



# NJMEA Handbook

Revised 2023



William McDevitt  
NJMEA EXECUTIVE DIRECTOR



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# NJMEA HANDBOOK

(Revised, 2022)

## ALL-STATE AUDITION PERFORMANCE GROUPS

### NEW JERSEY ALL-STATE BANDS

#### PURPOSE

The purpose of the New Jersey All-State Band is to provide a unique and worthwhile educational experience for our member teachers, and their best qualified instrumental students in New Jersey high schools through presentation of music literature of the highest quality under the direction of an outstanding conductor.

#### BAND PERFORMANCE CHAIRPERSON

The Band Performance Chair is appointed by the President of NJMEA on a yearly basis and serves as the liaison between the NJMEA Board of Directors and the All-State Band Procedures Committee. They are a voting member of the NJMEA Board of Directors and are expected to attend all Full Board meetings and Executive Board meetings as requested by the President. The Band Performance Chair is responsible for making sure that all policies and procedures of the Board of Directors are followed by this committee, and that all actions taken by this committee that effect board policy are brought to the Executive Board for approval.

#### BAND PROCEDURES COMMITTEE

- A. The Procedures Committee for the All-State Band shall be comprised of nine voting members - three representatives from each of the three regions of the state. The Region Presidents will recommend these representatives to the NJMEA Executive Board for approval at the September meeting. A chairperson may be chosen from the nine or an additional person may be added to the committee, making ten total.
- B. The Band Procedures Chairperson will be selected by the Procedures Committee and is recommended for approval by the Band Performance Chair to the NJMEA Executive Board.
- C. The committee is responsible for the total operation of the All-State Band experience and its' members are expected to attend three yearly meetings, with the audition meeting being mandatory.
- D. The committee will be responsible for filling the following positions for the All-State Bands:
  - 1. Festival Coordinator - In agreement with the Choral Procedures Committee
  - 2. Audition Chairperson
  - 3. Solo List Chairperson
  - 4. Managers
- E. The Band Procedures Committee will have three regularly scheduled meetings during the school year. They will be held during the November NJEA Convention, the All-State Band Auditions (required duty for the full day) and the All-State weekend in February. Committee member attendance is required at all meetings.
- F. An "Acting Secretary" shall be appointed at each meeting of the Band Procedures Committee. The minutes of all meetings shall be mailed to all members of the Procedures Committee and the President of NJMEA. All procedures committee

members will be paid mileage to the meeting after the minutes have been submitted to the President and the mileage sheet has been approved for payment by the NJMEA Executive Board.

- G. All Band Directors in the State are urged to attend the annual meeting of this committee at the NJEA Convention in November. Progress reports are given at this time. The ideas and wishes of the directors present are noted and acted upon when possible.
- H. A general meeting of all band directors is held during the All-State Band Weekend. At this meeting, nominations for conductors as well as band procedures discussions will take place.
- I. The NJMEA President may remove any committee member for just cause.

### TEACHER/SPONSOR REQUIREMENTS

- A. The teacher/sponsor must be a member of NAFME.
- B. The teacher/sponsor will attend auditions and serve as an adjudicator, supervisor or as assigned by the audition chairperson. The only acceptable substitute in this category shall be a teacher who is a NAFME member and given prior notification to the audition chairperson. Sponsoring directors sending substitutes without prior consent of the audition chairperson will receive a collateral assignment.
- C. All members of the NJMEA Board of Directors are exempt from sub-section "B".
- D. Emergency absence at auditions will be dealt with by the Audition Chairperson in consultation with the Procedures Committee.
- E. Should a teacher/sponsor fail to meet his/her obligations a letter from the Performance Chair will be sent to the signing administrator advising them that the sponsoring teacher has failed to meet their obligation to the corresponding organization. The sponsoring director will be ineligible to sponsor students to All-State Band activities for the period of one year, up to and including the applicable event.

### STUDENT ELIGIBILITY

- A. A student must be a faithful member of the corresponding school (or district) musical performing organization and must receive the endorsement of the director of that group. The student must remain an active member in good standing of the school performing group throughout the All-State experience.
- B. If the school does not have a corresponding organization, the student may qualify for the All-State organization providing they receive the endorsement of a music teacher who is a member of NAFME.
- C. The student must secure the endorsement of their parent/guardian and school principal. An instrumental student also must receive the endorsement of the Region President. All students must pay the required fee at the time of the audition. Only checks will be accepted.
- D. Each applicant must secure the endorsement of the Region President and if in a Region band, must have satisfied the regional participation requirement as certified by the Region President. Each Region President shall submit an eligibility list to the All-State Band Audition Chairperson.
- E. Any exception to the student audition rule must be brought before the Procedures Committee by the Region President/Designate.
- F. Each region may send the following number of students to audition for All-State Band:

2 Piccolos	18 Flutes	6 Oboes	2 English Hns.	6 Bassoons	2 Eb Clarinets
33 Bb Clarinets	5 Alto Cl.	6 Bass Cls.	3 ContraBs. Cls	6 Alto Saxophones	3 Tenor Saxophones
3 Baritone Sax	19 Trumpets	13 French Hns	13 Trombones	2 Bass Trombones	6 Euphoniums
8 Tubas	2 String Bass	2 Harp	2 Piano		
22 Percussion: 4 timpani, 4 snare, 4 mallets, 10 Battery percussion					

\* Students who have successfully auditioned on multiple instruments in their region are eligible for All-State auditions on both instruments. This eligibility should be considered to be in addition to the above numbers.

## AUDITION PROCEDURES

- A. Audition Date - the third or fourth Saturday in January depending upon current calendar.
- B. Audition Site determined annually by the Procedures Committee.
- C. Audition Day Time Schedule:
  - 8:30 am - Directors' meeting
  - 9:00 am- Registration begins
  - 9:30 am - Auditions begin
  - 1:00 pm - Registration closes (3:00 pm on scheduled SAT days)
- D. No application will be considered unless all signatures are present on the application.
- E. Moderators and adjudicators will be provided written instructions prior to opening the audition rooms. This form must be read and signed by the moderator and adjudicators and returned to the Auditions Coordinator before the room may be opened to hear students.
- F. Judge's worksheets detail the scoring breakdowns for each instrument category and must be completed by each judge.
- G. A judge's score may be omitted if it is ruled by the Procedures Committee that they were guilty of an infraction in the "Judge's Instructions." Only NJMEA members designated by the Procedures Committee are permitted to enter audition rooms or the halls in the area of auditions.
- H. Instructions for auditions and procedures shall be reviewed and discussed during the morning meeting.
- I. All audition requirements are published on the NJMEA website at [www.nimea.org](http://www.nimea.org).
  - 1. Each student will play:
    - a. Scales-All major scales tongued in the prescribed rhythm.
    - b. The Chromatic scales will be slurred in even sixteenths encompassing even octaves.  
Range: Compass refers to WRITTEN NOTE rather than concert pitch sounded.

Piccolo .....	D4 to B-flat 6
Flute .....	C4 to C7
Oboe.....	B-flat 3 to E-flat6
English Horn .....	B-flat 3 to B3-D6
Bassoon.....	B-flat 2 to B-flat 4
E-flat Clarinet .....	E3 to G6
B-flat Clarinet .....	E3 to G6
Alto Clarinet .....	E3 to C6
Bass Clarinet.....	E3 to C6
Contra Clarinet .....	E3 to C6
Alto, Tenor and Baritone Saxophone .....	B-flat 3 to F5
Trumpet (Cornet) .....	F#3 to C6
French Horn .....	C3 to C6
Trombone.....	E2 to B-flat 4
Bass Trombone.....	G1 to G4
Baritone (Treble) .....	F#3 to C6
Baritone (Bass) 6~7 .....	E2 to B-flat 4
B-flat Tuba .....	E1-B-flat 3
E-flat Tuba .....	B-flat 1 to E-flat4
Keyboard Percussion.....	Full range of instrument

- Piano- requirement is 9 major scales – 4 #s – 4 b’s including C major – 4 octaves both hands
- c. The prepared solo as selected by the All-State Band Procedures committee. No cadenzas will be required. Sections of the solo which exceed the published compass will not be heard. Contrasting sections demonstrating the various aspects of musicianship shall be heard.
  - d. A sight-reading selection.
2. Wind Students will be rated on the following:
- a. Scales - 30 points (facility 10, tone 10, intonation 10)
  - b. Solo - 50 points (interpretation 20, technique 10, tone 10, intonation 10)
  - c. Sight Reading - 20 points (rhythm 10, interpretation 10).
3. Percussion Points Breakdown.
- Part I: 30 points- Scales (Trap rudiments)
- a. Triangle: 7 points Scales (4 tone, 3 technique)
  - b. Bass Drum: 7points (4 tone,3 technique)
  - c. Crash Cymbal: 8 points (5 tone, 3 technique)
  - d. Tambourine: 8 points (4 tone, 4 technique)
- Part II: 50 points- Solo - All or part of the selected composition
- Part III: 20 points - Sight Reading
- a. Passages may be taken from band and orchestra parts, method books transcribed for trap instruments, or original or edited passages.
4. There will be one Judge from each region plus a moderator in each audition room whenever possible.
5. All auditions will be “Blind”, i.e., judges will not face or see auditioning students. Students and judges are not to communicate, except through a moderator. The moderator may answer questions from the judges (without identifying the student after the student has left the room)
6. No more than a three-point spread inclusive (i.e., 4,5,6) should exist between the high and low judges score within a ten-point category, with a five-point spread inclusive (i.e. 5,6,7,8,9) permitted in the twenty point categories. Room chairperson shall ascertain point spread, resolve discrepancies, and seek further assistance if necessary.
7. The Procedures Committee, with the assistance of the tabulating committee will compute the final scoring sheet based on the scores received from the audition room. For the sake of accuracy, the Tabulation Room will be open only to the tabulation committee members, as designated by the Procedures Chairperson.
8. Ties in the final score are broken by references to the following scores in order of preference:
- a. Solo Interpretation
  - b. Solo Total Score
  - c. Sight Reading Total Score
  - d. Sight Reading Interpretation
9. Special Auditions - The Procedures Chair has the prerogative to add whatever instrument is necessary for the performance of a particular work subject to the requirement that there should be a call for audition in that category at the general auditions. If the general audition provides no qualified student, or through oversight, the audition was not announced, the following provisions apply:
- a. The Procedures Chair may call for a special audition in that category by making such announcement at the All-State Wind and Percussion Auditions Director’s Meeting. This special audition shall take place at the site and time of the first rehearsal of the performing ensemble.
  - b. Any student rejected at the general audition in this category must be informed of the special audition and given the opportunity for a new audition along with any new contestants.
  - c. Special auditions will be conducted with the same general requirements for adjudication as those of the regular audition with individual choice of solo.
  - d. In the event the special audition produces no qualified student, the Procedures Chair, with approval of the

Performance Chairperson, may take whatever action is required to provide a qualified player. (The above provisions do not apply to those instruments considered “normal instrumentation”)

- e. Soloists - The programming of any work for a featured soloist must have the approval of the Procedures Committee. This does not apply to solos - even of extended length or prominent nature - which are an integral part of larger works.

## STUDENT RESPONSIBILITIES

- A. The All-State Bands (Wind Ensemble and Symphonic Band) perform during the All-State Bands Weekend which is established annually in the NJMEA Calendar at the host school or an appointed site.
- B. Students are required to attend all rehearsals and concerts. If the requirements cannot be met, students must notify the Band Procedures Chairperson immediately. If a student withdraws from the ensemble and notifies the Band Performance Chair before the first rehearsal, they will not be penalized.
- C. Failure to fulfill any of these obligations will result in disqualification from any All-State Performing Organization for the period of one year, up to and including the applicable event.
- D. A teacher/sponsor may formally request a student be disqualified from participating in an All-State Performing Ensemble.

## INSTRUMENTATION

All-State Band shall consist of two groups: a Wind Ensemble and a Symphonic Band. The students with the higher scores shall be placed in the Wind Ensemble. Instrumentation shall be as follows:

### A. Wind Ensemble

1 Piccolo	1 Alto Clarinet	4 Trombones (1,2,3,4 (asst. 1)	1 Bass Trombone
4 Flutes	2 Bass Clarinets	2 Euphoniums (Baritones)	
2 Oboes	1 Contra Bass Clarinet	2 Tubas	
1 English Horn	4 Saxes (2 Alto, 1 Tenor, 1 Bari)	1 String Bass	
1 Eb Clarinet	6 Cornets and Trumpets	1 Harp	
9 Bb Clarinets (2-1st, 3-2nd, 4-3rd)		5 French Horns (1,3,1,2,4)	1 Piano
5 Percussion: 1 timpani, 1 mallet, 3 battery percussion			

### B. Symphonic Band

1 Piccolo	4 Alto Clarinets	9 Trombones	1 Bass Trombone
12 Flutes	4 Bass Clarinets	4 Euphoniums (Baritones)	
4 Oboes (1,2,1,2)	2 Contra-Bass Clarinets	6 Tubas	
1 English Horn	7 Saxes (4 alto 1,2,1,2	1 String Bass	
4 Bassoons (1,2,1,2)	2 tenors, 2 Bari.)	1 Harp	
1 Eb Clarinet	13 Trumpets**	1 Piano	
24 Bb Clarinets *	8 French Horns ***	7 Percussion: 1 timpani, 1 mallet, 5 battery percussion	

\* Note: Clarinets= 2-1st, 2-2nd, 2-3rd, 2-1st, 2-2nd, 2-3rd, 2-1st, 2-2nd, 2-3rd, 2-2nd, 2-3rd, 1-2nd, 1-3rd.

\*\* Note: Trumpets= If 3 cornet parts and 2 trumpet, then use 3-1st C, 3-2nd C, 3 3<sup>rd</sup> C, 2-1st T, 2-2nd T. If 3 cornet parts only, then use 4-1st, 4-2nd, and 5 -3rd. Variation in parts required to be handled by coordinator according to demand.

\*\*\* Note: French Horn= If 4 parts: 1,1,2,2,3,3,4,4 If 3 parts: 1,1,2,2,2,3,3,3

- C. Instrumentation may be amended only at the discretion of the Procedures Committee. It is recommended that the Band Performance Chair inform selected conductors of All-State Band instrumentation and discuss any additions.



## CONDUCTOR SELECTION

- A. The conductors will be nominated and voted upon by the Band Procedures Committee at the February meeting. The Band Performance Chair will then submit the NJMEA Conductor Proposal Form to the Executive Board no later than the April Executive board meeting for final approval. The form must be complete with program, biography, picture, any additional concert needs, travel needs and all conductor contact information. A contract will be issued to the conductor upon approval by the Executive Board.
- B. All conductors will receive an honorarium, as set by the NJMEA Board of Directors, and travel, housing, and meals.

## FEES AND FINANCES

An audition fee set by the NJMEA Executive Board will be charged by the Audition Chairperson. Successful candidates will register and pay additional housing and participation fees by the first rehearsal.

All income from audition fees, housing and participation fees must be turned over to the NJMEA Director immediately upon their receipt and no later than seven days after their receipt. All bills should be forwarded through the Performance Chair to the Executive Director for payment approval by the Executive Board. For approval, all bills must be submitted with original receipts, attached to a payment voucher and with the appropriate signatures prior to the Executive Board meeting.

## ADDITIONAL NEW JERSEY ALL-STATE ENSEMBLES

- A. At the January wind and percussion auditions, students will also be selected for the New Jersey All-State Orchestra and any other performing ensemble as designated by the NJMEA Board of Directors.
- B. This selection process will be identical to the audition procedures for New Jersey All-State Bands. Note: Only students currently in grades 9, 10, and 11 are eligible for ensembles which perform from September to January of the following school year.
- C. After the conclusion of auditions, the lists of students selected are provided to the Performance Chairs of these other performing ensembles.
- D. Coincident participation in All-State performing ensembles is not permitted.
- E. New Jersey All-State Orchestra - Wind and Percussion Instrumentation.

NOTE: Students who are selected for the Orchestra wind and percussion sections may not be in the 12th grade at the time of selection, as the Orchestra performs during the next school year.

4 Flutes	8 French Horns
*1 Piccolo (when needed)	6 Trumpets
4 Oboes	6 Trombones
*1 English Horn (when needed)	1 Tuba
4 Bb Clarinets	1 Timpani
4 Bassoons	*1 Snare Drum
*1 Eb Clarinet	*1 Mallet Percussion
1 Contra Clarinet or Bass Cl	*3 Traps Percussion    4 Battery Percussion
Contra Bassoon (if needed)	*1 Piano/Celeste (if needed)
1 Harp (if needed)	
* these instruments determined by the program and/or conductor.	

# NEW JERSEY ALL-STATE CHORUSES

## PURPOSE

The purpose of the New Jersey All-State Chorus is to provide a unique and worthwhile educational experience for our member teachers, and their best qualified vocal students in New Jersey high schools through presentation of music literature of the highest quality under the direction of an outstanding conductor.

## CHORAL PERFORMANCE CHAIR

The Choral Performance Chair is appointed by the president of NJMEA on a yearly basis and serves as the liaison between the NJMEA Board of Directors and the All-State Choral Procedures Committee. They are a voting member of the NJMEA Board of Directors and are expected to attend all Full Board meetings and Executive Board Meetings as requested by the President. The Choral Performance Chair is responsible for making sure that all policies and procedures of the Board of Directors are followed by this committee, and that all actions taken by this committee that effect board policy are brought to the Executive Board for approval.

## CHORAL PROCEDURES COMMITTEE

- A. The Procedures Committee for the All-State Choruses shall be comprised of nine voting members - three representatives from each of the three regions of the state. The Region Presidents will recommend these representatives to the NJMEA Executive Board for approval at the September meeting. A chairperson may be chosen from the nine or an additional person may be added to the committee, making ten total.
- B. The Choral Procedures Chairperson will be selected by the Procedures Committee and is recommended for approval by the Choral Performance Chair to the NJMEA Executive Board.
- C. The committee is responsible for the total operation of the All-State Chorus experience and its members are expected to attend three yearly meetings, with the audition meeting being mandatory.
- D. This Committee is responsible for formulating regulations and procedures for the All-State Chorus and making recommendations to the NJMEA Executive Board as follows:
  1. Selection of a Rehearsal Manager
  2. Selection of rehearsal sites
  3. Approval of the music program to be proposed to the Executive Board
  4. Selection of the Chorus Conductor to be proposed to the Executive Board
  5. Establishment of audition and rehearsal dates
  6. Establishment of audition criteria
  7. Establishment of rehearsal and concert attendance regulations
  8. Establishment of testing procedures
  9. Discuss and approve all other regulations and procedures that affect the operation of the All-State Choruses.
- E. The Choral Procedures Committee will have three regularly scheduled meetings during the school year. They will be held during the November NJEA Convention, the All-State Auditions (required duty for the full day) and the All-State weekend in February. Attendance is required at all meetings. Additional meetings may be called by the Procedures Chair if circumstances warrant it.
- F. Minutes of every Choral Procedures meeting will be taken and sent to the Choral Performance Chair and the President of NJMEA. Choral Procedures committee members will be reimbursed mileage to these meetings upon receipt and approval of the minutes by the NJMEA Executive Board and the mileage voucher.
- G. The NJMEA President may remove any committee member for just cause.

## TEACHER/SPONSOR REQUIREMENTS

- A. The teacher/sponsor is a member of NAFME.
- B. The teacher/sponsor will attend auditions and serve as an adjudicator, supervisor or as assigned by the audition chairperson. The only acceptable substitute in this category shall be a teacher who is a NAFME member and given prior notification to the audition chairperson. Sponsoring directors sending substitutes without prior consent of the audition's chairperson will receive a collateral assignment.
- C. Every teacher/sponsor shall serve as a Final Room Judge once every four years, attending both audition dates. Teachers/sponsors serving as Final Room Judges will receive a judging stipend as determined by the NJMEA budget.
- D. If the teacher/sponsor has at least one student participating in either the All-State Mixed Chorus or Treble Chorus, they will be required to attend one of the rehearsals to serve as a sectional rehearsal conductor, accompanist or help with attendance.
- E. Teachers/sponsors who served as Final Room Judges that year are exempt from "D".
- F. All members of the NJMEA Board of Directors and Choral Procedures Committee are exempt from sub-section "B, C, D & E".
- G. Emergency absence at auditions will be dealt with by the Audition Chairperson in consultation with the Procedures Committee.
- H. Should a teacher/sponsor fail to meet their obligations a letter from the Performance Chair will be sent to the signing administrator advising them that the sponsoring teacher has failed to meet their obligations to the corresponding organization. The sponsoring director will be ineligible to sponsor students to All-State Choral activities for the period of one year, up to and including the applicable event.

## STUDENT ELIGIBILITY

- A. A student must be a faithful member of the corresponding school (or district) musical performing organization and must receive the endorsement of the director of that group. The student must remain an active member in good standing of the school performing group throughout the All-State experience.
- B. If the school does not have a corresponding organization, the student may qualify for the All-State organization providing they receive the endorsement of a music teacher who is a member of NAFME.
- C. The student must secure the endorsement of their parent/guardian and school principal. All students must pay the required fee prior to auditions. Only checks are accepted.
  - 1. Students may audition in only ONE voice part for the All-State Choruses and must be in Grades 9, 10, or 11 at the time of auditions. No more than 24 students from one school may audition.
  - 2. Any exception to the student audition rule must be brought before the Procedures Committee by the Region President/Delegate.

## AUDITION PROCEDURES

Students will submit their auditions online at [TheDirectorsRoom.com](http://TheDirectorsRoom.com) where they will be heard by three judges whose scores will be of equal value. Students will sing the following:

- 1. Two major scales (high and low)
- 2. An eight-tone chromatic scale
- 3. A solo between 45 and 60 seconds in length
- 4. Their part in a quartet or quintet sung with a pre-recorded song.

Students will be rated on a scale of 1 to 9 (1 being the best score). Scales will be judged on quality and intonation. Voice quality, intonation, and musicianship will all be considered in the solo and quartet/quintet.

## STUDENT RESPONSIBILITIES

- A. The All-State Mixed Chorus performs during the NJEA Teachers Convention in Atlantic City in November and again the following Sunday at the New Jersey Performing Arts Center. The All-State Treble Chorus performs during the All-State Weekend of the NJMEA February State Conference at the NJPAC.
- B. All-State Chorus members are expected to attend all rehearsals. One absence from rehearsals held before concert week may be excused with permission of the manager in advance of the rehearsal unless that is clearly impossible. Acceptable reasons for the one absence are a music performance in one's school, a family emergency, or an illness. The student must provide to the manager, as soon as possible, a note from a parent, teacher or in the case of an illness, a doctor, explaining the absence. An absence is defined as missing any scheduled rehearsal or any part thereof. All activities involving performance weekends in Atlantic City and NJPAC, including registration must be attended as scheduled. There are no exceptions to this rule.
- C. Failure to fulfill any of these obligations will result in disqualification from any All-State Performing Organization for the period of one year, up to and including the applicable event.
- D. A teacher/sponsor may formally request a student be disqualified from participating in an All-State Performing Ensemble.

## VOICINGS

Auditioners will be ordered based on their audition score with other singers in their same voice part. Each singer will then be assigned a Section Number from which the **Mixed Chorus** (SATB) and **Treble Chorus** (SSAA) will accept choristers. Each choir will accept up to 40 voices in each section with the best (lowest) scores. **Mixed Chorus** and **Treble Chorus** will be selected by alternating between odd and even numbered singers for their Soprano and Alto sections. The total number of singers for **Mixed Chorus** is between 320-350, while **Treble Chorus** will accept between 160 - 175.

## CONDUCTOR SELECTION

A Conductor Selection Sub-Committee will be established starting in September of each year with the Chairperson of the Choral Procedures Committee appointing the Chairperson of said sub-Committee with the approval of the Choral Procedures Committee. When possible, a past Conductor should be considered to take the position of Chairperson of this sub-Committee. This Chairperson, in conjunction with the Choral Procedures Chairperson, will select members of this sub-Committee with guidelines for equal Region representation as follows:

- A. The Committee will consist of seven people including the Chairperson. There will be a minimum of two members from each Region and a minimum of three past Conductors.
- B. Applicants and candidates under consideration to be Conductor of the All-State Choruses will not be permitted to serve as a member of the Conductor Selection Committee. All members of the Committee shall be approved by the Choral Procedures Committee.
- C. The Conductor Selection Committee screens potential Conductors for the All-State Chorus, from a list of nominations that are made by NJMEA members and presents their recommendation(s) to the Choral Procedures Committee for consideration. The Chairperson of the latter then presents one name for each chorus to the Choral Performance Chair.
- D. The Choral Performance Chair will then submit the NJMEA Conductor Proposal Form to the Executive Board no later than the April Executive board meeting for final approval. The form must be complete with program, biography, picture,

any additional concert needs, travel needs and all conductor contact information. A contract will be issued to the conductor upon approval by the Executive Board.

- E. All conductors will receive an honorarium, as set by the NJMEA Board of Directors, and travel, housing, and meals.
- F. The conductor will direct all rehearsals and concerts, unless otherwise approved by the Choral Procedures Committee. The conductor will choose his/her accompanist or shall have input from choices presented by the Committee. The conductor is responsible for preparing program notes for the choral section of the program, along with other items as deemed necessary by the Committee and/or Coordinator. A more detailed job description is available from the Performance Chair.

## **FEE AND FINANCES**

An audition fee set by the NJMEA Executive Board will be charged by the Audition Chairperson. Successful candidates will also pay additional housing and participation fees.

All income from audition fees, housing and participation fees must be turned over to the NJMEA Executive Director immediately upon their receipt and no later than seven days after their receipt. All bills should be forwarded through the Performance Chair to the Executive Director for payment approval by the Executive Board. For approval, all bills must be submitted with original receipts, attached to a payment voucher and with the appropriate signatures prior to the Executive Board meeting.

## **NEW JERSEY ALL-STATE JAZZ ENSEMBLE and JAZZ CHOIR**

### **PURPOSE**

The purpose of the New Jersey All-State Jazz Ensemble and Jazz Choir is to provide a unique and worthwhile educational experience for our member teachers, and their best qualified instrumental students in New Jersey high schools through presentation of jazz -music literature of the highest quality under the direction of an outstanding jazz educator and conductor.

### **PERFORMANCE**

The NJMEA All-State Jazz Ensemble and Jazz Choir perform at the NJEA Convention in November and at NJPAC the following weekend.

### **JAZZ ENSEMBLE PROCEDURES COMMITTEE**

- A. The committee chairperson is the NJAJE President. The chairperson reports all committee news to the NJMEA Board of Directors.
- B. The Procedure Committee for the All-State Jazz Ensemble and Jazz Choir consists of the members of NJAJE Executive board, including the officers, Region Presidents, and other appointed members.
- C. The committee is responsible for formulating policies and procedures for the All-State Jazz Ensemble and Jazz Choir and is subject to approval by the NJMEA Executive Board.
- D. The general membership meetings will be in conjunction with the NJAJE general membership meetings and are as follows: November - NJAJE State Conference, February - NJMEA Conference.
- E. The executive meetings of the procedures committee and the NJAJE Executive Board are in October, January and June.
- F. All Jazz Ensemble directors and enthusiasts are urged to attend the general membership meetings in November and February. Progress reports are given at this time. The ideas and wishes of the directors present are noted and acted upon when possible.
- G. The NJMEA President may remove any committee member for just cause.

### **TEACHER/SPONSOR RESPONSIBILITIES**

- A. All sponsoring teachers must be members of NAFME. Membership in NJAJE is highly recommended, but not required.
- B. The sponsoring teacher must attend auditions and serve as an adjudicator, supervisor or as assigned by the audition chairperson. The only acceptable substitute in this category shall be a teacher who is a member of NAFME and given prior notification to the audition chairperson. The substitute's membership in NJAJE is highly recommended by not required.
- C. All members of the NJMEA/NJAJE Board of Directors are exempt from sub-section "B" above.
- D. Emergency absence at auditions will be dealt with by the Audition Chairperson in consultation with the Procedures Committee.
- E. Should a teacher fail to meet their obligations a letter from the President will be sent to the signing administrator advising them that the sponsoring teacher has failed to meet their obligations to the corresponding organization. This infraction shall cause the school to be ineligible to participate in any NJMEA sponsored activity for the period of one year, up to and including the applicable event.

## STUDENT ELIGIBILITY

- A. A student must be a faithful member of the corresponding New Jersey school (or district) musical performing organization and must receive the endorsement of the director of that group. The student must remain an active member in good standing of the school performing group throughout the All-State experience.
- B. If the school does not have a corresponding organization, the student may qualify for the All-State organization providing they receives the endorsement of a music teacher who is a member of NAFME.
- C. The student must secure the endorsement of his/her parent/guardian, Band Director/Music Teacher, and school principal. An instrumental student also must receive the endorsement of the Region President. All students must pay the required fee prior to the audition.
- D. Each applicant must also secure the endorsement of the Region President and if in a Region Band, each applicant must have satisfied the regional participation requirement as certified by the Region President. Each Region President shall submit an eligibility list to the All-State Audition Chairperson.
- E. Any exception to the student audition rule must be brought before the Procedures Committee by the Region President/Designate.

## AUDITION REQUIREMENTS

### A. Saxophones, Trumpets, Trombones, Piano, Bass, Guitar

#### 1. Each student will be required to:

- a. Know all the dorian, mixolydian and blues scales as stated in the audition packet. Scales must be memorized and will be performed in the jazz style as illustrated in the audition packet within the practical range of the instrument. The scales must be played two octaves, wherever possible, ascending and descending. (Pianists – 2 hands).
- b. Perform the prepared solo as selected by the All-State Jazz Procedures Committee/IAJE Executive Board.
- c. Perform sight-reading as selected by the auditions chairperson.
- d. Improvise 2 choruses on the F or Bb blues per the recording “A New Approach to Jazz Improvisation” by Jamey \* Aebersold, Vol.I.
- e. Any student who wishes to audition for Lead Trumpet will play the entire trumpet etude using the top lines in the ossia section. This is in addition to the regular requirements for auditioning. The students score for Lead Trumpet is not computed into the final score. He or she must first be accepted through the regular requirements. Once he or she is accepted to the All-State Jazz Ensemble, then the Lead Trumpet score will determine seating.

#### 2. Wind players will rated as follows:

- a. Scales - 20 points
- b. Solo- 40 points (interpretation and style 20, rhythmic accuracy 10, tone quality/intonation 10)
- c. Sightreading - 20 points
- d. Improvisation - 20 points

#### 3. Piano & Guitar players will be rated as follows:

- a. Scales - 20 points
- b. Solo - 40 points (interpretation/style 20, comping 10, chord voicings 10)
- c. Sightreading - 20 points
- d. Improvisation - 20 points

#### 4. Bass will be rated as follows:

- a. Scales - 15 points
- b. Solo - 40 points (interpretation/style 20, pitch/rhythmic accuracy 10, chord structure/bass line 10)
- c. Sightreading - 20 points
- d. Improvisation - points

5. Drummers will be rated as follows:
  - a. Different styles - 30 points
  - b. Solo - 40 points (interpretation 20, technique 10, rhythmic accuracy 10)
  - c. Sightreading - 20 points
  - d. Improvisation - 10 points
6. There will be one judge from each region plus a moderator in each audition room (wherever possible.)
7. All auditions will be blind. Students and judges are not to communicate, except through the moderator.
8. The auditions chairperson, with the assistance of the IAJE state president, will compute the final scoring sheet on the basis of the scores received from the audition rooms.
9. No more than a 3-point spread should exist between the high and low judges score in a 10 point caption with a 5 point spread permitted in the 15 and 20 point captions.
10. Ties in the final score are broken by references to the following scores in order of preference:
  - a. Solo (Total Score)
  - b. Solo (Interpretation)
  - c. Sightreading
  - d. Improvisation
11. The auditions chairperson and IAJE State President are given authority to place students who are accepted on two instruments, i.e. Alto & Tenor Saxophone, where they feel it will best benefit the entire ensemble.

## STUDENT RESPONSIBILITIES

- A. Due to the limited rehearsal time, students are required to attend all rehearsals and concerts. No absence for any conflicting activity will be permitted. If the requirements cannot be met, students must notify the coordinator or manager immediately. Failure to comply with this regulation will result in the student's dismissal from the ensemble.
- B. It is the sponsoring teachers' responsibility to formally request a student's disqualification.
- C. Failure to fulfill any of these obligations will result in disqualification from any All-State Performing Organization for the period of one year, up to and including the applicable event.

## INSTRUMENTATION

2 Alto Saxes	1 Piano
2 Tenor Saxes	1 Bass (electric or acoustic)
1 Baritone Sax	1 Guitar
4 or 5 Trumpets	1 Drum Set
4 or 5 Trombones (4th or 5th Trombone - opt. double on Tuba)	

If conductor required the use of Auxiliary Percussion, the alternate drummer will be called to cover that part.

Each region shall send no more than the following instrumentation to the audition:

4 Alto Saxes	2 Piano
4 Tenor Saxes	2 Bass (electric or acoustic)
2 Baritone Sax	2 Guitar
6 Trumpets	2 Drum Set
6 Trombones	
2 Bass Trombones	



## **CONDUCTORS**

The conductors will be selected by the Procedures Committee, and with the input of the Jazz Ensemble directors present at the February meeting. The Jazz Ensemble Procedures Committee Chairperson will then submit a conductor proposal form of the selected conductor to the NJMEA Executive Board for approval. The Conductor will direct all rehearsal and concerts, unless otherwise approved by the Jazz Procedures Committee.

All conductors receive an honorarium and expenses, which include travel, housing, and meals. These needs are stipulated in the conductor proposal form and will be approved along with the conductor. Persons serving in either public or private schools of New Jersey who are not NJMEA members are ineligible to conduct the All-State Jazz Band.

## **FINANCES**

All finances for the All-State Jazz Ensemble are to be controlled by the current NJMEA budget. All income from membership acceptance fee must be turned over to the NJMEA Executive Director through the coordinator. All bills will be forwarded through the coordinator to the NJMEA Executive Director. Financial considerations for the NJPAC jazz performance are to be split as follows: 50% to NJPAC, 25% to NJMEA and 25% to NJAJE. NJAJE may elect to assume any additional fees charged by the conductor or guest artist.

## **FEES**

Audition and membership acceptance fees will be determined by the Jazz Procedures Committee with the approval of the NJMEA Executive Board.

# NEW JERSEY ALL-STATE ORCHESTRA

## PURPOSE

The purpose of the New Jersey All-State Orchestra is to provide a unique and worthwhile educational experience for our member teachers, and their best qualified instrumental students in New Jersey high schools through presentation of music literature of the highest quality under the direction of an outstanding conductor.

## ORCHESTRA PERFORMANCE CHAIRPERSON

The Orchestra Performance Chair is appointed by the President of NJMEA on a yearly basis and serves as the liaison between the NJMEA Board of Directors and the All-State Orchestra Procedures Committee. They are a voting member of the NJMEA Board of Directors and are expected to attend all Full Board meetings and Executive Board meetings as requested by the President. The Orchestra Performance Chair is responsible for making sure that all policies and procedures of the Board of Directors are followed by this committee, and that all actions taken by this committee that affect board policy are brought to the Executive Board for approval.

## ORCHESTRA PROCEDURES COMMITTEE

- A. The Procedures Committee for the All-State Orchestra shall be comprised of nine voting members - three representatives from each of the three regions of the state and the auditions chair. The Region Presidents will recommend these representatives to the NJMEA Executive Board for approval at the September meeting. A chairperson may be chosen from the nine or an additional person may be added to the committee, making eleven total.
- B. The Orchestra Procedures Chairperson will be selected by the Procedures Committee and is recommended for approval by the Orchestra Performance Chair to the NJMEA Executive Board.
- C. The committee is responsible for the total operation of the All-State and Intermediate All-State Orchestra experience and its members are expected to attend a minimum of three yearly meetings, with the audition meeting being mandatory.
- D. The Orchestra Procedures Committee will have three regularly scheduled meetings during the school year. One in person meeting will be held during March auditions and the other two may be virtual. Attendance is required at all meetings. Additional meetings may be called by the Procedures Chair if circumstances warrant it.
- E. At the February State Conference of NJMEA a general (open) meeting is held for the NJMEA membership to report on progress and work of the Committee. The Committee is open to receive suggestions for the articulation and administration of the orchestra as well as suggestions for conductors.
- F. The Committee is responsible for formulating policies and procedures for the All-State Orchestra and the All-State Intermediate Orchestra, subject to approval of the NJMEA Executive Board and, but not limited to the following:
  1. submitting nominations for All-State Conductors
  2. submitting program approval
  3. selecting an Audition Chairperson
  4. selecting the Orchestra manager(s) and percussion coordinator
  5. submitting the list of chaperones and counselors to the coordinator
  6. determining rehearsal dates and sites
- G. The NJMEA President may remove any committee member for just cause.
- H. The minutes of all meetings shall be shared to all members of the Procedures Committee and the President of NJMEA. All Procedures Committee members will be reimbursed for mileage to the meeting after the minutes have been submitted to the President and the mileage sheet has been approved for payment by the NJMEA Executive Board.

## TEACHER/SPONSOR REQUIREMENTS

- A. The teacher/sponsor is a member of NAFME.
- B. The teacher/sponsor will attend auditions and serve as an adjudicator, supervisor or as assigned by the audition chairperson. The only acceptable substitute in this category shall be a teacher who is a NAFME member and given prior notification to the audition chairperson. Sponsoring directors sending substitutes without prior consent of the audition's chairperson will receive a collateral assignment.
- C. All members of the Board of Directors are exempt from sub-section "B".
- D. Emergency absence at auditions will be dealt with by the Audition Chairperson in consultation with the Procedures Committee. Should a teacher/sponsor fail to meet their obligation a letter from the Performance Chair will be sent to the signing administrator advising them that the sponsoring teacher has failed to meet their obligations to the corresponding organization. The sponsoring director will be ineligible to sponsor students to All- State Orchestra activities for the period of one year, up to and including the applicable event.

## STUDENT ELIGIBILITY

- A. A student must be a faithful member of the corresponding school (or district) musical performing organization and must receive the endorsement of the director of that group. The student must remain an active member in good standing of the school performing group throughout the All-State experience.
- B. If the school does not have a corresponding organization, the student may qualify for the All-State organization providing they receive the endorsement of a music teacher who is a member of NAFME. The student must secure the endorsement of their parent/guardian and school principal. All students must pay the required fee prior to the audition.
- D. Each applicant must have satisfied the regional participation requirement as certified by the Region President. Each region is responsible for submitting an eligibility list to the Chairperson.
- E. Any exception to the student audition rule must be brought before the Procedures Committee by the Region President/Designate.
- F. All string players in the respective Region Orchestras are eligible to audition if the above conditions are met; however, no Region may present more students for audition in any category than the total instrumentation of the All-State Orchestra category.

## AUDITION PROCEDURES

- A. All-State Orchestra and All-State Intermediate Orchestra auditions will take place on the third Saturday in March with the snow postponement date the following Saturday.
- B. Auditions are based on three categories:
  - 1. Solos/Excerpts to be chosen by the Committee and posted on the NJMEA website and published In TEMPO Magazine by May 1 each year,
  - 2. Scales chosen by the Committee and posted on the NJMEA website and published in TEMPO by May 1, and
  - 3. Sight reading chosen by the Committee prior to the March auditions.
- C. Scoring - String students will be scored as follows:
  - 1. Scales - 30 points (pitch 10, tone 10, facility 10)
  - 2. Solo/Excerpts - 60 points (intonation 20, tone 20, musicianship 20)
  - 3. Sight Reading - 20 points (rhythmic accuracy 10, note accuracy 10)
- D. Assignment of students to first or second violin sections is accomplished by utilizing the following formula:
  - 1. First 12 students - 1st Violin

2. Next 4 student - 2nd Violin
  3. Next 12 students - 1st Violin
  4. Remaining accepted students - 2nd Violin
- E. In the event of tied scores, the tie will be broken using scores in the following order:
1. Total Solo Score
  2. Solo Interpretation/Musicianship
  3. Total Sight Reading
  4. Total Scales
- F. No application will be considered unless all signatures are present
- G. Moderators are adjudicators will be provided written instructions prior to opening the auditions rooms. This form must be read and signed by the moderator and adjudicators and returned to the Auditions Coordinator before the room may be opened to hear students.
- H. Judges' worksheets detail the scoring breakdowns for each instrument category.
- I. A judge's score may be omitted if it is ruled by the Procedures Committee that they did not follow the "Judge's Instructions". Only NJMEA members designated by the Procedures Committee are permitted to enter audition rooms or the halls around auditions.
- J. Instructions for audition procedures shall be reviewed and discussed during the morning directors meeting.
- K. There will be one judge for each Region plus a moderator in each audition room whenever possible.
- L. All auditions are "blind" - judges will not face or see auditioning students. Students and judges are not to communicate, except through the moderator. The moderator may answer questions from the judges after the student has left the room - without identifying the student in any manner.
- M. No more than a three-point spread inclusive (i.e., 4-5-6) should exist between the high and low judges score in a ten-point category, or a five-point spread inclusive (i.e., 5-6-7-8-9) in a twenty-point category. The moderator shall monitor point spread, resolve discrepancies, and seek further assistance if necessary.
- N. The Auditions Chair, with the assistance of the tabulating committee, will compute the final scoring sheet based on the scores received from the audition rooms. For the sake of accuracy, the tabulation room will only be open to the tabulation committee members as designated by the Auditions Chairperson.

## **STUDENT RESPONSIBILITIES**

- A. The All-State High School Orchestra performs during the NJEA Teachers Convention in Atlantic City in November and again the following Sunday at the New Jersey Performing Arts Center In Newark. The All-State Intermediate Orchestra performs at a school auditorium in May that is chosen by the Committee.
- B. All-State High School Orchestra members are expected to attend all rehearsals during June, September, and October. One absence from these rehearsals may be excused with permission of the manager in advance of the rehearsal unless that is clearly impossible. All activities involving performance weekends, Atlantic City and NJPAC, including registration sign- in, and all rehearsals must be attended as scheduled. There are no exceptions to this rule.
- C. All-State Intermediate Orchestra members are required to attend all rehearsals and concerts. Students may miss up to 1/2 of a rehearsal or 2 1/2 hours. If the requirements cannot be met, students must notify the Intermediate Orchestra Procedures Chairperson immediately.
- D. If a student withdraws from the ensemble and notifies the Orchestra Performance Chair before the first rehearsal, they will not be penalized.
- E. Failure to fulfill any of these obligations will result in disqualification from any All-State Performing Organization for the period of one year, up to and including the applicable event.
- F. A teacher/sponsor may formally request the student be disqualified from participating in an All-State Performing Ensemble.

## CONDUCTOR SELECTION

- A. Formal nomination must be made by a member of the Orchestra Procedures Committee
- B. The Orchestra Performance Chair will then submit the NJMEA Conductor Proposal Form to the Executive Board no later than the January Executive Board Meeting for All-State Orchestra and April for All-State Intermediate Orchestra for final approval. The form must be complete with program, biography, picture, any additional concert needs, travel needs and all conductor contact information.
- C. A contract will be issued to the conductor upon approval by the Executive Board. All conductors will receive an honorarium, as set by the NJMEA Board of Directors, travel, housing, and meals.
- D. The Conductor will direct all rehearsals and concerts unless otherwise approved by the Orchestra Procedures Committee.

## INSTRUMENTATION

The All-State High School Orchestra is composed of approximately 145 students in the following instrumentation:

48 violin	4 flutes	8 French horns
16 violas	*1 piccolo	6 trumpets
16 cellos	4 oboes	6 trombones
10 dbl. basses	1 English Horn	1 bass trombone
4 bassoons	1 timpani	1 tuba
*1 Eb Clarinet	# of harps and percussion are determined by the program	
4 clarinets	piano - when applicable to the program	
1 Contra or Bass clarinet or contra-bassoon		

(Wind placement - as per All-State Band Auditions)

The All-State Intermediate Orchestra is composed of the String Section listed above.

## FEE AND FINANCES

An audition fee set by the NJMEA Executive Board will be charged by the Audition Chairperson. Successful candidates will pay additional housing and participation fees by June 1.

All income from audition fees, housing and participation fees must be turned over to the NJMEA Executive Director immediately upon their receipt and absolutely no later than seven days after their receipt. All bills should be forwarded through the Performance Chair to the Executive Director for payment approval by the Executive Board. For approval, all bills must be submitted with original receipts, attached to a payment voucher and with the appropriate signatures prior to the Executive Board meeting.

## ASSIGNMENT OF WIND AND PERCUSSION STUDENTS TO ALL-STATE ORCHESTRA

- A. Wind and percussion students will be assigned to the All-State Orchestra based upon results of a single audition for All-State Band, Wind Ensemble and Orchestra (winds and percussion) in January.
- B. Since orchestra assignment is for the following school year, current seniors will not be eligible.
- C. Wind and percussion students auditioning for All-State Orchestra must meet the same eligibility requirements as for Band/Wind ensemble. Audition requirements (scales, solo, sight-reading) shall be identical.
- D. Wind and percussion students will be given a clear choice as to whether they are auditioning for:

1. BOTH ALL-STATE BAND/WIND ENSEMBLE AND ALL-STATE ORCHESTRA

2. ALL-STATE BAND/WIND ENSEMBLE ONLY

3. ALL-STATE ORCHESTRA ONLY

E. The student application should clearly indicate that the All-State Orchestra assignment would be for the following school year.

F. The All-State Band Audition Chairperson will deliver to the Orchestra Manager a duly certified list of students assigned to All-State Orchestra, in order of the audition results (seniors and those choosing "Band/Wind Ensemble Only" eliminated) with an appropriate number of alternates. The Band Audition Chairperson shall also list those students qualifying on instruments marked with an asterisk under "Instrumentation" above. However, these students are to be clearly informed that placement depends upon the program selected by the conductor.

# FESTIVALS

## ELEMENTARY & JUNIOR HIGH FESTIVAL CHORUSES

### PURPOSE

The purpose of the New Jersey Elementary and Junior High Festival Choruses is to provide a unique and worthwhile educational experience for our member teachers, and their best qualified vocal students in grades four through nine, through the presentation of music literature of the highest quality under the direction of an outstanding conductor; and to promote cooperation between the New Jersey Music Educators Association and the New Jersey American Choral Directors Association.

### PERFORMANCE

The New Jersey Elementary and Junior High Festival Choruses will perform one spring concert annually.

### THE FESTIVAL COMMITTEE

The Festival Committee will initiate as well as enforce all policies that it makes in committee. Such enforcement will be executed by the Chair of the committee at the direction of the committee, and with the approval of the NJMEA and NJ-ACDA Boards of Directors, when necessary.

The committee is responsible for formulating regulations and procedures for the Festival Choruses as follows:

- A. Nomination of division chairs
- B. Nomination of rehearsal sites
- C. Nomination of the music program
- D. Nomination of the conductors and fees
- E. Establish audition criteria
- F. Select rehearsal personnel
- G. Establish rehearsal and concert attendance regulations
- H. Establish testing procedures
- I. Establish rehearsal and concert attendance
- J. Discuss and approve all other regulations and procedures that affect the operation of the Festival Choruses.

Of the above items, the first four (A-D), will be presented to both the NJMEA and the NJ-ACDA Boards of Directors for approval.

The Festival Committee shall be comprised of seven persons in the following format: one coordinator (who shall serve as chair of the committee), six region representatives in two divisions - an elementary division and a junior high division each staffed with one elementary and one junior high/middle school person from each region to serve on the elementary and junior high division respectively. One person in each division shall be designated by the coordinator to serve as the division chair.

The festival coordinator shall be appointed jointly by the NJMEA President and the NJ-ACDA President. The remaining committee positions shall be appointed jointly by both presidents upon the recommendation of the festival coordinator. All committee members MUST be members of both NJMEA and NJ-ACDA.

### CONDUCTOR

The conductor chooses the program and submits it to the division chair for consideration by the festival committee. Any changes, as recommended by the committee, are completed and the program is sent to the NJ-ACDA Board of Directors for approval, and finally to the NJMEA Board of Directors for approval and adoption.

The Conductor directs the rehearsal and concert on the concert day and is responsible for program notes along with other items

deemed necessary by the committee and/or the coordinator.

## **ELIGIBILITY**

Students must be in grades 4,5, or 6 for participation in the elementary chorus and in grades 7, 8, or 9 for participation in the junior high chorus. Students chosen to audition should be well-qualified, well-prepared, and of excellent character. Students must be a member of a choral ensemble and must be sponsored/endorsed by the director of that ensemble, along with the endorsement of their parent or guardian, and the endorsement of the supervising administrator. Accepted students must remain an active member in good standing of their choral ensemble throughout the festival experience.

## **AUDITION PROCEDURES**

Students shall audition by cassette tape and the audition shall consist of:

1. Prepared solo as assigned
2. Scales

Audition tapes shall be judged by the appropriate three-member division of the festival committee. The singers shall be judged based on vocal quality, intonation, and musicianship.

## **FEES**

Audition/registration fees and acceptance fees will be determined by the festival committee and submitted to the NJMEA Board of Directors for approval.

## **REHEARSAL AND CONCERT OBLIGATIONS**

Students are required to attend the appropriate regional rehearsal day and the festival rehearsal/concert day. Due to the festival nature and limited rehearsal time of this activity, students will not be excused from any rehearsal without exceptions.

## **RESPONSIBILITY OF SPONSORING DIRECTORS**

All sponsoring directors must fulfill the following requirements:

1. Directors must be members of NJMEA and/or NJ-ACDA
2. Directors must accompany their singers to the regional rehearsal day and the festival rehearsal/concert day
3. When a director is unable to attend, another NJMEA or NJ-ACDA member may substitute with the prior consent of the festival coordinator.
4. Participating directors will be assigned a duty, as needed, by the division chair.

## **JOB DESCRIPTIONS**

### **Coordinator**

- A. Shall make recommendations to the NJMEA and NJ-ACDA Presidents on festival committee personnel
- B. Shall serve as chair of the festival committee
- C. Shall receive all monies from the division chairs and shall deposit said monies with the NJMEA Executive Director
- D. Shall be responsible for all fiscal matters of the festival and shall supply NJMEA and NJ-ACDA with a final financial report upon conclusion of the festival
- E. Shall be responsible for supplying all site facilities with the appropriate certificate of insurance as provided by NJMEA
- F. Shall be the final arbiter of student personnel with the recommendation of the division chair



G. Shall purchase music for both festival choruses

**Division Chair**

- A. Shall be directly responsible to the festival coordinator
- B. Shall receive audition applications, tapes, and fees from student applicants
- C. Shall convene division sub-committee to judge audition tapes and make acceptance decisions
- D. Shall notify applicants through their sponsoring directors as to their acceptance or non-acceptance status
- E. Shall serve as manager of the festival chorus throughout all rehearsals and concert
- F. Shall assign duties to all participating directors, as needed

# **JUNIOR HIGH SCHOOL /MIDDLE SCHOOL CHORAL FESTIVAL**

## **PURPOSE**

The purpose of the Junior High School-Middle School Choral Festival is to provide a non-competitive atmosphere through which choral groups are given the opportunity to perform for and listen to their peers. The festival also provides for the development of choral art through the performance of fine choral literature.

## **PERFORMANCE**

Each chorus may sing a program chosen by its director to include three selections only, not to exceed a total of 10 to 12 minutes in performance time. Directors are also encouraged to share approximately 2 minutes of warmups in addition to their program.

## **ADJUDICATORS**

Two adjudicators for each performance site are chosen by the festival committee for their experience in the choral field. Adjudicators will offer written critiques of each group's performance. This is not a competition therefore performing groups are not rated against each other. Comments should be encouraging as well as constructive.

## **FEES**

A registration fee is charged per chorus participating in the festival. The fee must have the approval of the NJMEA Board of Directors. Only active NAFME members may apply to register their chorus.

## **FESTIVAL COMMITTEE**

The festival committee is comprised of the Chairperson who is appointed by the NJMEA President and approved by the Executive Board, and the Registrar who is selected by the Chairperson and approved by the Executive Board.

## **RESPONSIBILITIES OF FESTIVAL CHAIRPERSON**

The NJMEA Junior High-Middle School Choral Festival Chairperson will:

- A. Choose a date or dates and a site for the festival. Two days, one for the groups in the northern part of the state and one for the groups in the southern part of the state, are usually chosen.
- B. Contact adjudicators and inform them of the dates
- C. Submit all plans to the NJMEA Board of Directors for approval.
- D. Submit application forms to the TEMPO editor for publication.
- E. Arrange for proper sized rooms, tuned pianos, risers, microphones, and any equipment needed for the participants.
- F. Submit a complete financial report and evaluation of the festival to the NJMEA Board of Directors.

## **RESPONSIBILITIES OF FESTIVAL REGISTRAR**

The NJMEA Junior High-Middle School Choral Festival Registrar, as selected by the Festival Chairperson will:

- A. Receive and process all applications for each of the festival dates.
- B. Arrange the groups in order according to the times allotted for each group.
- C. Send out all performance information to the directors registering their group, including times, directions to the site and other information pertinent to the group's performance.

- D. Arrange for participation plaques and the printing of programs.
- E. Send all fees collected to the NJMEA Executive Director

## **JUNIOR HIGH-MIDDLE SCHOOL CONCERT BAND FESTIVAL**

### **PURPOSE**

The purpose of the Junior High-Middle School Concert Band Festival is to provide a non-competitive atmosphere through which concert bands are given the opportunity to perform for and listen to their peers in addition to being evaluated for the purpose of educational improvement.

### **ADJUDICATORS**

Two adjudicators for each performance site are chosen by the festival chairperson for their experience in the instrumental field. Adjudicators will offer both written and/or taped critiques of each group's performance. This is not a competition therefore performing groups are not rated against each other. Comments should be encouraging as well as constructive.

### **FEES**

A registration fee is charged per band participating in the festival. The fee must be approved by the NJMEA Board of Directors. Directors applying must be active members of NJMEA.

### **RESPONSIBILITIES OF FESTIVAL CHAIRPERSON**

The NJMEA Junior High-Middle School Concert Band Festival Chairperson, as appointed by the NJMEA President will:

- A. Choose a date and a site for the festival.
- B. Contact adjudicators and inform them of their duties.
- C. Submit all plans to the NJMEA Board of Directors for approval.
- D. Distribute announcements and application forms to the Region Presidents for their individual mailings and to the TEMPO editor for publication.
- E. Arrange for groups in AM and PM sessions after applications are received and send out confirmations.
- F. Arrange for proper sized rooms, and any equipment.
- G. Arrange for participation plaques and printing of programs.
- H. Submit a complete financial report and evaluation of the festival to the NJMEA.

## **HIGH/MIDDLE SCHOOL ORCHESTRA FESTIVAL**

### **PURPOSE**

The purpose of the Junior High-Middle School Orchestra Festival is to provide a non-competitive atmosphere through which orchestras both string and symphonic are given the opportunity to perform for and listen to their peers in addition to being evaluated for the purpose of educational improvement.

### **ADJUDICATORS**

Two adjudicators for each performance site are chosen by the festival chairperson for their experience in the string field. Adjudicators will offer both written and/or taped critiques of each group's performance. This is not a competition, therefore, performing groups are not rated against each other. Comments should be encouraging as well as constructive.

### **FEES**

A registration fee is charged per orchestra participating in the festival. The fee must be approved by the NJMEA Board of Directors. Directors applying must be active members of NJMEA.

### **RESPONSIBILITIES OF FESTIVAL CHAIRPERSON**

The NJMEA High-Middle School Orchestra Chairperson, as appointed by the NJMEA President will:

- A. Choose a date and site for the festival.
- B. Contact adjudicators and inform them of their duties.
- C. Submit all plans to the NJMEA Board of Directors for approval.
- D. Distribute announcements and application forms to the Region Presidents for their individual mailings and to the TEMPO Editor for publication.
- E. Arrange for groups in AM and PM sessions after applications are received and send out confirmations.
- F. Arrange for proper sized rooms and any equipment.
- G. Arrange for participation plaques and printing of the programs.
- H. Submit a complete financial report and evaluation of the festival to the NJMEA Executive Board.

# **NJMEA STATE MARCHING BAND RATINGS FESTIVAL**

## **PURPOSE**

The purpose of the NJMEA State Marching Band Ratings Festival is to foster and promote that the Marching Band, an invaluable element in many programs, should be established in a manner that provides a musically educational experience for the students and teachers involved. The NJMEA State Marching Band Ratings Festival is designed to present an alternative performance and evaluation opportunity to High School Marching Bands in the state for the purpose of individual and ensemble improvement.

## **SELECTION OF BANDS**

Any New Jersey Marching Band Director interested in having their marching band perform in the State Marching Band Ratings Festival must apply to the Marching Band Festival Chairperson of NJMEA and applications will be reviewed on a first come first served basis. If a band cannot initially be accommodated, they will be placed on a waiting list. All applications will be reviewed by the marching band committee for acceptance. No director applying may serve on this committee. Directors applying must be active members of NJMEA. A maximum of 14 bands will be chosen for the festival.

## **RESPONSIBILITIES OF THE CHAIRPERSON**

The Marching Band Chairperson, as appointed by the NJMEA President:

- A. Collects all applications for performance in the State Marching Band Ratings Festival
- B. Submits them to the committee appointed by the President of NJMEA
- C. Acts in an advisory capacity whenever called upon
- D. Contacts the host school and those schools selected by the committee for participation
- E. Works closely with the host school and its organization, providing the necessary guidance
- F. Upon completion of the festival, the chairperson will receive a financial statement for audit from the host school
- G. Will submit the statement to the NJMEA State Board of Directors. All allowable expenses incurred by the chairperson in conjunction with the festival are paid by NJMEA.
- H. Will provide the NJMEA webmaster with all information to be posted on the official NJMEA site.
- I. Will select evaluators to be approved by the NJMEA Executive Board.

## **RESPONSIBILITIES OF THE HOST BAND**

The host band, through their booster organization:

- A. Will work together with the Chairperson to insure all participating bands the opportunity for a quality performance.
- B. Each band will receive staff passes to cover their instructors and set up crews.
- C. Publicity, communications, etc. are the responsibility of the host band.
- D. All profits from admissions will be split equally between the host organization and NJMEA. Expenses paid by NJMEA will include awards, adjudicators, security, port-o-johns, and all operating expenses incurred by the host band director. Approved expenses shall be paid according to the procedures outlined by the NJMEA Executive Committee.
- E. At the conclusion of the Festival, the NJMEA Chairperson will collect the gate receipts from the host school, upon counting of the receipts by both parties. The Chairperson will forward the receipts to the NJMEA Executive Director within 7 days.
- F. The sale of refreshments, raffles, advertisements for the program book, etc., and any resulting profits, are the sole responsibility of the host organization.
- G. A financial statement is submitted to the Marching Band Chairperson upon completion of the festival.

## **SELECTION OF EVALUATORS**

Evaluators are selected by the marching band chairperson with the approval of the NJMEA Board of Directors. Evaluators should be music educators with significant marching band experience.

# OPERA FESTIVAL

## HISTORY OF NEW JERSEY OPERA FESTIVAL WORKSHOP

May 14, 1949, marked the beginning of the New Jersey All-State Operatic Festival. Because it was sponsored by the Metropolitan Opera Guild, only member schools were eligible to participate. At the first Festival, 32 schools presented a 237-voice chorus and a 70-piece orchestra. Through auditions, Mme. Maria Jeritza selected one ensemble and six soloists. The Metropolitan Opera Company graciously provided the guest artist, Miss Margaret Harshaw. The festival continued under the auspices of the Metropolitan Opera Guild until 1959 when the New Jersey Music Educators Association assumed sponsorship. Having outgrown the school auditorium, the festival found a more expansive setting in the gymnasium. Each successive year has brought additional interest and participation. Because of the tremendous response of choristers and orchestral musicians, even a gymnasium was not large enough to accommodate all the students. Rather than require reduced participation, the request for a South Jersey Festival was granted in 1967. Every effort was made to present both Festivals in an identical manner. In 1978, the music directors of South Jersey requested that their schools again combine with the North Jersey Festival. The 30th annual All-State Operatic Festival, held on March 4, 1979, was again composed of students from the entire state. In the mid 1990's the performance of an entire opera was replaced by a recital. The new format – which remained in use through 2018 - included solo, ensemble, and chorus excerpts from a wide variety of operas. Due to waning interest, the festival was discontinued after 2018.

After a three-year hiatus, the New Jersey Opera Festival returned in 2022 with a new emphasis on inclusivity and accessibility, making it a goal to reach students at all levels, giving opportunities to explore the genre of opera in a fun and educational manner.

## STATEMENT OF PHILOSOPHY

The goal of the NJMEA Opera Festival is:

- 1) To organize a festival that provides an equal opportunity for all high school students across the State of New Jersey to experience the world of opera.
- 2) To ensure students of a positive and stimulating experience by achieving their greatest potential of personal and/or group skills.
- 3) To develop a nurturing environment that seeks to achieve excellence and provide opportunities in opera performance and education by fostering creativity.
- 4) To provide unbiased evaluation of all performances.
- 5) To provide an increased awareness of opera and related events sponsored by NJMEA, and Community, College/University, and Professional Organizations in the NJ, NY, and PA areas.
- 5) To assist in developing/continuing an appreciation for opera music with the goal of providing awareness of musical opportunities while attending school and beyond.

## FESTIVAL DETAILS

The Opera Festival is held in late October to early November of each year. Solo and Ensemble auditions are held virtually by video with a submission/application deadline two weeks before the festival date. The festival day will include a workshop, masterclass, chorus rehearsals, and a festival performance.

## SELECTION OF PARTICIPANTS

There are no auditions for the chorus. Students may participate in the chorus by recommendation of their school choral director. Participants in the festival must meet the requirements listed below.



For the Festival Chorus:

- A. Students must be able to sing on pitch and maintain their part in a quartet.
- B. Each student must have their own copy and know their music.
- C. Students must bring a pencil and their own copy of the music to the festival.
- D. Students must submit a completed application.

For the Solo and Ensemble Performers:

- A. Students must submit a completed application
- B. Students must submit a video recording of their memorized selection for adjudication by festival adjudicators.
- C. All students who are selected to perform solos and ensembles are expected to perform with the chorus as well.
- D. Festival Awards are based on adjudicators scores and, when available, include the following:
  - 1) C. Scripps BeeBee Scholarship - awarded to the student with the highest score.
  - 2) Governor's Award - awarded to the student with the highest score.
  - 3) Madame Paunova Ensemble Award - awarded to the ensemble with the highest score.
  - 4) Festival Performance - participants selected by adjudicators for masterclass and festival performance.

## **FINANCES**

All finances for the Opera Festival are to be controlled by the current NJMEA budget. All income from registration fees and ticket sales must be turned over to the NJMEA Executive Director within seven days of their receipts. All bills should be forwarded through the Festival Coordinator to the Executive Director for payment upon approval by the Executive Board. By April 1st, the coordinator must prepare a complete financial statement and submit to the Executive Board at their April meeting.

## **ADMINISTRATIVE POSITIONS**

NJMEA Opera Festival Chairperson  
Auditions Chairperson  
Chorus Conductor(s)  
Chorus Manager(s)  
Program Personnel  
Publicity Chairperson  
Ticket Manager  
Guest Artists and Clinicians  
Liaison to affiliate organizations

## **FESTIVAL CHAIRPERSON**

The Festival Chairperson will be appointed by the President of NJMEA and report to the Choral Festivals Chairperson on the State Board of Directors. The Festival Chairperson will:

- A. Chair the general meetings.
- B. Assign and oversee the activities of the positions listed.
- C. Ascertain the availability of chorus and orchestra scores.
- D. Coordinate the initial communications announcing the festival and all particulars.
- E. Select solo and ensemble judges to be presented to the NJMEA Executive Board for approval.
- F. Conduct the National Anthem at the Festival or designate a conductor.
- G. Introduce the NJMEA President at the Festival.
- H. Prepare complete financial and summary reports of the festival.

- I. Submit all monies and all bills to the Executive Director of the NJMEA.
- J. Maintain a file of all Opera Festival business matters to pass to the next chairperson.
- K. Inform the President of NJMEA of the award recipients.

# NJMEA YOUNG COMPOSERS' COMPETITION

## PURPOSE

The purpose of the NJMEA Young Composers Competition (NJ-YCC) is to provide a unique and worthwhile educational experience for NJMEA member teachers and their student composers through submission and presentation of original music literature to the general public.

## NJ-YCC Chairperson

The Chairperson of the NJ-YCC Committee is appointed by the President of NJMEA on an annual basis and serves as liaison between the NJMEA Board of Directors and the NJ-YCC Committee. The NJ-YCC Chairperson is responsible for ensuring that all policies and procedures of the NJ-YCC are followed by the committee, and that all actions taken by the committee that affect board policy are brought to the NJMEA Executive Board for approval.

## NJ-YCC Committee

- A. The NJ-YCC Committee will consist of an indeterminate number of members representing all regions of the state. New members will be approved by the Chairperson on an annual basis.
- B. Members of the committee will serve on an annual basis and may participate as long as they wish unless removed by the chairperson.
- C. The Chairperson may remove select members of the NJ-YCC Committee at any time if conflicts of interest are discovered, or if the committee member does not act in accordance with the policies and expectations of the NJ-YCC.
- D. The NJ-YCC will have regular meetings as necessary in preparation for the NJ-YCC finals session. The finals session will traditionally be held at the NJMEA Conference.
- E. Members of the committee are responsible for judging student entries in accordance with the approved rubric set forth as part of the NJ-YCC application. Members of the committee may be assigned to judge specific divisions depending on the number of entries.
- F. Members of the committee are encouraged to attend, whether in-person or virtually, the finals session to offer artistic criticism and suggestions to all finalists.
- G. Changes to the NJ-YCC policy may be changed at any time by the committee on a case-by-case basis as needed.

## Teacher/Sponsor Requirements

- A. The teacher/sponsor must be a member of NAFME.
- B. The teacher/sponsor must complete an endorsement form for each student entry. Individual endorsement forms must also be completed for multiple submissions from the same student.
- C. Teachers/sponsors are encouraged to attend, whether in-person or virtually, the NJ-YCC finals session traditionally held at the NJMEA Conference.

## Student Eligibility

- A. A student must be a faithful member of the corresponding school or district musical performing organization and must receive the endorsement of the music director of that school. This includes all students who are in grades 7-12 at the time of the submission.
- B. If the school does not have a corresponding organization or if the school is home-schooled, the student may qualify to participate providing he/she receives the endorsement of a music teacher who is a member in good standing of NAFME.

at the time of the submission.

- C. The student must also receive the endorsement of his/her parent or guardian, which is to be notated on the application form.
- D. Any exceptions to these rules must be brought before the NJ-YCC committee by the Chairperson.

### **Student Responsibilities**

- A. Students may submit works for vocal ensemble, instrumental ensemble, or mixed.
- B. All submissions must be completely the original work of the participant. No arrangements or transcriptions will be accepted into the competition.
- C. Applicants must be New Jersey residents and must be sponsored by a current NAFME member.
- D. Students may submit multiple selections in each category; however, an application fee is required with each selection. Each entry must have a separate completed application form and entry fee in order to be considered for eligibility.
- E. All compositions must have a title or opus number, and all names must be omitted from the score, program note, and audio file so that submissions may be judged anonymously.
- F. Students must include a brief program note that includes the composition title with composer name omitted, describing the composer's intention of the work.
- G. All scores must be submitted as PDF's using a standard notation program such as Sibelius or Finale. No handwritten scores will be considered for entry.
- H. Students must submit an audio recording of their composition in MP3 or WAV format, a PDF (digital copy) of their score, and PDF of composition description/program note. Submissions without recordings or PDF score will not be considered for entry.
- I. While the applicant will retain ownership of their submission, all submissions will be kept by the NJMEA. No materials will be returned to students. NJMEA reserves the right to use student submissions for publicity and/or display. Finalist compositions will be posted on the NJMEA website.
- J. Submissions must be no longer than 7 minutes in length.

### **Judging Procedures**

- A. All submissions will be received by the Chairperson and forwarded to the committee. The committee will evaluate and score all works according to the following guidelines:
  - a. Originality: Demonstrating a personal/unique style showing individual creativity.
  - b. Compositional Technique: Must have identifiable form, structure, and development with correct usage of musical notation and score markings.
  - c. Compositional Maturity: Knowledge of medium, effective use of instruments/voices, and look of professionalism on score and recording.
  - d. Overall Appeal: Must be innovative, imaginative, and enjoyable.
- B. The Chairperson will not be involved in the judging procedure and will circulate all submissions so that all student personal information is anonymous to the judges.
- C. The committee judges will have equal weight in scoring submissions as predetermined by the judging guidelines.
- D. Students will be notified of finalist status through NJMEA website and invited to participate in an interview/critique session at the NJ-YCC finals session. Student participation at the interview/critique session will not have any effect on their final score.
- E. Committee members who are currently teachers of students participating in the competition must recuse themselves from judging responsibilities.

## **Competition Policies**

- A. In the case of a tie, the highest and lowest scores will be eliminated, and the overall score recalculated. If there is still a tie after the recalculation, both entries will be accepted into the finals and receive the same placement.
- B. If a single recipient receives multiple placements in the finals, then the judges will accept the piece with the highest score.
- C. The judges have the right to request changes to any vocal and Instrumental piece that contains inappropriate or offensive material (I.e., lyrics, program notes, etc.). In addition, participants who do not demonstrate ethical or moral behavior during all aspects of the competition may be disqualified through a vote of the NJ-YCC committee.
- D. The Grand Prize winner will consist of the piece that receives the highest score in both divisions.
- E. Prizes will be determined based on availability of the NJ-YCC committee.
- F. The NJ-YCC committee has the right to change or alter these policies at any time on a case-by-case basis.

## **Fees and Finances**

A submission fee, determined by the NJMEA Executive Board, will be charged for each individual entry. All income will be submitted to the NJMEA Executive Director. Any expenses related to the NJ-YCC will be submitted by the NJ-YCC Chairperson to the NJMEA Executive Director for approval by the NJMEA Executive Board.

# MUSIC TECH EXPO

## History

The first ever Student Music Tech Expo was held on March 15, 2011. The goal was to provide a venue to showcase students' creativity and accomplishments, starting with the premise of a "music tech science fair." Due to the onset of COVID-19, the event was held virtually to continue the tradition and opportunities for students to present their works. In 2022 the Music Tech Expo was revamped to include Music Production into the in-person workshops.

## Project Categories for Submission

Please note that projects must represent the work of individuals or groups no larger than 4 students

- 1) **Original Compositions** - Works created using technology including works for traditional and/or electronic Instruments. Compositions should prominently illustrate creative use of technology. Projects incorporating use of prerecorded loops will not be considered in this category. All compositions, including those intended for live performance, should be rendered, or synthesized in some digital manner (MP3, CD, laptop) as there will be no space provided for live performance.
- 2) **Covers, Remixes & Loop-Based Projects** - Works Including arrangements/recordings of preexisting songs, song samples and projects Incorporating a combination or original material and prerecorded loops. Projects should demonstrate originality in music choices and creative use of technology. All projects should be rendered or synthesized in some digital manner (MP3, CD, laptop) as there will be no space provided for live performance.
- 3) **Multimedia** - Works demonstrating the convergence of music with more than one discipline, which may include art/photography, video, broadcast journalism, and digital storytelling. Works need not be original compositions but should reflect creative use of technology.
- 4) **Applied Technology** - Works encompassing distinctive projects that utilize technology for specific purpose. Works may include the creation of new electronic musical instruments, Interactive music systems, software projects to aid in composition, performance, music instruction, and more. Projects should be self-contained for simple demonstration. Submissions must include a brief description of the design/development process and relevant photos or video.
- 5) **Production/Engineering** - Students entering this category will demonstrate their skills in production or engineering created within a digital audio workstation (DAW). Students will be provided pre-recorded tracks for a recording in advance of the Expo, and work must be completed and submitted by the deadline provided. Individuals and teams of up to four students may enter this category.

## SOLO AND ENSEMBLE FESTIVAL

New Jersey Music Educators Association sponsors the Solo and Small Ensemble Festival during the spring of each year. Its purpose is to allow students in grades 5 to 12 to perform a solo or perform in an ensemble from 2 to 8 players for a rating. Students may perform on any woodwind, brass, percussion, or string instrument. Any piece chosen from the approved NJMEA Solo and Ensemble repertoire list may be performed by their teacher or students may be performed. Each solo performance should be 5 minutes or less and ensemble performances should not exceed 10 minutes.

All solos should be accompanied, if written that way. Accompanists may be anyone the performer chooses (teachers, adult, another student, etc.) The accompaniment is part of the performance as a category on the evaluation sheet and must be live.

Students are limited to perform in two events.

An adjudicator will give the performer(s) a written evaluation, some verbal comments, and a final rating. Certificates with a rating will be issued shortly after the performance. Performances will be on a 1-5 scale with 1-Superior, 2-Excellent, 3-Very Good, 4-Good, and 5-Fair. The NJMEA Solo and Ensemble Festival is a festival and not a contest!

# PROFESSIONAL IN-SERVICE PROGRAMS

## NJEA CONVENTION

The NJMEA plans a schedule of workshops and meetings during the NJEA Convention in Atlantic City each November. The President appoints, with the approval of the Board of Directors, a Program Chairperson to plan these meetings.

### PROGRAM CHAIRPERSON-DUTIES AND RESPONSIBILITIES

1. To plan the content of sessions for all levels elementary, junior high, senior high, college, both vocal and instrumental; and meetings co-sponsored by affiliate organizations.
2. Plan times for workshops and meetings.
3. Secure a block of hotel rooms for clinicians, NJMEA Board and NJMEA members.
4. Arrange for NJMEA Board of Directors breakfast meeting.
5. Secure clinicians, chairpersons, demonstration groups, and accompanists, as needed.
6. Arrange for suitable meeting rooms and for equipment needed for all sessions.
7. Submit schedule of sessions and clinicians to the Board of Directors for approval.
8. Submit required information to NJEA for membership verification.
9. Prepare information, computer-ready, for TEMPO insert.
10. Prepare and send NJEA forms for publication.
11. Submit a complete financial report including clinicians' fees and expenses, AV costs, etc. to the Board of Directors.
12. Submit appropriate forms to NJEA for rebate on expenses when applicable.



## NJMEA STATE CONFERENCE

A State Conference is planned each year in conjunction with the All-State Band Weekend. Sessions, meetings, and concerts are planned to interest music educators of all levels and specialties.

The Annual Membership Meeting will take place at this conference. At the meeting there will be a distinguished guest speaker(s) as well as the presentation of various NJMEA sponsored awards.

The President will appoint, with Board approval, the Conference Chairperson.

### CHAIRPERSON

- A. Responsible for the overall planning of the conference.
  - 1. Choose conference site and negotiate contract along with President.
  - 2. Submit committee for approval to the Board of Directors.
  - 3. Submit conference plans for approval to the Board of Directors.
- B. Secure speakers, clinicians, and performing groups.
  - 1. Contact and negotiate fees with clinicians.
  - 2. Contact company sponsor for clinicians.
  - 3. Contact colleges and schools for performing groups.
  - 4. Compile contract and publicity information
- C. Arrange the Annual Membership Meeting, Board of Directors Dinner, President's Reception, and any other receptions.
  - 1. Choose rooms for function.
  - 2. Select menus.
  - 3. Negotiate prices.
- D. Prepare all written materials for publicity, publication in TEMPO and use in conference booklet.
  - 1. Work closely with TEMPO editor. (November 1 deadline)
  - 2. Collect and organize information for conference booklet.
- E. Work in conjunction with the All-State coordinator to secure hotel reservations, meals, and rehearsal space.
- F. Review and submit for payment all pertinent billing.
- G. Compile information from committee members regarding conference.
- H. Submit a complete financial report and evaluation of the conference to the Board of Directors.

### ASSISTANT CHAIRPERSON

- A. Assist conference chairperson whenever necessary before and during the conference.
- B. Assist in session room arrangements.
  - 1. Choose room best suited for sessions.
  - 2. Determine style of room seating. (e.g.theater, perimeter, etc.)
- C. Secure presiders for sessions, meetings, and concerts.
- D. Coordinate collegiate members to assist at convention
  - 1. Students to work at registration.
  - 2. Students to assist in moving and setup of equipment.

### EXHIBIT CHAIRPERSON

- A. Mail appropriate Conference information and exhibit applications to prospective exhibitors.
  - 1. Correspond with exhibitors, acknowledging receipt of application, and other pertinent information. (e.g. Registration hours, exhibit hours, etc.)
  - 2. Maintain a file of prospective exhibitors for future use.
- B. Secure decorating company.
  - 1. Visit conference site.

- a. Arrange for exhibit area.
  - b. Arrange for electrical needs.
  - c. Request any materials and forms required from hotel needed for mailings.
  - d. Arrange to submit exhibit floor plan for hotel and fire approval.
- 2. Arrange for pipe and drape.
  - a. Secure floor plan.
  - b. Arrange for exhibit table signs.
  - c. Arrange for shipping services with exhibit company.
- C. Collect applications and receipts from exhibitors
  - 1. Keep accurate record of receipts, number of tables, etc.
  - 2. Submit receipts to NJMEA Executive Director.
  - 3. Submit periodic financial reports to conference chairperson.
  - 4. Submit a final report of receipts and participants to the conference chairperson to be included in the conference final report.
- D. Arrange and secure prizes for exhibitor door prize.
- E. Coordinate exhibit area.
  - 1. Assign exhibit tables.
  - 2. Arrange for security through conference chairperson.
  - 3. Arrange for public space, if available.
- F. Compile information for publication.
  - 1. Submit floor plan, exhibitor names and addresses, door prize hours, raffle information etc. to conference chairperson.
  - 2. Place information regarding door prize donations and winners in public area for membership and exhibitors to view.
- G. Supervise exhibit area during conference.
  - 1. Register all exhibitors.
  - 2. Trouble shoot.
  - 3. Oversee door prize distribution at luncheon.
- H. Present a complete report of exhibitors and finances to conference chairperson.

#### **EQUIPMENT COORDINATOR**

- A. Secure musical and audiovisual equipment for sessions.
  - 1. Compile information provided by clinicians, etc. for sessions.
  - 2. Determine items and quantity needed.
  - 3. Borrow musical equipment from local schools and colleges.
  - 4. Order audiovisual equipment from hotel or outside sources.
- B. Coordinate distribution.
  - 1. Secure student assistance through the assistant chairperson.
  - 2. Work closely with audiovisual company.
- C. Return all borrowed equipment to proper source.
- D. Submit any bills to conference chairperson.

#### **REGISTRATION COORDINATOR**

- A. Coordinate pre-registration and on-site registration activities.
  - 1. Compile registration form for publication.

2. Collect all pre-registration forms and receipts.
  3. Create a badge to be worn by participants.
    - a. Conference participant
    - b. Exhibitor
    - c. Performer
    - d. Clinician
  4. Arrange for student assistance through conference chairperson.
  5. Arrange for printed materials needed for on-site registration.
  6. Keep conference chairperson informed of registration numbers.
- B. Supervise registration table.
- C. Submit a registration and financial report to conference chairperson.
- D. Submit any bills to conference chairperson.

# **AWARDS**

## **Distinguished Service Award**

### **CRITERIA**

- A. Members who have accumulated a total 25 years in the service of music education. Eighty percent of the years must represent full-time service in the schools of New Jersey. The member does not have to be currently active as a teacher.
- B. Members who have ten years of meritorious service and outstanding leadership in music education as a member of the NJMEA State Board of Directors. It is not necessary to have accumulated these years in a continuous sequence.
- C. Individuals and organizations outside the field of professional music education in recognition of their service to music education.
- D. National and regional NAFME elected members who have initiated programs and projects that have benefited our state members and music education on a national and/or regional level.

### **ELIGIBILITY**

Any member, person or group who has not previously received this award.

### **NOMINATION**

The nomination plus accompanying data must be submitted by a NJMEA member. The nomination is then endorsed by the DSA Committee through the NJMEA President-Elect and presented for acceptance to the NJMEA Executive Board. However, the NJMEA Board may recommend or authorize the award if no nomination forms have been received from the membership by the DSA Committee. This board authorization must receive a 70% majority vote of the board membership. Nomination information will appear in the January issue of TEMPO and are due by October 15th. The number of recipients is not limited and is decided by the DSA Committee.

### **PRESENTATION**

A certificate will be presented by the NJMEA President or his/her designee at a mutually agreeable occasion such as the State Conference, a region meeting, local or region concerts, festivals, or retirement affairs.

## **Master Music Teacher Award**

In 1979 the New Jersey Music Educators Association, in conjunction with the New Jersey Retired Music Educators Association, inaugurated a program to discover, recognize, and honor its quality music educators, to be known as the New Jersey Music Educators Association Master Music Teacher Award.

### **COMMITTEE**

The Master Music Teacher Committee is composed of members of the New Jersey Retired Music Educators who are active NJMEA-NAfME members with the chairperson appointed by the President of NJMEA and approved by the Board of Directors. It is the responsibility of this committee to:

- A. announce the award and its requirements each October in TEMPO Magazine
- B. consider the nominees and their supporting letters of recommendation, programs, etc.
- C. visit and observe the nominees during a normal school day
- D. submit to the NJMEA Board of Directors, at the June meeting, a maximum of three nominees for final consideration and approval.

### **NOMINATIONS**

Nominations may be submitted to the Master Music Teacher Committee by any interested person such as an administrator, fellow teacher, supervisor, student, or parent. No person shall nominate himself. Nomination information will appear in TEMPO.

### **ELIGIBILITY**

To be eligible for consideration, the nominee must:

- A. have completed a minimum of ten years of music teaching in New Jersey schools (public, parochial, private, or collegiate)
- B. be actively teaching
- C. have been a member of NJMEA-NAfME for the past ten years
- D. teaching excellence is the only other major criterion used in selecting recipients.

### **AWARD**

Each Master Teacher will receive a plaque which is awarded at the NJMEA Annual Membership Meeting held during the State Conference in February. Appropriate recognition will appear in TEMPO, the press and with letters of commendation to local administrators.

## Outstanding School Board Award

The New Jersey Music Educators Association seeks nominees for the Outstanding School Board through TEMPO. NJMEA presents an award to a local school board at the NJMEA Annual Membership Meeting during the State Conference. This award acknowledges and awards outstanding school boards who exemplify superior support and commitment for quality music programs throughout all the grades of the school district.

### SELECTION CRITERIA

A local school board must demonstrate the following:

- A. A significant contribution in support of the development of the district music program. This should include superior programs of sequential, curriculum-based music education.
- B. Advocacy for music education within the school district.
- C. Financial support commensurate to support a superior music education program of general, choral and instrumental music.
- D. Willingness to accept the award if it is bestowed and to participate in publicizing it.

### NOMINATION

Nomination for the NJMEA Outstanding School Board must include:

- A. Completed nomination form
- B. A statement from the School Board President or other officer of the school board in which a rationale is put forth for accepting consideration of the nomination.
- C. A statement of support from the district superintendent which describes the district music education programs to be considered as evidence of achievement in music education.
- D. A letter of support from two or more of the music teachers.
- E. A letter of support from two local citizens, public officials, or parents.
- F. A black and white photograph of the school board suitable for publicity purposes including a list of their names as they are in the picture and the number of years they have served on the board.

## School Administrators Award

Awards and presentations are made annually to outstanding school principals and/or superintendents who demonstrate support for and commitment to high-quality arts education programs in their schools. The influence of such administrators is a major factor in improving music education in school systems across the state. One elementary school principal, one secondary school principal and one school district superintendent may be selected to receive this award. Individuals holding titles as assistant principal and assistant or associate superintendent also qualify.

Administrators receiving awards will be notified by NJMEA and a presentation honoring them will take place at the NJMEA Annual Membership Meeting during the State Conference.

### CRITERIA

- A. The school or school district under the administrator's supervision must have an exemplary music program, with a majority of the music staff holding NJMEA membership.
- B. The administrator must have served in the administrative position in the same school or district for no less than three years.
- C. The administrator must be an active advocate for arts education in the school and community.
- D. A financial commitment to music programs must be demonstrated in the school or school district.
- E. The administrator must show strong leadership, good school management, and good rapport with teachers, parents, students, and other school administrators.

### NOMINATION

Nominators must submit the following for each administrator:

- A. Completed School Administrator Nomination form verified and signed by the nominator.
- B. Resume of nominated administrator.
- C. Two letters of support, including one from the music education faculty in the administrator's school or district.
- D. A picture of the administrator suitable for publicity purposes.
- E. Name and address of the administrator's local newspaper, television, and radio station where applicable.
- F. Additional support materials such as press clippings, if available.