

DISTRICT CONCERT MPA

TABLE OF CONTENTS

DISTRICT CONCERT MPA

A.	ADVANCE PREPARATIONS.....	Concert MPA - page 2
B.	IMMEDIATELY PRIOR TO MPA.....	Concert MPA - page 3
C.	AT THE MPA.....	Concert MPA - page 4
D.	AFTER THE MPA.....	Concert MPA - page 4
	DISTRICT CONCERT MPA SITE REQUIREMENTS.....	Concert MPA - page 5
	DISTRICT CONCERT MPA HOST SCHOOL SITE AGREEMENT....	Concert MPA - page 8
	DISTRICT CONCERT MPA STATE REPORT FORM.....	Concert MPA - page 9

DISTRICT CONCERT MPA

A. ADVANCE PREPARATIONS

1. Contact adjudicators in September/October. (See ADJUDICATOR STATUS CHECKLIST to record responses). You will need 3 concert adjudicators and 1 sight-reading adjudicator. At least three Adjudicators must be component board approved.
 2. Immediately email contracts to adjudicators who agree to serve.
 3. Secure site for Concert MPA. (See the DISTRICT CONCERT MPA SITE REQUIREMENTS LIST.) Use the FOA HOST SCHOOL SITE AGREEMENT.
 4. In early January, email a pre-MPA information packet to your District members. This packet should contain:
 - General information relative to the Concert MPA so that the membership will be prepared for it. This is usually done at the first District meeting of the year.If not already done, send:
 - Deadline information as to when all money and applications are due.
 - Your mailing address and deadline date (“in-your-hands date”) for receipt of the form and assessment payment, and fine if they are late.
 5. Stress that the entry forms can be filled out online and then printed for signatures. Remind the director to keep a copy of the completed entry form for his/her information. Remind members to check the FOA Handbook for all orchestra procedures and deadlines for title changes.
- NOTE:** Strictly enforce deadlines for Entry Forms, paying correct amount of assessments, collection of late entry fees and title change requirements. Each school must send a separate check to the district for late fees. **DO NOT SCHEDULE ANY SCHOOL THAT HAS NOT COMPLETED THE APPLICATION PROCESS.**
6. Prior to the MPA, print the Adjudicator Comment Sheets, the MPA online program will fill in all the appropriate lines on the form.
 7. Order any Superior rating awards needed (optional) and any participation plaques needed, if applicable. Estimate numbers of each kind from previous year’s order, less any you may have on hand.
 8. The District Chair and District Secretary should meet with the local MPA site host at the Concert MPA site to plan all operations, facilities, personnel, and details of the MPA to assure that all site requirements are being met. (see HOST SITE AGREEMENT and DISTRICT CONCERT MPA SITE REQUIREMENTS LIST.) It is a courtesy to invite the principal and any interested citizens groups, such as orchestra parents, to be represented at this meeting.
 9. From the local site chairperson, secure a map of the city, school campus, phone numbers and location of the rooms in which the MPA is being held. Copies of these should be emailed with the final MPA information packet to directors and adjudicators.

10. Make hotel arrangements for adjudicators and notify them. Include a map, the address and phone number of the hotel/motel. Pre-pay for their rooms using your District American Express card along with the FOA tax-exempt certificate. See separate "Making Hotel reservations for MPA handout".
11. When applications come in make a copy of the invoice page with the check at the bottom of the page. Type out your deposit slip and attach the copy of the invoice page to the bottom half of the deposit slip. You can have a maximum of 9 checks per deposit slips.
12. Schedule orchestras (by whatever method your District uses) according to the guidelines established by the FOA and your District
13. No later than 2 weeks prior to the MPA, email the final MPA information packet to the members and adjudicators, to include:
 - Maps
 - A copy of the schedule
 - Any special instructions regarding parking, warm-up, concession stand, and instrument storage
 - Any music title change procedures and instruments provided by the host school

B. IMMEDIATELY PRIOR TO MPA

1. Secure someone (preferably the District Secretary) to run the MPA Office while your students are performing, if applicable.
2. Make sure that you have all materials for running the MPA office, to include:
 - Adjudicator packets with comment sheets with correct information on them and arranged in the order of the events' appearances, pencils, schedules, expense vouchers and W9's.
 - Your copy of the FOA Handbook
 - Sharped pencils/pens
 - FSMA report form for recording ratings
 - Checks signed by your CO-signer (if applicable) to pay adjudicators.
 - Necessary FSMA Adjudicator Requisition and General Expense Voucher Forms
 - Rating and/or participation plaques (if applicable)
 - Sign-in, sign-out sheets for directors
 - 8-10 extra copies of the adjudicators' schedules
 - A large manila envelope for each school in which to place adjudicator comment sheets, recordings, and conductor scores.
 - ADJUDICATOR EVALUATION FORMS to be placed in each school's envelope.
3. Contact the local site chairperson and once more carefully go over the HOST SITE REQUIREMENT LIST and HOST SITE AGREEMENT with him/her. This can help avoid "surprises" upon your arrival at the site.
4. Update all information (titles, classifications, etc.) in the appropriate places as it is received. This is very important **so that the final results information is accurate**

C. **AT THE MPA**

1. Arrive early enough to check on security, first-aid and all facilities arrangements.
2. Set up the MPA office.
3. Meet with the adjudicators to give them any instructions regarding the logistics of the MPA. Also impress upon them the necessity for making their comments as positive and helpful as possible. Have them complete the voucher forms at this time.

(NOTE: Check all calculations on this form!)

4. Some reminders about conducting the MPA:
 - Have directors sign in.
 - Post maps of the campus with all rooms clearly marked (include restrooms)
 - Ratings should be kept confidential until they are officially released.
 - Adhere to District policies concerning the posting of ratings.
 - Double check adjudicator comments sheets and ratings, being sure that all information is **accurate**.
 - Make sure comments and categorical ratings are consistent with the overall grading.
 - Judges scores must be put in the MPA online before you can upload any judges recorded comments.
 - At the end of your MPA all judges' ratings, and recorded comments should be uploaded to the MPA online program. Before you send the final report to FSMA copy and paste the link provided and send all results to the participants and ask them to proof their results (give them 3 days to respond). After the three days submit your final report to FSMA.
5. The District Chair, not the adjudicator, is responsible for enforcing the rules and for assessing penalties when rules infractions occur. In most cases, when an orchestra is disqualified, they may be allowed to play for COMMENTS ONLY. NO RATING OR OTHER MARKING IS ALLOWED ON THE SHEET. The rating will remain as disqualified. A letter will be sent to the Principal of the Disqualified school by the District Chair explaining the disqualification.

NOTE: Only directors whose name/s appear on a school's Entry Form may register or receive adjudicator comments sheets or other materials for that school unless another person presents a letter of authorization (to the MPA Officer), signed by the orchestra director and school principal.

6. Have directors sign out **after** they are sure they have all their comment sheets, scores and any other materials.

D. **AFTER THE MPA**

1. With the Secretary, prepare and email the "MPA Results" to your mailing list. Just copy the link that is provided on the reports page and paste that link into your email. Ask your directors to make sure their scores are correct. If there is an error ask the director to send you the corrections. Then make corrections on the report, and proceed to the next step.
2. **It is essential that this information be sent to FSMA within five (5) days of the completions of your MPA. All yellow adjudication requisitions forms, W9's and your District assessment be sent to the Executive Director.**

3. Pay all bills **only with proper receipts**, invoices, vouchers, etc. You must have an invoice for your records, and get a duplicate since one copy must be sent along with the voucher to the FSMA at the end of the year.
4. Enter all transactions into your Quickbooks.

DO YOUR FINANCIAL RECORD KEEPING!

Be sure it is accurate.

DISTRICT CONCERT MPA SITE REQUIREMENTS & GUIDELINES

A. CONCERT ORCHESTRAS

1. Warm-up Room

- Large enough to accommodate 100-piece orchestra
- 100 chairs, music stands are optional and not required
- Small table & outlet available for tuner
- Adequate A/C system

2. Concert Stage/Auditorium

- NO risers on stage
- Stage size to accommodate 100-piece orchestra
- 100 chairs, 90 music stands
- Piano available if needed
- Adequate PA system
- 3 desk/tables & comfortable chairs for judges, with adequate lighting
- Digital voice recorders
- Sharpened pencils
- Percussion Equipment
 - Timpani
 - Bass Drum
 - Chimes

3. Sight-reading Room

- No tuner in sight-reading room
- Table and chair for adjudicator
- Clock
- Percussion Equipment
 - Timpani
 - Bass Drum
 - Chimes

B. MPA OFFICE

1. Location/Site/Furniture/Equipment

- Convenient to all performance areas
- Separate, lockable room
- Accessible to directors, chaperones
- Adequate lighting and working A/C
- Space for 2 - 3 workers, plus equipment
- small table
- 1 computer desk and chair

- C. RESULTS BOARD**
- Easily accessible place, distance away from performance sites and warm-up areas.
 - Should be under covered shelter
- D. DIRECTOR LOUNGE**
- Separate from MPA Office.
 - Comfortable chairs, at least 1 table
 - Coffee, soft drinks, snacks available
- E. SIGNS**
- Identify each room and place
 - Directional signs to all areas
 - Post performance schedule
- F. TIMES FACILITIES NEEDED**
- In general, plan one (1) hour before the first performance and one (1) hour after the last orchestra has finished sight reading.
- G. HOUSING**
- District Chair should pre-pay all hotel rooms needed
- H. RENTAL/CUSTODIAL/SECURITY/FIRST-AID FEES**
- Determine (**in writing**) any and all fees that will be charged - either an exact or approximate amount. (See HOST SITE AGREEMENT)
 - First aid/kit on site (Optional)
- I. CONCESSIONS and FOOD**
- Make arrangements to have drinks and snacks available to visiting students, directors, parents and visitors. [Locate some distance away from performance sites and areas]
 - This can be a lucrative fund-raiser
 - If MPA is on a college or university campus, arrangements will need to be made with the contracted food services agent.
 - The District should provide snacks, drinks and meals for the adjudicators at no charge.
- J. PROGRAMS**
- If programs are to be printed, there will be a need to get someone locally to pay the cost of printing programs of the orchestra's performances at that site. When someone is found, let the MPA Officer know so that arrangements can be made. Material should be sent to a designated printer at least 2 weeks before the MPA
- K. ASSISTANCE PERSONNEL NEEDS**
1. AUDITORIUM
 - Announcer, preferably an adult or student with knowledge of music
 - Stage Manager
 - Set-up Crew (5 -7) plus someone from the orchestra to check the set-up
 - Judges' Aides (2)
 - Door Monitors outside each door
 - House Manager
 2. MPA OFFICE
 - District Chair, District Secretary or Site Chair
 3. GENERAL
 - Guides - 1 per orchestra - to assist directors in finding all facilities & guiding orchestras to warm-up, concert and sight-reading.
 - Security Personnel - may have to be hired
 - Persons (2) to assist with parking
 - First aid station (Optional)

L. RECORDING OF ORCHESTRAS

- Someone will need to be available to record the orchestra performances (if the District voted to do so).
- If applicable, space and a table & chair will be needed for someone to do the recording in the auditorium for performances.

N. AUDIO AND VIDEO TAPING AT FESTIVALS

POST SIGNS in appropriate places specifying policies.

- No recording devices of any kind (video camera, cassette recorders, etc.) are allowed in or near the Sight-reading room at Concert MPA.
- Flash photography of any kind nor video recording which requires additional lighting will not be permitted at any FOA Concert MPA during an orchestra's performance.
- Unless approved otherwise for a specific MPA, audio or video tape recordings by individual will not be permitted at any FOA Concert MPA. (Official FOA contracted recordings are allowed.)
- If recording by individuals is approved, a specific unobtrusive area must be designated for this activity. The District Chair will be responsible for developing and enforcing guidelines for this.
- Policies regarding recording and the use of flash photography at the MPA should be printed in the program.

**Florida Orchestra Association - HOST SCHOOL SITE AGREEMENT
DISTRICT CONCERT ORCHESTRA MPA**

(Current Date)

Thank you for volunteering to serve as a Host Site for the Florida Orchestra Association District _____ **DISTRICT CONCERT ORCHESTRA MPA** on _____ 20_____. We are pleased that your school/facility is willing to accept the responsibility of sponsoring this very special event.

The goal of the Florida Orchestra Association is to assist in the professional growth of our members, to improve music education, and to provide musical opportunities for all students in Florida. In accordance with this philosophy, it is our desire to include as many schools/sites as possible in our activities.

Listed below are many physical necessities and financial responsibilities for this event, which are to be made available by the Host Site, and which are to be agreed upon by the Host Site Officials and the District _____ Chair or his/her representative. **

The Host will be responsible for providing the following at no cost to the District: [If no, indicate approximate cost,]

	<u>Yes</u>	<u>No</u>	<u>Approximate Cost</u>
Security personnel (if desired by the district)	_____	_____	_____
First-aid station with personnel (if desired by district)	_____	_____	_____
Custodial Services	_____	_____	_____
Radios for communication	_____	_____	_____
Facilities, etc.:	_____	_____	_____
Rest Rooms	_____	_____	_____
Auditorium	_____	_____	_____
Rooms for warm-up and sight-reading	_____	_____	_____
Concession stand (if desired) food for adjudicators	_____	_____	_____
Adequate A/C system	_____	_____	_____
Bus and automobile parking - space and/or services	_____	_____	_____
Registration office	_____	_____	_____

** Any or all fees to be incurred by the Florida Orchestra Association District _____ must be agreed upon by both parties before this Agreement will be validated. No surprise or extra expenses will be paid by the FOA District. Any expense to the Florida Orchestra Association District due to damage occurring during the MPA must be reported on the day of the event. An inspection of any damages must be made by the District Chair (or his/her representative) and a Host Site Official, and liability for those damages must be mutually agreed upon.

If you feel that our facility can fulfill these FOA Concert Orchestra MPA site requirements, please sign, date and return a copy of this Agreement to the District Chairperson by _____. Upon receiving your signed copy of this Agreement, he/she will contact you to discuss the details of the MPA. You will receive additional information concerning the number of schools in attendance, the number of students in attendance, times the facility is needed, etc.

If these or any other questions need to be answered before that time, please email or call _____	
FOR THE DISTRICT	FOR THE HOST SITE
Name _____	Name _____
Position _____	Position _____

(Signature of person representing the District)

(Signature of the person representing the Host Site)

CONCERT MUSIC PERFORMANCE ASSESSMENT

COMPONENT (ENTER FBA, FOA, or FVA):

DISTRICT # OR STATE MPA (ENTER NUMBER OR STATE):

SEND THE COMPLETED FORM TO YOUR ASSOCIATION EXECUTIVE DIRECTOR (FBA, FVA, FOA) AND TO THE FSMA OFFICE NO LATER THAN 10 DAYS FOLLOWING EACH MUSIC PERFORMANCE ASSESSMENT EVENT.

ASSESSMENT DATES:		ASSESSMENT SITE:				
ADJUDICATORS					CERTIFIED (YES/NO)	
	FIRST NAME	LAST NAME				
#1						
#2						
#3						
#4* (SR)						
* FOR JAZZ PERFORMANCE ASSESSMENTS USE ONLY 3 ADJUDICATORS						
FOR ALL CONCERT ASSESSMENTS SHOW ONE ENTRY PER PERFORMING GROUP						
RATINGS: S=SUPERIOR; E=EXCELLENT; G=GOOD; F=FAIR; P=POOR;						
DNA=DID NOT ARRIVE; DQ=DISQUALIFIED; CO=COMMENTS ONLY						
SCHOOL NAME/PERFORMING GROUP		# OF PARTICIPANTS	RATINGS			
DIRECTOR/COUNTY			JUDGE 1	JUDGE 2	JUDGE 3	JUDGE 4
1.						
2.						
3.						
4.						
5.						

Remember you have 5 days from the end of your District Concert MPA to send this report to the President-Elect and the Executive Director. Do not send this report to FSMA! The FOA President-Elect will take care of this for you.