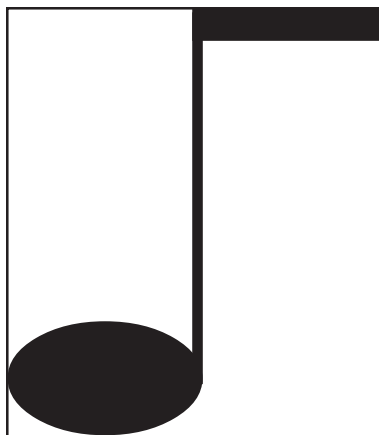


ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION

NORTHERN DIVISION

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT HOSTING A CONTEST



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ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION

NORTHERN DIVISION

INTRODUCTION

The purpose of the Illinois Grade School Music Association, Northern Division, shall be to encourage, aid, and further enhance music education in the Elementary and Junior High/Middle Schools of the State of Illinois. District and State Contests are the means chosen by this Association to achieve these goals. In order to succeed in this endeavor, the District and State Contests must be operated on a high degree of efficiency. Only through a well-operated contest can the Association's goals be achieved. The musical rewards for students, fund raising opportunities for parent organizations, and the public relations value for your school and your community can make hosting a contest extremely worthwhile.

NOTES ON THE 2002 REVISION

This updated version of Ms. Buehlman's book is meant to provide the contest host with guidelines for a successful, organized contest. It has been the purpose of the revision committee to retain the original book's intent while updating the content of the book to reflect current practice. We believe Ms. Buehlman's understanding of the organization and structure of a well-run music contest are second-to-none, and that this revision stands as testimony to her complete dedication to the field of music education. Although every district and each contest site will have variables organizing a music contest, these guidelines are provided to assist the host towards a successful contest. We strongly encourage each site host to work closely with their District Chairperson in order to provide a meaningful contest experience for all.

PRELIMINARY STEPS

The successful hosting of a contest requires the cooperation of a great many people. The contest chairperson must be sure of this cooperation before accepting the responsibility for the management of a contest.

As a first step, schedule a meeting with the building administrator to explain what is involved in hosting a contest. The school administration must know that in most cases an entire school building, including classrooms, gymnasiums, cafeterias, and learning centers, will be used on the day of the contest. It is extremely important to have the support of the school administration in seeking the cooperation of the faculty members as you make use of their classrooms.

A well-organized and hard working parent booster group is a requisite. It is possible to manage a contest without a formally organized parent group, but you must be sure you have the personnel to cover all the necessary areas.

Finally, the physical set up of a school building will determine whether or not it is possible to host a contest. Required facilities for each type of contest should be determined before accepting a contest.

Everything You Always Wanted To Know About Hosting A Contest

Part I – The Solo and Ensemble Contest

Gathering Information

One of the first steps to a successful contest is to gather appropriate information from the I.G.S.M.A. District Chairperson or representative. The Contest Host will need to find out many things before planning a District Solo and Ensemble Contest. Contact the I.G.S.M.A. District Chairperson or representative as early as possible for answers to the following questions:

➤ ***Exactly which performing groups will attend this contest site?***

The District Chairperson should be able to determine which schools will be attending your site by November.

➤ ***Who has the responsibility of hiring the adjudicators?***

In some districts the Chairperson hires all adjudicators, in some districts the site host hires the adjudicators. For the purpose of this book we will assume that the site host hires the Solo and Ensemble Contest adjudicators.

➤ ***When will contest materials be delivered to this site?***

➤ ***Who has the responsibility of scheduling the contest?***

In some districts a contest scheduler is hired to schedule the solo/ensemble sites. In some districts the District Chairperson schedules the solo/ensemble contests. In some districts the site host schedules the solo/ensemble contest.

➤ ***What contest expenses will the District Association pay for or reimburse?***

➤ ***What portion of the contest income goes to the site, and what portion goes to I.G.S.M.A.?***

➤ ***Who is responsible for arranging for contest pianos?***

Facilities

A successful Solo and Ensemble contest will need adequate facilities. The following areas are considered to be the *essential* rooms that must be provided:

1. **Contest Rooms** (generally classrooms). The number of contest rooms required is determined by the total number of events assigned to a site. Try not to schedule more than 50 events per contest room. Be sure that classrooms to be used for contest rooms are as soundproof as possible. Do not use classrooms with sliding partitions as contest rooms. Try to avoid “special” rooms such as computer labs, science labs, etc. It is desirable to add one extra contest room (the “make-up” room) in which to place extra and rescheduled events.
2. **Homeroom Area** (generally one large open area, such as a gymnasium). Avoid using “special” rooms such as computer labs, science labs, music rooms, etc.
3. **Concessions Area** (generally a cafeteria). If you want to make money from hosting a contest, plan a concessions area that is easy to find and large enough for big groups to sit and eat. This is the most popular area during the course of the contest day. For a parent organization, it can be extremely profitable. A large lunchroom/cafeteria is most desirable.
4. **Warm-Up Area** (usually the same room as the Homeroom Area). The Homeroom area can be used for warm-up purposes for most instruments. **If** enough rooms exist for multiple warm-up areas, the following is generally a good set-up:
 - a. 2 Rooms – Woodwind Warm-Up
 - b. 2 Rooms – Brass Warm-Up
 - c. 1 Room – Percussion Warm-Up
 - d. 1 Room – Piano Warm-Up (with piano provided)
 - e. 1 Room - Vocal Warm-Up (with piano provided)
 - f. 1 Room – Strings Warm-Up
5. **Contest Office** (generally an office, classroom, or library). The school office complex, reception area, media center/library, or other office area is generally used as the contest office. A large work area should be available for processing rating sheets.
6. **String Tuning Room** (generally a classroom). Provide a quiet, isolated room for string players to tune their instruments (not warm-up). Provide an adult monitor for this room.
7. **Adjudicators’ Lounge** (generally a teachers’ lounge or conference room). Any room where the adjudicators can meet and eat.
8. **Ratings Posting Area** (ideally in the concessions area). **OR**
9. **Medal Distribution Area** (can be in a room or open area).
10. **Instrument Repair Area** (any easily accessible area).

Facilities (continued)

11. **Welcome table** (located where directors enter with their students).
12. **Adequate Restroom Facilities!**
13. **Adequate Parking Facilities!**
This requirement is probably no less important than the required number of classrooms for hosting a contest. Plan very carefully how you will control the traffic flow and make use of any adjacent parking areas.

The following areas are optional, but can add to the success of the contest:

1. **Directors' Lounge**
2. **Workers' Homeroom**
3. **Lost & Found** (can easily be part of the contest office).
4. **First Aid** (can easily be part of the contest office).

Committees

The contest host should set up several committees to assist in organizing the contest. Suggested committees include:

- Adult Worker/Volunteer Organizing Committee
- Student Worker/Volunteer Organizing Committee
- Concessions Committee
- Program Booklet Committee
- Adjudicators' Luncheon Committee

Adult Volunteers Needed

As soon as feasible, the Adult Worker/Volunteer Organizing Committee should begin securing adult volunteers for the many positions needed. It is strongly suggested that the majority of contest volunteers be adults. Although eager, many students cannot adequately fulfill all the duties of these positions. Each site host will need to determine how many adult workers will be necessary. It is also strongly recommended that adult worker shifts be divided into time slots not longer than ½ day. Two to three hour time shifts are ideal.

Below are the various adult workers needed and a description of the duties that may be necessary:

Welcome Table (1 or 2 adults)

1. When a director checks in, check them off on your list.
2. Provide directions to various areas (maps provided).
3. Inform directors and students of the locations of restrooms, concessions, souvenirs, programs, etc.
4. Help keep the hallways quiet.

Contest Room Monitor (1 Adult per contest room)

1. Assist the adjudicator as needed.
2. Help keep the room on time by lining up the next participant in the hallway.
Introduce contestants by calling the event number, name of contestant, and title of composition.
3. Maintain security at the contest room door. Once a performer has entered the contest room, close the door. Once the performance begins, no one may enter the room until the event is completed.
4. You may be called upon to collect student music from the adjudicators and/or medal cards (where applicable) Medal cards are then given to the performing student.
5. Try to keep the people waiting outside the Performance Area as quiet as possible. Talkers CAN be heard in the performance area.

Warm-Up Room Monitor (1-3 Adults, as needed)

1. Try to keep students from misbehaving in the warm-up room. There should be no running, screaming, or horseplay.
2. Keep an eye on things.

Set-Up Crew & Restoration crew (5-8 workers)

1. Your job is to help set-up chairs, stands, and pianos in each room prior to the contest.
2. Diagram each contest room so that each item can be returned to its original position following the contest.
3. After the contest remove chairs, stands and pianos and put the rooms back in order.

Concessions Workers (5-12 Adults)

1. Prepare food. Sell Food. Hosting site keeps all concessions proceeds. Keep concessions money separate from any other contest monies.

Adult Volunteers Needed (continued)

Contest Office Workers (6-10 Adults, preferably at least one director)

The contest office workers are responsible for the processing of the comment sheets and the posting of ratings (if applicable). The number of entries in the contest will determine the number of people required to work in the office. Here is a suggested list:

One person to work as a receptionist.

Two people to check errors in points and ratings and record ratings on master copies of contest.

Two people to record ratings on individual school face sheets and place in school envelopes.

Two people to act as contest office runner, responsible for the collection of the adjudicator comment sheets, which should be picked up every 30 minutes. The contest office runner is also responsible for returning any error sheets to the adjudicator for correction.

One person to reschedule events as needed.

One person to post ratings (if applicable)

The contest office workers' duties begin when the first solo and ensemble comment sheets are brought to the contest office by the runner. Their duties are:

1. Check the total points on the comment sheet to verify the points and the rating awarded. (District Chairperson will explain the Association's point system to the tabulators.)
2. If any errors are discovered, an office worker must return the comment sheet to the specific room judge for correction. Corrections must be initialed by the adjudicator.
3. If all is correct on the comment sheet, the rating of that particular event is recorded on the master schedules. (Master schedules are the actual solo and ensemble room schedules.)
4. Ratings are posted on a master schedule as soon as possible.
5. Mark the event's rating on the specific school's LISTING SHEET (Attached to manila envelope) and then place the comment sheet inside the manila envelope.

It is absolutely imperative that the contest runs on time. Make every effort to post each contestant's ratings (if applicable) as soon as possible following the performance.

Medal Distribution Area Workers (2 or more adults)

In contests that utilize the medal cards, a medal distribution area is a necessity.

Medal Distribution workers collect the medal cards from participants and distribute medals accordingly.

On ensemble cards it will be necessary to indicate the number of medals actually distributed.

Medal cards will be sorted by rating and delivered to the Contest Chairperson following the contest.

Host Duties

1. ***Hire the contest adjudicators*** - ONLY if District Chairperson does not hire them.
If it is your responsibility as contest host, you should begin securing adjudicators in the fall. Check with your district chairperson for an accurate number. Your district chairperson will provide you with a contract to be sent to each adjudicator. Good adjudicators get contracted quickly each school year, so contract adjudicators as soon as possible.
Here are some guidelines for hiring adjudicators:
 - Adjudicators must be degreed or certified music educators (no college students).
 - Adjudicators may not judge students from their own school district.
 - Hire people that you know, or for whom you have received a positive recommendation.
 - Try to hire people that do not have too far to drive. Yes, we reimburse for mileage, but we don't want to break the bank on mileage for judges from several hundred miles away!
 - Hire judges who are comfortable adjudicating more than one instrument.
 - Hire about 3/4 of the judges you need before winter vacation. Hold off on the last few adjudicators until you know exactly how many contest rooms will be needed at your site.
 - Most sites will need adjudicators in brass, woodwind, percussion, string, vocal, and piano.
 - DO NOT hire the private teaching staff of any schools attending your site. Adjudicators may not judge students they teach.
2. ***Schedule the Contest***
In some districts, there is a contest scheduler, or the contest will be scheduled by the District chairperson. In this book we will first provide the traditional instructions for the host to schedule the contest.

Remember, each District may have varying rules for entering Solo and Ensemble Contest.

- A. Immediately upon receipt of the contest entry cards, make a list of all participating schools and directors, and assign a code number to each school.
- B. Enter the code number on each entry card next to the name of the school. Code numbers must be assigned to each entry card before you begin sorting the cards for scheduling.
- C. For the purpose of easy identification of the entry cards, the following color codes have been adopted:

Blue card -	Wind Solo	Yellow card -	Wind & Percussion Ensemble
White card -	String Solo	Light Orange card -	String Ensemble
Buff card -	Percussion Solo	Dark Orange card -	Vocal Ensemble
Pink card -	Piano Solo	Green card -	Vocal Solo

Host Duties (continued)

Beware of the director who submits an entry on the wrong card. If you rely entirely on the color of the card when sorting, you could end up with a vocal solo in the oboe room.

- D. First sort all solo entry cards into the following categories:

- Piccolo
- Flute
- Oboe
- Bassoon
- Bb Clarinet
- Alto, Bass, Contrabass Clarinet
- Saxophone
- Cornet/Trumpet
- French Horn
- Trombone
- Baritone
- Tuba
- Percussion (snare drum, timpani, mallets, multiple perc., drum set)
- Vocal solos (sort by voice category)
- Piano
- Strings (Violin, Viola, Cello, Bass)

- E. Sort all ensemble entry cards into the following categories:

- Flute ensembles
- Clarinet ensembles
- Saxophone ensembles
- Mixed Woodwind ensembles
- Cornet/Trumpet ensembles
- French Horn ensembles
- Trombone/Baritone/Tuba ensembles
- Mixed Brass ensembles
- Percussion ensembles
- Vocal ensembles
- String ensembles

- F. Count all solo entry cards to determine the total number of solo entries and then count the ensemble entry cards to arrive at a total number of ensemble events. Add the number of solos and ensembles to arrive at a total number of contest events assigned to your school.
- G. The number of contest rooms required is determined by the total number of events assigned to a site. Try not to schedule more than 50 events per room.

Host Duties (continued)

- H. Assuming you will assign fifty events per judge, take the total number of events assigned and divide by fifty (50). This will determine the number of contest rooms required. The next step is to determine how many solos and how many ensembles will be assigned to each adjudicator. You will need to “play around” with the numbers a bit to determine the right combination.
- I. You are now ready to schedule each event. Schedule events at 7-minute intervals. Piano events shall be scheduled at 10-minute intervals. Reminder: According to the I.G.S.M.A. Constitution and bylaws, all solo and ensemble performances are limited to 6 minutes. Pianists receive 2 minutes to warm-up on the contest piano. Handbells/Choir Chimes shall be given a minimum of ten minutes set up time. It would be beneficial to schedule Handbell/Choir Chimes events immediately following lunch break, or a break in the adjudicator’s schedule.
- J. Try to schedule as much as possible by the accompanist. If you can keep an accompanist in one room for several events, the contest will run smoother. Doublecheck for conflicts with ensemble members and accompanists!
- K. When you are finished with a schedule of events for each adjudicator, write the performance time for each event on the upper right hand corner of the entry card. Place the entry cards in time order for each room.
- L. Having completed the scheduling for each of the contest rooms, you can now begin work on the printed schedule. Use the following format:

Contest Room #13

John Smith Adjudicator

Code	Event Code	Rating Time	Name	Grade	Year	Event	Title	Composer	Accompanist
HI	0395	8:00	Daniel DiMonte	5	1	Trumpet	Gladiator	Buchtel	Sewell
HK	0432	8:07	Lisa Piasecki	7	3	F Horn	Rondo	Mozart	Sewell
JK	7542	8:14	Manny O’Leary	6	2	Trombone	Sapphire	VanderCook	Sewell
LL	0111	8:21	Francis Lee	7	3	Trumpet	Vega	VanderCook	Johnson

Host Duties (continued)

M. Comment Sheet Preparation

Once the contest events have been scheduled, the next step is the preparation of the comment sheets. It is extremely important to use the proper sheet for each event, and to make sure your workers know when to use each sheet. The Illinois Grade School Music Association requires the use of the proper comment sheet for each contest event. The comment sheets are identified by the following colors:

Event	Color
Wind & String Solos	White
Piano Solo	Pink
Snare Drum Solo	Goldenrod
Multiple Percussion Solo	Pale Yellow
Mallet Solo	Buff
Drum Set Solo	Beige
Timpani Solo	Blue
Vocal Solo	Green
Wind, String, Percussion Ensemble	Yellow
Vocal Ensemble	Orange
Piano Ensemble	Pink

Note: Some districts may have different adjudication sheets for solo/ensemble contest. Please check with your District Chairperson regarding the correct comment sheets.

Computer generated labels are the best way to complete the comment sheets. See sample below:

<p>James Johnson</p> <p>Trombone Gr: 7 Yrs: 3</p> <p><i>Jupiter</i> By: Buchtel</p> <p>#4.0 Room: 13 Time: 8:21 CC 0074</p>
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With the advent of the computer, we strongly recommend using database and/or spreadsheet programs to assist you in scheduling the contest, as well as making programs and lists. If you are not computer savvy, it would be in your best interest to enlist the help of someone with strong computer skills. This WILL save you time in the long run.

Host Duties (continued)

- N. Generate a list of events for each participating school. Sort the list alphabetically. Use the following format:

Code	EE	School	Maple	Director's Name	John Smith
Name of Student or Ensemble		No. Of Ens. Members		Rating	
Allen, Betty – Flute					
Allen – Flute Trio		3			
Anderson, Joe - Cornet					
Bjorn, Jeffrey, Clarinet Quartet		4			

When the school events list is complete, attach same to a large manila envelope. The manila envelopes remain in the contest office and are used for comment sheets from the adjudicators and for the recording of ratings for each school.

Contest Scheduler Scenario

If you are fortunate enough to have a contest scheduler, the majority of the work will be completed for you. The host should remain in constant communication with the scheduler in the weeks prior to the contest. Below are sample procedures for the Contest Scheduler (when the scheduler is NOT the host):

CONTEST SCHEDULER'S PROCESS

- 1) Deadline for entries from music conductors is 5 weeks prior to contest.
- 2) Upon receipt of entries, the Scheduler enters the events into a database. This takes approximately one week. After completion, conductors will be sent a copy for them to double check that the correct information has been entered.
- 3) Following completion of step 2, the Scheduler will notify the contest host of exact number of events categorized by like events for the purpose of hiring adjudicators. You usually end up with an eclectic room of different type events. The Scheduler needs to know what events the host will place in each room to aid in scheduling. The Contest Host should provide to the Scheduler a floor plan indicating rooms to be used. The Scheduler will then indicate the (hours) length of day needed to complete your contest.
- 4) The next step is the actual scheduling. This process takes one to two weeks.
- 5) Once the schedule is complete, the Scheduler will mail the following information to all participating conductors:
 - a) Alpha Listing of Students with rooms and times
 - b) Time Order of Students with rooms and times
 - c) Accompanist Order of Students with rooms and times
 - d) Score Order of Students with rooms and times
 - e) Building Floor Plan
 - f) Site Location Map
 - g) Cover letter indicating percussion equipment available on site, miscellaneous information, and menu and rules if provided by the contest host prior to mailing.

This mailing will be sent approximately two weeks prior to contest.

Host Duties (continued)

- 6) Following the mailing to conductors, the Scheduler will prepare the following for the Host:
 - a) Pages for the Program Book
 - b) Contest Room Events
 - c) List of Adjudicators (Host needs to submit the names to the scheduler as soon as possible. Please have correct spelling of names)
 - d) Building (Floor Plan) Map indicating Room Usage
 - e) NOTE: The Host is responsible for the copying of the Program Book and may want to include Letters of Welcome, Instructions, Menu, Music Parent Group, etc.
 - f) Comment Sheets with Labels
 - g) Labels for Medal Cards (if applicable)
 - h) Adjudicator Pay Forms (These are filled out the morning of Contest by the adjudicators) These may also be provided by the District Chairperson.
 - i) Tally Sheets for Final Ratings
 - j) Envelopes for Comment Sheets with names of Conductors and Codes
 - k) A bound copy of contest information
- 7) The Contest Host needs to make arrangements to pick up the items in #6.
- 8) The Scheduler will request all changes to events be called into the Scheduler up until the Thursday before Contest. The Scheduler notifies the host by email, fax, or phone the updated changes. Once the Host has picked up all of the items in #6, the Host will need to make all the necessary changes as reported to them by the Scheduler. All changes must be made through the Scheduler until the Friday before Contest.
- 9) The Contest Host needs to provide a phone number to the Scheduler of where people can call on Contest Day or the day before in order to get directions or to report any major changes.
- 10) On Contest Day, Conductors should report to the Contest Office and report any last minute changes. Keep your paperwork up-to-date to alleviate any scheduling problems.

3. ***Send information packets to participating schools***

The contest host will need to send information out to all participating directors, including:

- Schedule of events for that building
- Location and directions to the site (including maps)
- Parking facilities and special instructions
- Cafeteria menu with prices and souvenir prices if applicable
- Medal distribution area **OR** Ratings posting area
- Check-Out information
- General Information
- Student conduct requirements (as found in the constitution)

Host Duties (continued)

4. ***Prepare the Contest Program***

A full program can be mailed to participating directors, or handed to them upon their check-in at the contest site. The program should contain the following:

- ✓ Welcome from the host school administrator and/or chairperson
- ✓ Welcome from I.G.S.M.A. officials (ask your District Chairperson)
- ✓ Names of I.G.S.M.A. Executive Board Members (ask your District Chairperson)
- ✓ Names of adjudicators (on contest schedule pages)
- ✓ List of participating schools and directors
- ✓ List of contest committee chairpersons and contest personnel
- ✓ Repair service and name of Music Company
- ✓ Building map
- ✓ Schedule of Events by room

These programs may be sold the day of contest to help offset your printing costs.

Ask your District Chairperson for additional samples from previous years' contests. Make certain you get the program to the printer with enough time before contest to have them completed!

5. ***Obtain Pianos***

Check with your District Chairperson to determine if this is your responsibility. Some Districts own pianos that are sent to each contest site.

In most cases the site host will need to make arrangements to rent pianos for the contest.

Be sure you are dealing with a reliable and reputable dealer. Insist on a signed contract with all details clearly spelled out. The contract should indicate the following:

1. Number of pianos to be provided (maximum)
2. Cost of delivery and pick-up per piano
3. Dates and times of delivery and pick-up
4. Tuning procedure-
 - Who will tune the piano?
 - Is there an additional charge for the tuning?
 - Have pianos tuned AFTER they are delivered
5. Who will be responsible for the placement of the pianos in the rooms?

If you are responsible for making arrangements to have the pianos tuned, contract a qualified tuner well in advance of the contest day. Make sure that you have all the pianos available to the tuner for several hours on the day before the contest.

When utilizing electric pianos, please try to place acoustic pianos in all vocal events rooms. An acoustic piano MUST be provided in the piano events room.

6. ***Oversee Committees***

The site host shall oversee committees created to make sure that EVERYTHING is completed in a timely, professional manner.

Host Duties (continued)

7. ***Prepare Contest Facilities and Materials***

See ***Facilities*** and ***Contest Scheduling Procedures*** above.

8. ***Contest Day***

On contest day the site host shall meet with the adjudicators prior to the contest events. Plan at least one half hour for the Adjudicators' meeting. During the adjudicators' meeting:

- ✓ Have adjudicators complete their pay form
- ✓ Play I.G.S.M.A Adjudicator's Procedures Compact Disc
- ✓ Review rules and consequences for infringement of rules
- ✓ Review luncheon procedures
- ✓ Review medal card procedures (if applicable)
- ✓ Review *For Comment Only* procedures
- ✓ Answer questions

The contest host shall visit the contest office often throughout the contest day. It is the responsibility of the contest host to make sure the contest office is following procedures.

The contest host will be the person to resolve problems that may arise throughout the day. The contest host will need to be prepared to communicate with directors, parents, students, etc. It will not be possible to make everyone happy. The rules as stated in the I.G.S.M.A. constitution and bylaws shall be the guide for the contest host.

9. ***Post Contest***

Ascertain that all directors have checked out through the contest office.

Gather the following materials and deliver to the District Chair:

- ✓ Completed Master Rating Sheets
- ✓ Remaining medals
- ✓ Any remaining comment sheets, etc.
- ✓ Completed medal cards (if applicable)
- ✓ Contest expense report (include receipts for reimbursements)
- ✓ Two copies of the contest program

For the sake of maintaining a good working relation with your fellow teachers, make sure you return the school building to its proper order after the contest is over. Line up a clean-up crew in advance of the contest day.

Everything You Always Wanted To Know About Hosting A Contest

Part II – The Organization Contest

Note to reader: anything marked with “**” applies to State Contest/Festival only.

Gathering Information

One of the first steps to a successful contest is to gather appropriate information from the I.G.S.M.A. District Chairperson or representative. The Contest Host will need to find out many things before planning a District Organization Contest. Contact the I.G.S.M.A. District Chairperson or representative as early as possible for answers to the following questions:

- *Exactly which performing groups will be attending this contest site?*
Inquire as to when the District Chairperson will be able to forward the contest entry information to you. This will provide the name of the school/performing group, number of students, the director's name and contact information, the selections to be performed and the composers/arrangers of the selections.
- *Who has the responsibility of hiring the adjudicators?*
In some districts the Chairperson hires all adjudicators, in some districts the site host hires the adjudicators.

**For State Contests/Festivals, the I.G.S.M.A. President is responsible for hiring adjudicators.

- *When will contest materials be delivered to this site?*
- *Who has the responsibility of scheduling the contest?*
In most circumstances it is the site host's responsibility to schedule the contest. For the purposes of this book we will assume that this is the site host's responsibility.

**The State Executive Committee will schedule State Contests/Festivals.

- *What contest expenses will the District Association pay for or reimburse?*
- *What portion of the contest income goes to the site, and what portion goes to I.G.S.M.A.?*

Facilities

A successful organization contest will need adequate facilities. The following areas are considered to be the *essential* rooms that will need to be provided:

1. **Performance Area** (generally a gymnasium or auditorium). Please consider: size of performing ensembles, equipment needs, and anticipated audience.
2. **Homerooms** (generally classrooms). Each group attending the contest will need a homeroom area in which to store coats, cases, etc. Very large groups may require two or more homerooms. Please consider the size of the organization when assigning homerooms. If there are many performing groups attending the contest site, it may be necessary to assign the same room to more than one group. If this becomes necessary, try to divide the room assignments by morning and afternoon. Make sure to inform the directors if they will be sharing their homeroom with another group. Please refer to the Illinois Grade School Music Association Constitution and By-Laws for further information on homerooms.
3. **Concessions Area** (generally a cafeteria). If you want to make money from hosting a contest, plan a concessions area that is easy to find and large enough for big groups to sit and eat.
4. **Warm-Up Area** (generally a music instruction room). Please consider the size of the performing ensembles and the distance from the performance area. Although it is beneficial to have a short distance to walk from the Warm-Up Area to the Performance Area, if the sounds from the Warm-Up Area can be heard in the Performance Area, a different Warm-Up Area should be considered.
5. **Contest Office** (generally an office, classroom, or library).
6. **Adjudicators' Lounge** (generally a teachers' lounge or conference room). Any room where the adjudicators can meet and eat.
7. **Ratings Posting Area** (ideally in the concessions area).
8. **Instrument Repair Area** (any easily accessible area).
9. **Welcome table** (located where directors enter with their students).
10. **Adequate Restroom Facilities!**
11. **Adequate Parking Facilities!**

Facilities (continued)

The following areas are optional, but can add to the success of the contest:

1. **Directors' Lounge**
2. **Workers' Homeroom**
3. **Lost & Found** (can easily be part of the contest office).
4. **First Aid** (can easily be part of the contest office).

Committees

The contest host should set up several committees to assist in organizing the contest. Suggested committees include:

- Adult Worker/Volunteer Organizing Committee
- Student Worker/Volunteer Organizing Committee
- Concessions Committee
- Program Booklet Committee
- Adjudicators' Luncheon Committee

Adult Volunteers Needed

As soon as feasible, the Adult Worker/Volunteer Organizing Committee should begin securing adult volunteers for the many positions needed. It is strongly suggested that the majority of contest volunteers be adults. Although eager, many students cannot adequately fulfill all the duties of these positions. Each site host will need to determine how many adult workers will be necessary. It is also strongly recommended that adult worker shifts be divided into time slots not longer than ½ day. Two to three hour time shifts are ideal.

Below are the various adult workers needed and a description of the duties that may be necessary:

Welcome Table (1 or 2 adults)

1. When a director checks in, check them off on your list.
2. Make sure that the guide assigned to that group is introduced to the director.
3. Provide directions to various areas (maps provided).
4. Inform directors and students of the locations of restrooms, concessions, souvenirs, programs, etc.
5. Help keep the hallways quiet.

Admission Table (2 adults)

(Note – Each I.G.S.M.A. District may have different admission requirements.)

1. Admission Table Workers must be on duty 30 minutes prior to the first performing organization in the morning and the same in the afternoon.
2. Be certain the Performance Area is cleared of spectators before beginning to charge admission.
3. Collect admission fee if one is required. Make sure to keep gate entry fees separate from any other monies.
4. The use of proceeds from admissions, (if any) is determined by each District of the I.G.S.M.A.
5. Distribute programs. Some sites charge for programs, in which case the money goes directly to the site. Keep program monies separate from any other monies.
6. Any performing students, directors, bus drivers, chaperones, school officials or I.G.S.M.A. officials are not charged admission.
7. Keep a copy of the information that was sent to EVERY participating director at your table for reference.
8. Please do all you can to keep the area just outside the performance entrance quiet.
9. **No One** may enter or leave the performance area during a performance. Spectators may be let in in-between selections. You may have someone acting as a door monitor, but keep an eye out.

Adult Volunteers Needed

Door Monitor (At least 1 adult at every entrance & exit to/from the performance area)

1. Your job is to make sure no one enters or exits the performance area during a performance.
2. Do this as courteously as possible.
3. The doors may be opened briefly between musical selections by the same group. When allowing spectators in to the performance area in between selections, assist them to open seating as quickly and quietly as possible.
4. Once a group has completed their performance, the doors can be opened until the next group is ready to perform.
5. Try to keep the people waiting outside the Performance Area as quiet as possible. Talkers CAN be heard in the performance area.

Warm-Up Room Monitor (1 Adult)

1. Your job is to make sure that the warm-up room schedule is followed. Directors have been known to try and “squeeze” more warm-up time than they are allowed.
2. There is a schedule posted outside the warm-up room to follow. The guides will help with this also.
3. Once a group has entered warm-up, they should not be interrupted except by their guide or a contest official.
4. Help keep the group waiting to go into warm-up quiet.
5. Help determine a working traffic pattern for the students entering and the students exiting the warm-up area.
6. Assist the guides as necessary (sometimes an adult presence is needed).

Set-Up Crew (5-8 workers)

1. Your job is to help set-up chairs, stands, and equipment as needed for each performing group.
2. The set-up crew can consist of High School Student Volunteers, however it is strongly recommended that an adult supervisor be provided.
3. Several copies of each group’s set-up chart will be provided. Try to complete the set-up exactly as the chart indicates.
4. Each performing group should provide ONE person to oversee their set-up.
5. Groups may allow percussion students to assist with set-up.
6. Chairs, stands and equipment not being used need to remain neatly stacked either to one side or behind the performing group.

Adult Volunteers Needed (continued)

Announcer (1 Adult)

1. Your job is to announce each performing group.
2. There is a one-page script *for every performing group*. (A sample script is provided later in this book).
3. When the director first enters the performance area, check with her/him about any pronunciations about which you are not sure. Inform the director that following their performance there will be announcements, but they may exit during those final announcements.
4. When the director is ready, (Check the time to make sure you do not begin early)- make sure the microphone is switched on and begin reading. You must speak slowly and clearly into the microphone.
5. Enjoy the performance.
6. Following the performance, read the last portion of the script. The group may begin exiting as you read.
7. Note: ALWAYS turn off the microphone after speaking!

Concessions Workers (5-12 Adults)

1. Prepare food. Sell Food. Hosting site keeps all concessions proceeds. Keep concessions money separate from any other contest monies.

Contest Office Workers (2-3 Adults, preferably at least one director)

1. One contest office worker shall periodically visit the adjudicators to collect comment sheets, tapes, and directors' scores and bring them to the contest office in an envelope.
2. Check judges' sheets for addition. If you find a mistake, the comment sheet must be returned to the adjudicator for correction, which must be initialed.
3. Enter each adjudicator's points and rating on the composite sheet, and determine the "Final Rating". Enter the Final Rating on the I.G.S.M.A. entry form. A sample composite sheet is provided later in this book. The Final Rating for all Organizations shall be the majority of the adjudicators' final rating as listed below:

I	II	III
111	122	133
112	123	233
113	222	333
	223	

4. Post the result in the ratings posting area. (Use red permanent marker. Be very careful with this.) DO NOT post points or individual adjudicator's ratings. **Only the final Roman Numeral rating shall be posted.**

Adult Volunteers Needed (continued)

5. Ask director how many medals are needed. Enter this number into the appropriate column on the composite sheet. Fill out the medal distribution sheet. (A sample medal distribution sheet is provided later in this book. ***Top half stays in contest office for District Chairperson, bottom half goes with the director.***

Distribute medals according to DISTRICT procedures.

****At STATE Contest, medals are available for purchase by directors on the day of the contest. The Executive Secretary-Treasurer will update medal prices each year. **Do Not** issue any medals on credit.**

6. If any contest site should experience a shortage of medals, medal order forms will be available and must be completed at check-out. Medal order forms must be accompanied with payment if applicable.
7. If the performing organization received a *Final Rating* of I, ask the director if they intend to go to State Contest/Festival. Enter this information (“Yes” or “No”) on the composite sheet.
Give each director that expresses a desire to go to State Level Contest/Festival the *State Contest/Festival Packet*. This packet will be provided to you by the District Chairperson.

8. First Division organizations receive a plaque.
Second & Third receive a certificate (you will need to fill this out, leave “class” blank).

****State Contests/Festivals-**

First & Second Division Ratings at State Contest receive a plaque, Third Division Ratings at State Contest receive a certificate.

9. Make sure everything is in each school’s packet:
 - ✓ Sheets
 - ✓ Tapes
 - ✓ Plaque or certificate
 - ✓ Medals
 - ✓ Contest Survey
 - ✓ Any conductors’ scores
10. Thank them for participating.
11. Keep a copy of the I.G.S.M.A. Constitution and By-Laws as well as a copy of the packet that was sent out to directors available for reference.
12. After the final performing group has been processed through the contest office, ***FAX the completed composite form to the I.G.S.M.A. Executive Secretary-Treasurer.*** This **MUST** be done immediately following the contest.

Adult Volunteers Needed (continued)

Organization Guides (At least 1 guide per every three groups performing at the contest)
Guides can be high school students or adults, one adult should be assigned to oversee the guides.

1. Greet Director upon arrival. **Give them a copy of the program.**
2. Escort the group to their homeroom. Remind director that chaperones must be present at all times while students are in the homeroom.
3. Direct them to the restroom facilities if necessary.
4. Escort group to the warm-up room AT THE SPECIFIED TIME. When you are waiting with a group outside the warm-up room, please help the group to remain quiet.
5. Escort the group from the warm-up room to the performance area. They *must* be **OUT** of the warm-up room by the end of their scheduled time. (You should remind them when they have 5 minutes remaining, 3 minutes, 1 minute).
6. Get the conductor's score from the director(s) and take them to the judges. Place one packet on each judge's table, but do not interrupt the judges.
7. Stay and listen to the group's performance.
8. Following the performance, lead the group out of the gym. The announcer will keep talking as you exit, but the group should leave while the announcer is talking. Escort the group back to their homeroom.
9. Thank them, etc. Let them know that results will be posted about ½ hour following their performance.
10. Go meet your next group.

Host Duties

- Hire the contest adjudicators*** - ONLY if District Chairperson does not hire them.
In most districts in the Northern Division, the hiring of adjudicators is the District Chairperson's responsibility. If it is your responsibility as contest host, you will want to begin securing adjudicators in the fall. Generally each contest site will need three adjudicators, but check with your district chairperson for an accurate number. Your district chairperson will provide you with a contract to be sent to each adjudicator. Good adjudicators get contracted quickly each school year, so contract adjudicators as soon as possible.
If there will not be an I.G.S.M.A. official at your contest site, it will be necessary to appoint one of the adjudicators as the *Constitutional Authority* for contest day. The *Constitutional Authority* makes all final decisions regarding contest rules, infringements, and consequences at the contest site.
If your District uses only one tape judge, you will need to determine which adjudicator that will be.
- Schedule the Contest***
As soon as you have gathered all necessary information, begin scheduling the contest.
Bands, Orchestras and Jazz Bands shall be scheduled at 30 minute intervals. (Overloaded contest sites may run at 25 minute intervals, provided notice has been given to all participating directors.)
Choral events shall be scheduled at 20 minute intervals.
This time allowance includes set up and performance. An efficient set-up crew can keep your contest on time with very few problems. The directors' mailing (see below) should include a warm-up and performance schedule (see samples later in this booklet).
If a school has two organizations competing on a contest day (band and choir or band and orchestra), schedule one in the morning and the other in the afternoon. More than two organizations will require very careful scheduling so as to allow students performing in more than one organization sufficient time to get from one performing group to the warm-up of another group. In any case, check with the directors that are bringing more than one organization on contest day to determine their preference.
Try to honor requests from directors if possible. Try to schedule as much as possible from smaller organizations to larger organizations.

Some of the smaller districts in the Illinois Grade School Music Association conduct the solo and ensemble contest and the organization contest on the same day. Scheduling for this type of contest is generally handled by setting up the organization performance schedule first, and then scheduling solos and ensembles at the opposite end of the day. Example:

MORNING		AFTERNOON
Organization		Solos and Ensembles
	OR	
Solos and Ensembles		Organization

Adding Friday night to the contest schedule for these combination contests can alleviate many scheduling difficulties.

Host Duties (continued)

3. ***Prepare the contest program.***

A full program can be mailed to participating directors, or handed to them upon their check-in at the contest site. The program should contain the following:

- ✓ Welcome from the host school administrator and/or chairperson
- ✓ Welcome from I.G.S.M.A. officials (ask your District Chairperson)
- ✓ Names of I.G.S.M.A. Executive Board Members (ask your District Chairperson)
- ✓ Names of adjudicators with brief biographies
- ✓ List of contest committee chairpersons and contest personnel
- ✓ Repair service and name of Music Company
- ✓ Building map
- ✓ Schedule of Performances
- ✓ Concert etiquette
- ✓ Program of selections to be performed by each organization
- ✓ Ratings criteria and sample adjudicator comment sheet
- ✓ Names of all performing students (optional, but a nice addition)

These programs may be sold the day of contest to help offset your printing costs.

Another option is to sell advertisements in the program (as a fundraiser) and then give away programs to all spectators and participants.

Ask your District Chairperson for additional samples from previous years' contests. Make certain you get the program to the printer with enough time before contest to have them completed!

See sample included in addendum.

4. ***Send information packets to participating schools.***

Include the following information in a directors' packet a minimum of two weeks prior to the event:

- ✓ Warm-Up & Performance Schedule
- ✓ Set-Up Chart (to be filled out and returned to the site host)
- ✓ Location and directions to the site (including maps)
- ✓ Parking facilities and special instructions
- ✓ Home room assignments
- ✓ Equipment available in both the warm-up and the performance area
- ✓ Choral riser or jazz band riser dimensions (if applicable)
- ✓ Cafeteria menu with prices and souvenir prices if applicable
- ✓ Rating announcements (where and when)
- ✓ Pick-up of the comment sheets and medal purchase procedures (check-out)
- ✓ General information
- ✓ Admission charges
- ✓ Rules and Regulations (as stated in the I.G.S.M.A. Constitution)
- ✓ Student conduct requirements
- ✓ Adjudicators' score requirements

Host Duties (continued)

It is also suggested that an informational pamphlet for students and parents be included with the directors' packet. This pamphlet should be easy for the director to photocopy and distribute.

5. ***Oversee Committees.***

The site host shall oversee all committees created to make sure that EVERYTHING is completed in a professional, timely manner.

6. ***Prepare contest materials.***

- ✓ Comment sheets (Print computer labels with all necessary information)
Remember you will need three comment sheets for each participating organization.
- ✓ Tapes (Print computer labels with all necessary information)
- ✓ Plaques (District Chairperson will provide)
- ✓ Medals (Vice President or District Chairperson will provide)
- ✓ Pencils
- ✓ Tape recorders
- ✓ Certificates (District Chairperson will provide)
- ✓ Directors' check-out packets (See contest office procedures)
 - Surveys (District Chairperson will provide)
 - State contest packets (District Chairperson will provide)

7. ***Prepare the facilities and equipment***

See Facilities above.

- ✓ Arrange for moving and tuning pianos if necessary
- ✓ Arrange for choir risers & shells for performance area if necessary
- ✓ Arrange for custodial cleaning prior & post contest, as well as on hand during contest day.
- ✓ Check with building administrators about special concerns

Choral Contests – The host will provide a piano in both the choral warm-up area and performance area. Choral risers will be provided in the performance area. Choral shells shall be provided if at all possible in the performance area.

Swing Choir Contests – The swing choir requires a large area for staging, dancing, and movement. This should be a flat floor area with room for special accompaniment instruments (guitar, drums, etc.) A space of twenty feet deep and thirty feet wide with the choral risers at the back of the space would provide ample room for choreography and use of the risers. Many Swing/Show Choirs use the risers as part of the choreography, so they shouldn't be removed from the space.

Jazz Contests – Remember, in this contest there is generally a good deal of electrical equipment to be set up. Make sure there are enough outlets (suggestion- provide one power strip on both sides of the jazz set up.), and schedule enough time to allow set-up of these organizations. Jazz ensembles shall be provided with risers if at all possible. Jazz ensembles usually require a piano. Plan on providing at least 4 microphones for solos. It is beneficial to provide an adult to run the sound system on the day of jazz contest. Provide a monitor speaker for the jazz ensemble, or place the speakers in such a way so that the ensemble can hear the amplification.

Host Duties (continued)

Clinic Sessions - A number of districts in the Illinois Grade School Music Association are conducting clinics for organizations immediately following a performance. If this is true of your district, you will need to allow space for the clinics to be conducted. There are two general methods of providing clinics:

One is to keep the organization in the performance area and to provide the clinic immediately following performance.

The second is to lead the organization to another room for their clinic. This method obviously requires additional facilities and equipment.

Adjudicator Equipment – Each of the performing areas should have three tables and chairs, properly spaced, for each of the adjudicators. Adjudicators will need tape recorders (where applicable), cassette tapes, pencils, pens, adjudicator comment sheets, “For Director Only” comment sheets, performance schedule, Adjudicator Instruction sheet, and a name tag. Check each taper recorder for proper operation *before* the contest begins.

8. ***Establish clinic procedures*** -IF NECESSARY

Provide facilities as detailed above. Provide a microphone for the clinician. Determine who the clinician will be. Will the adjudicators rotate as clinicians? Will an additional clinician be hired?

9. ***Contest Day***

On Contest day the site host shall meet with adjudicators prior to the contest events. Plan at least a half-hour for the Adjudicator’s meeting. During the adjudicators’ meeting:

- ✓ Have adjudicators complete their pay forms
- ✓ Review rules and consequences for infringement of rules
- ✓ Review comment sheets and “Director Only” comment sheets
- ✓ Review *For Comment Only* procedures
- ✓ Review taping procedures (as applicable)
- ✓ Review Clinic procedures (as applicable)
- ✓ Review luncheon procedures
- ✓ Answer questions

The contest host shall visit the contest office often throughout the contest day. It is the responsibility of the contest host to make sure that the contest office is following procedures.

The contest host will be the person to resolve problems that may arise throughout the day. The contest host will need to be prepared to communicate with directors, parents, students, etc. It will not be possible to make everyone happy. The rules as stated in the I.G.S.M.A. constitution and bylaws shall be the guide for the contest host.

Host Duties (continued)

9. *Post-Contest*

Ascertain that all directors have checked out through the contest office.

Gather the following materials and deliver to the District Chair:

(**For State Contest/Festivals deliver to Executive Secretary-Treasurer)

- ✓ Completed Ratings Composite Form
- ✓ Medal Distribution Sheets
- ✓ Gate entry fees (if applicable)
- ✓ Medal money
- ✓ Remaining medals
- ✓ Remaining plaques
- ✓ Any remaining comment sheets, tapes, etc.
- ✓ Contest income report
- ✓ Contest expense report (include receipts for reimbursements)
- ✓ Contest entry information sheets
- ✓ Two copies of the contest program

FAX the completed ratings composite form to the Executive Secretary-Treasurer's Office. This MUST be done immediately following the contest.

For the sake of maintaining a good working relation with your fellow teachers, make sure you return the school building to its proper order after the contest is over. Line up a clean-up crew in advance of the contest day.

APPENDIX A

SOLO AND ENSEMBLE CONTEST SAMPLE DOCUMENTS

Please use these samples as *guidelines* for creating your own contest documents. *Many* factors will vary from District to District and from contest site to contest site.

Sample Letter From Contest Scheduler To Directors	A1
Sample Letter From Contest Scheduler To Students And Parents	A2
Sample Letter From Contest Scheduler To Accompanists	A3
Sample Solo Registration Sheet - Instrumental	A4
Sample Ensemble Registration Sheet - Instrumental	A5
Sample Solo Registration Sheet - Vocal	A6
Sample Ensemble Registration Sheet - Vocal	A7
Sample Instrumental Solo Registration Composite	A8
Sample Instrumental Ensemble Resgistration Composite	A9
Sample Vocal Solo Registration Composite	A10
Sample Vocal Ensemble Registration Composite	A11
Sample Solo & Ensemble Code Sheet.....	A12
Sample Letter From Contest Scheduler To Site Host	A13
Sample Booklet Pages	A14-A19
Sample Contest Survey	A20
Sample Adjudicator Contract	A21
Sample Adjudicator Pay Form	A22
Sample Medal Distribution Procedures	A23

APPENDIX A
A-1
SAMPLE LETTER FROM CONTEST SCHEDULER TO DIRECTORS

I.G.S.M.A. DISTRICT SOLO AND ENSEMBLE CONTEST

The following contest information sheets are enclosed:

Instrumental Solo Registration Sheet and Vocal Solo Registration Sheet
Instrumental Ensemble Registration Sheet and Vocal Ensemble Registration Sheet
Instrumental Solo Composite Sheet and Vocal Solo Composite Sheet
Instrumental Ensemble Composite Sheet and Vocal Ensemble Composite Sheet
Letter for Students and Parents and Letter for Accompanists
Event Code Sheet

The registration forms show the information needed in order to schedule. If you choose not to use these forms, be sure you are gathering the same information. You may choose one of the following options for returning this material:

- 1) Copy the student information sheets and send me the originals.
Please have one sheet per ensemble with all member information indicated.
- 2) Fill in the Solo and Ensemble composite sheets and send.
- 3) Enter information on your computer and send a print out, making sure ALL requested information is included.
- 4) IBM-Compatible PC users may send a disk along with a hard copy. Please use upper and lower case.
- 5) Any combination of above. (NOTE: If you are sending a computer print out, please make sure you have extended the fields so all information is readable.)

You must send in **CORRECT** accompanist information. DO NOT put down any name or TBA. The correct information is needed in order to schedule. **Please stress the importance of scheduling. If students need a morning or afternoon time, it must be indicated on the registration form.**

The accompanist name must be listed in order for each student to be scheduled. The accompanist name must also be accurate - any changes must be reported prior to contest.

All schedule change requests after the schedules have been mailed, must be called in by the director. Do not attempt schedule changes on your own as the adjudicators will not have the correct comment sheets and your student will not be allowed to perform at that time.

Please call me with all cancellations through the Thursday evening before your contest. It makes Saturday morning a less hectic time.

Contest entries must be postmarked five weeks prior to contest.

Please fill in the contest time and place on the letter to the Parents and students before copying. Send home that letter along with the letter to Accompanists, explaining to the students to give the accompanist letter to their accompanist.

Your cooperation is greatly appreciated and will help the students enjoy a positive experience. Please feel free to call or email if you have any questions.

Sincerely,

Contest Scheduler
Phone Number
E-mail address

APPENDIX A
A-2
SAMPLE LETTER FROM CONTEST SCHEDULER TO STUDENTS AND PARENTS

Letter For Students And Parents

Dear Students and Parents,

On behalf of the Illinois Grade School Music Association, District __, we invite you to participate in the Solo & Ensemble Contest to be held in February. Solos and Ensembles are scheduled approximately every seven (7) minutes. You will be scheduled to perform at a given time on that day. It is important that you check your calendars now for any **important** conflicts. You will perform a solo, ensemble, or combination of both in front of an adjudicator. The adjudicator will score your performance and give helpful advice to further improve and enhance your musical ability. You can receive a 1st, 2nd, or 3rd place rating depending on your performance. You are not in competition with anyone but yourself.

For any violation of the below-mentioned rules and regulations, the adjudicator shall lower the rating of an individual or group by one division:

- ◆ All solos must be accompanied by an appropriate instrument unless the accompaniment is listed as optional on the score. (In all ensemble performances, piano accompaniment is optional.)
- ◆ Students must provide the adjudicator a condensed or full score for solos and ensembles. **Measures must be numbered.**
- ◆ Soloists and instrumental ensembles may read from a score. **Vocal solos and ensembles must be memorized.**
- ◆ Ensembles and Soloists must perform a minimum of 28 measures of music, excluding any form of repeats, from one composition.
- ◆ Students may not wear uniform jackets, medals, or any other school identifying logo when performing a solo or ensemble.
- ◆ The performance time of a composition must not exceed six minutes.

The registration forms issued by your student's director are to be filled out in their entirety. Please **print your information legibly**. All registration forms along with the fees are returned to your music director at your school.

Please check your calendars now for any **important** conflicts on your Contest Day. Once we have you scheduled for your performance, it will be difficult to change. Keep in mind that, if you are participating in an ensemble, all members will need to be aware of any special time request. **ANY CHANGES THAT MAY OCCUR AFTER YOUR ASSIGNED TIME WILL NEED TO BE PROCESSED THROUGH THE MUSIC DIRECTOR AND THE POSSIBILITY EXISTS THAT NO CHANGE WILL BE POSSIBLE.**

Thank you for your cooperation.

Sincerely,

Contest Date: _____ Place: _____

Contest Scheduler

APPENDIX A
A-3
SAMPLE LETTER FROM CONTEST SCHEDULER TO ACCOMPANISTS

Dear Accompanist,

On behalf of the Illinois Grade School Music Association, District __, we thank you for accepting the invitation to participate in Solo & Ensemble Contest.

This contest is being scheduled as conflict-free as possible. All performances are scheduled seven minutes apart. With this in mind, it is imperative that no changes in accompanists are made by the students or accompanists without the approval of the contest scheduler. Adjudicators will be instructed to not accept any performance at an unscheduled time. Any changes in an adjudicator's schedule must come from the contest office. Sometimes last minute emergencies do occur and we will do our best to reschedule. Call with any changes as soon as you are aware of them. All the scheduling must be done at the hands of the contest staff for the contest to run smoothly.

All accompanists will be limited to a maximum of 30 events in a contest day. Please do not agree to accompany more than 30 contest events.

Contest rooms will have an electric piano with a full keyboard or an acoustic piano.

Schedules should be complete two weeks before your contest date. If you would like a list of the events you are accompanying sent to you, please call me with your address.

Thank you for your cooperation. Please feel free to call or email me with any questions concerning the scheduling process.

Sincerely,

Contest Scheduler

APPENDIX A
A-4
SAMPLE SOLO REGISTRATION SHEET - INSTRUMENTAL

SOLO REGISTRATION SHEET FOR INSTRUMENTAL ENTRIES

(Please PRINT legibly)

STUDENT'S NAME: _____

YEAR'S PLAYED: _____ **GRADE:** _____
(In school organization including this year)

NAME OF SCHOOL: _____ **DIRECTOR:** _____

INSTRUMENT: _____ **EVENT CODE** _____
Be specific for type of instrument including percussion such as:
alto saxophone, bass clarinet, snare drum, bells, etc.

MUSIC TITLE: _____

COMPOSER/ARR: _____

PIANO ACCOMPANIST: _____
Name (First and Last) Phone No. with area code

All solos must be accompanied unless the accompaniment is listed as optional on the score

NOTE: If there is no accompanist listed, it will be assumed you do not need one and you ensemble may be placed in a room without a piano.

FEES ENCLOSED: \$ _____
Solos - \$ (rate) per person - per entry

SPECIAL TIME NEEDED: _____

REASON: _____

APPENDIX A
A-5
SAMPLE ENSEMBLE REGISTRATION SHEET - INSTRUMENTAL

ENSEMBLE REGISTRATION FOR INSTRUMENTAL ENTRIES

(Please PRINT legibly)

NAME OF SCHOOL: _____ **DIRECTOR:** _____

TYPE OF ENSEMBLE: _____ **EVENT CODE** _____
 (Duet/Trio/Quartet/et.c)

<p>STUDENT'S NAME: _____</p> <p>List all students and the instrument they will be playing in the ensemble.</p> <p>Please list additional names and instruments on back.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>INSTRUMENT: _____</p> <p>Instrument 1</p> <p>INSTRUMENT: _____</p> <p>Instrument 2</p> <p>INSTRUMENT: _____</p> <p>Instrument 3</p> <p>INSTRUMENT: _____</p> <p>Instrument 4</p> <p>INSTRUMENT: _____</p> <p>Instrument 5</p> <p>INSTRUMENT: _____</p> <p>Instrument 6</p>
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MUSIC TITLE: _____

COMPOSER/ARR: _____

PIANO ACCOMPANIST: _____
 Name (First and Last) Phone No. with area code

In all ensemble performances, piano accompaniment is optional.

NOTE: If there is no accompanist listed, it will be assumed you do not need one and your ensemble may be placed in a room without a piano.

FEES ENCLOSED: \$ _____
 Ensembles - \$ (rate) per ensemble member

SPECIAL TIME NEEDED: _____

REASON: _____

APPENDIX A
A-6
SAMPLE SOLO REGISTRATION SHEET - VOCAL

SOLO REGISTRATION SHEET FOR VOCAL ENTRIES

(Please PRINT legibly)

STUDENT'S NAME: _____

YEAR'S SUNG: _____ **GRADE:** _____
(In school organization including this year)

NAME OF SCHOOL: _____ **DIRECTOR:** _____

VOICE: _____ **EVENT CODE** _____
Pleas indicate MALE or FEMALE

MUSIC TITLE: _____

COMPOSER/ARR: _____

PIANO ACCOMPANIST: _____
Name (First and Last) Phone No. with area code

All solos must be accompanied unless the accompaniment is listed as optional on the score

NOTE: If there is no accompanist listed, it will be assumed you do not need one and your ensemble may be placed in a room without a piano.

FEES ENCLOSED: \$ _____
Solos - \$ (rate) per person - per entry

SPECIAL TIME NEEDED: _____

REASON: _____

APPENDIX A
A-7
SAMPLE ENSEMBLE REGISTRATION SHEET - VOCAL

ENSEMBLE REGISTRATION FOR VOCAL ENTRIES

(Please PRINT legibly)

NAME OF SCHOOL: _____ **DIRECTOR:** _____

TYPE OF ENSEMBLE: _____ **EVENT CODE** _____
(Duet/Trio/Double Duet/etc.)

STUDENT'S NAME: _____ **MALE OR FEMALE:** _____
Name 1 Male or Female

List all students and
the part they will be
singing in the
ensemble.

Name 2 **MALE OR FEMALE:** _____
Male or Female

Name 3 **MALE OR FEMALE:** _____
Male or Female

Please list additional
names and gender
types on back.

Name 4 **MALE OR FEMALE:** _____
Male or Female

Name 5 **MALE OR FEMALE:** _____
Male or Female

Name 6 **MALE OR FEMALE:** _____
Male or Female

MUSIC TITLE: _____

COMPOSER/ARR: _____

PIANO ACCOMPANIST: _____
Name (First and Last) Phone No. with area code

In all ensemble performances, piano accompaniment is optional.

NOTE: If there is no accompanist listed, it will be assumed you do not need one and your ensemble may be placed in a room without a piano.

FEES ENCLOSED: \$ _____
Ensembles - \$ (rate) per ensemble member

SPECIAL TIME NEEDED: _____

REASON: _____

DIRECTOR:

Note: You need only list the accompanist phone number once.

[illegible]

APPENDIX A

A-9

SAMPLE INSTRUMENTAL ENSEMBLE REGISTRATION COMPOSITE

INSTRUMENTAL ENSEMBLE REGISTRATION

ENSEMBLE EVENT	CODE*	TOTAL # IN GROUP	TITLE	COMPOSER/ ARRANGER	ACCOMPANIST & Phone No.
1)					

Additional Names on Back

LIST MEMBER NAMES - FIRST & LAST	LIST INSTRUMENTS
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

Additional Names on Back

LIST MEMBER NAMES - FIRST & LAST	LIST INSTRUMENTS
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

Additional Names on Back

LIST MEMBER NAMES - FIRST & LAST	LIST INSTRUMENTS
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

If you use this sheet, be sure to indicate on a separate sheet if anyone is requesting a special time.
Note: You need only list the accompanist phone number once.

*REFER TO CODE SHEET

SCHOOL: _____ DIRECTOR: _____

VOCAL SOLO REGISTRATION COMPOSITE.....FILL IN ALL BLANKS..... YEARS SUNG IN SCHOOL ORGANIZATION TO INCLUDE CURRENT YEAR

[illegible]

Note: You need only list the accompanist phone number once.

DIRECTOR:

APPENDIX A

A-11

SAMPLE VOCAL ENSEMBLE REGISTRATION COMPOSITE

VOCAL ENSEMBLE REGISTRATION

ENSEMBLE EVENT	CODE*	TOTAL # IN GROUP	TITLE	COMPOSER/ ARRANGER	ACCOMPANIST & Phone No.
1)					

Additional Names on Back

LIST MEMBER NAMES - FIRST & LAST	MALE OR FEMALE
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

Additional Names on Back

LIST MEMBER NAMES - FIRST & LAST	MALE OR FEMALE
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

Additional Names on Back

LIST MEMBER NAMES - FIRST & LAST	MALE OR FEMALE
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

If you use this sheet, be sure to indicate on a separate sheet if anyone is requesting a special time.
 Note: You need only list the accompanist phone number once.

*REFER TO CODE SHEET

SCHOOL: _____

DIRECTOR: _____

APPENDIX A
A-12
SAMPLE SOLO & ENSEMBLE CODE SHEET

SOLO & ENSEMBLE CODE NUMBERS FOR EVENTS

5	PICCOLO SOLO	270	CORNET DUET
10	FLUTE SOLO	275	CORNET TRIO
15	OBOE SOLO	280	CORNET QUARTET
20	BASSOON SOLO	285	CORNET ENSEMBLE
25	CLARINET SOLO	290	HORN DUET
30	BASS CLARINET SOLO	295	HORN TRIO
35	ALTO SAXOPHONE SOLO	300	HORN QUARTET
40	TENOR SAXOPHONE SOLO	305	HORN ENSEMBLE
45	BARITONE SAXOPHONE SOLO	310	TROMBONE DUET
50	CORNET/TRUMPET SOLO	315	TROMBONE TRIO
55	FRENCH HORN SOLO	320	TROMBONE QUARTET
60	TROMBONE SOLO	325	TROMBONE ENSEMBLE
65	BARITONE SOLO	330	BARITONE DUET
70	TUBA SOLO	335	BARITONE TRIO
75	SNARE DRUM SOLO	340	BARITONE QUARTET
80	MALLET SOLO	345	BARITONE ENSEMBLE
85	TIMPANI SOLO	350	TUBA DUET
90	DRUM SET SOLO	355	TUBA TRIO
100	MULTIPLE PERCUSSION SOLO	360	TUBA QUARTET
105	PIANO SOLO	365	TUBA ENSEMBLE
110	VIOLIN SOLO	370	MIXED BRASS DUET
115	VIOLA SOLO	375	MIXED BRASS TRIO
120	CELLO SOLO	380	MIXED BRASS QUARTET
125	STRING BASS SOLO	385	MIXED BRASS ENSEMBLE
130	FEMALE VOCAL SOLO	390	PERCUSSION DUET
135	MALE VOCAL SOLO	395	PERCUSSION TRIO
140	FLUTE DUET	400	PERCUSSION QUARTET
145	FLUTE TRIO	405	PERCUSSION ENSEMBLE
150	FLUTE QUARTET	410	PIANO ENSEMBLE
155	FLUTE ENSEMBLE	415	STRING DUET
160	OBOE DUET	420	STRING TRIO
165	FLUTE/CLARINET DUET	425	STRING QUARTET
170	CLARINET DUET	430	STRING ENSEMBLE
175	CLARINET TRIO	435	FEMALE VOCAL DUET
180	CLARINET QUARTET	437	FEMALE VOCAL DOUBLE DUET
185	CLARINET ENSEMBLE	440	FEMALE VOCAL TRIO
190	SAXOPHONE DUET	445	FEMALE VOCAL QUARTET
195	SAXOPHONE TRIO	450	FEMALE VOCAL ENSEMBLE
200	SAXOPHONE QUARTET	455	MALE VOCAL DUET
205	SAXOPHONE ENSEMBLE	457	MALE VOCAL DOUBLE DUET
210	MIXED WOODWIND DUET	460	MALE VOCAL TRIO
215	MIXED WOODWIND TRIO	465	MALE VOCAL QUARTET
220	MIXED WOODWIND QUARTET	470	MALE VOCAL ENSEMBLE
225	MIXED WOODWIND ENSEMBLE	475	MIXED VOCAL DUET
230	WOODWIND/BRASS DUET	477	MIXED VOCAL DOUBLE DUET
235	WOODWIND/BRASS TRIO	480	MIXED VOCAL TRIO
240	WOODWIND/BRASS QUARTET	485	MIXED VOCAL QUARTET
245	WOODWIND/BRASS ENSEMBLE	490	MIXED VOCAL ENSEMBLE
250	WOODWIND/STRING DUET	500	OTHER
255	WOODWIND/STRING TRIO		
260	WOODWIND/STRING QUARTET		
265	WOODWIND/STRING ENSEMBLE		

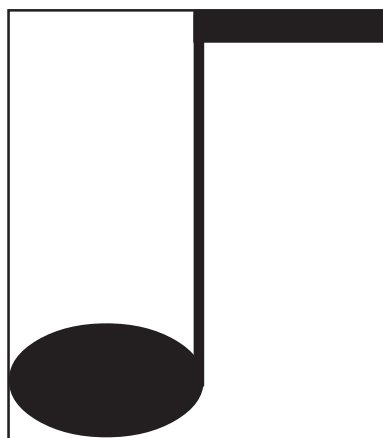
APPENDIX A
A-13
SAMPLE LETTER FROM CONTEST SCHEDULER TO SITE HOST

SOLO AND ENSEMBLE CONTEST HELPFUL HINTS FOR THE CONTEST HOST

1. Forward to Contest Scheduler: Building floor plan map, Site Location Map, Percussion Equipment Available
2. After Contest Scheduler has informed you of the number of rooms needed, prepare the following:
 - a. **Building Use Notification** with dates/times for your administrator (Include set-up time)
 - b. **Hire Adjudicators** and send list of names to Scheduler.
Send contracts and cover letter indicating times, etc. Please request adjudicators to let the Scheduler know immediately of any private students that may be performing at the contest they are judging. Indicate the Scheduler's name and phone no. in the cover letter.
 - c. **Make provisions** for contest rooms:
 1. Music stands and chairs for contestants (After schedule is complete, you will know the largest ensemble in each room)
 2. Piano for each room with a seat. Try to use standard pianos in the piano and vocal contest rooms when possible. (Place by an outlet if piano needs to be plugged in)
 3. You must provide a String Tuning Room.
 - d. **Notification** to your staff of rooms to be used so they can put away items.
3. The following items will need to be addressed by the Contest Host:
 - a. **Signs** for interior of building indicating contest room numbers, restrooms, cafeteria, etc.
 - b. **Contest Door Signs** indicating the Contest room number.
 - c. **Preparation of the Program Book** -all profits belong to the host school (Cost of book out of profit)
 - d. **Entrance** -Two persons (may want more for the larger contest) to welcome contestants and help with general directions.
 - e. **Contest Office**
 1. **Runners** -(Adults) to Contest Rooms to pick up Comment Sheets (Approximately 1 runner per 5 rooms) This person should inquire if the adjudicators are in need of anything when they are picking up sheets. Pick up should be every 15-20 minutes. Pick up comment sheets and return them to the Contest Office.
 2. **Comment Sheet Area** - Approximately 5-8 Adult Workers depending on number of school entries. These people will sort comment sheets by school code and record scores on the tally sheets. Begins with the first pick up of comment sheets.
 3. **Medal Area** - Begins 7 minutes after contest start time. Approximately 1 adult per 6 Contest Rooms. Have medals/ribbons in boxes well labeled. Students will turn in a card indicating which medal/ribbon they receive. One person from each ensemble will turn in the card which shows the number of medals to be given.
 4. **Checkout** - Directors will report to the Contest Office following their final student performance. Be sure their Comment Sheets are complete.
 - f. **Adjudicator Briefing** -This briefing should last 1/2 hour. There will be an instructional CD for them to hear. At this meeting, they will be signing their comment sheets and medal cards. They should also fill out the Adjudicator Pay Form with their mileage. You should provide coffee, rolls, etc. Provide sharpened pencils, pens and nametags.
 - g. **Adjudicator Luncheon** -Provide a luncheon for your adjudicators. Please check with your District Chairperson as to the amount reimbursed.

APPENDIX A
A-14
SAMPLE SOLO & ENSEMBLE PROGRAM BOOKLET COVER

**ILLINOIS GRADE SCHOOL
MUSIC ASSOCIATION**
NORTHERN DIVISION



DISTRICT —
SOLO & ENSEMBLE CONTEST

Date

School

City

APPENDIX A
A-15
SAMPLE SOLO & ENSEMBLE PROGRAM BOOKLET WELCOME LETTER

Date

Welcome to the Hilda Walker Intermediate School. It is with great pleasure that we host the Illinois Grade School Music Association Solo and Ensemble Contest. It is an honor to share our facility with you.

Students who participate in this contest have put in many hours of preparation and hard work. I am sure you will enjoy their efforts. Student and teachers are to be commended for their dedication.

Special thanks are extended to the Summit Hill Music Department who have organized this event, as well as to the many parents and students who have given up their Saturday to make this day run smoothly. If we can be of any assistance to you, please do not hesitate to ask one of the many volunteers in our building.

We hope you enjoy your visit at our school and good luck to everyone.

Sincerely,

Superintendent

APPENDIX A
A-16
SAMPLE SOLO & ENSEMBLE PROGRAM BOOKLET INFORMATION PAGE

Student Discipline

Your attention is called to page 8 of the constitution and by-laws of the Illinois Grade School Music Association, Northern Division, regarding student discipline at contest centers.

Instrument Repair

Emergency instrument repair is being provided by:

Treble Clef Inc., 9522 S. Roberts Road; Palos Hills (708) 598-7208

Homeroom/Warm-up Room

Due to the large number of contest participants and room usage, the main gym will be used as a Warm-up area and homeroom throughout the day. A string tuning room (not to be used as a homeroom/case storage) and a vocal warm-up room will be provided (please see the school map for locations). Piano contestants will have a two-minute warm-up period on their performance instrument.

Medal Issuing Procedures

After you perform your solo/ensemble you will need to wait by the door for the contest worker to call your name and give you an index card. Take this card to the medal room (see map) and hand it to the contest worker who will give you the appropriate medal. Comment sheets will be sent with your director. For ensembles, **only the leader of the group** is to go into the medal room and collect all the medals.

You must have the medal card to be given your medals.

NO EXCEPTIONS WILL BE MADE.

Do not wear any medals during a performance.

APPENDIX A

A-17

SAMPLE SOLO & ENSEMBLE PROGRAM BOOKLET ADJUDICATORS LISTING

Adjudicators

Contest Room 1	Alexis Paramboulas	Flute
Contest Room 2	Julie Cleff	Flute
Contest Room 3	Dave Nommensen	Flute
Contest Room 4	Elizabeth Kelch	Flute/Double Reed
Contest Room 5	Kelly Rogers	Clarinet
Contest Room 6	Chris Pitlick	Clarinet
Contest Room 7	Sue Rowe	Clarinet
Contest Room 8	Donald Devaney	Clarinet
Contest Room 9	Kevin Carroll	Saxophone
Contest Room 10	Kyle Henderson	Saxophone
Contest Room 11	Danielle Nommensen	Trumpet
Contest Room 12	Marc Henshaw	Trumpet
Contest Room 13	Amanda Schor	Trpt/Horn/Trombone
Contest Room 14	Cory Walavich	Low Brass
Contest Room 15	Donna Makarowski	Vocal
Contest Room 16	Ellen Schroll	Vocal
Contest Room 17	Joy Richards	Vocal
Contest Room 18	Keith Robinson	Strings
Contest Room 19	Bob Hauser	Strings
Contest Room 20	Clifford Hunt	Strings
Contest Room 21	Linda Szybeko	Strings
Contest Room 22	Linda Meester	Piano
Contest Room 23	Delmar Meester	Piano
Contest Room 24	Paul Karias	Percussion
Contest Room 25	Randy Banks	Percussion
Contest Room 26	Nicole Rinsema	Mixed Events

APPENDIX A

A-18

SAMPLE SOLO & ENSEMBLE PROGRAM BOOKLET SCHOOLS LISTING

Participating School Directors and Codes

AA	Channahon S.D. 17, Channahon IHS, Anita Freehauf (C)
AB	Channahon S.D. 17, Channahon JHS, Kevin Becker (B)
BB	Forest Ridge S.D. 142, G. Kerkstra MS, James Royer (B)
BC	Forest Ridge S.D. 142, G. Kerkstra MS, Victor Pazik(C)
CC	Homer C.C.S.D. 33C, Homer JHS, Jason ‘Thompson (B)
DD	Lockport, St. Dennis School, Patti Johnson (C)
EE	Milne-Kelvin Grove S.D. 91, Kelvin Grove MS, Phillip Hash (B)
EF	Milne-Kelvin Grove S.D. 91, Kelvin Grove MS, Sarah Bush Randolph (C)
FF	Minooka C.C.S.D. 201, Minooka JRS, Karen Blajr (C)
GG	Mokena S.D. 159, Mokena JHS, Thomas Lamb (B) Jeremiah Kramper (B/C)
HH	New Lenox S.D. 122, Bentley, Sarah Babiak/Douglas Pelt (B)
HI	New Lenox S.D. 122, Nelson Ridge, Sarah Babiak/Douglas Pelt (B)
HJ	New Lenox S.D. 122, Oster-Oakview, Sarah Babiak/Douglas Pelt (B)
HK	New Lenox S.D. 122, Martino JHS, Sarah Babiak/Douglas Pelt (B)
IL	Orland Park S.D. 135, Century JHS, Paul Woodson (B)
IJ	Orland Park S.D. 135, Century JHS, Laurel Alvarez (C)
IK	Orland Park S.D. 135, Century JHS, Doug Ackerson (O)
IL	Orland Park S.D. 135, Jerling JHS, Jack Kinsella (B)
IM	Orland Park S.D. 135, Jerling JHS, Renee Johnson (C)
IN	Orland Park S.D. 135, Jerling JHS, Edward Klemp (O)
IO	Orland Park S.D. 135, Orland JHS, Eli Heitmanek (B)
IP	Orland Park S.D. 135, Orland JHS., Dorthy LaPietra (C)
IQ	Orland Park S.D. 135, Orland JHS, Thomas Dorner (O)
JJ	Plainfield S.D. 202, Indian Trail MS, Ginger Moell (B)
KK	Plainfield, St. Mary Immaculate Parish School, Edward Jones(B / C)
LL	Rockdale S.D. 84, Rockdale Grade School, James Mowrer (B)
LM	Rockdale S.D. 84, Rockdale Grade School, Lori Wait (C)
MM	South Holland S.D. 150, McKinley JHS, Brian Beam (B)
MN	South Holland S.D. 150, McKinley JHS, Klara Kocevar (C)
NN	Southwest Chicago Christian School, Patricia Root (B)
OO	Steger S.D. 194, Central JHS, Melissa Blankestyn (B)
PP	Summit Hill S.D. 161, Summit Hill JHS, Kim Coughlin (B)
PQ	Summit Hill S.D. 161, Summit Hill JHS, Jane Niesen (C)
PR	Summit Hill S.D. 161, Hilda Walker Intermediate, Joyce Larson (C)
PS	Summit Hill S.D. 161, Hilda Walker Intermediate, Katrina Schmied (B)
PT	Summit Hill S.D. 161, Hilda Walker Intermediate, Scott Wagstaff (B)
QQ	Troy C.C.S.D. 30C, Troy MS, Chris Bayer/Doug Braa/Carly Lyse (B)
RR	Worth S.D. 127, Worth JHS, David Blyth (B)
SS	Yorkville C.U.S.D.115, Yorkville MS, Steve Moline (B)
ST	Yorkville C.U.S.D. 115, Yorkville MS, Christy Flanagan (C)

APPENDIX A

A-19

SAMPLE SOLO & ENSEMBLE PROGRAM BOOKLET PROGRAM PAGE

Contest Room 1 - Alexis Paramboulas, Adjudicator

Code		Rating	Time	Name	GR	YR	Event	Title	Composer	Accomp
GG	0226		8:00	Molly Nordmeyer	8	2	Piccolo	Gavotte	Gossec	Grady
GG	0228		8:07	Christine Gerk	8	5	Flute	Polovtsian Dance	Borodin/Walters	Grady
GG	0231		8:14	Dana Grady	8	5	Flute	Minuet From L'Arlesienne	Buchtel	Grady
GG	0233		8:21	Shelby Brajewski	5	1	Flute	When the Saints Go Marching	Buchtel	Conolly
GG	0236		8:28	Shannon Langenderfer	4	1	Flute	I Love You Truly		Lamb
HH	0378		8:35	Brittany Mozerka	5	1	Flute	Minuet	Bach	Jurgenson
HK	0443		8:42	Jessica Mozerka	8	5	Flute	Papillon	Kohler/Ephross	Jurgenson
HK	0445		8:49	Amy Ishii	8	4	Flute	Pan Pastorale	Donjon	Jurgenson
HH	0379		8:56	Kaitlin Jungiewicz	5	1	Flute	Celebrated Gavotte	Martini/Buchtel	Jurgenson
SS	1302		9:03	Alexandra Plattos	7	4	Flute	Golden Dreams	Buchtel	Moline
CC	0080		9:10	Anna Amberkar	8	3	Flute	Mosquito Dance	Mendelssohn/Buchtel	Pullara
CC	0081		9:17	Cindy Boldt	8	4	Flute	Londonderry Air	Ambrosio	Pullara
CC	0084		9:24	Kim Loeber	8	4	Flute	The Nutcracker	Tschaikovsky	Pullara
GG	0251		9:31	Ashleigh Ulrich	6	3	Flute	Tarantelle	Buchtel	Lamb
QQ	1191		9:38	Elyse Bebar	6	3	Flute	Petite Gavotte	Handel	Herter
QQ	1196		9:45	Kim Mason	8	5	Flute	Tambourin	Gossec	Herter
GG	0260		9:52	Silvia Yim	7	4	Flute	Celebrated Minuet	Boccherini/Buchtel	Kim
QQ	1206		9:59	Patricia Starks	7	4	Flute	Sonata 3rd Mvt.	Fredrick The Great	Starks
QQ	1211		10:06	Sarah Leahy	5	2	Flute	Giga	Handel	Starks
QQ	1213		10:13	Holly Blaskey	5	2	Flute	Waltz in F	Steibelt	Starks
QQ	1220		10:20	Alexia Honiotes	5	2	Flute	Petite Gavotte	Handel	Starks
HK	0461		10:27	Mallory Boban	8	4	Flute	Sonata V in F	Handel	Sewell
HK	0463		10:34	Jessica Fairbairn	7	3	Flute	Allegretto	Haydn	Sewell
HK	0466		10:41	Liz Pelletier	7	3	Flute	Menuett in D	Mozart	Sewell
SS	1314		10:48	Mallory Rosenwinkel	8	2	Flute	Peasant Dance	Garrett/Weber	Flanagan
SS	1315		10:55	Belinda Perez	7	2	Flute	Petite Gavotte	Handel/Voxman	Flanagan
HH	0390		11:02	Martin/Burke			Flute Duet	Dance of the Spirits	Gluck	N/A
			11:09	OPEN						
IO	0804		11:16	Elly Niedoborski	7	3	Flute	Menuet	Rameau/Voxman	Yearsich
HI	0407		11:23	Carolyn Corradetti	6	2	Flute	Menuet	Schubert	Corradetti
GG	0303		11:30	Whitney Madon	6	3	Flute	Serenade	Haydn	Grady
RR	1295		11:37	Kassandra Cario	7	3	Flute	Jovial Mood	Buchtel	Cario
RR	1296		11:44	Jeff McDonald	7	3	Flute	Cherry Blossoms	Walters	Cario
GG	0315		11:51	Madon/Lofus/Ulrich			Flute Trio	Little March	Shostakovich	N/A
				LUNCH						
GG	0319		1:00	Katie Falbo	6	3	Flute	The Entertainer	Joplin/Buchtel	Falbo
NN	1026		1:07	Meghan Aardsma	6	2	Flute	Cradle Song	Mozart	Ritzema
HK	0477		1:14	Kristen Predl	7	1	Flute	Rondo in D	Mozart	Sewell
IL	0685		1:21	Sarah Coglian	6	2	Flute	Giga	Buchtel	Kampa
IL	0689		1:28	Liz Feingold	6	2	Flute	Cielito Lindo	Buchtel	Kampa

APPENDIX A
A-20
SAMPLE SOLO & ENSEMBLE CONTEST SURVEY

Director Survey
Solo & Ensemble Contest
District __

In an effort to continue to strengthen District __, please take a few moments and complete this survey. Your comments and suggestions will be greatly appreciated. Please fax – ~~xxx-xxx-xxxx~~, or mail to ***(District Chairperson Name & Address)*** as soon as possible. Thank you!

1. Please evaluate your solo/ensemble judges.

Hilda Walker Site (Tinley Park)

<i>Name</i>	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Unacceptable (please give details)</i>
Adjudicator Name					
Adjudicator Name					
Adjudicator Name					
Adjudicator Name					
Adjudicator Name					
Adjudicator Name					

3. Please evaluate your contest host(s).

5-Excellent 4-Good 3-Fair 2-Poor 1-Unacceptable (please give specific reasons)

Info arrived in sufficient time _____

Contest ran smoothly _____

Requests were granted _____

Contest staff was helpful _____

Performance areas were acceptable _____

Contest ran on schedule _____

Comments you would like to share about your hosts:

4. Please list any suggestions and/or concerns you have that would benefit District __ and/or IGSM

APPENDIX A
A-21
SAMPLE SOLO & ENSEMBLE ADJUDICATOR CONTRACT

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION
Northern Division
District

ADJUDICATION CONTRACT

Name _____

Address _____

Office Phone A.C. _____ Home Phone A.C. _____

Contest Date _____

Contest Site _____
(school) (town)

In accepting this contract, the adjudicator agrees to the following:

1. To read and carry out the specific adjudication instructions and to enforce contest rules in keeping with the philosophy of the Illinois Grade School Music Association.
2. To use scoring forms in such a way as to correlate points, criticisms and suggestions, with the rating decision.
3. The adjudicator, may, if absolutely necessary, cancel this agreement within fourteen (14) days of the assigned contest date. This cancellation must be done through the District Chariman.
4. The Association agrees to pay the following fees to the adjudicator:

Adjudication Fee Base Pay - \$(rate) (includes ½ hour meeting & 1 hour lunch) and
\$(rate) – each additional ½ hour.
or
\$(rate) – 4 Hours (includes ½ hour meeting)

Mileage - \$(rate) Reimbursed at the current IRS rate per mile.
currently per mile

5. This contest is:

_____ Solo & Ensemble

I agree to the terms and conditions stated above.

Yes _____ No _____

Signature of Adjudicator _____ Date _____

Site Host/District Chairman Signature _____ Date _____

Please sign each copy of this contract. Keep one copy of this contract and return the remaining copies in the enclosed envelope within 14 days from the date of issue. The contract becomes null and void after this period of time.

APPENDIX A
A-22
SAMPLE SOLO & ENSEMBLE ADJUDICATOR PAY FORM

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION
NORTHERN DIVISION – DISTRICT

DISTRICT SOLO & ENSEMBLE CONTEST

Date

School – City

ADJUDICATOR PAY FORM

ADJUDICATOR'S NAME: _____

Total Miles - Round Trip _____ x \$ (rate) = \$ _____

Tolls \$ _____

Lodging (Receipt Must Be Attached) \$ _____

Base Pay \$(rate)

Additional Time \$ _____

TOTAL \$ _____

Check No. _____

ADJUDICATOR'S SIGNATURE: _____

APPENDIX A
A-23
SAMPLE MEDAL DISTRIBUTION PROCEDURES

Medal Issuing Procedures

- After you perform your solo or ensemble you will need to wait by the door for a contest worker to call your name and hand you an index card. Make sure you have the index card with your name on it.
- Take this card to the “Medal Distribution Center” and hand it to a contest worker. They will issue you the appropriate medal (1st and 2nd division ratings).
- For ensembles, the leader of the ensemble (the person whose name is on the schedule) must take the card to the “Medal Distribution Center” and pick up ALL medals for the ensemble. ***It is the leader’s responsibility to issue medals to the other members of the ensemble!!!***
- You will not be issued any medals without this card!
- You will receive your comment sheets from your director at a later date.
- A reminder: Students may not wear medals when performing a solo or ensemble.

APPENDIX B

ORGANIZATION CONTEST SAMPLE DOCUMENTS

Please use these samples as *guidelines* for creating your own contest documents. *Many* factors will vary from District to District and from contest site to contest site.

Sample Letter From Site Host To Participating Directors	B-1
Sample Packet Of General Information For Directors	B-2:B-4
Sample General Information Handout For Parents And Students	B-5
Sample Ratings Composite Form	B-6
Sample Adjudicator's Tote Sheet	B-7
Sample Announcer's Script	B-8
Sample Medal Distribution/Receipt Form	B-9
Sample Seating Chart	B-10
Sample Program Booklet	B-11:B-18
Sample Instrumental Schedule	B-19
Sample Instrumental Schedule With Clinic Sessions	B-20
Sample Vocal Schedule	B-21
Sample Vocal Schedule With Clinic Sessions	B-22
Sample Organization Contest Survey	B-23
Sample Organization Contest Adjudicator Contract	B-24
Sample Organization Contest Adjudicator Pay Form	B-25

APPENDIX B
B-1
SAMPLE LETTER FROM SITE HOST TO PARTICIPATING DIRECTORS

Dear Director,

We welcome you to Joliet and the Illinois Grade School Music Association Organization Contest to be held on Friday & Saturday, March 15-16, 2002. We believe that you will find this a great opportunity and a worthwhile experience. Three very competent adjudicators have been selected to evaluate your performances. Their constructive comments should be of value for future improvement. A congenial group of Contest Administrators and Joliet Grade School Instrumental Music Parents will be working hard to make your contest day as pleasant as possible.

I need a list of personnel by instrumentation for the program no later than Thursday, February 28. You may FAX it to me if you wish at xxx-xxx-xxxx, or you can email it to me at _____@hotmail.com (I prefer the email). If you do not provide a list of personnel the program will read "No list provided" on your group's page.

Please take the time to read through this information and discuss the pertinent information with your students and parents. Please make a special note of admission charge and parking. Each year we have to deal with angry parents because they are not aware of the \$1.00 admission charge set by IGSMA District VI. I have included a list of information for parents and students that you should copy and distribute. Please make sure this information gets to your students and parents!

Digital stereo compact disc recordings of your group's performance will be available for purchase. Orders will be taken outside of the performance area. The CD's must be paid for when ordered and will cost \$14.00 each. Checks can be made payable to Joliet IMPA. Schools bringing more than one performing group will be recorded on one CD.

A reminder that all medals (both first and second division) now cost \$1.00 each. Medals must be purchased at the contest. No mail orders will be taken for contest medals. If you plan to purchase contest medals, please be prepared with either cash or a check made payable to IGSMA.

Here is a list of the enclosures included in this mailing:

- General Information for director (3 pages)
- "For Parents and Students"
- Timetable (Your homeroom is listed on the timetable)
- Map to Site
- Map of Site
- Seating plan (Mail/Fax back to me or have 4 copies when you arrive)
- CD flyer (please post where students will see it frequently)

Best wishes are extended to each of you and the schools you represent. If you have any questions you may call me at xxx-xxx-xxxx.

Sincerely,

Host

APPENDIX B
B-2
SAMPLE PACKET OF GENERAL INFORMATION FOR DIRECTORS

General Information For Directors
District VI Organization Contest

- Location:** Hufford Junior High School Is Located at 1125 N. Larkin Avenue in Joliet. A map is provided to assist you in getting to Hufford.
- Parking:** Buses should unload at the front doors of Hufford (Larkin side). They should be able to park in front also. Someone will be there to assist you in this matter. Cars should park on the north side of the building (Ingalls side) and spectators should enter through the gym doors. (See map).
The building will open at 4:00 p.m. on Friday and 7:30 a.m. on Saturday.
- Admission:** In accordance with I.G.S.M.A. District VI rules, a one dollar (\$1.00) admission fee will be charged to people entering the contest performance. Band/Orchestra Directors, Band/Orchestra members, Bus Drivers, and School Officials are admitted free. Please inform the parents of your students.
- Contest Office:** The Contest Office will be located in room 172 (see map). Directors only, no students please. Directors need to check out at the contest office before leaving.
- Rules & Regulations:** All rules and regulations will follow in strict accordance with the I.G.S.M.A. Constitution and Bylaws Handbook. Please read this. It can answer many of your questions and interpret rulings for you. It is each Director's responsibility to know the rules.
- Guides:** There will be a guide to greet you; take you to your homeroom, warm-up, and performance. They will keep you posted regarding your timeline. Please follow your timeline!
- Warm-Up:** Warm-Up will be in the band room (see map). All organizations must use the band room to warm up. No one is allowed to use the performance area or homerooms for warm up. No spectators are allowed in the warm-up room, directors/students/chaperones only, please.

APPENDIX B

B-3

SAMPLE PACKET OF GENERAL INFORMATION FOR DIRECTORS

Performance: Performances will take place in the gymnasium. As per the constitution, there need not be a pause or waiting period between numbers for the judge to write comments.

Homeroom: All schools will have separate homerooms at Hufford. Homerooms are listed on the timetable. Please see the enclosed map of the school to locate your room(s). Each school must appoint a room attendant to supervise the room when it is unoccupied. Please call your attention to page 8 of the I.G.S.M.A. Constitution and Bylaws regarding student discipline at contest centers. Neither Hufford School or I.G.S.M.A. will assume responsibility for lost/damaged items. Your cooperation with respect for our property will be appreciated. Any damage sustained to equipment in the rooms will be the responsibility of the visiting school. Also, please remind students that the T.V.'s in the homerooms should not be touched. All students will remain on the ground level of the building. The entire second floor will remain "off-limits".

Set-Up: Joliet personnel will be available to set up each organization. *Please complete and return the enclosed set-up chart by March 1.* It is strongly suggested that each director appoint **one** knowledgeable person to oversee our set-up. This will ensure that your set-up is as you want it.

Judges' Scores: Each director of a competing organization will have three (3) conductor scores of each contest selection, with all measures numbered, for use by the judges. Scores will be picked up by your guide before your group enters the warm-up room. Scores will be returned upon completion of your performance at the time you pick up your comment sheets, medals and tapes.

Equipment: Music stands and chairs will be supplied in both the warm-up and performance areas. There will be a podium and conductor's stand in each of these areas as well. In the performance area the following percussion equipment will be provided:

4 Timpani (Excellent Quality)
Suspended Concert Bass Drum (Excellent Quality)
Chimes (Excellent Quality)
Gong
Xylophone
Marimba

ALL other percussion instruments and accessories must be brought.

No sticks or mallets will be provided.

APPENDIX B

B-4

SAMPLE PACKET OF GENERAL INFORMATION FOR DIRECTORS

Instrument Repair: A representative from Quinlan & Fabish Music Company will be on hand to take care of emergency repairs.

Results: Results will be posted in the cafeteria as soon as possible.
Please be patient. It generally takes at least 30 minutes following a performance before the results are posted. Adjudication sheets will be available after the results have been posted. Directors or an appointed assistant should secure these in the contest office at check-out. First Division organizations will receive a plaque and may purchase medals for **\$1.00** each. Second Division Organizations will receive a certificate and may purchase medals for **\$1.00** each. Third Division organizations will Receive a certificate. In accordance with I.G.S.M.A. District VI, medals may only be purchased on contest day. No medal orders will be taken.

State Contest Procedure: If you receive a **1st Division Rating** you are eligible to go to State Contest. You will be given a "State Contest Packet" at check-out. You **MUST** adhere to all deadlines and instructions in the packet if you wish to participate in State Contest.

Boom Boxes: Students will not be allowed to carry boom-boxes at the contest.

Lost and Found: Any articles found should be taken to the contest office. Owners may secure lost articles with proper identification. Neither Joliet Grade School District 86 or I.G.S.M.A. will be responsible for lost, stolen, or damaged articles.

Food: The cafeteria will be serving food throughout the contest. Please do not take food or drinks outside of the cafeteria. The menu will include donuts, hot dogs, nachos, candy, drinks, snacks, and various other goodies. The prices are reasonable and the food is good. Please encourage your parents and students to eat at Hufford. You are a long walk from any fast food establishment.

CD's: digital stereo recordings of your group's performance will be available to order outside of the performance area. CD's cost \$14.00 each and must be paid for when ordered. Checks can be made payable to Joliet IMPA.

Questions: If you have any questions please feel free to call me at xxx-xxxx.

GOOD LUCK AND HAVE A SUCCESSFUL PERFORMANCE!

APPENDIX B
B-5
SAMPLE GENERAL INFORMATION HANDOUT FOR STUDENTS AND PARENTS

For Parents and Students

General Information
District VI Organization Contest

- Location:** Hufford Junior High School Is Located at 1125 N. Larkin Avenue in Joliet. Your director has a map to assist you in getting to Hufford.
- Parking:** Cars should park on the north side of the building (Ingalls side) and spectators should enter through the gym doors. The building will open at 4:00 p.m. on Friday and 7:30 a.m. on Saturday.
- Admission:** In accordance with I.G.S.M.A. District VI rules, a one dollar (\$1.00) admission fee will be charged to people (non-performers) entering the contest performance.
- Performance:** Performances will take place in the gymnasium.
- Boom Boxes:** Absolutely no boom boxes will be allowed by students.
- Lost & Found:** Any articles found should be taken to the contest office. Owners may secure lost articles with proper identification. Neither Joliet Grade School District 86 or I.G.S.M.A. will be responsible for lost, stolen, or damaged articles.
- Food:** The cafeteria will be serving food throughout the contest. Please do not take food or drinks outside of the cafeteria. The menu will include donuts, hot dogs, nachos, candy, drinks, snacks, and various other goodies. The prices are reasonable and the food is good. You are a long walk from any fast food establishment.
- CD's:** Quality digital stereo recordings of your group's performance will be available to order outside of the performance area. CD's cost \$14.00 each and must be paid for when ordered. Checks can be made payable to Joliet IMPA.
- Questions:** If you have any questions please contact your director.

APPENDIX B
B-6
SAMPLE RATINGS COMPOSITE FORM

JUDGE'S NAME							FINAL	MEDALS					State Yes Or No
	POINTS	RATING	POINTS	RATING	POINTS	RATING		RATING	No. of 1st at \$1 each	No. of 2nd at \$1 each	Total	Check Number	
Site Date													
ORGANIZATION													

APPENDIX B
B-7
SAMPLE ADJUDICATOR’S TOTE SHEET

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION
NORTHERN DIVISION

ADJUDICATOR’S TOTE SHEET

Site Host Date Adjudicator’s Name	Intonation	Tone Quality	Balance	Interpretation Musicianship	Technique	Rhythmic Accuracy	Stage Presentation	Total Points	Final Rating
Organization Name									
Organization Name									
Organization Name									
Organization Name									
Organization Name									
Organization Name									
Organization Name									
Organization Name									
Organization Name									
Organization Name									
Organization Name									

APPENDIX B
B-8
SAMPLE ANNOUNCER'S SCRIPT

<<**Group**>>

<<**Date**>>

<<**Time**>>

The Joliet Instrumental Music Parents Association, District 86 Administration and Hufford Staff take pleasure in welcoming you to Hufford Jr. High School and the 2002 Illinois Grade School Music Association District VI Organization Contest.

We would like to remind those of you with cameras to please remain seated during the performance. We ask that you do not leave the gym during a group's performance. Also, we ask that you remain seated after the group's performance until they have exited the contest room. Please turn off all cell phones and pagers while in the performance area as they interfere with the digital recording process.

Orchestra, your judges for today's contest are: Mr. Chip De Stefano from McCracken Middle School in Skokie, IL, Mr. George Pierard of VanderCook College of Music in Chicago, IL, and Mr. Tom Goodwin, retired from School District 122 in New Lenox, IL. We would ask that you take time to read the biographies of our distinguished adjudicators in your contest program.

(Check with recording technician before continuing)

Ladies and Gentlemen, we here at Hufford Jr. High School are now honored and privileged to present from <<**City**>>, the <<**Group**>> under the direction of <<**Directors**>> .

They will be performing the following selections: <<**Sel I**>>, <<**Sel II**>>, and <<**Sel III**>>.

And now, the <<**Group**>>.

(After Performance)

We congratulate and thank the <<**Group**>> and their director(s) <<**Directors**>> for their fine performance. A digital CD recording of the <<**Group**>>'s contest performance will be available and may be ordered and purchased in the hallway entrance area. Don't miss this opportunity to include today's musical performance as a part of your library by making it a part of your personal family's history to be enjoyed for many years to come. For just \$14 you will have this cherished memento of your orchestra's contest performance today.

We would like to invite you into our cafeteria for refreshments available at nominal prices. Digital souvenir photographs are also available in the cafeteria.

Again, we welcome you to Hufford Jr. High School and hope you enjoy your visit with us. Thank you for attending this portion of today's contest performance.

APPENDIX B
B-9
SAMPLE MEDAL DISTRIBUTION/RECEIPT FORM

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION
NORTHERN DIVISION – DISTRICT __

DISTRICT ORGANIZATION CONTEST

Date _____

Site _____

CONTEST MEDAL FORM

Organization Name: _____

Director's Name: _____

Final Rating: _____

of 1st Place Medals @ \$(price) Each = \$ _____

of 2nd Place Medals @ \$(price) Each = \$ _____

Total Amount Due \$ _____

Payment by: Check # _____ or Cash _____

Payment received by: _____

Director's signature: _____

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION
NORTHERN DIVISION – DISTRICT __

DISTRICT ORGANIZATION CONTEST

Date _____

Site _____

CONTEST MEDAL FORM

Organization Name: _____

Director's Name: _____

Final Rating: _____

of 1st Place Medals @ \$(price) Each = \$ _____

of 2nd Place Medals @ \$(price) Each = \$ _____

Total Amount Due \$ _____

Payment by: Check # _____ or Cash _____

Payment received by: _____

Director's signature: _____

Seating Plan

<<Group>>
<<Directors>>

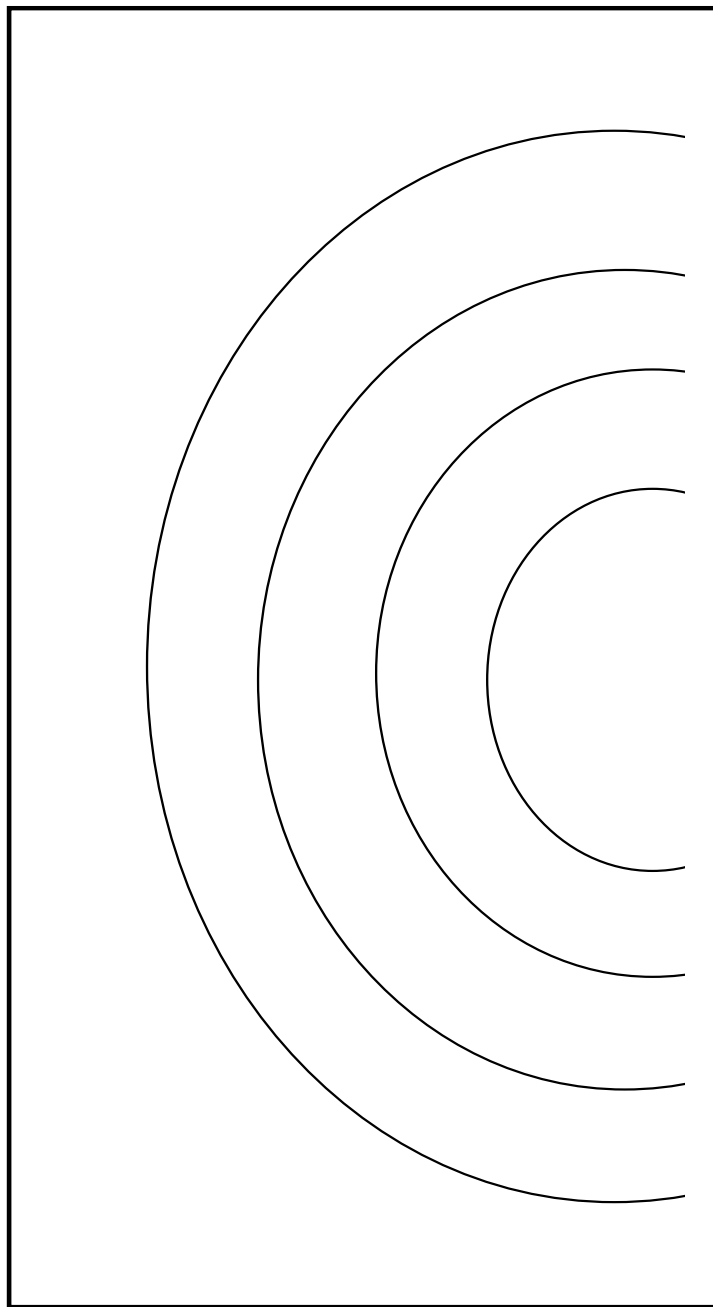
Performance Information:

<<Date>>

Time

Row 1) ____ 2) ____ 3) ____ 4) ____ Percussion ____ Number of chairs (X's below)

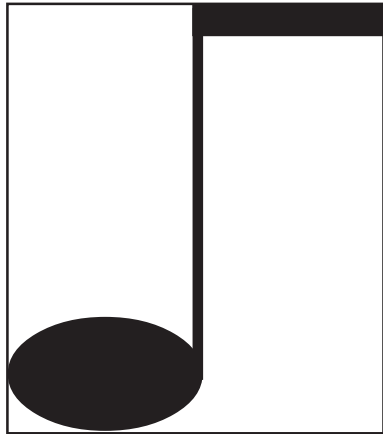
Row 1) ____ 2) ____ 3) ____ 4) ____ Percussion ____ Number of stands (O's below)



APPENDIX B B-10 SAMPLE SEATING CHART

APPENDIX B
B-11
SAMPLE ORGANIZATION CONTEST PROGRAM BOOKLET COVER

**ILLINOIS GRADE SCHOOL
MUSIC ASSOCIATION**
NORTHERN DIVISION



DISTRICT —
ORGANIZATION CONTEST

Date

School

City

APPENDIX B
B-12
SAMPLE ORGANIZATION CONTEST PROGRAM BOOKLET WELCOME LETTER

Date

Dear Students, Parents, Directors, and Visitors,

Once again we welcome you to the Illinois Grade School Music Association District VI Organization Contest. I know there will be a great deal of excitement and enjoyment surrounding this event.

The excitement comes from seeing the tremendous talents of our students on display. Such talent is a result of the significant effort of everyone involved in making today's event a success.

Special thanks are are extended to the parents for their support and commitment; to the directors who provide the good instruction needed for a quality performance, and to the students for the many hours you have spent preparing for this event.

As you experience this event, please feel free to listen to as many groups perform as possible. We encourage you to show your enthusiasm for the event by extending an encouraging word to every participant and by taking good care of the school building. We also ask that you pay close attention to all audience guidelines. We want this day to be a memorable one for everyone.

Good luck to every participant. Enjoy the day!

Sincerely,

Superintendent

APPENDIX B

B-13

SAMPLE ORGANIZATION CONTEST PROGRAM BOOKLET CONCERT ETIQUETTE

CONCERT ETIQUETTE

Concerts are a very important part of your child's participation in the music program. Because a concert performance can make some people nervous, there are a few things you as an audience can do to make our concerts less stressful and more enjoyable for everyone.

1. Please be seated before the starting time of the concert.
2. Please do not ask to take your child away from the performance early.
3. If you are bringing small children, please stress the importance of being quiet while the music is being performed.
4. If you must leave for any reason, please do so between musical selections. Please re-enter between selections also.
5. If you have a small child who will not stop crying or can't sit still, please take him or her out of the performance room quickly and quietly.
6. Please don't move around during the performance.
7. Please avoid coming up to the performance area during the performance to take photos. The flash can cause a problem with reading the music or following the conductor.
8. Please do not talk during the performance. Others may want to hear the music. It may be their child's "big part".
9. Please do not call out your child's name before, during, or after the group's performance.
10. Hold your applause until the conductor has indicated the end of the selection. This is shown by the lowering of the conductor's hands or baton.
11. Please turn off all cell phones and pagers before the performance begins.
12. Please let your child know that he or she did well and you appreciate the effort.

LET'S DO WHAT WE CAN TO MAKE OUR
CONCERTS A HUGE SUCCESS!!!

THANKS

APPENDIX B
B-14
SAMPLE ORGANIZATION CONTEST PROGRAM BOOKLET ACKNOWLEDGEMENTS

Acknowledgements

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION

President Wesley Russell
Vice President Robert Page
Secretary-Treasurer Edward Jones
District VI Chairman John Armstrong

CONTEST ADMINISTRATION

Contest Co-Chair Marjorie Lamping
Contest Co-Chair Anna Stacy
Contest Host District 86 Instrumental Music Directors

DISTRICT #86 ADMINISTRATION

Superintendent Phyllis M. Wilson, Ph.D.
Assistant Superintendent for Educational Services Cheryl Owens
Assistant Superintendent for Personnel Gerald Lundeen
Assistant Superintendent for Business Troy Whalen
Director of Curriculum Carol Sossong
Director of Buildings and Grounds Greg Siska

JOLIET GRADE SCHOOL DISTRICT #86 BOARD OF SCHOOL INSPECTORS

President Jeffrey K. Pritz
Vice President David L. Evans
Member Frank D. Stewart
Member Glen A. Marcum
Member Paul Hopkins
Member Herbert Brooks
Member Sandra Archambeau

HUFFORD SCHOOL ADMINISTRATION

Principal James Poch
Assistant Principal Sandy Gavin
Assistant Principal Wesley Russell

JOLIET GRADE SCHOOL INSTRUMENTAL MUSIC PARENTS ASSOCIATION

President Pat & Glen Marcum
Vice President (Band) Kathy & Pat O'Neill
Vice President (Orchestra) Marie Rodgers & Jeanne Sweetwood
Treasurer Penny Kalamaras
Secretary Paula Stimpert

JOLIET GRADE SCHOOL INSTRUMENTAL MUSIC DIRECTORS

Dirksen Bands Marc Henshaw
Dirksen Orchestras Melissa Schoonover
Gompers Bands Cory Walavich
Gompers Orchestras James Shaw
Hufford Bands John Armstrong
Hufford Orchestras Clifford Hunt
Washington Bands William Goetz
Washington Orchestras Melissa Schoonover
Music Coordinator John Armstrong

APPENDIX B
B-15
SAMPLE ORGANIZATION CONTEST PROGRAM BOOKLET PERFORMANCE ORDER

PERFORMANCE ORDER
SATURDAY, MARCH 16, 2002

Washington Junior High School Orchestra (Joliet)	8:00 a.m.
Gompers Junior High School Orchestra (Joliet)	8:25 a.m.
Gompers Junior High School Band (Joliet)	8:50 a.m.
Dirksen Junior High School Orchestra (Joliet)	9:15 a.m.
Washington Junior High School Band (Joliet)	9:40 a.m.
Hufford Junior High School Orchestra (Joliet)	10:05 a.m.
Chaney-Monge Concert Band (Crest Hill)	10:30 a.m.
Dirksen Junior High School Concert Band (Joliet)	10:55 a.m.
Joliet All City Orchestra (Joliet)	11:20 a.m.
McKinley Junior High School Symphonic Band (South Holland)	11:45 a.m.

Lunch

Central Middle School Concert Band (Tinley Park)	1:00 p.m.
Martino Junior High School Concert Band (New Lenox)	1:25 p.m.
Hufford Junior High School Band (Joliet)	1:50 p.m.
Central Middle School Symphonic Band (Tinley Park)	2:15 p.m.
Martino Junior High School Symphonic Band (New Lenox)	2:40 p.m.
Timber Ridge Middle School 8th Grade Band (Plainfield)	3:05 p.m.
Southwest Chicago Christian 7th & 8th Grade Band (Oak Lawn)	3:30 p.m.
Joliet All City Band (Joliet)	3:55 p.m.

APPENDIX B

B-16

SAMPLE ORGANIZATION CONTEST PROGRAM BOOKLET EVALUATION EXPLANATION

How Are The Groups Today Being Evaluated?

The groups will be evaluated by judges using the rating code and judging sheet provided by the Illinois Grade School Music Association (see previous page). Several aspect's of a group's performance are scrutinized and given a rating between 1 and 4, with 1 being the highest. A score of 7-10 points places the group in Division I; a score of 11-15 points places the group in Division II; and a score of 16-28 points places the group in Division III. Following is a brief explanation of each of the seven captions:

INTONATION

Were the various instrumental sections in tune with themselves and with the other sections of the group? Were the pitch conflicts relatively minor or flagrant? Did the intonation problems occur in pitch areas that are not generally related to such difficulties or could you expect these problems as a matter of the nature of the instrument?

TONE QUALITY

Considers the production of the musical sound: Resonance, control, clarity, focus, consistency, warmth. Are the various sections demonstrating the characteristics of the instruments being played?

BALANCE/BLEND

Considers the likeness of the tonal qualities and intensities and the resultant sound. Do the performers understand and demonstrate an awareness of the ensemble? Did the various instrumental timbres complement each other to create a desirable sound? Was the instrumentation of the group adequate for the proper presentation of the composition?

INTERPRETATION AND MUSICIANSHIP

Considered are such elements as expression, tempo, phrasing, dynamics, style, nuance, accent, taste, and control of contrasts. Was there a variation from the composer's intention? Did the group properly reflect the spirit of the composition?

FLUENCY OF TECHNIQUE

Considered are such mechanical elements as are required for precision of attacks and releases, proper breathing, articulation, bowing, fingering, fluency, tonguing, and embouchure.

RHYTHMIC ACCURACY

Considers accuracy of note and rest values, duration, pulse, steadiness, correctness of meters, vertical of alignment of the ensemble.

STAGE PRESENTATION

Did the group present a satisfactory stage decorum? Do the students understand and demonstrate proper posture and instrument placement? Were there any physical distractions?

APPENDIX B

B-17

SAMPLE ORGANIZATION CONTEST PROGRAM BOOKLET ADJUDICATOR COMMENT SHEET

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION

NORTHERN DIVISION

Band-Orchestra Contest

Adjudicator's Comment Sheet

Band - Orchestra _____
 School _____ Time of Performance _____
 Date _____ Site _____

SELECTIONS

1. _____
2. _____
3. _____

(Adjudicator's Check Evaluation. Number 1 is Highest)

	1	2	3	4	GENERAL REMARKS
Intonation Chords, melodic line, tutti, accuracy to pitch					
Tone Quality Warmth, resonance, control, clarity, focus, consistency, likeness of qualities					
Balance/Blend Balance of sections/ensemble and blend of individual instruments					
Interpretation and Musicianship Artistry, style, phrasing, tempo, dynamics, emotional involvement, expression					
Fluency of Technique Attacks/releases, control of ranges, mechanical skill, articulation/bowing					
Rhythmic Accuracy Accuracy of note and rest values, duration, pulse, steadiness, accuracy of meter, vertical alignment, precision					
Stage Presentation Posture, instrument position, uniformity of appearance					

TOTAL POINTS _____

Rating Code: 7-10 points, Div. I

11-15 points, Div. II

16-23 points, Div. III

COMMENTS ON PERFORMANCE (ADJUDICATOR WILL PLEASE INCLUDE SUGGESTIONS FOR IMPROVEMENT)
 (Use reverse side for additional comments)

OFFICIAL RATING:

DIV. I _____

DIV. II _____

DIV. III _____

Adjudicator's Signature _____

APPENDIX B

B-18

SAMPLE ORGANIZATION CONTEST PROGRAM BOOKLET PROGRAM PAGE

HERITAGE GROVE MIDDLE SCHOOL 8TH GRADE BAND

Plainfield, Illinois

Valerie Page, Conductor

El Camino Real James Curnow

Dance Of The Tumblers Rimsky-Korsakov/Andrew Balent

Quintology Richard Meyer

Flute

Jessica Billich
Stephanie Green
Emily Hough
Nicole Lehpamer
Kelly Opal
Katelyn Rizzo
Collette Ross
Portia Watson

Oboe

Jenelle Bayer
Meghann Phillips

Clarinet

Ginny Baker
Kristina Dillow
Missy Fuller
Victoria Gutierrez
Lauren Mikkelsen
Natasha Ramones
Amanda Schwenn

Bass Clarinet

Christina Gallik

Alto Saxophone

Nicole Lehpamer

Tenor Saxophone

Collin Perle

Baritone Saxophone

Asam Hahne

Trumpet

Cordero Ortiz
Kevin Perez
Patrick Soraghan

Trombone

Rakesh Gadde
Ryan Pyer

Euphonium

Brandon Graves

Tuba

Nick Yates

Percussion

Brendan Ealey
Rachel Glavac
Andy Hendrickson
Casey Kailus
Alexandria Langeloh
Dan Ronczowski
Anna Villarreal
Mike Wolverton

Members of the Heritage Grove 8th Grade Band are listed alphabetically to acknowledge each player's contribution.

APPENDIX B
B-19
SAMPLE ORGANIZATION CONTEST INSTRUMENTAL SCHEDULE

Organization	Enter Warm-Up	Leave Warm-Up	Performance
Washington Jr. High Orchestra	7:25	7:55	8:00
Gompers Jr. High Orchestra	7:55	8:25	8:30
Gompers Jr. High Band	8:25	8:55	9:00
Dirksen Jr. High Orchestra	8:55	9:25	9:30
Washington Jr. High Band	9:25	9:55	10:00
Hufford Jr. High Orchestra	9:55	10:25	10:30
Chaney-Monge Band	10:25	10:55	11:00
Adjudicator's Lunch 12:00-1:00			
Dirksen Jr. High Band	12:25	12:55	1:00
Joliet All City Orchestra	12:55	1:25	1:30
McKinley Jr. High Band	1:25	1:55	2:00
Central M.S. Concert Band	1:55	2:25	2:30
Martino Jr. High Concert Band	2:25	2:55	3:00
Hufford Jr. High Band	2:55	3:25	3:30
Central M.S. Symphonic Band	3:25	3:55	4:00
Martino Jr. High Symphonic Band	3:55	4:25	4:30

APPENDIX B
B-20
SAMPLE ORGANIZATION CONTEST INSTRUMENTAL SCHEDULE
WITH CLINIC SESSIONS
(With Clinic in Another Room)

Organization	Enter Warm-Up	Leave Warm-Up	Performance	Clinic
Washington Jr. High Orchestra	7:25	7:55	8:00	8:30
Gompers Jr. High Orchestra	7:55	8:25	8:30	9:00
Gompers Jr. High Band	8:25	8:55	9:00	9:30
Dirksen Jr. High Orchestra	8:55	9:25	9:30	10:00
Washington Jr. High Band	9:25	9:55	10:00	10:30
Hufford Jr. High Orchestra	9:55	10:25	10:30	11:00
Chaney-Monge Band	10:25	10:55	11:00	11:30
Adjudicator's Lunch 12:00-1:00				
Dirksen Jr. High Band	12:25	12:55	1:00	1:30
Joliet All City Orchestra	12:55	1:25	1:30	2:00
McKinley Jr. High Band	1:25	1:55	2:00	2:30
Central M.S. Concert Band	1:55	2:25	2:30	3:00
Martino Jr. High Concert Band	2:25	2:55	3:00	3:30
Hufford Jr. High Band	2:55	3:25	3:30	4:00
Central M.S. Symphonic Band	3:25	3:55	4:00	4:30
Martino Jr. High Symphonic Band	3:55	4:25	4:30	5:00

APPENDIX B
B-21
SAMPLE ORGANIZATION CONTEST VOCAL SCHEDULE

Organization	Enter Warm-Up	Leave Warm-Up	Performance
Hill Middle Women's Chorus	7:35	7:55	8:00
Cowherd 7th & 8th Grade Choir	7:55	8:15	8:20
Haines 7th Grade Chorus	8:15	8:35	8:40
Chicago Jr. Sch. Perf. Ens.	8:35	8:55	9:00
Hill Men's Chorus	8:55	9:15	9:20
Gregory Concert Choir	9:15	9:35	9:40
10-Minute Break 10:00-10:10			
Haines 8th Grade Choir	9:45	10:05	10:10
Lundahl 7th & 8th	10:05	10:25	10:30
West Chicago	10:25	10:45	10:50
Gregory 8th Grade	10:45	11:05	11:10
Scullen	11:05	11:25	11:30
Haines Concert Choir	11:25	11:45	11:50
Adjudicator's Lunch 12:10-12:40 p.m.			
Somonauk	12:15	12:35	12:40
Hinckley - Big Rock	12:35	12:55	1:00
Faith Christian Choir	12:55	1:15	1:20
Granger Concert Choir	1:15	1:35	1:40
Traughber 8th Grade Chorus	1:35	1:55	2:00
Still Honor Chorus	1:55	2:15	2:20

APPENDIX B
B-22
SAMPLE ORGANIZATION CONTEST VOCAL SCHEDULE
WITH CLINIC SESSIONS
(With Clinic in Another Room)

Organization	Enter Warm-Up	Leave Warm-Up	Performance	Clinic
Hill Middle Women's Chorus	7:35	7:55	8:00	8:20
Cowherd 7th & 8th Grade Choir	7:55	8:15	8:20	8:40
Haines 7th Grade Chorus	8:15	8:35	8:40	9:00
Chicago Jr. Sch. Perf. Ens.	8:35	8:55	9:00	9:20
Hill Men's Chorus	8:55	9:15	9:20	9:40
Gregory Concert Choir	9:15	9:35	9:40	10:00
10-Minute Break 10:00-10:10				
Haines 8th Grade Choir	9:45	10:05	10:10	10:30
Lundahl 7th & 8th	10:05	10:25	10:30	no
West Chicago	10:25	10:45	10:50	11:10
Gregory 8th Grade	10:45	11:05	11:10	11:30
Scullen	11:05	11:25	11:30	no
Haines Concert Choir	11:25	11:45	11:50	12:10
Adjudicator's Lunch 12:10-12:40 p.m.				
Somonauk	12:15	12:35	12:40	no
Hinckley - Big Rock	12:35	12:55	1:00	no
Faith Christian Choir	12:55	1:15	1:20	1:40
Granger Concert Choir	1:15	1:35	1:40	2:00
Traugher 8th Grade Chorus	1:35	1:55	2:00	2:20
Still Honor Chorus	1:55	2:15	2:20	2:40

APPENDIX B
B-23
SAMPLE ORGANIZATION CONTEST SURVEY

Contest Survey
District __

In an effort to continue to strengthen District __, please take a few moments and complete this survey. Your comments and suggestions will be greatly appreciated. Please fax – XXX-XXX-XXXX, or mail to (***District Chairperson's Name & Address***) as soon as possible. Thank you!

1. Please evaluate your adjudicators.

Site _____ Date _____
 Band/Orchestra _____

<i>Name</i>	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Unacceptable (please give details)</i>
Adjudicator 1					
Adjudicator 2					
Adjudicator 3					

2. Please evaluate your contest host(s).

5-Excellent 4-Good 3-Fair 2-Poor 1-Unacceptable (please give details)

Info arrived in sufficient time _____

Contest ran smoothly _____

Requests were granted _____

Contest staff was helpful _____

Performance areas were acceptable _____

Contest ran on schedule _____

Comments you would like to share about your hosts:

3. Please list any suggestions and/or concerns you have that would benefit District__ and/or IGSM

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION
Northern Division
District

APPENDIX B
B-25
SAMPLE ORGANIZATION CONTEST ADJUDICATOR PAY FORM

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION
NORTHERN DIVISION – DISTRICT

DISTRICT ORGANIZATION CONTEST

Date

School – City

ADJUDICATOR PAY FORM

ADJUDICATOR'S NAME: _____	
Total Miles - Round Trip _____	x \$ (rate) = \$ _____
Tolls	\$ _____
Lodging (Receipt Must Be Attached)	\$ _____
Base Pay	\$(rate)
Additional Time	\$ _____
TOTAL \$ _____	
Check No. _____	

ADJUDICATOR'S SIGNATURE: _____