



Concert Festival Information

Dear Directors,

Please complete this form **for each group** and email it back to your region chairperson. Before you email this form, please go to FILE, SAVE AS, and save this document as your last name dot school name dot group name. (Example: selby.springvalleyhs.concertorchestra)

If you have multiple groups, save time by completing one group, then save as a new group and change only the group's information.

Before you come to Concert Festival: Put in a large envelope two original scores for each piece you will perform. On the front of the envelope, clearly write the School Name, Group Name, and Director's name. Photo Copies are only accepted along with an official letter of permission to photocopy from the publisher. Write the school or director's name on each score, in case they are separated from the envelope. Write measure numbers over each measure to help judges quickly reference measures for making efficient comments. **Prepare a separate envelope for each group performing and bring it to the registration desk when you check in.**

Director's Name:

Director's phone number:

Director's primary email address:

School District:

School Name:

School Address:

Group Name:

Performance Day:

Performance Time (on stage):

Number of Students in Group:

Student Grade Level(s):

Music Difficulty Level(s): I II III IV V VI

Will you be arriving by bus? Yes No

Do you wish to have a personalized, engraved placard for your trophy or plaque sent to your school? Yes

If so, please have the \$10 fee ready to present to the site chairperson. The placard will be mailed to the school address that you have indicated above. Checks should be made to SCMEA Orchestra Division.

CONCERT FESTIVAL STAGE MANAGER FORM

Director:

School Name:

Group Name:

Performance Day: -select one-

Performance Time (on stage):



Please list composition(s) played giving title, composer and publisher:

Composition	Composer/Arranger	Publisher
Warm Up (optional):		
Selection #1:		
Selection #2:		

Below, enter the number of students in each section. Then, click on the boxes in the stage diagram to mark an "x" where a student should sit. For string bass or anyone who is one to a stand, simply mark one "x" per stand.

Violin I:

Violin II:

Viola:

Cello:

String Bass:

Podium: Yes No

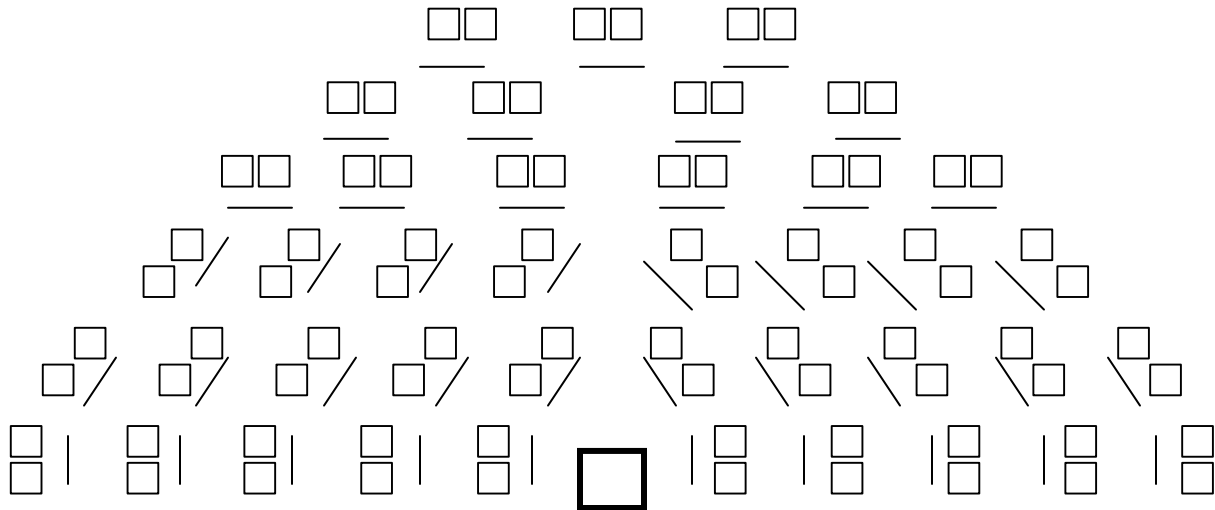
Conductor's Stand: Yes No

Full Orchestra: Please list numbers.

Winds

Brass

Percussion



Please describe any special accommodations (wheelchair access, etc) that we need to provide for your group. Include additional comments about set up or additional instrumentation here: