

All-State Coordinator Handbook

January – New Coordinator is Elected

- After the election, the incoming Coordinator needs to contact the current Coordinator to begin the coordination efforts of All-State.

February –

- FOA Executive Committee will host a planning meeting.
- Have all future suggested conductor names and bios emailed to FOA Executive Director. **Conductors will be selected at the FOA planning committee meeting.**
- After a conductor is selected, All-State Coordinator will need to provide address and phone to FOA All-State Conference Coordinator.
- All Contract information and contract will come from FMEA.

March –

- Begin communication with your All-State Conductor
- Remind them of conference dates (provided on FMEA website)
- Send list of previous programs (provided by all-state Coordinator)
- Ask for 3-5 sample programs for All-State Committee to approve – ask for at least one piece to have a harp (for the auditioned high school All-State orchestras)
 - Your program should not exceed 22 minutes of music.
 - 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.

April-

- Finalize the program
- Start looking at winds assignments (look for contrabassoon, clarinets in A, English Horn, bass clarinet parts, etc.)
- Get percussion list – ask the conductor how many percussionists they need
- Do you need extra winds for a piece?
- Does the piece contain Harp?
- Send the winds and percussion list to the FOA President and the All-State Coordinator
- Ask conductor for a biography and picture – this will be used in the Florida Music Director Publication as well as the FMEA Conference program – submit this to the FOA president/Executive Director.
 - Get a bio in word format and picture in jpeg format - forward these to the FOA President, along with contact information for their contract.
 - Conductor will need to supply: title, publisher, copyright page, performance time for each piece and percussion needs.
- Email your conductor a confirmation of the program, instruments needed, and any other special recommendations or requirements he/she may have.... Especially with auxiliary percussion instruments.

May-

- Attend May Board Meeting (It is highly encouraged that the incoming Coordinator attends).
- Prepare a board report for the May meeting that includes the conductor, program, and conductor's Biography for the board, send to the Executive Director by deadline.
- This is also a good time to start securing judges for the All-State re-seating process at All-State
- Find out how many nights the conductor will need a hotel for conference (usually it is Wednesday – Saturday or Sunday). Give this information to Executive Director.
- Make sure that your re-seating rooms and rehearsals are confirmed with the FOA president and All-State Conference planning chair.
- Make sure everyone is on the same page for rehearsal times. 11-12 Symphony Orchestra and 9-10 Concert Orchestra should have a winds and percussion rehearsal on Thursday of All-State from 9am-11:30 am, during this time the strings are doing re-seating.
- Get assigned your All-State Gmail account

June –

- Start the process of looking for music or finding music to loan from schools (Full Orchestras check with the major universities to see if you can borrow music). If you must rent – get a price quote and get it to the executive director for approval, he must do the contract.
 - **Any music that needs to be ordered, email the titles, composer, publisher and edition to the Executive Director. Music will be ordered for you, and it will be drop shipped to your executive board list address.**
 - **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.**

July/August

- Finish any tasks that were not completed in June or if possible complete some of the things that need to be done in August/September.
- Attend Summer Board Meeting and All-State Training
- Make Sure that Josh Bula – (FMEA I.T person), knows that you are an all-state Coordinator, you will have a different access screen
- This is when you secure your all-state reduction judges. 3 Judges needed, have one alternate.
- Secure your All-State re-seating judges for January. (2 1st violin, 2nd violin, 2 viola/basses, 2 cellos judges). Make sure you do not have two judges from the same District judging together.
- If you have a local music store, ask them to provide the smallest, nicest music folders for free... ask them early so they have time to get them to you before November. Order the amount for your orchestra. **These folders will be handed out at All-State.**
- Send your conductor an email just to check up on them and make sure all is running smoothly.
- Get judges in your own district to help with the pre-screening process (this takes place in the 7/8, 9/10, and 11/12 orchestras). Confirm your screening date now (this needs to be within the FOA already given dates – check the FOA calendar)

September-

- All-State Auditions will take place sometime this month.
- Depending on the FOA schedule you will do your pre- screening process by the date set in the FOA calendar.
- If you have your music...scan/PDF or fax the string parts to your conductor for bowings, if they do not want to do it.... Find some string players that you trust to help you with this.
- Purchase transposed parts for the winds if they are available.

October-

- You should have all your music and bowings ready to go – remember Originals must stay with the coordinator during the entire FMEA event and through the concert.
- This is also a good time to go buy index labels to print (Avery 1560 is what you need), colored index cards, paper for copying, and some colored paper for name tags (the name tags that hang on the stands for conductors to see).
- This is a great time to start copying your music; November gets to be very busy. String numbers are set in the FOA Handbook so you can start copying the strings parts.
Vln 1 – 18 , Vln 2 – 18 , Vla – 14 , Cello – 12 , Bass – 8
- This is your final check on wind and percussionist with your All-State Coordinator- The All-State Coordinator will be working with FBA to make sure that the winds assignments are correct with each ensemble.
- Design a welcome/information sheet for the students which will have all of their rehearsal times, re-seating room assignments, what to wear etc. (See example). Have at least 3 other board members read this.
- If you are the first ensemble at an All-State Concert – your ensemble is responsible to play the National Anthem. The Executive director will send you copies to hand out to your ensemble.

November –

- All-State List will be released sometime the first two weeks of November.
- All-State Coordinators – access MPA online for your all-state administration duties.
- www.flmusiced.org/mpaonline
- MPA online will allow you to print labels for all your students.
- You can print the schools mailing labels making sure that it is addressed to the sponsoring director
- With the winds – the highest score is obviously the higher chair. If you aren't sure ask... the last thing you want is your first chair horn player to be 4th chair.
- With your excel sheets you can then create an attendance list (which you will need)
- You will also have the option to condense the excel file so that you have the kids name, instrument, schools, director and directors cell phone and email
- Before you assign percussion parts, make sure you are comfortable assigning percussion. Usually percussion #1 is timpani, and then delegate afterwards. Ask a percussionist or the All-State coordinator for help.
- If you have a wind player that is doubling an instrument, email and call the director after you send the music to make sure that the director and student understand their role
- Same thing with percussionists, if they are assigned auxiliary instruments, double check that they know they are responsible for that part, and must bring the instrument with them.
- Check with Executive Director the last week to November and make sure there have been no withdrawals. Sometimes MPA online does not reflect this.
- **Make sure that the FMEA and FOA website correlate to your rehearsal times**
- Send FOA Webmaster any information sheets that you send out to your students.
- Send an email to ALL of the directors that students made All-State (email is available on MPA online) - attach your letter, the letter provided by Executive Director, percussion assignments, and one more time, the rehearsal schedule.
- Email your conductor and confirm transportation – flight times etc. Remind your conductor that the FOA Executive Committee will be taking all the conductors out to dinner of Friday night. If they have a spouse/partner that would like to join this dinner, please notify the Executive Director by mid-December.
- Confirm your judges for Re-seating at the conference
- Confirm where you are getting your podium and conductors stand from

- **Find yourself at least two assistants, preferably orchestra or band teachers who you can trust to stay with the ensemble while you have to take care of other things... arrange this in advance, these people will also help with check-in.**

- December-

- Mail Out all music to directors – please use personal school mail for directors within your county, your local UPS store will do an awesome job with this.... Get tracking id's on all large packages (usually the performing arts schools). Do not mail anything until after December 1st.
- Email directors in mid- December to confirm that all students have received their proper music and rehearsal times.
- Make your name cards for the rehearsal. Preferably (Winds and percussion – use white paper), Violin 1 – Purple, Violin 2 – Blue, Viola – Green, Cellos – Yellow, bass – Orange) or whatever colors you want to use. Make sure the font is 72 or bigger and clearly says the students First and Last name, and the instrument underneath. The best way to do this is to fold an 8 ½ X 11 inch paper in half (the long way).
- Print another set of name labels from MPA online (use the colored index cards) and use this for your re-seating of your strings... you do not need it for winds.
- Check with your conductor what string passages they want for re-seating, if they don't care to be a part of this process... ask another trusted board member or colleague to help you. Find 2 excerpts, no longer then 15-20 seconds for the re-seating audition.
- Email your conductor again, remind them of the rehearsal schedule, confirm travel arrangement, after Dec 27th
- The Executive Director will be able to provide you will a hotel confirmation in late December or early January.
- Ask your conductor do they want water, coffee, soda for rehearsal... make sure you have it ready for them at rehearsal.
- Confirm your re-seating judges and where your podium and conductors stand is coming from via email or phone.
- Ask your conductor to provide you with a hand drawn seating chart, with details of chairs, stands, percussion equipment, etc. Does your conductor have family coming or want an extra ticket for someone special (Let the FOA president know so they can get an extra ticket)?
- MPA online will stop working around Dec. 25th, if you need to access MPA online for All-State information after Dec. 25th, you will need to contact Josh Bula to set you up again.

- Confirm your two assistants, preferably orchestra or band teachers who you can trust to stay with the ensemble while you have to take care of other things... arrange this in advance, these people will also help with check-in.
- Have a back-up list of people who could help with emergency sectionals... strings, winds and percussion.... If you don't know who to use, ASK!!!!

Re-seating Packets –

- See attached Judging Rubric, Judging Sheet, and final tally sheet which is attached
- Make 5 packets (Vln 1, Vln 2, Vla, Cello, bass)
- Have one stand ready for each re-seating room (FMEA does not provide stands)
- Each packet should contain; put in manila envelope
 - o 3 copies of each excerpt (1 for each judge, 1 for student)
 - o 4 pencils or pens
 - o Enough scoring rubrics for each judge 18 violins/ have 40 score sheets copied
 - o Final rubric copy
 - o Judges directions

Signs to make-

- Use colored paper and make a sign in sheet that say (Winds Check In, Strings Check In, Violin check in, Viola, Cello, and Bass Check in)
- Make an extra colored sheet of audition rooms – place this on your check-in table so parents and students can clearly read it
- Print an extra copy of the letters that you sent home with the music.... Parents and students forget rehearsal times.

January – All-State Conference

- Things to do before you arrive at conference: (I highly recommend bringing all of this in a rolling suitcase)
 - o Original copies of all music
 - o Copy of all emails that show your confirmation of percussion equipment, anything from FMEA, any last-minute changes
 - o Extra copies of string parts

- Extra strings, rosin, valve oil
- Colored index cards for re-seating
- Re-seating judges packets
- The signs you made for check-in and information for the ensemble
- Copy of the All-State Student Contract – can be found on MPA-Online
- Seating Chart and full orchestra numbers – You will need this for your coordinators meeting with FMEA (usually at 3pm on Wednesday)
- Name Tags for rehearsal
- At least 5 extra foldable stands for re-seating
- Copy Maps of Tampa – you will be shocked how many questions you get about Tampa
- Copies of the letter that was sent out by you and the executive director
- In a binder – that should be kept in order have, students attendance list, all copies of percussion list, winds list, strings list, the master directors and students list, another copy of the seating chart, extra maps of Tampa, All-State Contract. You will not be able to get online easy.
- Buy two or three thank you cards for your conductor, students will sign these over the days
- Have arrangement for your podium and conductors stand

Wednesday of Conference-

- Be ready to attend a coordinator meeting in the afternoon (usually around 3pm). This meeting will provide the FMEA coordinators numbers and you will have the opportunity to meet the FVA and FBA All-State coordinators as well. Bring your seating chart and performer numbers so you can pick up your all-state badges.
- Make sure you know the ticket procedures as well as the exhibit hall times (parents will ask many times)
- When you check in yourself at FMEA Registration, go to the Coordinators/Conductors place (it is usually on the side), ask for your coordinators packet, ask for 2 Concert programs, and make sure that you have your conductors badge with the plastic protection on it and neck tag.

- See your site (hotel or TCC) prior to that meeting so you can alert FMEA of any problems like, percussion not being in your room, or the hotel does not know about re-seating rooms etc. These are all things that have to be fixed before students arrive at 8am on Thursday.
- If the concert is at the Convention Center, ask for a walk through.... If it is at the Straz, ask questions, but a walk through will not take place until your rehearsal on Friday/Saturday.
- Setup your room, all the Coordinators, percussion, Conductors podium and conductors stand etc. TAKE A PICTURE OF YOUR ROOM BEFORE YOU LEAVE ON YOUR CELL PHONE or ask another board member to come in your room and check. Make sure that you have a table in your room and a table on the outside of your room. (This is all simply for documentation purposes)
- Have your assistants meet you Wednesday late afternoon or night so you can go over everything with them, this will help with your morning process
- There is an Executive Board meeting that takes place from 5:15-7pm so plan accordingly.
- Remember you may also have to go pick your conductor up from the airport, be prepared for this.
- Meet with your conductor, if your room is open, allow the conductor to see the rehearsal facility. This will also help with the conductor not getting lost on their way to rehearsal in the morning. Remember most of our conductors DO NOT KNOW TAMPA. This is also a good time to go over the reimbursement form that Val Anderson provided at the coordinators meeting.
- Make friends with your hotel security (also known as Loss Prevention), event coordinators, and if you are at TCC know the people at the information desk. These will be the people whom will make sure your room is locked and secured while you are away. Become their friends!!!
- If you are at a hotel, find out if you can have VIP parking? This will allow you to park your car at your site – it is easier to move your conductor, music, podium, etc.
- Over the next few days – keep a list to yourself of problems that occurred during the convention or things that can be improved. This will not only be for yourself, but the FOA president will ask for this on Saturday for the FMEA post convention conference that she/he has to attend.

Thursday of Conference-

- Arrive at your site no later than 7:00am in the morning with your assistants. Have one assistant sit at the check-in table just in case students come early (Check-In starts at 8:00am). Have your 2nd assistant check the re-seating rooms and make sure that they are ok.

- Make sure your check in table is accessible, Check-In signs are clearly seen, your Check-In adults are present no later than 7:45 am
- If you have a winds rehearsal (harp) from 9am-11:30 am, make sure all their name tags are already on their stands or chairs.
- Have your re-seating judges arrive by 8:30am... review judging procedures and make sure that they are all present (have an alternate in case of emergencies). Get all of your re-seating judge's cell phone numbers if you haven't already and make sure they have yours.
- Judges should be in their rooms by 8:50am.
- 8:15am – check in should be in full swing.
- String kids should have colored index cards and should report to their auditioning rooms
- Winds and percussion should report to their rehearsal space
- Check on the percussionist, make sure all the auxiliary instruments are present...if not, contact band directors, start calling local directors to try to fix the issue asap.
- Make sure all students know to report at 12:45pm for the 1 pm rehearsal. (Students will ask if the room can store their instruments over the 11:30 – 1 pm lunch break, just make sure the room is locked!!!)
- Make sure your conductor has everything he/she needs to start rehearsal on time at 9am and ask him where he would like to go to lunch (plan something close, and make reservations if you can)
- 8:55 am, start your talk with the Winds and Percussion (harp).... Let them know the rehearsal schedule, review the All-State contract, rules (in black All-State binder). If students are late, call the director...
- If students do not show after 30 minutes, call the executive director with the student's name and school.
- When the judges are done re-seating and scoring is done (usually by 10:30am), take your strings name tags and write the students audition placement number on the right corner. Then place the students seating on the Coordinator prior to the 1pm rehearsal starting.
- Before your 1st rehearsal starts have a clear tuning procedure ready to go, discuss about being on time (tell them to arrive 15 minutes before rehearsal), Remind them of the exhibit hall.
- Try to do all announcements at the middle breaks – the students don't pay close attention at the end breaks because they just want to eat, sleep, etc. **REVIEW CONCERT DRESS – MAKE SURE THEY UNDERSTAND THAT THEY WILL NOT GO ON STAGE UNLESS THEY HAVE THE APPROPRIATE CLOTHING. SHORT DRESSES WITH FISH NET STOCKINGS ARE NOT APPROPRIATE.**

- There is usually an FOA General Board meeting that takes place from 5-7pm, plan accordingly

Things that fall on you at conference-

- Students arrive on time to rehearsal
- No gum, candy
- The room staying clean – remind them to throw away their garbage
- Name tags being shown at all times
- Attentiveness when you speak as well as the conductor
- How you want instruments cases to be stored during rehearsal
- Do you want the timpani covered when not in use
- If a section (winds, percussion, strings) are struggling with an area of music, have people ready to do a private sectional if needed, and present this to the conductor. This can cause mass frustration and make the All-State experience not as wonderful
- **Make sure that rehearsals do not get out early (we don't want kids alone without chaperones and no rides)**
- That breaks are not overly used
- Water, coffee, snacks for the conductor
- Making sure that your conductor has places to eat for lunch and dinner, unless they want to be alone
- Checking with the conductor to see if he/she is happy with rehearsal. Is something bothering them?
- If you are uncomfortable addressing a situation with a conductor or student, call an Executive board member immediately.
- If a student arrives late, address the student and call their music director to let them know as well.
- Any last minute changes that come from FMEA
- Storage for basses, cellos, and harp
- If percussion equipment that was requested is missing contact the All State Coordinator Chair
- The overall experience that an All-State student has depends greatly on your organizational skills as a coordinator.
- Ask your conductor if he/she has any suggestions of other conductors that would be good for the Florida All-State and what levels. Write down these names and submit them to the Executive Director at the end of conference.

Friday of Conference-

- By now things should be running smoothly
- Make sure that you go to the exhibit hall and meet with the recording people. The owner's name is Mark. The All-State Conductor and Coordinator each get a free DVD and CD. If you fill out this paperwork during the conference at the convention center.
- Also, make an announcement (in the mid morning) to the students that they can buy DVD and CD recording of there performance. Many Parents like to go turn in their paperwork during lunch. They can also turn it in to the sound table at the end of their concert (they are usually set up in the hallway).
- Be prepared that sometime on Friday's rehearsal an FOA President will come in to do a plaque presentation. Try to coordinate this with the FOA President prior.
- If you are still confused about Concert set-ups and holding time and locations ask a board member or a FMEA event coordinator. You must know the procedures. This includes how the students line up to go on stage, and exit the stage. You will want to review this with the students and conductor.
- This is also a good time for the conductor to go over who stands for solos, etc.
- Do your Harp, Basses and Cellos have a place to keep instruments over night or is it everyone's responsibility.
- REMIND THEM AGAIN OF CONCERT DRESS!!!!
- During Friday's rehearsal – have the students during breaks sign a thank you card for the conductor, two or three cards should allow them enough space to write something. Save this and present this to the conductor AFTER the concert.
- Check on your conductor's extra ticket if he or she needs one

Concert Day –

- Check your concert rehearsal time. It may only be enough time for your orchestra to get seated and for your conductor to check some timing places and dynamics. Make sure that they know this before they go into that rehearsal. They may NOT be able to play through the entire repertoire.
- If the Concert is at the Straz, the orchestra is placed in the pit area.
- If it is at the Straz, make sure directions have been handed out and that you know parking options and prices for parents.
- Before the concert, check student dress... if something is really wrong, do not be afraid to get a board member or tell the student they have to fix it.

- Yes, the original music should still be present throughout the concert, just in case.
- At the end of the concert, the students need to turn in their music – it will need to be destroyed immediately, and their All-State badges will need to be handed out.
- Be sure to give them an area away from where the next ensemble is setting up for them to take pictures with the conductor, etc.
- CONGRATULATIONS YOU SURVIVED BEING COORDINATOR OF AN ALL-STATE ENSEMBLE!!!!

The Monday after Conference

- Contact your Conductor again and thank him/her for the experience
- Thank any directors that helped out at all during the conference (like your assistants, judges)
- Thank any FMEA coordinators, Val Anderson, etc. that made your life easier during.
- Send out a mass thank you to all of the student's directors thanking them for their students being professional, etc.
- Get some rest!
- Anything that you feel needs to be improved upon let the All-State Coordinator know.
- Submit possible new All-State Conductors to the All-State Committee. If you have emails and phone numbers, provide that as well.

As an All-State Coordinator, you will receive an American Express Green Card for some of the expenses associated with being an All-State Coordinator. You will receive your card from the Executive Director. Please sign 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.

Copy Music with FOA Credit Card.

Always copy extra parts to have on hand if music is lost in the mail or on site at the clinic.

Remember to have bowings already marked.

Add measure numbers if not already in parts.

Auditioned Orchestras

- A. Auditioned Orchestra Coordinators 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.
- B. Violin Reduction Day Procedures
 1. You will need 3 other judges for this process, 3”x5” note cards, pencils, a
 2. For each recording, you will only judge the etude. Have each judge score the recording 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 cards in numerical order. (the highest possible score would a 3 the lowest 15).
 4. After all recordings, have been judged, give your judges a break (do not let them leave!). You then count out the score cards, starting with the lowest score. You need to have a total of 72 that are accepted for the next step. When you get to the 72nd card, stop counting. Take that card and all others that had that score and reconvene your judges.
 5. You should now know that you need “x” number of cards to reach the total of 72 (do not send more than 72 on to the next step). Once you have all the cards 1- 72 you should set them aside.
 6. Then go back to the MPA on line and mark the non-72 cards as not accepted.

Honors Orchestras

A. 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.

B. 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).

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).

C. 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

