

State Orchestra Chair Checklist In Preparation for All-State

I. Before May Board Meeting

- A. Select All-State Conductor (with approval of All-State Committee)
 - 1. Do not hesitate to ask for advice from veteran teachers.
 - 2. Choosing an out of state conductor is not a problem for any of the All-State orchestras and encouraged at the 9-10 and particularly 11-12 levels. However, we have many excellent conductors here in state. The wish though is to offer our students greater exposure at All-State.

- B. Send previous All-State Programs to Conductor
 - 1. This will assist in selecting a program.
 - 2. Your program should not exceed 22 minutes of music, 30 total on stage.
 - 3. Strive for selecting music that uses all the instruments/students as much as possible. However, be careful not to over work the winds, particularly in the 9-10 orchestra. Again, do not hesitate to ask the advice of veteran teachers.
 - 4. Give the FMEA/FOA web address to your conductor to peruse.

- C. Present Proposed Music Program to All-State Committee for Approval
 - 1. Have a few alternative choices of music.

- D. Select Reseating Judges
 - 1. You will require two judges for each instrument, two for 1st violin, two for 2nd violin and so on. Make sure you do not have two judges from the same county judging together.
 - 2. Try to choose judges by the Fall Conference. Remember, there are four orchestras vying for these directors. Get your requests in early.

II. Before End of May

- A. Conductor Information Should Be Collected
 - 1. Get a bio in word format and picture as a jpeg format of your conductor and forward it to the FOA President, along with contact information for their contract. Also, title, publishers, performance time of each piece and percussion needs.

- B. Present Wind, Brass, and Percussion Needs to the All-State Committee
 - 1. These instrument requirements will then be forwarded to FBA. A representative of FBA will then be your contact in the future.

III. In Late August, Early September

- A. Getting Music Ready
 - 1. Try to borrow as much of music that your group is performing from local directors in your District.
 - 2. Any music that needs to be ordered, email the titles, composer, publisher and edition to the Executive Director. They will order the music for you and have it drop shipped to you.
 - 3. If a piece is rental, only the Executive Director will handle all of that for you. Just remember you will not receive the music until the last week of October.

- B. Get Bowings and Preferred Fingerings from Conductor
 - 1. If the conductor does not give you these, have a colleague assist you. Preferably one who plays that specific instrument.
 - 2. Get the bowings in before you copy and send out music to the students.
 - 3. Add measure numbers if not already printed.
 - 4. You know the number of folders that are needed so make sure they are stuffed and ready to be mailed out.

- C. Get Wind Seating Preference from 9-10 and 11-12 Conductors
 - 1. Which parts are to be doubled in each section?

As an All-State Chairperson, you will receive an American Express Green Card for some of the expenses associated with being an All-State Chair. You will receive your card from the Executive Director. Please sign and activate your card as soon as you receive it. This card is only to be used for the purchase of mailing envelopes, photocopying, labels, and paying the postage to mail the music to your All-State Orchestra members. Your card has a credit limit of \$300.00. Anytime you use the card, you must mail the original receipts to the Executive Director within five (5) business days. Failure to do so may cause the card to be shut down.

- D. Copy Music with FOA Credit Card.
 - 1. Always copy extra parts to have on hand if music is lost in the mail or on site at the clinic.
 - 2. Remember to have bowings already marked.
 - 3. Add measure numbers if not already in parts.

Now you will need to turn to the section dealing with your type of All-State Orchestra, either Auditioned or Honors since your jobs will differ from this point on. Then go to the final section dealing with all orchestras.

Auditioned Orchestras

- E. Auditioned Orchestra Chairs Choose Your Violin Reduction Adjudicators
 1. Strive for adjudicators who will not have students auditioning for that group (if possible).
 2. Make sure they have the time to do this job. It usually takes between 3 and 4 hours for the process to be completed.
 3. Remember to keep track of the window you have for getting this reduction done. Make sure you have a “rain date” set.

- F. Collect CD’s from District Chairpersons
 1. Have the CD’s mailed to your house unless there are extenuating circumstances. Items may get misplaced or lost at school.
 2. Check each box of CD’s with the All-State list online for each District. Verify that the number of CD’s, instrument, and code numbers are accurate with this list.
 3. Contact that District Chair if there are any discrepancies.

- G. Ship CD’s Not Being Reduced to the All-State Judging Coordinator
 1. Include with the CD’s a copy of each District list.
 2. Remember as soon as you verify the Viola, Cello and Bass CD’s, get them shipped to the coordinator traceable mail.

- H. Violin Reduction Day Procedures
 1. You will need 3 other judges for this process, 3”x5” note cards, pencils, a CD player of good quality and 13 brown paper sacks from the grocery store.
 2. For each CD, you will only judge the etude. Before you begin, number the paper sacks 3 through 15. Put first CD in player, have each judge score the CD with a 1 through 5; 1 being superior, 5 being poor. Immediately pick up their cards add them together.
 3. Once you have totaled their cards, place the CD in the appropriate sack that corresponds to the final total score given by all three judges (the highest possible score would be 15 the lowest 3).
 4. After all CD’s etude has been judged, give your judges a break (do not let them leave!). You then count out the CD’s starting with bag 3. You need to have a total of 72 that are accepted for the next step. When you get to a bag and hit 72, stop counting. Take that bag and all CD’s in that bag and reconvene your judges.
 5. You should now know that you need “x” number of CD’s from that bag to reach the total of 72 CD’s (do not send more than 72 on to the next step). All of the CD’s up to the bag before you reach 72 should be set aside to be shipped to the judging coordinator. All of the CD’s in the bags after you hit 72 should also be set in a different pile for you to bring with you to the final judging day.

6. Now, in the bag that you hit 72, you will now have your judges re-listen to each CD and score them again using the same process. Please remember you may not send more than 72 CD's on to the final judging day. The rejected CD's from this bag than get added to the pile that you will bring with you to turn in on judging day.
- I. Ship the Violin CD's
 1. Ship the final 72 violin CD's to the All-State Judging Coordinator via traceable mail.

Honors Orchestras

- E. Setting Up Your Selection Grid
 1. In excel format, set up your grid to enter each student nominated.
 2. Use the format that FMEA wants to list in for printing. This will save you considerable time if you set this up first.
 3. Categories are: last, first, full school name, county, district, part.
- F. Getting Started with Names
 1. When you receive the applications, enter each student nominated on a separate line. Make sure you enter school, district and part.
 2. At this time you may want to add some type of score for each student. This score would be based on what the director may say or personal knowledge you may have of the school program or director.
 3. Once you have all of the students entered, sort them by instrument, then sit tight for the official results for the auditioned groups. (The Executive Director will forward those to you once they have been set).
- G. Selecting Your Orchestra Members
 1. When you receive the official lists, then go to your spread sheet of all students entered and eliminate all students that appear on the Auditioned Orchestras list.
 2. Make sure you take off all of the students from each school that has a student make the auditioned group.
 3. Once that process is done, then select each section's members.
 4. Remember you need to make sure you select at least one student from each school that nominated students.
 5. Once you have selected one student from each school, then you can go back and select another to begin to fill up your sections.
- H. Number of Participants
 1. 7-8 Honors Orchestra
You must remain as close to the prescribed number of members in each section (18, 18, 14, 12, 8 for a total of 72 students).

2. 9-12 Honors Orchestra
Please try to keep your group to 48 total members: 12, 12, 10, 8, 6 (this is due to rehearsal room constraints).
- I. Publishing Your Membership
 1. Once you are ready to publish your list, forward the final copy to the Executive Director in excel format. The Executive Director will forward the list to the web master for posting on the FOA website and to FMEA for the program.

All Orchestra Chairs Continue Here

- J. Determine and Secure Any Extra Needs For Your Orchestra
 1. You may need to find a contra bassoon, or other instrument. You may need a piano for rehearsals.
- K. Final Preparing Music To Be Mailed
 1. Music should be mailed to the school in care of the director.
 2. You need to include a cover letter introducing yourself and asking percussionists to contact you in regards to delegating who will bring what equipment.
 3. You will also get a letter from the Executive Director welcoming the student, and explaining the withdrawal procedures.
 4. Music should not be mailed out until December 1st.
- L. Continue to Maintain Contact with Conductor and Arrange Any Needs.
 1. Confirm podium, conductor stand, and stool/chair needs during the rehearsals.
 2. Confirm with a director in Tampa or close by to deliver to the hotel these needs before the first rehearsal.
- M. Continue to Check your All-State Website for Questions and Students/Parent/Teacher Needs
- N. Invite Your Conductor to Check the website for their All-State Orchestra Information
- O. Contact and Remind Your Reseating Judges the Site and Time

DO NOT forget to continually check your All-State Orchestra website for any questions that arise from directors, students and parents. Be prepared to check daily; the closer music mail outs occur!

IV. All-State Clinic Weekend

- A. Call Hotel Hosting Your Orchestra To Verify Needs BEFORE Arrival
(Preferably at least two weeks prior to your arrival)
1. Try to schedule a personal meeting with the hotel sales manager no later than the Wednesday before the first rehearsal to confirm rehearsal needs.
 2. Establish reseating rooms and verify whether you need to bring signs. Hotel usually prefers to use their signage.
 3. Confirm with hotel security procedure for locking up and opening rehearsal room throughout the week. If students have the option of leaving the larger instruments in the rehearsal room
- B. Have Reseating Music Prepared and Marked for Adjudicators
1. Supply 3"x5" cards with students' name for adjudicators to place seating numbers.
 2. Use these cards to place on students' chairs before first rehearsal to indicate seating. Include winds and brass. This will assist you in taking roll.
 3. Take roll during every rehearsal. Keep track of tardiness.
 4. Make sure the chairs are arranged as the conductor wishes.
 5. At this time you should have on site the student emergency contact forms from the Executive Director.
- C. Pick up Conductor from Airport and Arrange for Transportation during Clinic, and Their Return to the Airport
- D. Make Sure Conductor Receives a Copy of the Clinic Program with their Clinician Badge
- E. Check with Conductor if Tuning Equipment is Desired and If You Will Need To Provide It.
- F. Carry Extra Equipment and Materials At Your Discretion
1. Extra pencils, pens, magic markers, 3"x5" cards, tape, scissors, notebook pad for your notes.
 2. A set of strings although students are to bring own.
 3. Metronome, tuner, mutes, rosin.
 4. Extra copies of a seating chart.
- G. At First Rehearsal, Read FMEA Rules of Conduct and Rehearsal Protocol to All Students
1. Be seated and ready to perform at least 15 minutes prior to rehearsal.
 2. Strict attendance.
 3. No gum chewing.
 4. No talking after playing unless asking a question.
 5. Have pencils to write in directors from conductor.
 6. Remind students they are to have any equipment that was asked of them.

7. Remind students that they are to wear their badges at all times. Give students till the end of Thursday evening rehearsal to have one. This is the responsibility of their director. You may have to take names of directors to track down.
 8. You are the liaison between conductor and students.
 9. Do not hesitate to discipline discreetly, allowing conductor to work.
 10. Remind students the honor to have been chosen and to work with their conductor.
 11. Introduce conductor.
- H. Schedule a Parent/Chaperone Meeting During Rehearsal For Any Missing the FMEA Rules of Conduct Reading (have extra copies available).
- I. Have Extra Copies of Parts Available But Keep A Record
1. Have originals always on site, but do not hand out.
- J. Make Sure Conductor Will Not Be Alone for Meals Unless Preferred (invite other conductors).
- K. Handle On-site Problems or Delegate Responsibilities
1. Assign other directors to assist conductor if you are needed elsewhere (i.e. at FOA general meeting).
 2. Verify that all large percussion and other equipment will be at concert site.
- L. Having Seating Chart Prepared for Executive Director to Turn In For Your Stage Set Up to the FMEA Office.
- M. Have Directors Chosen to Assist During Rehearsals and At The Concert with Student Supervision, Collection of Music and All-State Patches.
- N. All Equipment, Folding Stands Included, Will Leave Rehearsal Room After Your Final Rehearsal.
- O. Patches are Distributed Only When All Copies of Music Are Returned.
1. Keep list of students who have lost their music. Contact their directors.
 2. Dispose of all copies of music.
 3. Either give the originals to the Executive Director after the concert or mail them to the Executive Director so the music that was purchased may be put in the FOA library for future use.

FOA Reimbursement Policy for all-State Coordinators

1. Your hotel room will be reimbursed by FOA at the published rate from the FMD. This reimbursement will only cover your hotel room Thursday and Friday evenings. If you are the 11-12 All-State Coordinator and your orchestra performs on the 8:00 p.m. concert at the Straz Center (T-PAC), the FOA will cover your room for Saturday evening also.
2. Please remember Wednesday evening will be reimbursed at the normal FOA rate of 50%.
3. If your Boosters are covering the cost of your room during the FMEA Clinic, please let the Executive Director know so that you are not double dipping.
4. Meals will be reimbursed at the current published FOA rate per day starting with breakfast Wednesday and ending with the meal that follows your final concert.
5. Travel will be reimbursed at the current published FOA rate (round trip).

NOTE: The American Express card you have received is not to be used for any expenses related to FMEA All-State Clinic week.