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All-State Coordinator Handbook

Updated May 2025

Note: This timeline is a suggested guideline, not set in stone. When you have a question, contact the Clinic/Conference Coordinator.

January –

- The new Coordinator is elected. After the election, the incoming Coordinator should contact the current Coordinator to initiate the coordination efforts for All-State.
- By the end of January, all coordinators will receive an email from the FOA Clinic/Conference Chair with a questionnaire information sheet. This will include information needed from the conductor, deadlines, and information required for programs and concerts.
- By the end of January, all coordinators will receive an introductory email from the FOA Clinic/Conference Chair to the conductor and coordinator. This email will include the repertoire list for that ensemble. This will be the beginning of your communication with your All-State conductor.
- Ask for 3 sample programs for the All-State Committee to approve. For the 11/12 and 9/10 orchestras, ask for at least one piece with the harp.
 - Your program should be no longer than 22 minutes of music.
 - Strive to select music that utilizes all the instruments and students as much as possible. However, be careful not to overwork the winds, particularly in the 9-10 orchestra. Do not hesitate to ask for advice from a former coordinator or veteran teacher.

February –

- The FOA Executive Committee will host a planning meeting.
- Conductors will be selected at the FOA planning committee meeting.

March –

- March 1 - All program suggestions from your conductor should be submitted to the FOA Clinic/Conference Chair.

April–

- Finalize the program
- Start looking at wind assignments (look for contrabassoon, clarinets in A, English Horn, bass clarinet parts, etc.)
- Get a percussion list – ask the conductor how many percussionists they need.
- Do you need extra winds for a piece?
- Does the piece contain a Harp?
- Send the winds and percussion list to the FOA Clinic/Conference Coordinator.

- Ask the conductor for a biography in Word format and a picture in JPEG format. This information, along with contact information, will be used in the Florida Music Director Publication and the FMEA Conference program. Submit this information to the FOA Clinic/Conference Chair.
- Ask if your conductor can supply the following information: title, publisher, copyright page, performance time for each piece, and percussion needs.
- Email your conductor a confirmation of the program, the instruments needed, and any other special recommendations or requirements he/she may have, especially with auxiliary percussion instruments.

May–

- Attend the May Board Meeting. Newly elected coordinators will be invited to this meeting.
- Prepare a board report for the May meeting that includes the conductor, program, and conductor's biography for the board, and send it to the Executive Director by the deadline given.
- This is also an excellent time to start securing judges for the All-State re-seating process at All-State
- Determine how many nights the conductor will need a hotel for the conference (typically, it is Wednesday to Saturday or Sunday). Give this information to the Executive Director.
- Make sure that your re-seating rooms and rehearsals are confirmed with the FOA Clinic/Conference planning chair (most likely, this will not be able to be confirmed until the fall).
- Ensure everyone is on the same page regarding rehearsal times. 11-12 Symphony Orchestra and 9-10 Concert Orchestra should have a winds, brass, and percussion rehearsal on Thursday morning of All-State from 9 am-11:30 am; during this time, 11/12 Orchestra will have string re-seating auditions/rehearsal, and 9/10 will have string re-seating auditions.
- Get assigned your All-State Gmail account.

June –

- Start looking for music or finding music to loan from schools (Full Orchestras, check with the major universities to see if you can borrow music). If you must rent, the executive director will research the rental price and contract.
- Email the titles, composer, publisher, and edition to the Executive Director if you need to rent or order music. Music will be ordered for you and drop-shipped to your executive board list address.
- If a piece is rental only, the Executive Director will handle all of that for you. Remember, you will not receive the music until the last week of October.

July/August –

- As an All-State Coordinator, you will receive an American Express Green Card for some expenses associated with being an All-State Coordinator. You will receive your card from the Executive Director. Please sign your card as soon as you receive it. This card is only used to purchase mailing envelopes, photocopying, and labels, and pay the postage

to mail the music to your All-State Orchestra members. Your card has a credit limit of \$300.00.

- Anytime you use the card, you must mail the original receipts to the Executive Director within five (5) business days. Failure to do so may cause the card to be shut down.
- Copy Music with an FOA Credit Card.
- Finish any tasks that were not completed in June or, if possible, complete some of the things that need to be done in August/September.
- Attend the July Board Meeting and All-State Training. There will be an All-State coordinator meeting on the Saturday morning following the Friday Executive Board meeting.
- FOA Clinic/Conference Chair will give all-state coordinator information to FMEA so that they can receive access to all-state information.
- Secure your All-State re-seating judges for January. (2 1st violin, 2 2nd violin, 2 viola/basses, 2 cellos judges). Ensure you do not have two judges from the same District judging together. The Symphonic (11/12) Orchestra will have 5 reseating rooms. The Concert (9/10) and Middle School (7/8) Orchestras will have two (2) reseating rooms each.
- If you have a local music store, ask them to provide the smallest, nicest music folders for free... ask them early so they have time to get them to you before November. Order the amount for your orchestra. These folders will be handed out at All-State. Do NOT mail these folders with All-State music.
- Send your conductor an email to check up on them and ensure all is running smoothly.

September –

- All-State Auditions will take place sometime this month.
- If you have your music...scan/PDF or fax the string parts to your conductor for bowings. If they do not want to do it, find some string players that you trust to help you with this.
- Purchase transposed parts for the winds if they are available.

October –

- Conductors will receive all contract information and contracts from FMEA.
- You should have all your music and bowings ready to go. Originals must stay with the coordinator during the entire FMEA event and concert.
- This is a good time to purchase index labels to print (Avery 1560 is the recommended type), colored index cards, paper for copying, and some colored paper for name tags to hang on the music stands, allowing conductors to easily see them.
- This is a great time to start copying your music, as November can get very busy. String numbers for all orchestras are set in the FOA Handbook, so you can begin copying the string parts: Vln 1 – 18 , Vln 2 – 18 , Vla – 14 , Cello – 12 , Bass – 8
- This is your final check on wind and percussionists with your Clinic/Conference Coordinator. The All-State Coordinator will work with FBA to ensure that each ensemble's wind assignments are correct.
- Design a welcome/information sheet for students that includes their rehearsal times, reseating room assignments (if possible), what to wear, and other relevant details (See example). Have at least three other board members read this.

- If you are the first ensemble at an All-State Concert, your ensemble is responsible for playing the National Anthem (this would be the Middle School (7-8 Audition) and Middle School Honors Orchestras). The Executive Director will send you copies to hand out to your ensemble.

November –

- All-State results will be released sometime in the first two weeks of November.
- All-State Coordinators – access MPA online for your all-state administration duties – www.flmusiced.org/mpaonline
- MPA online will allow you to print labels for all your students.
- You can print the school mailing labels to ensure they are addressed to the sponsoring director.
- With the winds, the highest score is the highest chair. If you're unsure, ask. The last thing you want is for your first chair horn player to be the fourth chair.
- With your Excel sheets, you can then create an attendance list (which you will need)
- You will also have the option to condense the Excel file to have the kid's name, instrument, school, director, and director's cell phone and email.
- Before you assign percussion parts, make sure you are comfortable assigning percussion. Usually percussion #1 is timpani and then delegate afterwards. Ask a percussionist or band director for help.
- If you have a wind player who is doubling an instrument, email and call the director after you send the music to make sure that the director and student understand their role
- Do the same with percussionists; if they are assigned auxiliary instruments, double-check that they know they are responsible for that part and must bring the instrument with them. Remind students playing the large percussion instruments provided by FMEA that they are responsible for supplying the mallets for those instruments!
- Check with the Executive Director in the last week of November and make sure there have been no withdrawals. Sometimes, MPA online does not reflect this.
- Confirm the rehearsal schedule with the FOA Clinic/Conference Chair. The times must correlate with those published by FMEA.
- Send the FOA Webmaster any information sheets you send to your students.
- Send an email to ALL of the directors that students made All-State (email is available on MPA online) - attach your letter, the letter provided by the Executive Director, percussion assignments, and, one more time, the rehearsal schedule.
- Email your conductor and confirm transportation—flight times, etc. Remind your conductor that the FOA Executive Committee will take all the conductors to dinner on Friday night. If they have a spouse or partner who would like to join this dinner, please notify the Executive Director by mid-December.
- Confirm your judges for re-seating at the conference.
- Confirm where you are getting your podium and conductors' stand from. FMEA does not provide these; these are your responsibility.
- Find at least two assistants, preferably orchestra or band teachers, who you can trust to stay with the ensemble while you take care of other things... arrange this in advance; these people will also help with check-in.
- Always copy extra parts on hand if music is lost in the mail or on-site at the clinic.

- Remember to have bowings already marked.
- Add measure numbers if not already in parts.

December –

- December 1st—Mail out all music to directors. Please use your personal school mail service for directors within your county. Your local UPS store will do an excellent job with this.... Get tracking IDs on all large packages (usually the performing arts schools). Do not mail anything until after December 1st.
- Email directors in mid-December to confirm that all students have received their proper music and rehearsal times.
- Make your name cards for the rehearsal. Preferably (Winds and percussion – use white paper), Violin 1 – Purple, Violin 2 – Blue, Viola – Green, Cellos – Yellow, bass – Orange), or whatever colors you want. Ensure the font is 72 or bigger and clearly says the student's first and last name and the instrument underneath. The best way to do this is to fold an 8 ½ X 11-inch paper in half (the long way).
- Print another set of name labels from MPA online (use the colored index cards) to re-seat your strings. You do not need it for winds.
- Check with your conductor what string passages they want for re-seating; if they don't care to be a part of this process... ask another trusted board member or colleague to help you. Find 2 excerpts, no longer than 15-20 seconds, for the re-seating audition.
- Email your conductor again, remind them of the rehearsal schedule, and confirm travel arrangements.
- The Executive Director will be able to provide you with hotel confirmation in late December or early January. You should forward this information to your conductor.
- Ask your conductor if they want water, coffee, or soda for rehearsal. Make sure you have it ready for them at rehearsal.
- Confirm your re-seating judges and where your podium and conductors stand are coming from via email or phone.
- Ask your conductor to provide a hand-drawn seating chart detailing chairs, stands, percussion equipment, etc. Does your conductor have family coming or want an extra ticket for someone special (Let the FOA president know so they can get an extra ticket)?
- MPA online will stop working around December 25th. If you need to access MPA online for All-State information after Dec. 25th, contact Josh Bula to set you up again.
- Confirm your two assistants, preferably orchestra or band teachers, whom you can trust to stay with the ensemble while you take care of other things. Arrange this in advance. These people will also help with check-in.
- Have a backup list of people who could help with emergency sectionals... strings, winds, and percussion.... If you don't know who to use, ASK!!!!
- Re-seating Packet information –
 - See attached Judging Rubric, Judging Sheet, and final tally sheet, which are attached
 - Make 5 packets (Vln 1, Vln 2, Vla, Cello, Bass)
 - Have one stand ready for each re-seating room (FMEA does not provide stands)
 - Each packet should contain:
 - 3 copies of each excerpt (1 for each judge, 1 for the student)
 - 4 pencils or pens

- Enough scoring rubrics for each judge, 18 violins/ have 40 score sheets copied
- Final rubric copy
- Judges directions
- Use colored paper and make a sign-in sheet that says (Winds Check In, Strings Check In,
- Violin check-in, Viola, Cello, and Bass Check-in)
- Make an extra colored sheet of audition rooms – place this on your check-in table so parents and students can read it
- Print an extra copy of the letters you sent home with the music.... Parents and students forget rehearsal times.

January – All-State Conference

- Things to do before you arrive at the conference: (It is highly recommended to bring all of these in a rolling bin.)
- Original copies of all music
- Copy of all emails that show your confirmation of percussion equipment, anything from FMEA, and any last-minute changes
- Extra copies of string parts
- Extra strings, rosin, and valve oil
- Colored index cards for re-seating
- Re-seating judges packets
- The signs you made for check-in and information for the ensemble
- A copy of the All-State Student Contract can be found on MPA-Online
- Seating Chart and full orchestra numbers – You will need this for your coordinator meeting with FMEA (usually at 3 pm on Wednesday)
- Name Tags for rehearsal
- At least 5 extra foldable stands for re-seating
- Copy Maps of Tampa – you will be shocked at how many questions you get about Tampa.
- Copies of the letter that was sent out by you and the executive director
- In a binder – that should be kept in order, have students' attendance list, all copies of the percussion list, the winds list, the strings list, the master directors and students list, another copy of the seating chart, extra maps of Tampa, and the All-State Contract. You will not be able to get online easily.
- Buy two or three thank you cards for your conductor; students will sign these over the days.
- Make arrangements for your podium and conductor stand.

Wednesday of the Conference-

- Be ready to attend a coordinator meeting in the afternoon (usually around 3 pm). This meeting will provide the FMEA coordinators' numbers, and you will also have the opportunity to meet the FVA and FBA All-State coordinators. Bring your seating chart and performer numbers to pick up your All-State badges. It is possible to upload your seating chart online to the relevant personnel.
- Make sure you know the ticket procedures as well as the exhibit hall times (parents will ask many times)

- When you check in yourself at FMEA Registration, go to the Coordinators/Conductors place (it is usually on the side), ask for your coordinator's packet, and ensure you have your conductor's badge with the plastic protection on it and neck tag.
- See your site (hotel or TCC) before that meeting so you can alert the FOA Clinic/Conference Chair of any problems, such as percussion not being in your room or the hotel not knowing about re-seating rooms. These things must be fixed before students arrive at 8 a.m. on Thursday.
- If the concert is at the Convention Center, ask for a walk-through.... If it is at the Straz, ask questions, but a walk-through will not take place until your rehearsal on Friday/Saturday.
- Set up your room, all the Coordinators, percussion, conductor podium, conductor stand, etc. TAKE A PICTURE OF YOUR ROOM BEFORE YOU LEAVE ON YOUR CELL PHONE, or ask another board member to check in your room. Ensure that you have a table in your room and another table outside your room. (This is all simply for documentation purposes.)
- Have your assistants meet you on Wednesday late afternoon or night so you can go over everything with them; this will help with your morning process
- There is an Executive Board meeting from 5:30-7 pm, so plan accordingly. Most coordinators will not be at this meeting as they may be caring for their conductor.
- Remember, you may also have to pick up your conductor from the airport, so be prepared.
- Meet with your conductor; if your room is open, allow the conductor to see the rehearsal facility. This will also help the conductor not get lost on their way to morning rehearsals. Remember, most of our conductors do not know Tampa.
- Make friends with your hotel security (also known as Loss Prevention) and event coordinators, and if you are at TCC, know the people at the information desk. These will be the people who will make sure your room is locked and secured while you are away. Become their friends!!!
- If you are staying at a hotel, inquire about the availability of VIP parking. This will allow you to park your car at your site, making it easier to move your conductor, music, podium, etc.
- Over the next few days, list problems during the convention or things that can be improved. This will not only benefit you but also the FOA Clinic/Conference Chair. They can then forward this information to the FMEA Conference Planning Committee.

Thursday of the Conference-

- Arrive at your site by 7:00 a.m. with your assistants. Have one assistant sit at the check-in table just in case students come early (Check-In starts at 8:00 a.m. for 11-12 and 7:30 a.m. for 9-10). Have your second assistant check the re-seating rooms and ensure they are okay. Check-in and re-seating times may vary from orchestra to orchestra.
- Make sure your check-in table is accessible, Check-In signs are visible (do not tape them to the walls of the hotel), and your check-in adults are present no later than 7:45 a.m.
- If you have a wind rehearsal (harp) from 9 am-11:30 am, ensure all their name tags are already on their stands or chairs.
- Have your re-seating judges arrive by 8:00 am... review judging procedures and ensure they are all present (have an alternate in case of emergencies). Get all of your re-

seating judge's cell phone numbers if you haven't already, and make sure they have yours.

- Judges should be in their rooms by 8:20 am.
- 8:00 am – check-in should be in full swing.
- String kids should have colored index cards and report to their auditioning rooms.
- Winds and percussion should report to their rehearsal space
- Check on the percussionist and ensure all auxiliary instruments are present. If not, contact the band directors and call local directors to attempt to resolve the issue as soon as possible.
- Ensure all students are aware of the 12:45 pm reporting time for the 1 pm rehearsal. (Students will ask if the room can store their instruments over the 11:30 – 1 pm lunch break; make sure the room is locked!!!)
- Make sure your conductor has everything he/she needs to start rehearsal on time at 9 am and ask him where he would like to go to lunch (plan something close, and make reservations if you can)
- 8:55 a.m.- Start your talk with the Winds and Percussion (including harp)... Let them know the rehearsal schedule and review the All-State contract rules (in the black All-State binder). If students are late, call the director...
- Contact the student's director if a student fails to appear after 30 minutes.
- When the judges are done re-seating, and scoring is done (usually by 10:30 am), take your string name tags and write the student's audition placement number in the right corner. Then, place the student's name tags on the stands before the 1 pm rehearsal starts.
- Before your 1st rehearsal starts, have a straightforward tuning procedure ready; discuss being on time (tell them to arrive 15 minutes before the rehearsal); remind them of the exhibit hall.
- Try to make all announcements during the middle breaks – the students don't pay close attention at the end of breaks because they just want to eat, sleep, etc. REVIEW CONCERT DRESS – MAKE SURE THEY UNDERSTAND THAT THEY WILL NOT GO ON STAGE UNLESS THEY HAVE THE APPROPRIATE CLOTHING. SHORT DRESSES WITH FISHNET STOCKINGS ARE NOT APPROPRIATE.
- There is usually an FOA General Board meeting that takes place from 5-7 p.m., plan accordingly

Things that fall on you at the conference-

- Students arrive on time for rehearsal
- No gum, candy
- The room stays clean – remind them to throw away their garbage
- Name tags are shown at all times. Students should all be wearing these by the evening rehearsal on Thursday.
- Attentiveness when you speak, as well as the conductor
- How do you want instrument cases to be stored during rehearsal
- Do you want the timpani covered when not in use
- If a section (winds, percussion, strings) is struggling with an area of music, have people. If needed, prepare a private sectional and present this to the conductor. This can cause mass frustration and make the All-State experience not as wonderful
- Make sure that rehearsals do not get out early (we don't want kids alone without chaperones and no rides)

- That breaks are not overly used
- Water, coffee, and snacks for the conductor
- Make sure that your conductor has places to eat for lunch and dinner unless they want to be alone
- Check with the conductor to see if he/she is happy with the rehearsal. Is something bothering them?
- If you are uncomfortable addressing a situation with a conductor or student, call an Executive board member immediately.
- If a student arrives late, address the student and call their music director to let them know as well.
- Any last-minute changes that come from FMEA
- Storage for basses, cellos, and harp
- If the percussion equipment that was requested is missing, contact the FOA All-State Coordinator/Conference Chair
- The overall experience that an All-State student has depends significantly on your organizational skills as a coordinator.
- Ask your conductor if he/she has any suggestions for other conductors that would benefit the Florida All-State and at what levels. Write down these names and submit them to the Executive Director at the end of the conference.

Friday of the Conference-

- By now, things should be running smoothly.
- Make an announcement (mid-morning) to the students that they can buy a DVD and CD recording of their performance. This can be done at the convention center or online.
- During Friday's rehearsal, the FOA President will come in to give a plaque presentation. The time of the presentation should be coordinated by you and the FOA President by Thursday evening.
- If you are still confused about the concert set-up, holding time, and location, ask your FMEA event coordinator. You must know the procedures. This includes how the students line up to go on stage and exit the stage. You will want to review this with the students and conductor.
- This is also a good time for the conductor to review who stands for solos, etc.
- Do your Harp, Basses, and Cellos have a place to keep instruments overnight, or is it everyone's responsibility?
- REMIND THEM AGAIN OF CONCERT DRESS!!!!
- During Friday's rehearsal, have the students sign a thank-you card for the conductor during breaks; two or three cards should allow them enough space to write something. Save this and present it to the conductor AFTER the concert.
- Check on your conductor's extra ticket if he or she needs one

Concert Day –

- Check your concert sound check time. It may only be enough time for your orchestra to get seated and for your conductor to check some timing places and dynamics. Make sure that they know this before they go into that rehearsal. They may only be able to play through part of the repertoire. Many times, the performance hall will be open to the public.
- If the Concert is at the Straz, the orchestra is placed in the pit area.

- If it is at the Straz, ensure directions have been given and you know parking options and prices for parents.
- Before the concert, check student dress... if something is wrong, do not be afraid to get a board member or tell the students they have to fix it.
- The original music should still be present throughout the concert.
- At the concert's end, the students must turn in their music in exchange for their All-State badge. Music will need to be destroyed immediately. Be sure to do this in an area away from where the next ensemble is setting up for them to take pictures with the conductor, etc.
- CONGRATULATIONS, YOU SURVIVED BEING COORDINATOR OF AN ALL-STATE ENSEMBLE!!!!

The Monday after the Conference

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

Honors Orchestras

1. Selecting Your Orchestra Members - When you receive the official lists, go to your spreadsheet of all students entered and eliminate all students appearing on the Auditioned Orchestras list.
2. Make sure you remove all of the students from each school that has a student who made the auditioned group.
3. Once that process is done, select each section's members.
4. Remember, you must choose at least one student from each school among the nominated students.
5. Once you have chosen one student from each school, you can select another to begin filling up your sections.
6. Number of Participants - You must remain close to the prescribed number of members in each section (18, 18, 14, 12, 8 for 72 students).
7. Reseating - This will take place during the first rehearsal. Students will be pulled out during the rehearsal and should finish by the lunch break. Student name tags will be placed on the music stands before the next rehearsal begins.