



# ALL-DISTRICT EVENTS

# DISTRICT CHAIRMAN

## JULY-AUGUST

If possible, finalize Senior All-District audition piece, and get music list from the guest conductors for the event.

Notify music companies so that they can stock the appropriate number of copies for the choral directors to order.

## SEPTEMBER

Attend the VMEA Executive Board/Council of Review meeting (usually the weekend after the Labor Day holiday).

Immediately after this meeting, mail your annual informational letter to all directors (senior and junior) in your district.

Include:

- Honors Choir info
- Junior and Senior audition dates, host school, name of the audition piece
- Inservice conference dates and place
- Junior and Senior district choral event dates, host school, guest conductors, where to order the music
- District festival date and host school
- All-Virginia Chorus dates and place
- Virginia Music Camp dates

## OCTOBER

Confer with audition host about preparations, and send them a copy of the guidelines for hosting the auditions

Oversee who will judge. Make sure the judges are capable and do not have students auditioning in the part that they are to judge. Encourage host to engage "outside" judges as needed, and to talk with you before doing so.

Send the state financial forms to the hosts for Senior and Junior Chorus, and the District Festival.

## NOVEMBER

At Senior auditions (Junior District Chair will normally handle the business at that event):

- make any announcements needed, and try to get things started on time
- Oversee auditions and judging. Personally collect or have all score sheets turned in to you by tabulators. Politely discourage directors not involved in the audition process from hanging around in the halls or intercepting the results.

- Determine with the host of the all-district chorus "how many" can be handled adequately in each choir in terms of size of the stage, size of the second rehearsal area, housing, etc. Make suggested cut-offs in each section. (Normally we accept 140-160 in SATB and 60-80 in SSA.) This decision is actually made by the district chair, the host director, and the audition host. Other teachers may be involved if the district chair wishes.
- Confer with the host of the All-District Chorus, specifying duties, schedule, etc. Among items to cover: guest conductor's housing and transportation, fees to be paid to conductors and accompanists, names of accompanists, certificates, meals, student housing, hospitality area for directors, choral directors meeting, dance or concert on Friday evening, instruments needed for the concert, time of All-Virginia auditions, All-Virginia commitment forms  
 \*\*\*All-Virginia auditions are the responsibility of the district chair, not the all-district host, even though you will want to work together in securing capable judges. Be sure the host knows to have available sufficient All-Virginia adjudication forms found in the back of the VCDA handbook.
- Be sure the host is corresponding with guest conductors regarding transportation schedules. The guest conductor needs to be told that students will be called out of the choir for All-Virginia auditions on Friday evening.
- Conduct the concluding business meeting by reading audition results, passing along state info, reminders about future events, and be sure to express appreciation to the host director for hosting the auditions.
- Be sure that the host director mails out the results of the audition in a timely fashion.

## JANUARY

Attend the Executive Board meeting if you're overall District VII chair, as well as choral chair.

## FEBRUARY

At the Senior All-District event:

- conduct business meetings
- oversee, with the host director, all aspects of the event (no time to shop, sleep etc)
- Brief the tabulators, runners, guides you have chosen for the All-Virginia auditions on their duties and your expectations
- Bring with you the All-Virginia registration materials and music given to you by the VCDA president, and distribute at the final meeting. Caution directors not to give results to the students, because these will be read at the concert on Saturday.
- Sign or stamp the certificates
- At the business meeting, determine host for next years auditions, host for the event, host for the district festival, guest conductors for each chorus for the following year.
- Be sure to thank the host director of All-District Chorus.
- At the end of the concert, make the All-Virginia Announcements, along with any

thanks that might be appropriate.

-----Talk to the Junior High chair about plans for their event.

-----Observe the VCDA deadline in submitting housing list, sending money etc, for All-Virginia.

### MARCH/APRIL

Confer with and assist host of the district festival. You should make the final decision on the judges. Have the host fill out the financial report and send to the state, and also send results to the VMEA journal by the deadline.

Communicate with next years proposed guest conductors concerning All-District Chorus, and get contracts signed.

Attend the VCDA meeting at All-Virginia Chorus.

\*\*\*\*There is no way to prepare for the "human factor" in assuming the duties of district chair. You will have to handle gripes, complaints, and make some decisions that will not be popular. You've been elected to deal with all of this. It's alot of hard work at times, but it's really worthwhile work in terms of the final results in student's lives.

## ALL-DISTRICT AUDITIONS

1. Keep a record of all expenditures for the auditions (paper, stamps, envelopes, phone calls, etc.). You will have to file a copy of your financial report and send it to various officers of VMEA and VCDA. A copy of your event manual can be obtained from your district chairman. Read and study this very carefully before completing any financial reports. Do not send a completed financial report to anyone until you have been over the info with your district chairman. When you begin to budget for any event, be sure to include the cost for a custodian just in case your particular school will not cover his salary for working on a Saturday. Be sure to budget the amount for your honorium (\$150.00 for a one-day event) in the amount that you charge the students to audition.

Any money left over is automatically sent to the school hosting the actual event, except for your honorium which is sent to the VMEA treasurer, who will then issue you a check for the correct amount.

2. Employ the school custodian to check the heat, clean restroom several times during the day, and do other jobs around the school.

3. Have a couple of your students meet the buses and cars, and tell the drivers where to park after unloading the students.

4. At the end of September or first of October, send an informational letter to all directors in your district. Your letter should include the audition date, time auditions will begin, time for registration to end, name of the audition piece and where it can be ordered, how much the registration fee will be, rules of your school pertaining to jam boxes, gum, tobacco, etc., list of places to eat in town, time and place of the director's meeting, reminder for directors to bring pitch pipes, calculators, and staplers, date the form should be returned, directions to the school, and a form indicating the number of students who be auditioning that day. Directors should also indicate if they would prefer to judge, tabulate, call students to audition, or be a disciplinarian. Ask the choral directors to send you a copy of their MENC card, and to bring chaperones to watch students on the buses and around the school after auditions are completed and we are finalizing the results. Remind directors that they need to contact you ahead of time if students have to audition early because of conflicts.

For Junior All-District auditions, please state in the letter that each school is allowed to bring 20 students to audition or 50% of their enrollment in grades 7, 8, and 9. If directors bring more than 20 students, they should bring a letter from their principal giving verification of their choral enrollment. Remind the directors to divide the sopranos and altos into two groups as they sign up for auditions. This does not affect the part they'll be singing, but it does expedite the audition process. Boy sopranos and boy altos should sign up with the tenors, but remind the boys to tell the people at the registration desk what part they will be auditioning on.

5. Keep a few of your choral students in the lobby of the building and in the registration area to answer questions, serve as guides etc.

6. Set up long tables in the registration area. SI and SII at one table, AI and AII at another...Post voice parts high up on the wall so that students can see clearly which table they need to go to. Do not put signs on front of the tables because hundreds of students line up and no one can see which line they need to get into. It's best to have a very large area where the students will register.

7. Have at least two guides for each voice part at all times. Guides can be used on their own voice part if they plan to audition, so they will know when their number is coming up. Let them pick their number, pay their audition fee, and pick up their own score sheets on Saturday morning. For example, my student trying out for SII would be an SII guide. Guides need to give audition sheets to the tabulator who will then give them to the judges, make sure the students know what pages to sing before they enter the room, make sure the door is closed, and keep waiting students quiet in the halls. If a student has called ahead to audition early, the numbers may not be consecutive. Tell the guides to keep up with the numbers that have already been called to audition. They can usually get five to seven kids to audition at a time. Keep things running smoothly so judges will not be left sitting idle. Have your guides check with the judges periodically to see if they need coffee or snacks. For senior high auditions, tenor guides will alternate, taking five tenor I's and then five tenor II's. Be sure the tabulator giving the pitch knows which tenor part is auditioning. Buy or make name tags for the guides.

8. Assign parents or teachers to work the registration tables. Each school should have sent their money before that day, but there may be some who will give you a check on that registration day. Buy long legal tablets and pens or pencils for the registration. List names and schools and number down the page. Students should print their names, and write the full name of their school as they sign up. Do not allow students to skip numbers on the page. Students should be given two audition sheets with voice part written at the top of the page and number in the top right corner. Make sure that the number corresponds with the number on the legal pad beside the student's name. These sheets can be numbered before the day of the auditions if you wish. Two judges are preferred for each voice part. Three judges are sometimes used for junior auditions. Do not write the name of the school on the audition sheet before the kids audition. (It would be helpful if you would remind the registration people to remind the students not to write their name or school on the audition sheet).

9. If students say they called ahead to audition early, give them the next number on the list, and tell them to wait in the designated area for their number to be called. Inform the person doing the announcing to call that number out of sequence as soon as possible.

10. You need a teacher or dependable parent to be the announcer in the auditorium/gym to remind students of various things and call numbers up to the front for the guides. Make sure you know how to work the PA system, or have the custodian set it up for you.

20. After the auditions, type a list of the results by voice part, listing student's names, and schools they attend from highest to lowest score. Send a copy of the audition results to each of the participating directors.

21. Run off number sheets for each voice part so that guides can check off who has auditioned, and keep up with the next five numbers that will be called.

## ALL-DISTRICT CHORUS GUIDELINES

1. Send a letter to participating schools around the first of January. Set deadline date for information to be returned about three weeks before you actually need it, because some directors will be slow to return their forms. Enclose appropriate info about the event, map or written directions to the school, motel info for directors (try to obtain a special rate by talking to the manager), housing forms, All-Virginia commitment forms, emergency and student conduct forms, info about registration fees, meal fees, concert time (5:00pm for senior event and 3:00pm for the junior event), and rules for your school. Your letter should also include a reminder that students are expected to be well-prepared on their music, because the guest conductors are not there to teach the notes. Also ask the directors to send a copy of their MENC card. In the letter ask for the number of students who will be auditioning for All-Virginia, so that you can inform the district chairman. Remind the directors that all students are required to eat meals at the host school. Also remind the directors that if their students cannot attend the event, to let you know as soon as possible so that alternates may be called. In the letter, remind students that they should bring black folders and pencils to the event, and "Sunday dress" is required for the concert--no chorus outfits.

2. Purchase name tags for the students and directors. Do not print names on these until about two days before the event because of alternates being called and students not attending.

3. Contact "Magnetic Memories" as soon as possible, and set the date for them to record the concert. They usually send a written contract to confirm the agreement. Call them closer to the date, and confirm the time for them to arrive. Recording people will need a table and chair in front of the stage before the concert. Also, table and chairs are needed in the auditorium lobby the day of the concert for the sale of tapes and CDs. The recording company generally likes to have a copy of the front page of each music selection showing the title and composer, as well as the publishing company, for copyright purposes. They will also need a copy of the program order, and info concerning soloists and instrumentalists who will be performing.

ADDRESS: Magnetic Memories  
P.O.Box 3373  
Kingsport, TN 37664  
Phone: (423) 246-2121

4. Set up a teacher's hospitality area. Get parent's or your booster organization to help supply food and drinks. Ask your local grocery store deli's, and local restaurants to donate anything they can for the event. Soft drink companies will usually donate drinks and bottled water for the teachers and student snack bar.

5. Publicize the event in local newspapers, radio etc. Feature pictures of the guest conductors and students from your school who are members of the All-District Chorus.

6. Fix signs at school to welcome the students and directors to the event.

7. Call local restaurants on Tuesday or Wednesday before the event to inform them about extra students and parents being in town for the weekend. (This may not be necessary for the senior high event)

8. Use your choral students as much as possible to make signs, name tags, bulletin boards, polish pianos, move chairs, give out programs at the concert, serve as guides, direct traffic etc.

9. Get local music teachers or other responsible adults to register schools and students as they arrive at your school. Some money will be received that day, so have a receipt book ready so that you can write receipts that day. As each school registers, ask if any students did not come that were expected so that you can notify the host family on Friday afternoon if their guests were unable to come to the event. (There is nothing more embarrassing than to have a host family take the time to come to the school to pick up students, and then be told that their guests didn't come and they wouldn't have to keep someone). It's important to inform the host family of any housing changes. Registration people should also take up medical and student conduct forms from each school.

10. Prepare a registration packet (large brown envelope) for each participating school. Include name tags for every student, one for the director, sheet of special info for teachers (time the hospitality room opens, reminder to check housing assignments, etc), schedules, and copy of the programs for each student. Also include index cards or computer printout listing host family, address, phone number etc. so that directors will have a way to contact their students, and also to encourage students to write thank you notes to the host family after the event. Medals for each student should be included in this packet.

11. Prepare an alphabetical list of students by separate sections and members of separate choirs. Use audition results and correct spelling errors later. This will be used for the concert program. Please make every effort to spell students names correctly, and be sure to include the names of alternates called as much as possible. Check with printing companies to get bids for printing the programs and/or certificates. You may be able to use the business department at your school. Teachers will sometimes use the class to design and layout the program as part of a classroom project and/or grade for the class.

12. Keep an itemized list of all fees collected and expenses incurred for the event. This is extremely important. Record all long distance phone calls, mailing costs, paper, envelopes. Check with the financial secretary at your school, and set up a separate account for All-District Chorus. This is a requirement mandated by VMEA.

13. Be sure to receipt all money sent to you. This aids in completion of the financial report.

14. Ask the principal of your school or the superintendent to do the welcome at the concert. Also, do you want the administrators to talk to the chorus students on Friday before they begin their rehearsals?

15. Arrange for meals in the school cafeteria or have them catered. Work on this before Christmas break, so that you will be able to include the cost of the meals in the letter you send to the directors. This is a difficult job and requires you and the cafeteria manager to sit down to plan menus, and figure the cost of each meal. You will have to pay the cafeteria workers for the time they work on Saturday, so you will have to budget their overtime pay. You may be able to cut costs if you are allowed to use parents to help prepare or serve the food. The cost of feeding the students is usually figured separately from the registration fee.

16. Make hotel reservations for the guest conductors and obtain confirmation numbers. Make sure the hotel knows that you will take care of expenses. Check about travel expenses for each conductor. Send the conductors directions to your school, and ask them about being picked up at the airport, or renting a car. Also, ask them to send you a signature in black ink on a plain piece of white paper so that you can have a stamp made for them. (You might want to check with them first to see if they already have a stamp) Be sure to ask the conductors how they want the singers seated on stage, and if they will need any special equipment for the rehearsals. Most conductors appreciate cold bottled water to drink during rehearsals.

17. Have the checks for the guest conductors and accompanists written on Tuesday or Wednesday prior to the weekend of the event, while the school office is open and checks can be signed by administrators. Amounts that are paid vary, and you will need to check with the district chairman about the amount.

18. Decide if you wish to provide entertainment or a dance for the students on Friday evening before they go to the host home.

19. Get certificates printed before the event is held. Place them in the director's hospitality area after they are signed or stamped. Have a few extras printed if possible.

20. Talk to your district chairman about which accompanists to use for the event. If you plan to use someone outside of our district directors, get the music to them at least one month ahead of time.

21. Generally, chairs are used for rehearsals, and standing risers are used for the final concert. If enough standing risers are unavailable, a couple of rows of chairs is usually placed in front of the bottom row of risers.

22. Make sure you have enough chairs for two rehearsal areas. If not, make arrangements to borrow from other schools or churches. Put a few chairs behind stage before the

concert begins, just in case the conductors have altered arrangements for their group or taken out some chairs that will be needed for the larger SATB choir.

23. Check with the guest conductors to see if they need a podium, stool to sit on, water, or microphone to use during rehearsals.

24. Have all pianos tuned/repared and polished before the event.

25. Immediately after Christmas, start on housing. Work out the housing details yourself--do not depend on students to do this for you. Work with local churches, boosters, your personal friends, teachers, administrators, and students who live in homes that you are familiar with. Call everyone you know. Try to screen families who are housing students. After obtaining adequate housing (also, get a few extra homes that will serve as emergency back-up ), send out a letter or call them if you wish, informing them the names of students they will be keeping, what school they're from, time to pick up students on Friday night, and time to return them on Saturday morning. Stress the fact that only adults should be transporting the choral students. After the event, it's always nice to send a personal thank-you note to each family. There are two different ways to organize the housing. 1. Make a school sign and put up on the wall in the auditorium for each participating school. It helps if these are arranged alphabetically, and they should be large enough and dark enough for hosts to see when they come to pick up the students. Choral students should put their luggage in the seats near their school sign when they arrive on Friday. 2. Place numbers all along the wall. Student numbers should match with the number of the host family. Host families should make a sign with their number on it, so that they can easily find their students.

26. It is imperative that you are organized for the All-District event that you are hosting. It helps if you use a looseleaf notebook that you can add pages to. Each school should have a piece of paper with their name at the top. As info is received from each school, write down every communication you have with the directors (such as who is not attending, who is staying with Aunt Sally, who can't stay in a home that has a cat because of allergies). Directors will call you, and if you don't write the details down, it's very difficult to remember everything. Keep the pages for each school in alphabetical order, so that you can quickly find what you need.

27. After the event, submit a financial report to the appropriate people within four to six weeks. The chairman of the district will see that you have the proper forms. **DO NOT SEND ANY FINANCIAL FORMS TO THE STATE ORGANIZATION UNTIL YOU HAVE BEEN OVER THE DETAILS WITH YOUR DISTRICT CHAIRMAN.** You will need social security numbers of all persons receiving payment for services during the weekend. You will need receipts for all expenses. Sometimes, you will have enough money left over to reimburse the schools that paid for students who did not attend. (Either a partial or full refund is appropriate)

28. Check with administrators about the bell system being turned off for the weekend, so that it won't disrupt rehearsals or the final concert. After regular school hours on Friday, have the custodian put up gates or ropes to keep students in specific areas of the building.

29. Arrange for parking of cars and buses on Friday of the event if school is in session.

30. The district chairman has the primary responsibility for All-Virginia auditions. You should work together to obtain four to six judges (at least one college judge is preferred in each audition room). Reserve several classrooms located away from the rehearsal areas. In the rooms, place a music stand, a copy of the audition selection, and sharpened pencils for the judges. Calculators, staplers, and pitchpipes will be needed by the tabulators. Two adjudication sheets will be needed for each student auditioning. The district chair will run off these sheets, and supply the legal pads for the auditions. Check with the judges periodically to see if they need coffee, etc. They are usually fed dinner after they finish the process. The district chair will have checks ready to hand to them at the end of the auditions. Students usually pay \$6.00 to audition for All-Virginia, and they register to audition as they arrive on Friday.

31. Set up a snack bar for the All-District Chorus students. This is usually a money-making event for your choral department. Bottled water sells well, as do candy bars, chips, soft drinks etc. Get parents and students to work shifts for you. Have plenty of change and a cash box available.

32. Make sure that a custodian is employed for the weekend, and check on the amount that he will be paid. Sometimes the school will automatically employ one for you, but other times you will have to pay him out of the all-district budget. If you have to pay him for his time, work out a certain number of hours that you will expect him to be present during the event, and go over your expectations as far as cleaning restrooms etc.

33. Ask two or three choral directors to serve as assistants to the conductors for each choir. This person will help with the seating of the chorus, make sure things are running smoothly, correct discipline problems, make announcements, get extra music if needed etc. Make out a choral director's supervision schedule, so that they will be available to help with discipline problems etc.

34. In your notebook, keep a record of all students who are unable to attend, what school they're from, and all the alternates called for these students. Delete/add names to the program before it is printed. If the budget will allow it, refund all or part of the money to those schools who prepaid, but their students couldn't attend..

35. VMEA events are not designed to be profit-making. Work out a budget for the event in order to cover expenses such as postage, phone calls, accompanists, conductors, printing costs, custodians, student meals, piano tuning, photocopying services, and your personal honorarium (up to \$250.00 for a two-day event, and \$150.00 for a one-day event).

# EMERGENCY MEDICAL TREATMENT FORM

In the event that it is necessary, you have my permission to provide emergency medical treatment for my child \_\_\_\_\_.

It is understood that every effort will be made to contact me before any procedure is undertaken, and that this form will be used only in the event that I cannot be contacted.

Home phone number \_\_\_\_\_

Emergency phone number \_\_\_\_\_

Health Insurance Company and Number \_\_\_\_\_

Allergies \_\_\_\_\_

\_\_\_\_\_  
Parent's/Guardian's Signature

## STUDENT CONDUCT CODE

1. No alcoholic beverages are to be purchased, consumed, or in the possession of the student during the entirety of the event.
2. Drugs and tobacco products are not allowed in any form. (Advise your director if you have a doctor's prescription with you)
3. Good rehearsal techniques and discipline will be observed at all times. Expected behaviors include correct singing posture, no chewing gum or candy when singing, no walkmans or CD players, and no unnecessary talking.
4. Students are not permitted to leave the designated building or grounds of the event unless permission is granted by the All-District Chorus Committee.
5. Students may be disqualified from All-Virginia Chorus if they fail to attend a rehearsal, have an unexcused tardy, or leave the designated building or grounds of the event without permission of the All-District Chorus Committee.
6. Students are to be respectful and courteous to all other students, district choral directors, and the guest conductors

**I HAVE READ THE STUDENT CONDUCT CODE, AND I UNDERSTAND THAT IT IS AN HONOR AND PRIVILEGE TO BE IN THE ALL-DISTRICT CHORUS. IF I AM DISMISSED FROM THE CHORUS, I UNDERSTAND THAT MY PARENTS WILL BE CONTACTED, AND WILL BE RESPONSIBLE FOR MY TRANSPORTATION HOME.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Principal's Signature

**VCDA District Audition Score Sheet**

Part (Circle One)

Student's Name \_\_\_\_\_

SI    SII    AI    AII    BS    BA    T    B

**Preparation of Audition Material****(20 points)**

1. Correct pitches (10) \_\_\_\_\_
2. Correct rhythm (10) \_\_\_\_\_

Total \_\_\_\_\_

**Tone****(20 points)**

1. Tone quality (10) \_\_\_\_\_
2. Control of tone throughout range (5) \_\_\_\_\_
3. Proper and adequate volume (5) \_\_\_\_\_

Total \_\_\_\_\_

**Vocal Technique and Diction****(20 points)**

1. Breath support (5) \_\_\_\_\_
2. Breath control (5) \_\_\_\_\_
3. Pure vowel sounds (5) \_\_\_\_\_
4. Strong consonants (5) \_\_\_\_\_

Total \_\_\_\_\_

**Intonation****(20 points)**

1. Original key throughout (10) \_\_\_\_\_
2. Proper intervals throughout (10) \_\_\_\_\_

Total \_\_\_\_\_

**Interpretation****(20 points)**

1. Proper phrasing (5) \_\_\_\_\_
2. Dynamic range as marked (5) \_\_\_\_\_
3. Proper tempo and tempo changes (5) \_\_\_\_\_
4. Proper musical style (5) \_\_\_\_\_

Total \_\_\_\_\_

**Comments****Grand Total** \_\_\_\_\_\_\_\_\_\_  
Judge's Signature

January 8, 2002

Dear District VII Choral Directors,

Marion Senior High School is looking forward to hosting the Senior All-District Chorus on February 8 and 9. Please read the following information carefully.

**REGISTRATION:** 9:00-9:45 am on February 8. Pick up registration packet and check to make sure you have name tags etc. Students should put luggage in the area of their school sign posted on the wall.

**REGISTRATION FEE:** \$19.00 per student

**MEALS:** \$ 6.00 per student

Meals will be served in the school cafeteria. Students are required to purchase meals at the school, and are not allowed to leave the school grounds for meals or have meals brought to them from outside sources.

**DIRECTOR'S HOUSING:** Best Western (276) 783-3193 \$51.00 +tax

EconoLodge (276) 783-6031 \$46.00 +tax

Complimentary breakfasts are provided at both, but Best Western offers more. Please state that you are a District VII choral director in order to get this group rate. Directors are responsible for making their own reservations. Ask for group rate #699.

**CONCERT:** 5:00pm on Saturday, February 9. "Sunday dress" is encouraged for the concert--no choir uniforms. CD's and tapes may be ordered the day of the concert.

**ALL-VIRGINIA AUDITIONS:** Audition fee is \$6.00 per student. You may pre-pay this fee with a separate check made out to Richlands High School, or students may pay on Friday, before their audition. Registration for All-Virginia auditions will take place as students arrive at Marion High School on Friday morning. At that time, students should sign up on the yellow legal tablets, and pay their \$6.00. Numbers will be drawn for each voice part to determine the audition order before the 4:00pm auditions begin. Only juniors and seniors in both choirs are eligible to audition.

**DEADLINE:** Please send the enclosed registration and housing form so that they arrive at Marion High no later than January 25th. If you do not need housing, please indicate this on the form. I do not plan to house Washington County or Wythe County students. We will try to honor requests for housing if at all possible.

**THINGS TO REMEMBER:**

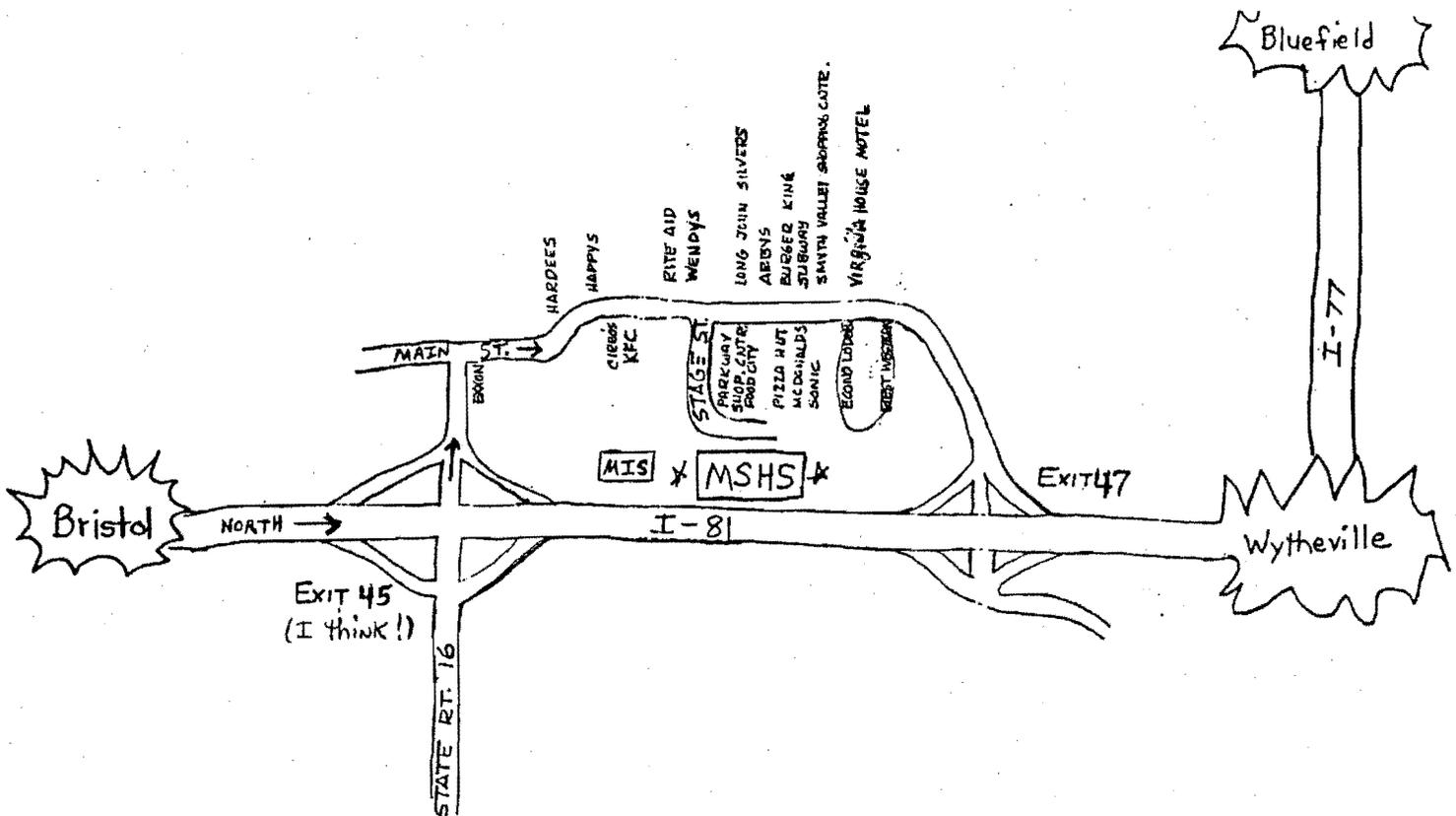
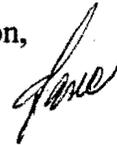
1. Notify me ASAP if you have students not attending, so that I may call alternates.
2. Bring staplers, pitch pipes, calculators for All-Virginia auditions.
3. Encourage your students to follow our school rules--no jam boxes, no smoking or other tobacco products, and no food or drinks in the auditorium or band room. Bottled water is allowed in those areas.
4. Prepare your students on the music. This is your responsibility, and not the guest conductors.



January 8, 2002

5. Students are not allowed to use copied or xeroxed music during All-District Chorus weekend.
6. Duplicate medical/conduct forms and All-Virginia forms to distribute to your students. Completed forms should be turned in at the registration desk on Friday morning. **All-Virginia forms should be copied on both sides on ONE sheet of paper. Please make sure this is done properly.**
7. **Students should bring pencils to rehearsals, and a black folder for the concert on Saturday.**
8. **On Friday, teachers should park behind MSHS (between the high school and the Intermediate School) until school is dismissed on Friday afternoon.**
9. If you have concerns or questions, call me at (276) 783-6847 (home) or (276) 783-4731 (school) between 1:00 and 2:00pm.
10. Send me a copy of your MENC card with your registration forms.
11. Teachers meals will be provided in the hospitality room or if you eat in the cafeteria, you may pay me that weekend.

See you soon,  
Jane Call





**FRIDAY REHEARSAL**  
**SUPERVISION SCHEDULE**

10:00-10:15---(Seating Arrangement of choirs) Terry Hall and Larry Marion

10:15-11:15---(SATB) Sandra Dutton and Rajean Harmon  
(SSA) Vickie Shelor

11:15-12:15---(SATB) Tim Mahn and Susie Vandergriff  
(SSA) Robin Brickey

1:15-2:00 ----(SATB) Cindy Freeman and Rick Gaylean  
(SSA) Judy Hall

2:30-3:30----- (SATB) Marty Chaffins  
(SSA) Mary Ann Riffe

3:30-5:30----- (SATB) James Eggleston  
(SSA) Jennifer Hamilton

6:30-7:30----- (SATB) Barbara Walton and John Whitner  
(SSA) Wrenda Fuller

7:30-8:30----(SATB) Kim Crosby and Scott Fleming  
(SSA) Shea Clay

**SATURDAY REHEARSAL**  
**SUPERVISION SCHEDULE**

9:00-10:00----(SATB) Robin Brickey and Rajean Harmon  
(SSA) Susie Vandergriff

10:00-11:00----(SATB) Mary Ann Riffe  
(SSA) Marty Chaffins

11:00-12:00----(SATB) Jennifer Hamilton  
(SSA) James Eggleston

1:00-2:00----- (SATB) Judy Hall  
(SSA) Cindy Freeman

2:00-3:00----- (SATB) Wrenda Fuller and Kim Crosby  
(SSA) Barbara Walton

3:00-4:00----- (SATB) Vickie Shelor and Shea Clay  
(SSA) Sandra Dutton

\*\*\*STAGE SET-UP: LARRY MARION, TERRY HALL, TIMOTHY MAHN,  
JOHN WHITNER, RICK GAYLEAN, SCHOOT FLEMING

# SUPERVISION SCHEDULE

FRIDAY, FEBRUARY 8

SATB

SSA

10:15-11:15

Payne

Myhill

11:15-12:15

Shelor

Walton

12:15-1:15

Townley

Davis

3:00-4:00

J.Hall

Clay

4:00-5:00

Chaffins

Talbert

5:00-6:00

Davis

Dutton

7:00-8:00

Walton

Harman

8:00-9:00

Myhill

Deel

SATURDAY, FEBRUARY 9

9:00-10:00

Clay

Chaffins

10:00-11:00

Talbert

J.Hall

11:00-12:00

Dutton

Townley

1:00-2:00

Harman

Shelor

3:00-4:00

Deel

Payne

Host school assistants: Cindy Freeman and Robin Brickey

Stage set-up/ riser order/ concert line-up: Terry Hall  
James Smallwood  
Larry Marion  
Mark Bays  
Scot Fleming

PLEASE TRADE WITH SOMEONE IF YOU HAVE A CONFLICT DURING THE ASSIGNED TIME.

February 5, 1995

Dear

The choral directors of District VII extend their thanks to you for agreeing to judge the 1995 All-Virginia auditions to be held on Friday, February 10, at Marion Senior High School. Auditions will begin at 4:00 pm, so please plan to meet in the library at the school at 3:45 pm.

I am enclosing a copy of the adjudication form and a copy of the audition selection. Please be familiar with the piece and bring it with you the day of the auditions. Auditions are acappella, and the song will be sung in Latin. Those auditioning for Soprano I, Alto I, Tenor I, and Bass I, will sing the piece as written. Those auditioning for Soprano II, Alto II, Tenor II, and Bass II will audition one whole step lower.

Listed below are All-Virginia Chorus regulations:

1. Only juniors and seniors in the SATB Chorus may audition.
2. Judges are not to turn around or attempt in any way to look at the student who is auditioning.
3. No smoking is allowed in the audition room.
4. Please hold noise, talking, and laughing to a minimum. Students sometimes take things personally and will think you are laughing at them etc.
5. The tabulator in your room will give the pitches with a pitchpipe and add up the scores for you. Please tell this person if you need a break.
6. Judges are required to have call-backs if the scores of the top five students are tied or only one point apart. After the call-backs, scores do not necessarily have to be changed. Your job is to choose the best singers from District VII to represent us at the state level.
7. This year, 2 students and 2 alternates will be chosen on the I parts, and 3 students and 2 alternates will be chosen on the II parts.

We are required to put your social security number on the financial form that is sent to VMEA, so please fill out the information requested and bring it with you to the auditions.

Thank you so much for agreeing to help us. You will be judging :

Sincerely,

Jane Call  
Chairman, District VII  
Phone: (703)783-6847  
School: (703)783-4731

February 1, 2002

Dear \_\_\_\_\_,

Thank you so much for sharing your home with the All-District Chorus students who will be at Marion Senior High School on February 8 and 9.

**You will be keeping the following students:**

### **Friday, February 8th**

**9:30 pm**-Come to the auditorium at Marion Senior High School to pick up your guests. Each school has a school sign on the wall. Please go to the location of the school sign and find your guests. **Be sure to bring this letter with you so you will remember the names of the students you are housing.** Please encourage your guests to get a good nights rest since they have a concert on Saturday.

### **Saturday, February 9th**

Please offer the students a little breakfast. Remind them to pack up ALL of their belongings and bring them back to the high school.

**8:30-8:45am** All students should be back at MSHS to begin their rehearsals.

**5:00pm**-All-District Chorus Concert (Please join us if you can. There is no charge)

These fine musicians from Southwest Virginia are sharing a musical weekend they will never forget. We want them to have a safe and enjoyable experience. **We ask that only adults transport these students back and forth from the school to your home if at all possible.**

If you need more information, or have problems or concerns while these students are guests in your home, please do not hesitate to call me at home (783-6847) or at school (783-4731).

Thanks again for your generosity in housing these students.

Sincerely,

Jane Call  
Choral Director MSHS

# Housing CARD

(2)

M/M Joe Blevins  
118 South Park St.  
MARION, VA 24354

783-2736

Jason Alley }  
Will Outlaw } VA High  
Nathan Vance }

## FRIDAY, FEBRUARY 8

9:00-9:45 Registration  
9:45-10:00 Introduction/Welcome  
10:00-10:15 Seating of the Choruses  
10:15-1:10 Rehearsal  
1:10-2:10 Lunch (Cafeteria)  
**2:00-3:00 Choral Director's Meeting in Library**  
2:10-6:00 Rehearsal (4:00-6:30--ALL-VIRGINIA AUDITIONS)  
6:00-7:00 Dinner (Cafeteria)  
7:00-8:30 Rehearsal  
8:30-8:40 Announcements  
8:40-9:20 Entertainment  
9:30 Leave with host families

## SATURDAY, FEBRUARY 9

8:30-8:45 Arrive back at Marion High School  
9:00-12:00 Rehearsal  
12:00-1:00 Lunch (Cafeteria)  
1:00-4:00 Rehearsal (riser line-up for concert: SATB from 1:00-2:00, practice in the band room from 2:00-4:00. SSA practice on stage from 2:00-4:00)  
**2:00 Choral Director's Meeting in Library**  
4:00-4:30 Dress for the concert  
4:30 Report to the warm-up areas  
5:00 Concert and All-Virginia announcements

**All breaks are at the discretion of the guest conductors.**

SENIOR ALL-DISTRICT CHORUS  
February 12-13, 1999  
PULASKI COUNTY HIGH SCHOOL

DIRECTORS:

I HOPE THAT THIS WEEKEND IS AN ENJOYABLE ONE FOR BOTH YOU AND YOUR STUDENTS. THE FOLLOWING CHECKLIST WILL HELP MAKE SURE THAT THINGS GO AS SMOOTHLY AS POSSIBLE. PLEASE LET ME KNOW IF I HAVE FORGOTTEN ANYTHING OR IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO ASK.

1. CHECK YOUR PACKETS TO INSURE PROPER CONTENTS. MAKE SURE ALL YOUR STUDENTS ARE HOUSED. HOUSING ASSIGNMENTS ARE NOT TO BE ALTERED IN ANY WAY!
2. A REMINDER: STUDENTS ARE NOT TO LEAVE CAMPUS FOR MEALS. THIS IS WITH OR WITHOUT THEIR DIRECTOR. IF AN EMERGENCY SHOULD ARISE BEFORE 9:30 TONIGHT, PLEASE SEE WRENDA FULLER OR MYSELF BEFORE ALLOWING A STUDENT TO GO HOME.
3. NAMETAGS ARE INCLUDED FOR ALL DIRECTORS AND STUDENTS. PLEASE MAKE SURE ALL NAMES ARE CORRECT AND THAT STUDENTS WEAR THEM AT ALL TIMES.
4. DIRECTOR'S MEETINGS WILL BE HELD AT 2:00 PM ON FRIDAY AND SATURDAY. IT IS EXTREMELY IMPORTANT FOR YOU TO ATTEND!
5. THE HOSPITALITY ROOM WILL OPEN AROUND 1PM ON FRIDAY IN THE DRAMA ROOM.
6. THERE WILL ALSO BE CONCESSIONS SOLD IN THE THEATER LOBBY DURING BREAKS.
7. IF YOU ARE NOT REGISTERED AT THE RED CARPET INN OR COMFORT INN, PLEASE LET ME KNOW WHERE I CAN REACH YOU.
8. STUDENTS SHOULD PLACE THEIR LUGGAGE IN THE AREA NEAR THEIR SCHOOL POSTER.
9. SCHOOL RULES INCLUDE NO BOOM BOXES, NO TOBACCO AND NO FOOD OR DRINKS IN THE LITTLE THEATER. I WOULD APPRECIATE YOUR HELP IN ENFORCING THESE RULES. (YOUR STUDENTS OR NOT)

## CHORAL DIRECTORS

1. Check to see that **ALL** of your students are housed. Please remember that the housing assignments are not to be altered in any way.
2. Housing cards are in your packet. Please encourage your students to write a note of thanks to their host family.
3. The director's hospitality room (library) will hopefully be open around 11:00 on Friday morning.
4. Be sure to attend the directors' meetings on Friday and Saturday at 2:00pm. It is very important for you to attend both meetings.
5. If you are not registered at the Best Western or the Econlodge motels, we must know how we can reach you.
6. Tell your students that a snack bar will be open in the cafeteria during breaks.
7. Students should place their luggage in the area near their school sign.
8. Please note the supervision schedule and trade with someone if you have a conflict. Thanks for your help with this.
9. If you have questions or concerns, please don't hesitate to ask. We want you to enjoy this weekend!

(This form must be used for all VMEA/VBODA/VCD A-sponsored events)

.. Use one form for each event. (See Event Manual, No. 4)

**Choral Events:**

- ▼  All-District Chorus Auditions  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS
- ✓  All-District Chorus  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS
- ▼  All-Virginia Chorus Auditions
- ✓  All-Virginia Chorus
- \* ♦  District Festival  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS
- ♦  District Solo & Ensemble Festival  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS

**Instrumental Events:**

- ▼  All-District Band Auditions  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS
- \*  All-District Band  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS
- ▼  All-Regional or District Orchestra Auditions  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS
- Participating Districts \_\_\_\_\_
- \*  All-Regional Orchestra  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS
- Participating Districts \_\_\_\_\_
- ▼  All-Virginia Band and Orchestra Auditions
- \*  All-Virginia Band and Orchestra
- \* ♦  District Band Festival  includes orchestra  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS
- ♦  District/Regional Orchestra Festival  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS
- Participating Districts \_\_\_\_\_
- ♦  District Solo & Ensemble Festival  Jr. HS  Sr. HS  Combined Jr. HS/Sr. HS
- \*  Marching Band Festival  East-A  East-B  West
- \* ♦  Stage/Jazz Band Festival

- Code: ♦ Send fees and/or surplus to VMEA Treasurer.
- \* Send fees and/or surplus to VBODA Treasurer (except non-member fees go to VMEA Treasurer).
- ✓ Send fees and/or surplus to VCD A Treasurer (except non-member fees go to VMEA Treasurer).
- ▼ Balance sent to host of event (except non-member fees go to VMEA Treasurer).
- \* Send \$.25 festival fees to VMEA Treasurer.

2. VMEA District VII Date of Event 11/9/96 Date of Financial Statement \_\_\_\_\_

Event Chairman Jane Call Home telephone (540) 783-6847

Chairman's school Marion High School School telephone (540) 783-4731

School mailing address 848 Stage Street

Marion, VA 24354

Event Host Same as above Home telephone ( ) Same

Host's school \_\_\_\_\_ School telephone ( )

Host's school mailing address \_\_\_\_\_

3. SUMMARY

Total Income (from item 6) ----- \$ 1293.00

Total Expenses (from item 7) ----- \$ 750.73

----- VMEA Fees Subtotal \$ -----  
 (send to VMEA treasurer) \$ 542.27

----- Fees and Expenses Subtotal \$ ----- Sent to Giles H.S.

----- Operating Expenses Subtotal \$ ----- 150.00

Balance (send to VMEA, VBODA or VCDA treasurer as indicated on page 1) Honorarium (J. Call) ----- \$ -----

Deficit (see Event Manual, No. 19) ----- ( - \$ ----- )

4. SIGNATURES

E. Lou Call  
 Event Chairman

Debby Sheets  
 School Administrator or Finance Officer

5. PARTICIPATION

28 Number of separate schools participating in this event.

— Number of different groups participating (Festival only).

411 Number of individual students participating.

1 In how many sites did this event occur?

Name of Chairman and school for this event next year. UNKNOWN

6. INCOME

Solo & Ensemble Festivals Only

----- Solos @ ----- each ----- \$ -----

----- Duet Members @ ----- each ----- \$ -----

----- Ensemble Members @ ----- each ----- \$ -----

Other Events:

411 Students @ \$ 2.50 each ----- \$ 1027.50

----- Choirs, Bands or Orchestras @ ----- each ----- \$ -----  
 (including Stage/Jazz, Marching)

Balance Received from Auditions ----- \$ -----

Meal Money ----- \$ -----

Tapes and/or Recordings ----- \$ -----

Exhibitor Fees ----- \$ -----

----- Non-member Fees @ \$50.00 each ----- \$ -----

Other Income (List) 106 students who pre-paid but \$ 265.00  
didn't show up the day of the event \$ -----

miscellaneous \$ ..50

TOTAL INCOME (enter amount in Summary above) \$ 1293.00

7: EXPENSES:

VMEA Fees

Festival Fees: \_\_\_\_\_ students @ 25¢ per student \_\_\_\_\_ \$ \_\_\_\_\_ (send all Festival Fees to VMEA Treasurer)  
 (NO VMEA fees for Solo/Ensemble Festivals) (See Event Manual, No. 13)  
 Non-member Fees: \_\_\_\_\_ non-members @ \$50.00 each \_\_\_\_\_ \$ \_\_\_\_\_ (send all Non-member fees to VMEA Treasurer)  
 (Submit "Non-Member Report" Form)  
 Subtotal (VMEA Fees) \$ \_\_\_\_\_  
 (send to VMEA treasurer)

Services

Name	Social Security ##	Service Provided	Fee	Expenses
James Daugherty		adjudicator	\$ 60 .00	\$ _____
Ann Daugherty		"	\$ 60 .00	\$ _____
Beatrice Leist		"	\$ 60 .00	\$ _____
David Johnson		"	\$ 60 .00	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
Jane Call		honorarium	\$ 150 .00	\$ _____
			\$ _____	\$ _____
Andrew Porter		Custodian	\$ 105 .00	\$ _____
		Security	\$ _____	\$ _____

Subtotal (Fees and Expenses) \$ \_\_\_\_\_

Operating Expenses

Tapes and/or Recordings \_\_\_\_\_ \$ \_\_\_\_\_  
 Piano Rental/Tuning \_\_\_\_\_ \$ \_\_\_\_\_  
 Student Housing \_\_\_\_\_ \$ \_\_\_\_\_  
 Meals \_\_\_\_\_ \$ \_\_\_\_\_  
 Reception/Hospitality for ~~students~~ <sup>teachers/adjudicators</sup> \$ 152 .03  
 Envelopes/Paper \_\_\_\_\_ \$ \_\_\_\_\_  
 Postage \_\_\_\_\_ \$ 16 .15  
 Long Distance Phone Calls \_\_\_\_\_ \$ 30 .01  
 Printing: Programs \_\_\_\_\_ \$ \_\_\_\_\_  
                   Certificates \_\_\_\_\_ \$ \_\_\_\_\_  
 Photocopying Services \_\_\_\_\_ \$ 45 .00  
 Badges/Nametags \_\_\_\_\_ \$ \_\_\_\_\_  
 Medals/Awards \_\_\_\_\_ \$ \_\_\_\_\_  
 Sight Reading Music \_\_\_\_\_ \$ \_\_\_\_\_  
 Office Supplies \_\_\_\_\_ \$ 12 .54  
 Property Damages/Thefts \_\_\_\_\_ \$ \_\_\_\_\_  
 Other Income (List) \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Subtotal (Operating Expenses) \$ \_\_\_\_\_

**TOTAL EXPENSES** (enter amount in Summary on page 2) \$ \_\_\_\_\_

Virginia Music Educators Association, Inc.

EVENT FINANCIAL STATEMENT Page 1 (Send Original to VMEA Treasurer for Every Event)

(This form must be used for All VMEA/VBODA/VCDA-sponsored events)

1. Choral Events

- All-District Chorus Auditions  Jr. HS  Sr. HS  Combined Jr/Sr HS
- All-District Chorus  Jr. HS  Sr. HS  Combined Jr/Sr HS
- All-Virginia Chorus Auditions
- All-Virginia Chorus
- District Festival  Jr. HS  Sr. HS  Combined Jr/Sr HS
- District Solo and Ensemble  Jr. HS  Sr. HS  Combined Jr/Sr HS

2. Instrumental Events

- All-District Band Auditions  Jr. HS  Sr. HS  Combined Jr/Sr HS
- All-District Band  Jr. HS  Sr. HS  Combined Jr/Sr HS
- All-Regional or District Orchestra Auditions  Jr. HS  Sr. HS  Combined Jr/Sr HS
- Participating Districts \_\_\_\_\_
- All-Regional Orchestra  Jr. HS  Sr. HS  Combined Jr/Sr HS
- Participating Districts \_\_\_\_\_
- All-Virginia Band and Orchestra Auditions  Jr. HS  Sr. HS  Combined Jr/Sr HS
- All-Virginia Band and Orchestra
- District Band Festival  Includes Orchestra  Jr. HS  Sr. HS  Combined Jr/Sr HS
- District/Regional Orchestra Festival  Jr. HS  Sr. HS  Combined Jr/Sr HS
- Participating Districts \_\_\_\_\_
- District Solo and Ensemble Festival  Jr. HS  Sr. HS  Combined Jr/Sr HS
- Marching Band Festival  East A  East B  West  Central
- Stage/Jazz Band Festival

Code: \* Send fees and/or surplus to VMEA Treasurer  
 ⊗ Send fees and/or surplus to VCDA Treasurer (except non-member fees to VMEA Treas.)  
 ⊕ Send fees and/or surplus to VBODA Treasurer (except non-member fees to VMEA Treas.)  
 ◇ Balance sent to host of event (except non-member fees to VMEA Treas.)  
 ▽ Send \$.25 festival fees to VMEA Treasurer.

3. VMEA District VII Date of Event Feb. 8 & 9 Date of Financial Statement \_\_\_\_\_

Event Chair E. Jane Call Home Telephone (276) 783-6847

Chair's School MARION SR. H.S. School Telephone (276) 783-4731

School Mailing Address 848 Stage Street  
MARION, VA 24354

Event Host E. Jane Call Home Telephone (276) 783-6847

Host's School MARION SR. H.S. School Telephone (276) 783-4731

Host's mailing address 827 E. Coyner Ave  
MARION, VA 24354

(Send Original to VMEA Treasurer for Every Event)

**3. Summary**

3A. Total Income (from item 6) \$5772.47

3B. Total Expenses (from item 7) (should equal sum of 3c,3d, & 3e) \$5763.58

3C. VMEA Fees Subtotal \$250.00  
(Send to VMEA Treasurer)

3D. Services Expenses Subtotal \$3259.27

3E. Operating Expenses Subtotal \$2254.31

Balance (send to VMEA, VBODA or VCDA Treasurer as indicated on Page 1) \$ 8.89

Deficit (See Event Manual No. 19 on page 10) ( \$ \_\_\_\_\_ )

**4. Signatures**

E. Anne Call  
Event Chair

Martha B Sheets  
School Administrator or Finance Officer

**5. Participation**

23 Number of separate schools participating in this event.

— Number of different groups participating (Festival only)

209 Number of individual students participating.

1 In how many sites did this event occur?

Name of Chair and school for this event next year \_\_\_\_\_

**6. Income**

**Solo & Ensemble Festivals Only**

       Solos @        each        \$       

       Duet Members @        each        \$       

       Ensemble Members @        each        \$       

**Other Events**

221 Students @ \$25.00 each        \$ 5525.00

       Choirs, Bands or Orchestra @        each        \$         
(Include Stage/Jazz, Marching)

Balanced Received from Auditions        \$ 247.47

Meal Money        \$       

Tapes and/or Recordings        \$       

Exhibitor Fees        \$       

       Non-member Fees @\$84.00 each        \$       

Other Income (List)        \$       

TOTAL INCOME        \$ 5772.47

(Enter Amount in Summary 3A Above)

**7. Expenses**

**VMEA Fees**

Festival Fees: \_\_\_\_\_ students @ \$.25 per student \_\_\_\_\_ \$ \_\_\_\_\_ (send all Festival Fees to VMEA Treas.)  
(No VMEA fees for Solo/Ensemble Festivals)

Non-Member Fees: \_\_\_\_\_ non-members @ \$84.00 \_\_\_\_\_ \$ \_\_\_\_\_ (send all Non-member Fees to VMEA Treas.)

Host Honorarium (if requesting) - must not exceed \$250.00 ----- \$ 250.00 (send to VMEA Treas.)

(Page 2 Summary Line 3C) — Subtotal (VMEA Fees) \_\_\_\_\_ \$ \_\_\_\_\_  
Send To VMEA Treas.

**Services**

Name	Social Security #	Service Provided	Fee	Expenses
Robert DEAN		conductor	\$ 800.00	\$ 170.03
Edward Lupton		conductor	\$ 800.00	\$ 117.34
DIANE Thomas		accompanist	\$ 200.00	\$ —
WRENDA Fuller		accompanist	\$ 200.00	\$ —
GARY PARSONS		custodian	\$ 234.00	\$ 17.90 (SS)
IRENE GRINSTEAD		cafeteria manager	\$ 313.34	\$ 23.97
CARRIE RUPARD		cafeteria worker	\$ 191.25	\$ 14.63
NORMA POWERS		cafeteria worker	\$ 164.25	\$ 12.56
			\$ —	\$ —
		Custodian	\$ —	\$ —
		Security	\$ —	\$ —
Page 2 Summary Line 3D Subtotal (Service Expense)				\$ 3259.27

**Operating Expenses**

Tapes and/or Recordings	\$ —
Piano Rental/Tuning	\$ 100.00
Student Housing	\$ —
Meals	\$ 744.91
Reception/Hospitality for students (DJ)	\$ 100.00
Envelopes/Paper (wal mart)	\$ 59.02
Postage	\$ 57.82
Long Distance Phone Calls	\$ 18.21
Printing: Programs	\$ 132.50
Certificates	\$ —
Photocopying Services	\$ 20.00
Badges/Nametags	\$ —
Medals/Awards	\$ 759.00
Sight Reading Music	\$ —
Office Supplies	\$ 34.85
Property Damages/Theft	\$ —
Other Expenses (List) Refunds to students	\$ 228.00
that did not attend	\$ —
12 students X \$19.00	\$ —

Page 2 Summary Line 3E Subtotal (Operating Expenses) \$ 2254.31

(Sum of 3C, 3D, & 3E) (like 3B) **TOTAL EXPENSES \$ 5513.58**  
(Enter amount in Summary on page 2)

EVENT FINANCIAL STATEMENT Page 1 (Send Original to VMEA Treasurer for Every Event)

(This form must be used for all VMEA/VBODA/VCDA-sponsored events)

*Hope this helps!*

1. Use one form for each event. (See Event Manual, No. 4)

**Choral Events:**

- \*  All District Chorus Auditions  Jr. HS  Sr. HS  Combined Jr/Sr HS
- X  All District Chorus  Jr. HS  Sr. HS  Combined Jr/Sr HS
- \*  All Virginia Chorus Auditions
- X  All Virginia Chorus
- O  District Festival  Jr. HS  Sr. HS  Combined Jr/Sr HS
- District Solo and Ensemble  Jr. HS  Sr. HS  Combined Jr/Sr HS

**Instrumental Events:**

- \*  All-District Band Auditions  Jr. HS  Sr. HS  Combined Jr/Sr HS
- ◆  All-District Band  Jr. HS  Sr. HS  Combined Jr/Sr HS
- \*  All-Regional or District Orchestra Auditions  Jr. HS  Sr. HS  Combined Jr/Sr HS  
Participating Districts \_\_\_\_\_
- ◆  All-Regional Orchestra  Jr. HS  Sr. HS  Combined Jr/Sr HS  
Participating Districts \_\_\_\_\_
- \*  All-Virginia Band and Orchestra Auditions  Jr. HS  Sr. HS  Combined Jr/Sr HS
- ◆  All-Virginia Band and Orchestra
- O  District Band Festival  Includes Orchestra  Jr. HS  Sr. HS  
 Combined Jr/Sr HS
- O  District /Regional Orchestra Festival  Jr. HS  Sr. HS  Combined Jr/Sr HS  
Participating Districts \_\_\_\_\_
- District Solo & Ensemble Festival  Jr. HS  Sr. HS  Combined Jr/Sr HS
- ◆  Marching Band Festival  N. East  S. East  West  Central
- O  Stage/Jazz Band Festival

- Code:  Send fees and/or surplus to VMEA Treasurer
- ◆ Send fees and/or surplus to VBODA Treasurer (except non-member fees to VMEA Treas.)
- X Send fees and/or surplus to VCDA Treasurer (except non-member fees to VMEA Treas.)
- \* Balance sent to host of event (except non-member fees to VMEA Treas.)
- O Send \$.25 festival fees to VMEA Treasurer

2. VMEA District VIII Date of Event 2/9-2/10/01 Date of Financial Statement \_\_\_\_\_

Event Chairman Judith Ellen Hall Home telephone (540) 228-6406

Chairman's school George Wythe High School School telephone (540) 238-3157

School mailing address 1 Maroon Way  
Wytheville, VA 24382

Event Host \_\_\_\_\_ Home telephone (\_\_\_\_)

Host's school \_\_\_\_\_ School telephone (\_\_\_\_)

Host's school mailing address \_\_\_\_\_

3. SUMMARY

Revised 1999

3A. Total Income (from item 6)-----\$6373.49  
3B. Total Expenses (from item 7)---(should equal sum of 3c,3d, & 3e)-----\$6328.02

3c-----VMEA Fees Subtotal \$ 0  
(send to VMEA Treasurer)

3d-----Services Expenses Subtotal \$3,325.98

3e-----Operating Expenses Subtotal \$3,002.04

Balance (send to VMEA, VBODA or VCDA Treasurer as indicated on page 1)-----\$ 45.47

Deficit (See Event Manual, No. 19, on page 10).....(---\$-----)

4. SIGNATURES

Judith Ellen Hall  
Event Chairman

Louis W. France  
School Administrator or Finance Officer

5. PARTICIPATION

26 Number of separate schools participating in this event.

\_\_\_\_\_ Number of different groups participating (Festival Only).

217 Number of individual students participating.

1 In how many sites did this event occur?  
Name of Chairman and school for this event next year. James Smallwood, Abingdon H.S.

6. INCOME

Solo & Ensemble Festivals Only

\_\_\_\_\_ Solos @ \_\_\_\_\_ each-----\$ \_\_\_\_\_

\_\_\_\_\_ Duet Members @ \_\_\_\_\_ each-----\$ \_\_\_\_\_

\_\_\_\_\_ Ensemble Members @ \_\_\_\_\_ each-----\$ \_\_\_\_\_

Other Events:

235 Students @ \$27.00 each-----\$6,345.00

\_\_\_\_\_ Choirs, Bands or Orchestra @ \_\_\_\_\_ each-----\$ \_\_\_\_\_  
(including Stage/Jazz, Marching)

Balance Received from Auditions-----\$ \_\_\_\_\_

Meal Money-----1 director \$ 4.50

Tapes and/or Recordings-----\$ \_\_\_\_\_

Exhibitor Fees-----\$ \_\_\_\_\_

\_\_\_\_\_ Non-Member Fees @ 82.00 each-----\$ \_\_\_\_\_  
~~\$78.00~~

Other Income (List) Refund - Office Supplies \$ 5.99

All-State Fees - Holston \$ 18.00

(Above Summary Line 3A)-----TOTAL INCOME (enter amount in Summary above) \$ 6373.49

7. EXPENSES:

VMEA Fees

Festival Fees: \_\_\_\_\_ students @ \$25 per student ----- \$ \_\_\_\_\_ (send all Festival Fees to VMEA Treasurer)  
 (NO VMEA fees for Solo/Ensemble Festivals)

Non-member Fees: \_\_\_\_\_ non-members @ \$80-00----- \$ \_\_\_\_\_ (send all Non-member Fees To VMEA Treasurer)  
 (Submit "Non-Member Report")

(Page 2 Summary Line 3C)--- SUBTOTAL (VMEA Fees)----- \$ 0  
 (Send to VMEA Treasurer)

Services

Name	Socia. Security #	Service Provided	Fee	Expenses (Motel)
W. Patrick Flanagan		Guest Conductor	\$ 700.00	\$ 65.00 (Motel)
James F. Daugherty		Guest Conductor	\$ 700.00	\$ 633.84 (Air, Motel, car, meals)
Vickie Shelar		Accompanist	\$ 200.00	\$ 0
Diane Thomas		Accompanist	\$ 200.00	\$ 0
Sherrri Stafford		Cafeteria manager	\$ 94.62	\$ 7.23 (TX)
Gracie Cassell		Cafeteria Worker	\$ 73.23	\$ 5.40 (TX)
Evalee Jones		Cafeteria Worker	\$ 71.53	\$ 5.47 (TX)
Nancy Davis		" "	\$ 71.53	\$ 5.47 (TX)
Andrea Mikkitt		" "	\$ 71.53	\$ 5.47 (TX)
Judith Hall		Honorarium (Host/Chair)	\$ 250.00	\$ 0
Wayne Jackson		Custodian	\$ 96.53	\$ 7.38 (TX)
Sterling Crockett		Custodian	\$ 57.18	\$ 4.37 (TX)
Page 2 Summary Line 3D SUBTOTAL (Service Expenses)				\$ 3525.97

Operating Expenses

Tapes and/or Recordings	\$ 0
Piano Rental/Tuning	\$ 125.00
Student Housing	\$ 0
Meals	\$ 1075.50
Reception/Hospitality for students	\$ 0
Envelopes/Paper	\$ 0 (Included in Office Supplies)
Postage	\$ 55.23
Long Distance Phone Calls	\$ 0
Printing: Programs	\$ 50.00
Certificates	\$ 140.39
Photocopying Services	\$ 0
Badges/Name tags	\$ 0 (Office Supplies)
Medals/Awards	\$ 701.80
Sight Reading Music	\$ 0
Office Supplies	\$ 161.12
Property Damages/Theft	\$ 0
Other Expenses (List)	\$ 18.00
26 @ \$27.00 Refunds to School (Student-Not Home)	\$ 675.00
	\$ .

Page 2 Summary Line 3E SUBTOTAL (Operating Expenses) \$ 3,002.04

(Sum of 3C, 3D, & 3E) (like 3B) TOTAL EXPENSES \$ 6,328.02  
 (Enter amount in Summary on Page 2)