, and Orchestra Divisions and the chair of the committee that selects the Exemplary Performance Awards. This will be in addition to the Exemplary Performance Awards, not to replace them.

The award is intended to recognize school music programs that offer programs of excellence in a wide variety of course offerings and student music experiences and that have a high percentage of the student body involved in some area of the program. In order to be eligible a school must have participated in all GMEA events and activities available to them including LGPE, Solo & Ensemble, All-State, and district honor ensembles in all areas where they offer these events for at least the past **three** consecutive years. Documentation in the form of rating sheets, ensemble rosters (for all-state and all-district events), or other suitable documentation will be required. This documentation must be presented as part of the school's portfolio electronically as pdf documents.

Schools submitting an application will do so via a portfolio of information and data documenting the level of student participation (as a percentage of overall student population) and achievement in all areas of music offered within the school. For the purposes of this award, each student may only be counted once, regardless of the number of music classes or activities in which they are involved.

In addition to this data schools may submit evidence of honors received and guest performances given outside the realm of the school and GMEA. Examples of these would be performances at music clinics such as the Midwest Clinic, ASTA, ACDA, etc. and at venues such as Carnegie Hall.

A recording of a live performance given by each of the ensemble areas listed on the application (concert band, jazz ensemble, orchestra, chorus, etc.) must be included. These recordings must have been made within twelve months of the date of the application and must be in digital format. Each recording must contain only one selection per group and may not exceed three minutes of actual music per selection. None of the recordings may be identified aurally in any way.

A letter on school letterhead requesting to be considered for the award and signed by each member of the school's music faculty and by the school principal must accompany the application. This document should be scanned and included in the portfolio electronically along with all other materials.

The awards will be presented each year during the opening session of the In-Service Conference along with all other GMEA awards. At the request of the music faculty of the school, a second presentation can be arranged during a concert or assembly program at the school or at a local school board meeting. This presentation will be made by a state officer of GMEA. The award winners will also be featured in an issue of the Georgia Music News.

Directors will submit the application which can be found on the "Applications & Forms" section in [Opus](#). A copy of the submitted application will be emailed to each school's principal. The decision of the committee is final and the committee may decide in any given year to not present one or both of the awards if it is their judgment that no applicants are deserving of such a high honor.

## ***District Clinics***

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Each district should hold honor ensemble clinics each year for the purpose of supplementing school events. The number and types of clinics should serve the specific needs of the district. Clinics are organized, budgeted and operated by District Officers. A participation fee, determined by the over-all district budget, is paid by each student. Guest conductor/clinician and all expenses involved should be paid by student and/or teacher fees on a non-profit basis. Any funds left over after expenses for these events have been paid should be included in the budget for the following year's event to reduce student fees.

- **Elementary Clinics**

GMEA encourages districts to hold music clinics for elementary students, elementary classroom teachers, and elementary music specialists. Some districts may wish to combine with neighboring districts for more comprehensive clinics.

- **Choral Clinics**

The Choral Division suggests but does not require that you consult the Festival Adjudicator List for Clinicians.

- **Instrumental Clinics**

See the LGPE Adjudicator Lists on the "Member Information" page in [Opus](#).

## ***Publications***

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**The Georgia Music News** is the official magazine of the Association, published three times each year {October (Fall), December (Winter), and May (Spring)}. The Fall and Winter issues will be printed and mailed to all members including Collegiate NAFME chapters. All three issues will be available electronically on the [GMEA website](#). Deadlines for submission of material are published in the Statewide Calendar found in [Opus](#). Contents include official notices and announcements, information on statewide activities, reports from GMEA officers and chairmen, articles on philosophies, trends, developments in music education, and news of colleges and collegiate NAFME chapters.

**The GMEA Handbook** is published annually in electronic form, and is available in [Opus](#). It contains rules and regulations for performance evaluations, clinics, All-State organizations, Large Group Performance Evaluation required music and approved adjudicator lists, and other official information. Material for the Handbook is to be submitted no later than June 10.

**The GMEA Newsletter** is an online publication available on the GMEA website annually in September, November, February, and April. Newsletter subject matter includes director and/or program achievements and awards, student accomplishments, clinic opportunities, or other newsworthy events. An email will be sent to all membership to call for newsletter submissions at least two weeks before each deadline.

# GMEA Standards of Professional Behavior

## ***Professional Behavior at GMEA Events***

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When in attendance at GMEA events, we expect our membership to maintain the highest professional and ethical standards and to interact with each other in a collegial manner".

## ***Standards of Professionalism for Candidate for GMEA Office***

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In keeping with our high standards as a professional organization, it is inappropriate for a member to seek nomination for elected association office, or to campaign for election to office once the nomination has been made by the appropriate nominating committee. Once elected, it is deemed inappropriate for a member to use their elected office for personal gain of any kind, or in such a way that could lead to the perception of a conflict of interest where the welfare or reputation of the association is concerned.