

Request For Proposals

I am seeking proposals for the recording of NJMEA events for the 2019-20 school year. The Executive Board of NJMEA will be awarding these proposals at the summer reorganizational meeting in July. **Proposals are due on or before July 15, 2019.**

Background

The New Jersey Music Educators Association (NJMEA) is the association that oversees the organization of the All-State Performing Ensembles for the music students of the state. These ensembles include 2 bands - a wind ensemble and a symphonic band, 2 choirs - a mixed and women, a HS orchestra and an intermediate orchestra and a jazz band. The recording of these ensembles is an integral part of the All-State experience for our students.

Services Required

1. Offer a CD recording with cover and program listed, or a digital download option,
2. Shipping and handling is to be added as an extra cost, with the price of the CD listed separately,
3. A complimentary CD will be given to each conductor and manager(s) of each ensemble, as well as an archival copy to the Association. In addition, a minimum of 15 complimentary copies should be given to the Performance Chair of each ensemble, to be distributed as he/she sees fit,
4. A minimum of \$2.00 per recording will be paid to NJMEA, within 30 days of the completion of the recording.
5. During rehearsals, pre-orders can be taken by NJMEA staff members, if vendor provides order forms. On the day of the event, on-site orders will be taken by the vendor. A duplicate copy of all on-site orders must be given to an NJMEA representative before leaving the event.
6. NJMEA will offer students the ability to purchase a recording for two weeks following the event by posting an order form on their website. The vendor must submit an electronic order form to NJMEA after the concert up request. Orders and payments will be sent directly to the recording company by the students.
7. All orders must be received by the students no later than 60 days after the concert, with the exception of the online orders, which should be received no later than 60 days after the order is presented to the recording company.

Concert Dates

The All-State Jazz Band, Mixed Chorus and Orchestra perform the same concert in two locations. **Only the NJPAC Concert will be recorded but you may take orders at both concert sites.**

All-State Jazz Band – Thursday, November 7, 2019, Claridge Hotel, Atlantic City, 7:30 PM
Friday, November 15, 2019, NJPAC, Chase Theater, 7:00 PM

All-State Mixed Chorus and Orchestra –
Friday, November 8, 2019, Adrian Phillips Ballroom, Boardwalk Hall, Atlantic City, 7:30PM
Sunday, November 17, 2019, NJPAC, Prudential Hall, 3:00 PM

All-State Bands and Women's Choir – Sunday, February 23, 2020, NJPAC, Prudential Hall, 3:00 PM

All-State Intermediate Orchestra – Saturday, May 9, 2020, Site-TBA, 3:00 PM

Evaluation

Examples of your work should be included with the proposal, as well as any letters of recommendation that will help in the decision making process. Please send all proposals to:

Address

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