

Florida Orchestra Association Manual for District Officers

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PREFACE

You, as a District Officer, probably have the most difficult and crucial job in the Florida Orchestra Association. The responsibilities are many and varied, the rewards somewhat limited, the frustrations, gripes and complaints are rampant, and quite often your orchestra program can be neglected. However, dozens of other directors have survived, learned, and in most cases, have become stronger professionals and teachers because of their having served in this capacity.

By preparing yourself, preparing your students and parents and involving them in the operation of your program and the district, a broader perspective may be instilled that could bring significant benefits to your program. Carefully select and train your student leadership: they can be invaluable in assisting you and relieving some of the burden throughout the year.

Effective organization is the key. This *Florida Orchestra Association Manual for District Officers* is designed to aide you in establishing an orderly, systematic means of meeting your responsibilities.

In it you will find a complete listing of vital information as is possible as this point. Naturally, it will be an evolving document. We will be adding to, altering, or deleting from it as circumstances and needs dictate. Your suggestions will be a determining factor in making this manual a more effective tool.

No tool is useful unless it is used, so we hope this manual will become a familiar and well-used reference for you. We suggest the following:

1. Take time to read the manual “cover-to-cover” to become familiar with its contents.
2. Once a week read the section in the *chronological listing of responsibilities* that refers to the appropriate month. Transfer pertinent information to your calendar and “things-to-do” list
3. Refer often to the respective section pertaining to the activity (all-state auditions, solo & ensemble music performance assessment, etc.) you are currently planning.
4. Make notes of items in the manual that are unclear which may need revision, deletion or addition.
5. STAY ON TOP OF THINGS!!! This is important, particularly with your handling of financial matters.

As a final note, we want to express appreciation to the district officers who made noteworthy contributions to the construction of this manual; Donald Langland, Melissa Castellano, Lisa Hopko, and Kelly Hennessy. We know they spent countless hours in formulating and compiling the materials provided. It is our hope that it will be useful to you.

Kathy Cook, President -- July 2001

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Job Descriptions

District Chairperson

The District Chairperson is the most important link between the members of the Association and the FOA Executive Board, and vice-versa. The work of this officer is crucial to the effectiveness of the programs and activities of the FOA. District Chairpersons serve a term of not less than two (2) years. Therefore, the following is devoted to outlining the general duties of the Chairperson. The Manual for District Officers and accompanying sections are not all-inclusive, though an effort has been made to be as comprehensive and thorough as possible.

General Duties and Responsibilities

1. Attend state sponsored district chair training sessions the first year in office.
2. Preside at all district meetings.
3. Plan the budget for the district, set and collect the assessments for the district.
4. Serve as District treasurer (unless one is elected or appointed by the district)
5. Plan and administer the district's Music Performance Assessments (M.P.A.).
6. Represent the district at FOA Executive Board State meetings.
7. Promote the participation of schools in the activities of the Association. This should also include assistance in building membership.
8. Explain and implement board policy in the district and enforce the rules and regulations of the Association.
9. Be familiar with the FOA Bylaws and Handbook and with the minutes of Executive Board and General Business meetings.

District Secretary/Chair-Elect

The District Secretary/chair-elect is also very essential to the effective administration of the FOA District which he or she serves. It is the recommendation by the Executive Board that large Districts elect a District Secretary who serves as Chair-elect for two years, then moves into the District Chairpersons position. The efficient and competent discharge of the duties of this office can help immeasurably in relieving some of the burden placed on the Chairperson. Good communication between all elements of the FOA is most important, and the Secretary has the primary responsibility for maintaining open lines of correspondence. Accurate recording of District meeting minutes is crucial and, it is especially so in the wording of official motions so that the intent of the motion is expressed with precision and fidelity to avoid misunderstanding.

General Duties and Responsibilities

1. Attend the State Sponsored District Chair Training the year before they moving into the District Chair office.
2. Attend all District Meetings
3. Assist the Chairperson as needed.
4. Maintain an accurate mailing list of District members and the FOA Executive Board.
5. Promptly distribute all correspondence to the appropriate people on the mailing list.
6. Take accurate and complete minutes at all District meetings.
8. Assist the Chairperson in scheduling and administering Music Performance Assessments and other District activities.
9. Stand in for the Chairperson at District and State functions when necessary

10. Move into the District Chairpersons position at the end of their two (2) year term.

Suggestions for District appointees, committees or task forces

At times, the work of the District Chairperson can become extensive and time-consuming. When this is the case, it may become necessary for District Chairperson to form committees, appoint an assistant or form a task force, to assist with certain responsibilities. Getting more District members involved can also help them become more aware of the business of the district and also develop future leadership.

Appointees, Committees or Task Forces to be considered:

- M.P.A. sites and equipment (pianos, recording, percussion, stands)
- Audition sites and equipment (recording equipment and microphones)
- Fellowship activities (i.e., beginning-of-year, or year-end picnic or banquet)
- In-service programs/clinics (secure someone to present a learning activity and/or a performance at each District meeting.)
- Government/Community Relations (establish contacts and communications with state and local Arts Education agencies and keep District members informed and active)
- Welcoming/Mentoring (identifying new District members and pairing them with experienced members)
- Benevolence (identify tragedies or deaths within the membership and assist to convey that information to the State Benevolence Committee Chair.)

District Policies

The following lists of items are left up the individual Districts to determine. However, the guidelines set forth in the Bylaws and Handbook as well as deadlines set by the Executive Board will take precedence over individual District wishes (there must be a consistency from District to District within FOA).

- Schedule All-State auditions within the prescribed window
- Present awards, plaques, trophies for overall Superior ratings at concert M.P.A., participation, etc.
- Schedule orchestras at District Concert M.P.A. following the guidelines in the Handbook
- Schedule Solo & Ensemble District M.P.A.
- Present medals for superior solos, ensembles, and superior/distinction for solos
- Posting or announcing ratings is NOT allowed at any M.P.A. event
- Directors assist at all Concert and/or Solo Ensemble M.P.A. events

District Chair Task Calendar

July-August

- Get all District materials from your predecessor. These should include:
 - Copies of all financial records, including budget from past year and current year.
 - The Manual for District Officers (which is also available digitally on www.myfoa.org)
 - Adjudication manual (available digitally on www.myfoa.org)
 - Any district equipment (microphones, mic stands, printers, computer, etc.)
 - All extra forms (tax exempt certificate, W9, general requisitions and Adjudication

- payment forms). These are also accessible digitally.
 - Previous year District membership list if available
 - Any old records which should be stored in a convenient place where they may be referred to if needed (all records should be stored for at least the 2 preceding years.)
- Identify any employment changes of directors in your district's schools.
- In July, you should receive the following:
 - Number of all-state judges required from your district for final reduction
 - W9's, tax-exempt accounts, and FOA tax-exempt certificate
 - Executive Board contact list
- Begin to reach out to possible adjudicators for District M.P.A.s
 - This is done on M.P.A. online. Once you invite your adjudicators you can login and see if they have accepted or declined your invitation
- Familiarize yourself with the FOA web site and M.P.A. online platform for contracting adjudicators.
 - Adjudicators' contracts are generated on M.P.A. online.
- Begin to secure sites for District all-state auditions and M.P.A.s. Reference the ***district site requirement lists*** for each of these.
- Email letters to all directors in the public, private and charter schools in your District announcing the first District meeting (date, time and location)
 - This should be first of a minimum of three district meetings for the year
- Prepare for All-State Auditions to be held in September.
- Meet with the local site host for the All-State Auditions.

August-September

- Get office supplies; following is a suggested list:
 - pencils, pens
 - manila envelopes - 10" x 15"
 - mailing envelopes - #10 letter size
 - mailing labels
 - paper
 - manila file folders
- Make sure that each secured adjudicator has completed and signed the adjudicator contractor generated on M.P.A. online.
- Reach out to the director of each HOST SITE for All-State auditions and M.P.A.s and be sure they have everything needed for event
- Prepare packets for distribution at your first District meeting. Packets can include:
 - Appropriate sample entry forms for the year or directions for M.P.A. online
 - All-State Audition Application sample form
 - All-State Honors Orchestra Nominations sample forms
 - Calendar for the school year listing to include:
 - All-State auditions date and site
 - M.P.A. dates and sites
 - Deadlines for:
 - FOA/FMEA/NAfME dues payment
 - FSMA school dues payment (**to FSMA by September 15**) ***Dues must be paid by this date or your school will not be able to participate in FSMA***

activities (M.P.A.) for the school year.

- Direct new members to www.flmusiced.org/MPAOnline to create an account if they haven't done so already
- Hold the first District meeting. *(See fillable form in appendices section)*
- Have the District Secretary, if applicable, send minutes of the first meeting to all members and prospective members. Include in this mailing all the packets not distributed at the first District meeting.
- Hold and manage All-State Auditions. *See ALL-STATE section for details concerning FMEA Clinic Concert Orchestras auditioning procedures.*
- Plan to have a **MOCK ALL-STATE AUDITION** for the first meeting.
- Announce time, place and date of next meeting.

October

- Make sure that requisitions and invoices are sent to the State office.
- **Remember your AmEx cut off date**
- Check FSMA website for list of schools that have paid FSMA dues. These are the only schools that may participate in District M.P.A. events.
- Continue to communicate with adjudicators including but not limited to:
 - What they will be adjudicating
 - Dates, times and location
 - Hotel information
 - Mileage printout
- Check MPAOnline to see if all your adjudicators for your M.P.A. concert event/s are on the CBAA list. Remember, three (3) of your four (4) adjudicators must come from that list. If they are not, call the FOA Executive Director to determine the course of action needed.
- Have the District Secretary, if applicable, email out reminders of the next District Meeting to **members only**.
- Contact all host sites' directors to make sure they have everything needed for a successful M.P.A. event
- If your District holds Solo & Ensemble M.P.A. in November, make sure that you have the district application deadline set and then adhere to it. Remember there is only one deadline for entries, after that deadline there is a \$200.00 fine (for up to seven (7) days late.) All fines collected should be listed on a separate line on your deposit form
- If you rent pianos stay in contact with the company you are using. Try to get a signed contract between your District and the Piano rental company.
- Make hotel reservations for your judges that will be staying overnight. Make sure you take a copy of the tax-exempt certificate with you.
- Make sure you have medals ordered if your District provides them for superior ratings
- Plan to visit the site of your upcoming event and meet with the director and possibly the school administrator. Make sure all parties involved know their roll and what is expected of them.
- **ATTEND THE FALL CONFERENCE!**

November

- Prepare for your next District meeting if you have one scheduled. *(See second meeting agenda)*
At the meeting:
 - a. NOMINATE next school year's District Officers, if appropriate.
 - b. Set time, date and place for next meeting.
- Remind your members to take care of hotel reservations for All-State.
- Review the section of this manual covering Solo & Ensemble M.P.A. if your event is this month. Make sure you have everything ready to go.
- Make sure that the members who have students selected for All-State are aware of the dropout deadline.
- **If you hold Solo & Ensemble M.P.A. this month, make sure you confirm your final SOLO & ENSEMBLE REPORT and submit to FSMA**
- Forward all filled out W9's along with the filled-out adjudicator requisitions to the Finance Director with supporting documents.

December

- Prepare your District Report for the January Board Meeting and forward it to the webmaster.

HAPPY HOLIDAYS!

January

- **Attend Executive Board Meeting at FMEA Clinic/Conference.**
- Bring any motions to the Board with you (they should also be in your District Report).
- In early January, email a pre-M.P.A. bulletin to your District. *(See SOLO/ENSEMBLE M.P.A. SECTION)*
- At this point, add the SOLO/ENSEMBLE, and Concert adjudicators to your mail list.
- Make sure you know where and when your sight-reading music will arrive
- The District Chairperson and District Secretary, if applicable, should meet with the local M.P.A. host at the M.P.A. site to plan all operations, facilities, personnel, and details of the M.P.A.7. See SOLO/ENSEMBLE and CONCERT M.P.A. SECTIONS for other responsibilities.
- If using audio or video taping at the Concert M.P.A., secure written contracts and check into licensing guidelines
- Conduct the January/February meeting of your District, if you have one. *(See second meeting agenda)*
 - Elect or reappoint next school year's District Officers.
- Select time & place for April/May meeting at your January/February meeting. Remember your meeting must take place before May 5th of that year.

February-March

- Administer Solo/Ensemble and Concert M.P.A. (See Solo/Ensemble/Concert Sections)
- Within five (5) days of the conclusion of the event, submit your FSMA report.
- Make sure you submit all paperwork for payment to the Finance Director

April

- Hold Middle School M.P.A., if applicable. Remember to submit your FSMA report with five (5) days. Then send your W9's, adjudicator payment forms with documentation to the Finance Director.
- Send out a reminder to your District members about the end of the year meeting.
- Prepare for the final meeting

May

- Conduct your final District meeting for the year (***See second meeting agenda***) Make sure to select a date and time for your next meeting in the Fall, and pick two dates for each M.P.A. the coming year. You will need to be ready for the lottery drawing at the Board meeting.
- Prepare and send your final District Report to the Webmaster for the Spring Board meeting.
- **Attend the May Board meeting**
- If a new District Chair is elected, plan a meeting time with them so that they may start orientated to their new position.
- Suggest that they also attend the May Board meeting.

June

- File in storage any of the past years document and financial records.
- **Enjoy the summer.**

ETHICS VIOLATIONS PROCEDURES

As indicated in the FOA Bylaws, the main function of the Ethics Committee is to receive complaints and resolve them “in the family.” The committee should not deal with petty complaints, but with infractions constituting a willful unethical act. The committee has a dual responsibility to protect the integrity of the FOA and each of its members.

The following guidelines are presented as the procedure to be followed in the reporting and investigation of the alleged misconduct of a member of the FOA.

1. The complaint must be presented in writing to the Ethics committee chair, signed by the complainant, with copies sent to the FOA President and the Executive Director. The complaint should include the following facts:
 - a. Date of the alleged rule infraction or unethical conduct.
 - b. Full description of the events pertaining to the complaint.
 - c. Names of witnesses and any material that might be helpful in the investigation.
2. There should be no discussion of a complaint (such as at FOA meetings) until the Ethics committee has had an opportunity to investigate. In the event a complaint is presented at a district meeting or FOA Board meeting, the presiding officer should not permit open discussion, but instruct the complainant to forward all facts in writing to the Ethics committee chair.
3. If there has been a rules violation, (i.e., M.P.A. infraction, etc.,) it is the duty of the presiding officer to immediately forward all facts to the Ethics committee chair. This refers to “willful infractions of a serious nature”, and not to situations covered in the Handbook which should be administered by the FOA official in charge of the activity.
4. All information received by the Ethics committee chair will be presented to the other members of the committee. When a conclusion is reached, the findings of the committee will be presented to the FOA Board with recommendations.
5. In the event the FOA Board deems it necessary to hold a hearing on any charge of unethical behavior, the procedure shall be:
 - a. The hearing will be closed to all except FOA Board members, members of the Ethics Committee, and the concerned parties.
 - b. The Ethics committee chairman will present to the Board all evidence received specifying violations.
 - c. The accused party may appear before the Board and respond to all charges. He/she may present witnesses and/or evidence to support the case.
 - d. The Board may question all concerned parties.
 - e. The concerned parties will be excused while the Board proceeds to prepare a statement of its findings and to act, if desired.
 - f. The accused party will be appraised of the action taken by the Board.
 - g. The FOA Board will notify the appropriate authorities of its findings.

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District All-State Auditions

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A. Advance Preparations

1. Ensure all directors are aware of the current All-State audition requirements. These are posted in April for the following year and should be distributed to new directors at the first District meeting.
2. Secure a site for auditions.
3. Set a firm deadline for receiving applications and payments:
 - o Auditioned and Honors Orchestra checks should be made payable to your District.
 - o **[VERIFY]** Whether this payment process remains the same.
4. As District Chair, you may set a strict one-time cutoff deadline due to tight turnaround schedules.

NOTE: Enforce deadlines strictly.

- o Use both postmarked and “in-hand” deadlines.
 - o \$200 fine for submissions up to 7 days late.
 - o No applications accepted after that.
5. Applications must be completed online, printed, and signed.
 6. Secure personnel for recording auditions and script reading or hire a professional recording company if your District prefers.
 - o It may be helpful to have training for your recording operators before the day of auditions. There are instruction videos on MPAOnline.
 7. Expect to receive Scripts and Final instructions from the Executive Director by late August/early September.
 8. Obtain a city/school map, campus layout, school phone numbers, and audition room locations from your local site chair. Email this information with individual audition schedules to all participating schools.
 9. At least one week before the event, email directors with the final schedule, maps, and instructions.

B. General Guidelines

Accurate labeling is essential. Every year, unidentified recordings are an issue. Please follow all steps carefully.

Pre-Audition Setup

- All-State tools in MPA Online will generate lists, labels, and student info.
- Directors must register students under their **school login**, not the District Chair login.

Supplies Needed

- 3x5 index cards
- Avery Mailing Labels (**check MPA Online for exact label number**)

C. Collecting Forms & Money

1. Honors Orchestras (these are by teacher recommendation)

- Keep Honors forms separate from Auditioned Orchestra applications.
- Each director may nominate up to 4 students.
- A flat fee (regardless of the number of names) must be paid to your District.
 - **Payment types:** Booster/school check or money order and credit card.
 - **DO NOT ACCEPT:** POs, personal checks, or cash.
- Each student nomination must include:
 - Parental Agreement Form
 - FMEA Concert Participant Form
 - **Applications missing either form will be invalid.**
- Once forms are collected:
 - Use MPA Online to **scan and track participant contracts**.
 - Barcodes must be scanned to display the student on the Honors consideration page.
- **Mailing Instructions:**
 - Send all Honors applications and permission forms to the appropriate coordinator.
 - When mailing postage, send **without signature requirement**.
- The Finance Director will credit your District based on the number of nominating schools.

2. Auditioned Orchestras (7/8 Middle School, 9/10 Concert, 11/12 Symphonic)

- Each school must submit separate applications for each group (7/8, 9/10, 11/12).
- Applications are 2–4 pages and **must** be signed by the principal and director.
 - **Unsigned forms will be returned.**
- Each student must have:
 - Parental Agreement Form
 - FMEA Concert Participant Form
 - Students missing forms may not audition.
- Use MPA Online to **track and scan all participant contracts** to show eligibility on the audition consideration page.
- **Membership Reminder:**
 - All directors must be current FMEA members by the audition date.
 - Non-members' students cannot audition.

- **Payment Guidelines:**

- Collect all audition fees, including any district-added recording fees.
- Accept only Booster/school checks or money orders.
 - **No POs, personal checks, or cash.**
- Copy each school's invoice and attach it to the deposit record.
- Deposit checks in your District account.
- The Finance Director will calculate the total number of auditioning students and credit the District accordingly.
- Retain all forms through the end of the school year, then shred.

D. Immediately Prior to Auditions

1. Ensure you have:
 - Master lists and Student Audition cards (index cards with student audition ID numbers)
 - All audition requirements (etudes/excerpts)
 - Sight-reading materials and scripts
 - Recording equipment (mics, stands, cords)
 - Director Sign-in Sheet
2. Confirm all logistics with your site chair

E. At the Audition Site

1. Arrive early to inspect all arrangements and equipment.
2. Set up the registration office.
3. Brief all monitors:
 - Review accuracy in assigning audition numbers.
 - Remind monitors that students must verify each recording and sign the form before leaving the audition room.
4. Registration Table Procedures:
 - Have students verify info on their 3x5 cards (group, instrument, name spelling).
 - Any corrections should be handwritten on the card.
 - Direct students to the warm-up room and instruct them to report to their audition room 5 minutes early.
5. Correct any errors in MPA Online as needed (e.g., audition group/instrument).
 - For name changes, directors must log in and make corrections in the student information section, located in MPA Online.

F. After the Auditions

1. Collect all 3x5 cards from auditioned students and those marked DNA (Did Not Appear).
2. Immediately log in to MPA Online and mark DNA students on the master list.
3. Emphasize **recording accuracy**:
 - Confirm each audition has been recorded and is clearly labeled.
 - Destroy all sight-reading materials post-auditions.

All-State Auditions Site Requirements

- **Audition Rooms**

- Rooms must be isolated to prevent sound bleed.
- Each room must have:
 - 1 professional-grade microphone – provided by the district
 - 1 metronome
 - 1 music stand
 - 1 table + chair for the monitor
 - Warm-up room should be acoustically separate.

- **Office Setup**

Must be accessible and well-lit, with A/C

- 2–3 staff, two long tables, one small table for computer
- Access to restrooms with supplies

- **Signage**

- Clearly label all rooms (warm-up, restrooms, concessions, recording rooms)
- Use directional signs

- **Facility Usage Time**

- Varies by District – coordinate with host site

- **Rental/Custodial Fees**

- Determine in advance using

- **Concessions (Optional)**

- Offer snacks/drinks away from performance rooms

- **Maps**

- Provide ~30 printed maps of the site layout
- Post site maps visibly

- **Personnel**

- One trained monitor per audition room
- Two office runners
- Security as needed

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District Solo & Ensemble

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Advance Preparations

- Secure a site for your District S&E MPA using the Host Site Agreement to prevent misunderstandings. Ensure the site has adequate rooms, ventilation, easy access, and meets District requirements.
- Hire adjudicators early based on the previous year's needs.
- Enter adjudicator information into the MPA online program immediately upon hiring. Click “send invitation” to have the program automatically email them.
- Set your registration fees in the MPA online program, including the State assessment in the structure.
- Publish the application deadline. A seven (7) day grace period follows, during which late applications must be accepted. After that, charge the \$200.00 late fee.
- Check if the hosting school requires a liability certificate from FOA. If so, the necessary form is in the District Chair section on the FOA website. Complete and email it as instructed. Certificates typically arrive within 2–4 days.
- Only accept complete applications: an invoice page signed by the Director and Principal, and full payment. Do not accept purchase orders.
- Remind District members to review the FOA Handbook for Solo & Ensemble procedures and title change deadlines.
- Ensure you have enough pianos (rent if necessary) and that they are tuned. Electronic pianos are acceptable if they have 88 touch-sensitive keys and a working sustain pedal.
- Reserve and prepay hotel rooms for adjudicators using your American Express card, FOA Tax Exempt Certificate, and Attestation Form.
- Obtain a school map from the site host showing parking, warm-up rooms, performance rooms, MPA office, and restrooms. Send it out with the final schedule.
- For each application received, create a deposit slip and attach a scanned invoice page with the check. Email both the deposit slip and invoice PDF to the State office (maximum 10 checks per slip).
- Order Superior and Superior with Distinction medals if needed. Refer to your Dropbox for ordering details.

Immediately Prior to Your MPA Event

- Schedule all events using the auto-scheduler in the MPA online program or by hand.
- Publish the schedule 2–3 weeks before the event.
- Secure someone (preferably the District Secretary) to run the MPA office during performances, if needed.
- When sending out the schedule, include the site map, concession stand menu, and all pertinent information.
- Contact the site host with stand requirements for performance rooms. Ensure the plant manager provides air conditioning on event day.
- Print adjudicator sheets and organize them into packets.
- Print mileage for adjudicators—from their home to the site or from the hotel to the site.
- Prepare all materials for the MPA office including:

- adjudicator packets
- pencils/pens
- access to the FOA Handbook
- scanner for results
- requisition forms
- medals
- director sign-in sheet
- computer with internet
- Large manila envelopes for each school's materials.

Day of MPA

- Arrive early to check arrangements and post signage if not done by the host.
- Set up the MPA office.
- Meet with MPA workers to review responsibilities.
- Meet adjudicators and provide the following:
 - packets
 - schedule
 - lunch menus (collect selections)
 - go over expectations including fairness, consistency, feedback, numbering and use of original music copies
 - restroom/lunch logistics.
- Obtain an invoice from the host school for custodial and other related expenses.

General Reminders for S&E MPA Day

- Directors must sign in and report any last-minute DNAs. Students may not perform unless their Director or designee is present.
- Only Directors listed on the application may pick up results, unless a principal-signed letter designates another individual.
- Verify that comment sheet ratings match the grades.
- Superior with Distinction may only be awarded if all grades are 'A'.
- Ensure Directors sign out and receive all comment sheets and medals.

After MPA

- Forward the online MPA report to Directors for verification. After three days, submit the final report to FSMA.
- Submit all related bills to the State office using the general requisition form.
- Order additional medals if needed.

District Solo & Ensemble MPA Site Requirements & Guidelines

Performance/Warm Up Rooms

- Solo and small ensemble rooms
 - Large enough to accommodate no more than a quintet plus audience
 - 5 chairs, 5 stands
 - 1 tuned (A440) piano with a bench
 - 1 desk/table and comfortable chair for the adjudicator
 - Acoustically appropriate room with no sound bleed from another performance room
 - Air conditioned
- Large ensemble rooms
 - Large enough to accommodate up to 11 performers plus audience
 - 11 chairs, 11 stands
 - 1 tuned (A440) piano with a bench
 - 1 desk/table and comfortable chair for the adjudicator
 - Acoustically appropriate room with no sound bleed from another performance room
 - Air conditioned
- Piano solo room
 - 1 grand piano tuned (A440) with a bench
 - 1 desk/table and comfortable chair for the adjudicator
 - Air conditioned
- Warm up room
 - Large open area (lunchroom, commons area)
 - Air conditioned

MPA Office

- Location/Site
 - Convenient to all performance areas
 - Separate, lockable room
 - Accessible to directors
 - Adequate lighting and working A/C
 - Space for 3-4 workers
 - Computer with internet access and printer
 - MPA office should not be a director's lounge
- Signage
 - Identify each room
 - Directional signs to all areas (MPA office, restroom, warm up, performance rooms)
 - Place judge's names outside of their respective room
 - Place the judges schedule outside of their room

Other General Requirements

- Custodial: paid service from 1 hour before to 1 hour after the event.
- Security: required if the event is outside school hours, usually the school's resource officer.
- First Aid: optional but recommended. Volunteers cannot dispense medication.

Extras

- Concession Stand: optional for host school, helpful for refreshments and meals.

Workers Needed for the Event

- MPA Office: 2 responsible students to assist with check-ins, DNAs, sorting and distribution.
- Adjudicator Assistants: 2 per adjudicator (1 inside the room, 1 outside).
- Adjudicator Runners: 1 per 3 rooms to transport comment sheets.
- Host/Hostess: 1–2 students at entrance to assist visitors, must know full schedule and layout.
- Use high school students (e.g., Tri-M members), provide snacks and lunch, and ensure business attire.

Florida Orchestra Association

Concert Music Performance Assessment

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A. Advance Preparations

1. Adjudicator Coordination

- Contact potential adjudicators in September/October.
- You'll need 3 concert adjudicators and 1 sight-reading adjudicator. At least three must be Component Board approved.
- Send contracts through MPA Online to confirmed adjudicators.

2. Secure Site

- Secure an MPA site
- Check with your district policy, school administration requests, etc. (this includes Facilitron)

3. Pre-MPA Packet

- Email your district members a comprehensive information packet including:
 - General MPA overview
 - Deadlines for fees and forms
 - Your mailing address and "in-your-hands" deadline
 - Date/time for MPA Online registration opening
 - Entry caps per time block (to aid scheduling)

4. Registration Instructions

- Remind directors to complete online forms, print for signatures, and keep a copy.
- Emphasize the importance of reviewing FOA Handbook policies, including deadlines for title changes.

5. Enforce Deadlines

- Strictly adhere to deadlines for:
 - Entry form submissions
 - Assessment fee payments
 - Late fees and title change requirements
- **Do not schedule** schools with incomplete applications or fees due.

6. Adjudicator Materials

- Print adjudicator comment sheets on legal-size paper. MPA Online auto-fills these forms.

7. Awards

- Order Superior Plaques (order form found on FOA website under District Chair section).
- Estimate based on prior year's needs.

8. Site Visit

- District Chair, and Secretary if applicable, should visit the MPA site with the host director to finalize operations and logistics.

- Invite the principal and/or parent booster groups.
- 9. Maps and Logistics**
 - Collect a campus map, city map, contact numbers, and room locations from the host.
 - Include these in your final MPA packet to directors and adjudicators.
- 10. Hotel Arrangements**
 - Reserve and prepay hotels for adjudicators using the District AMEX and FOA tax-exempt forms.
 - Include address, phone number, and directions.
- 11. Financial Processing**
 - Upon receiving applications, scan the invoice/check page.
 - Type a deposit detail and email both to the State Office. A maximum of 10 checks per deposit slip is allowed.
- 12. Scheduling**
 - Use the MPA Online auto-scheduler or schedule manually according to FOA and District guidelines.
- 13. Final MPA Packet**
 - Send no later than 2 weeks before MPA.
 - Include:
 - Maps and schedules
 - Parking, warm-up, instrument storage, and food instructions
 - Music title changes instructions
 - Provided instruments list

B. Immediately Prior to MPA

- 1. MPA Office Staffing**
 - Assign a staff member (ideally the District Secretary) to manage the MPA office while your school performs. If a District Secretary is not available, it is imperative that you secure another FOA member to cover the MPA office. There must be someone in the MPA office at all times and it must be a current FOA member.
- 2. Materials Checklist**
 - Adjudicator packets (comment sheets, pencils, schedules, vouchers, W-9s, recorders)
 - FOA Handbook
 - Pens/pencils
 - FSMA report form
 - FSMA Requisition & Expense forms
 - Superior plaques
 - Director sign-in/out sheets
 - 8–10 extra adjudicator schedules
 - Manila envelopes for each school's materials
 - Adjudicator Evaluation Forms
 - *The rating validation form*
- 3. Judge Payment Readiness**
 - Ensure you have all judge documentation for payment (mileage printout, tolls, meals, CBAA contract, etc.).
- 4. Host Site Coordination**
 - Review the *Site Requirements* and *Host Agreement* one final time with the host site chair to avoid surprises.

5. Update Info

- Ensure all title/classification changes are reflected accurately in MPA Online.

C. At the MPA

1. Arrival

- Arrive early to confirm security, first aid, and facility readiness.

2. Set Up Office

3. Adjudicator Meeting

- Go over logistics and stress constructive, helpful commentary.

4. MPA Day Reminders

- Directors must sign in
- Post maps with clearly labeled rooms
- Keep ratings confidential until officially released
- Verify comment sheet accuracy and rating consistency
- Input adjudicator ratings in MPA Online before uploading audio
- Upload all results and recordings post-MPA
- Share report link with directors for review (3 days to respond)
- Submit final report to FSMA after director review

5. Disqualifications

- Only the District Chair enforces rules and penalties.
- Disqualified orchestras may perform for comments only.
 - No ratings or marks on the sheet
 - The rating will show as "Disqualified"
 - District Chair must send a letter to the school principal explaining the disqualification

6. Director Checkout

- Directors must sign out after collecting all materials before leaving the host site.
- Ratings are FINAL once the director has left the premises

D. After the MPA

1. Distribute Results

- Email the MPA results link to your contact list. Ask directors to verify scores and report any errors.

2. FSMA Submission

- Final results must be submitted to FSMA within 5 days.

3. Pay Bills

- Email adjudicator requests to the Finance Director immediately after the completion of the MPA.
- Submit a general requisition form with receipts, vouchers, and invoices. A valid invoice is required.

DISTRICT CONCERT MPA SITE REQUIREMENTS & GUIDELINES

A. CONCERT ORCHESTRAS

1. Warm-Up Room

- Space for 100-piece orchestra
- 100 chairs (music stands optional)
- Table/outlet for tuner
- Adequate A/C

2. Auditorium

- No risers
- Room for 100 musicians
- 100 chairs, 90 stands
- Piano
- PA system
- 3 tables, comfy chairs, adequate lighting
- Recorders, sharpened pencils
- Percussion: Timpani, Bass Drum, Chimes

3. Sight-Reading Room

- No tuners
- Adjudicator table/chair, clock
- Same percussion as above

B. MPA OFFICE

- Lockable, near all performance spaces
- Lighting, A/C, space for 2–3 workers
- Computer desk, small table

C. DIRECTOR LOUNGE

- Separate from MPA Office
- Tables, chairs, drinks, snacks

D. SIGNAGE

- Label all rooms
- Directional signage to all areas
- Post schedule

E. FACILITY TIMING

- Site needed one hour before/after first and last group

F. HOUSING

- District Chair arranges and pre-pays hotels

G. FEES

- Confirm any site fees in writing
- Optional: First-aid kit on site

H. CONCESSIONS

- Host should sell drinks/snacks away from performance areas
- Adjudicator food provided by District
- College campuses may require working with dining services

I. PROGRAMS

J. PERSONNEL NEEDS

- 1. Auditorium:** Announcer, stage crew, aides, monitors, house manager
- 2. Office:** Chair, Secretary, Site Chair
- 3. General:** Guides, security, parking assistants, optional first-aid

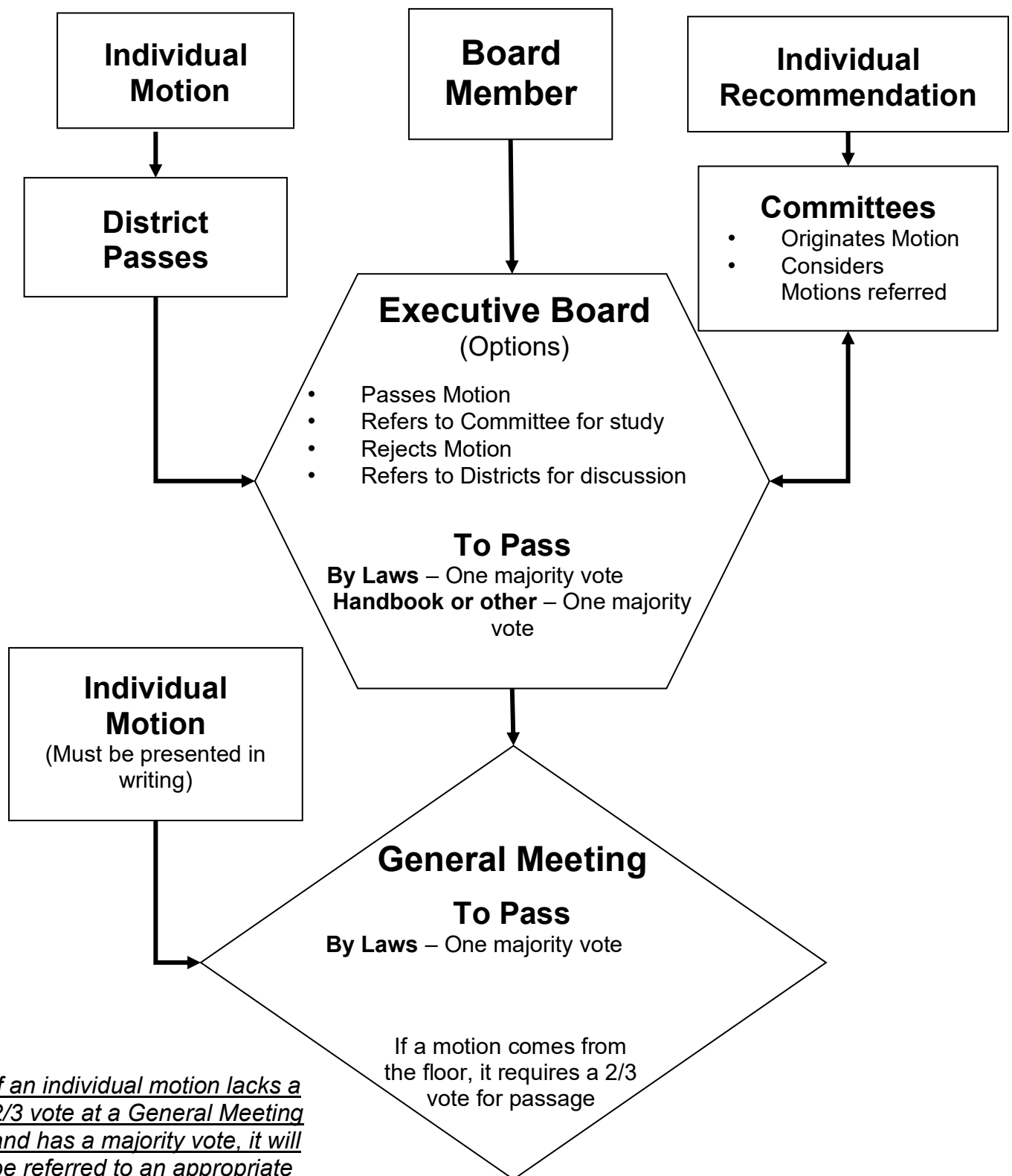
K. RECORDING

- Appoint someone to record groups if required (keeping in mind the needs for copyright, licensing, etc.)
- Provide space/equipment if needed

L. AUDIO/VIDEO POLICY

- Post signs:
 - No devices in sight-reading rooms
 - No flash or light-enhanced video during performances
 - No individual recording unless explicitly allowed
 - Approved recording area must be designated
 - Policy should be printed in programs or posted clearly in the performance area

How Motions Become Rules, Regulations, or Policies



If an individual motion lacks a 2/3 vote at a General Meeting and has a majority vote, it will be referred to an appropriate Committee.

**Florida Orchestra Association
FIRST MEETING AGENDA
DISTRICT ____**

____ (Day & date)
____ (Location)
____ (Convening Time)

1. Call meeting to order and introductory remarks
2. Roll Call, introduction of new directors and guests
 - a. Assign mentors if applicable
3. Reading of previous minutes (*NOTE: It is not necessary to have a motion and vote: "If there are no objections or changes to the previous minutes, they stand approved and distributed."*)
4. Treasurer's Report
 - a. End of Past Year Statement
 - b. Proposed Current Year Budget
5. Communications and distribution of packets
6. Unfinished Business
 - a. Any Executive Board proposals from previous Board meetings to be considered
 - b. Rules, Policies, Procedure Changes - District and State
7. Committee Reports
8. New Business
 - a. Membership Dues & Enrollment
 - b. FSMA school dues payment (**to FSMA by September 15**)
 - c. All-State Auditions

Site _____
Date _____

DEADLINE: Application forms (MPA Online) due to District Chairperson by _____ (date)

Fee: \$ _____ for Audition (per student)
\$ _____ for recording (for professional recording)
\$ _____ TOTAL

Eligibility: 7/8 Grade Orchestra - Senior High Orchestras - grades 9/10, and 11/12

- d. Room monitors and recorders
- e. Schedule for Auditions
- f. Ask directors to screen students carefully! Have a **MOCK AUDITION**
- g. 7-8 and 9-12 Honors Orchestra Nominations Fee:
\$ **85.00** per school. (application/nomination forms on line)
Due date _____ to District Chairperson

9. OTHER M.P.A. DATES & SITES

	<u>Date/s</u>	<u>Location</u>
Solo/Ensemble (MS/HS)	_____	_____
Solo/Ensemble (MS/HS)	_____	_____
Concert (MS/HS)	_____	_____
Concert (MS/HS)	_____	_____

***FINES** -Any application for District or State events postmarked or hand delivered after the stated deadline, but within seven (7) days after the stated deadline, must include a separate check of \$200.00 (Payable to FOA) Any applications submitted after seven (7) days will not be accepted.*

10. Adjudicators for M.P.A.
11. Nominations for Adjudicators
12. Suggestions to the Music Committee/Clinics Committee, etc.
13. Proposals to the Executive Board (These must be in writing)
14. Correspondence
15. Good of the Association
16. Next district meeting
_____ (date) _____ (time) _____ (location)
17. Adjournment

Florida Orchestra Association
SECOND MEETING AGENDA
DISTRICT _____

_____ (Day & date)

_____ (Location)

_____ (Convening Time)

1. Call to order and introductory remarks
2. Roll call & Introduction of Guests
3. Reading of previous minutes (*NOTE: It is not necessary to have a motion and vote: "If there are no objections or changes to the previous minutes, they stand approved and distributed."*)
4. Treasurer's Report
 - a. Current Status of District Funds
5. Reading of Communications
6. Unfinished Business
 - a. Reactions to Board and General meeting minutes
 - b. Check on status of mentoring program
7. Committee Reports
8. New Business
 - a. Collect SOLO/ENSEMBLE M.P.A. entries (if needed)
 - b. Schedule SOLO/ENSEMBLE M.P.A.
 - c. Last-minute information - reminders
 - i. Concert M.P.A.
Date/s: _____
Site: _____
 - d. Last-minute Scheduling
 - e. Programs
 - f. Recording
 - g. Other Information
9. State M.P.A. dates and sites
 - a. Remind directors of deadlines for applications and the fines
10. Election of officers (If applicable)
11. Selection of district M.P.A. dates for next school year (if possible)
12. Suggestions for clinics for Fall Conference
13. Suggestions for clinicians/conductors for All-State orchestras
14. Proposals to the Executive Board (these must be in writing)
15. Good of the Association
16. Next district meeting
_____ (date) _____ (time) _____ (location)
17. Adjournment

Florida Orchestra Association
THIRD MEETING AGENDA
DISTRICT _____

_____ (Day & date)

_____ (Location)

_____ (Convening Time)

1. Call to order and introductory remarks
2. Roll call and introduction of guests
3. Reading of previous minutes (*NOTE: It is not necessary to have a motion and vote: "If there are no objections or changes to the previous minutes, they stand approved and distributed."*)
4. Treasurer's Report
 - a. Current budget status
5. Announcements, etc.
6. Unfinished business
 - a. Complete adjudicator evaluations for Solo/Ensemble and Concert M.P.A.'s (these are available on MPAOnline)
7. Committee reports
 - a. Decide about plaques for next year so that funds can be budgeted accordingly (these are ordered through the Finance Director)
8. New business
 - a. Any proposals from other directors to be considered
9. Select adjudicators for the following year (Assign to committee?)
10. All-State audition site
11. Solo & Ensemble, Concert M.P.A. dates and sites
12. Suggestions to any committees
13. Proposals to the executive board
14. Correspondence
15. Good of the association
 - a. List of other schools' concerts
 - b. Job openings for next year
 - c. Teachers of the Year
 - d. Retirement
16. First district meeting for next year

_____ (date) _____ (time) _____ (location)

17. Adjournment



District Chair End of Year Report

Year _____ - _____

District #: _____ District Chair Name: (first and last) _____

District Chair Email: _____

District Meetings:

Date	Time	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

All-State Auditions:

Date	Location
------	----------

_____	_____
Total # Registered Students	Total # Student Participants

_____	_____
-------	-------

Solo & Ensemble Music Performance Assessment:

Date	Location
------	----------

_____	_____
Total # Registered Events	Total # Events that Participated

_____	_____
Total # Registered Students	Total # Students that Participated

_____	_____
-------	-------

Date

Location

Total # Registered Events

Total # Events that Participated

Total # Registered Students

Total # Student that Participated

Concert Music Performance Assessment:

Type (MS, HS, MS/HS)

Date

Location

Total # Registered Ensembles

Total # Ensembles that Participated

Total # Registered Students

Total # Students that Participated

Stage Judge 1

Stage Judge 2

Stage Judge 3

Sight Reading Judge

Type (MS, HS, MS/HS)

Date

Location

Total # Registered Ensembles

Total # Ensembles that Participated

Total # Registered Students

Total # Students that Participated

Stage Judge 1

Stage Judge 2

Stage Judge 3

Sight Reading Judge

Type (MS, HS, MS/HS)

Date

Location

Total # Registered Ensembles

Total # Ensembles that Participated

Total # Registered Students

Total # Students that Participated

Stage Judge 1

Stage Judge 2

Stage Judge 3

Sight Reading Judge

Brief Summary:

(In your own words, briefly reflect on how the year went for your district. What worked well and should be continued? What areas need improvement? Share any successes, challenges, or lessons learned.)

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Florida
Orchestra
Association

Committee Name: _____

Committee Chair Name: (first and last) _____

Committee Chair Email: _____

Date of Meeting: _____

Committee Members Present: (first and last name):

(Please list all present members to ensure mileage reimbursement eligibility)

_____	_____
_____	_____
_____	_____
_____	_____

Summary of the Meeting:

(Insert a brief but informative summary of the committee's discussion, actions, and topics covered.)

Recommendations to the board:

(List any recommendations the committee wishes to present to the board for consideration.)

Motions to the board:

Motion #1

Motion #2

Motion #3

Motion #4

Motion #5

(When a motion passes, fails, or is sent back to committee, the Executive Director will review the meeting minutes and record the date and time the decision was made. This ensures all motions are properly documented in both the committee reports and the board minutes.)