

## MEMO

TO: Information for chairpeople of the 2008-2009 All-County performing groups  
FROM: Jack Sternisha, Executive Administrator, CCMTA  
DATE: August 24, 2008

Be sure to use your chairperson notebook. It will contain information (forms and letters, etc.) used by previous chairpeople and will give you a starting point for your responsibilities. At the end of the festival please add your letters/forms to the notebook and return it to me. Thank you for taking on this responsibility. Should you have any questions please do not hesitate to call me at 672-4211 or e-mail at [jsternisha@stny.rr.com](mailto:jsternisha@stny.rr.com).

- 1) Secure the services of your guest conductor as soon as possible. This information, along with a bio, must be given to President Kevin Way by 7/1/08 so that the Executive Committee can approve the appointment. The fee for all guest conductors is \$350, except for Elementary Chorus, which is \$250. Accompanist for the Winter Festival Vocal Jazz ensemble and Women's Choir and the Spring Festival Elementary Chorus are paid \$100. The accompanist for the Spring Festival Senior and Junior Choral groups are paid \$150. Money for any other musicians must receive the approval of CCMTA. The pay for conductors and accompanists does not include expenses (ie, travel and hotel) but lunch will be provided at the Winter Festival and both lunch and dinner will be provided at the Spring Festival.
- 2) Programs will be approved by the Executive Committee in September. Be sure we have the information by 9/1/08, including the cost and publisher for any new music along with a copy of the music. The total time of the program for your group must be 15 to 20 minutes. Music selection guidelines are as follows: 4 selections for each group, with 2 being chosen from the CCMTA library except for vocal jazz and women's chorus which will choose 1 from the library. If you want a fifth selection due to length then that must be taken from the CCMTA library.
- 3) Once your conductor has been approved, send them 2 copies of the contract (available on website). Fill out your part of the contract and ask your conductor to fill out the rest, sign and date the form, and return one copy to you. These contracts must then be sent to me by 10/1/08. Accompanists need contracts also.
- 4) Senior High band and chorus are grades 10 through 12. Junior band and chorus are grades 7 through 9. Elementary band and chorus are grades 5 and 6. The other groups have traditionally used students from grades 9 through 12 but there is some flexibility with this.
- 5) Music teachers must be members of CCMTA for you to accept students in your group. You will be notified of non-members.
- 6) Students cannot be excused from all-county rehearsals for SAT's, play practice, sports etc.
- 7) Senior high and Junior high chorus chairpeople will receive special instructions on the singing of the finale. Please share this info with your participating schools.
- 8) Be sure to tell the music teachers of participating students that they must go on the CCMTA web site to get the proper registration and health forms. Registration forms must be filled out and sent to me with a check BEFORE the festival. Health forms and the teacher information sheet can be brought to the registration desk the day of the festival.
- 9) Music must be collected at the end of the festival and sent to the CCMTA library. Schools need to be charged with the cost of any music lost, damaged or not returned. Send a list of schools/teachers that owe money to Jennifer Schruers, CCMTA librarian.