

**CCMTA All-County Music Festival**  
**WINTER FESTIVAL DEADLINES**  
**(PLEASE READ CAREFULLY AND MARK DATES ON YOUR CALENDAR)**

*Feel free to accomplish any of the duties above before the deadline date.  
You may write on this document.*

**JULY 1**

- Conductor and accompanist selected and submitted with bios to CCMTA President for Executive Committee approval.
- Program selection begins upon conductor approval. Contact Executive Administrator for allocation of funds available for purchase of new music.  
*See Conductor and Program Selection Guidelines for more information*

**SEPTEMBER 1**

- Program submitted to CCMTA President for Executive Committee approval.
- Consult the *Conductor and Program Selection Guidelines* for the **required information** that must be included.
- Contracts for conductor and accompanists turned in to Executive Administrator. Download forms from the CCMTA web site and check guidelines for current honorarium amounts.

**NOVEMBER 1**

- Application forms, letters, and programs sent to all eligible schools.
- **Set and notify teachers of deadlines to return information to you. Remind teachers that they must be paid members of CCMTA for their students to participate.**
- As soon as you receive your music from BOCES, **count it**, number it if it's not, note missing numbers and damage. Check to make sure each piece is the correct arrangement. Contact the Executive Administrator immediately if you have a problem with the scores for your group.
- Send the conductor and the accompanist a set of scores, if needed, and return any borrowed single copies not being used.

**DECEMBER 7**

- Music teachers must be members of CCMTA for you to accept their students in your group. **Check with the Executive Administrator for any teachers not eligible to participate.**
- Notify schools of student selection and distribute music.
- Notify individual teachers that they should record score numbers that they assign to each student.
- Include performance notes or letter from the conductor, concert dress information (white top, black bottom, dark tie and socks for boys, no suit jackets), and direct teachers to access registration, health, and school information forms on the CCMTA site (registration forms and fees are due January 20th; the other forms should be turned in at the registration desk the day of the festival).
- Include notice to music teachers that all music will be collected at Festival, and missing materials will be billed to school.
- Remind teachers that either they or a suitable chaperone must be chaperoning all of their students all of the time, including breaks and lunch, and that students cannot be excused from rehearsals for SAT tests, play practice, sports, etc.
- Notify Festival Chairperson of any equipment needs of you or your conductor.

## JANUARY 13

- Send list of how many students were selected total, and the total for each teacher (and school), to the Executive Administrator.
- Check with your conductor on their desired program order and send to the Executive Administrator.
- Remind teachers of the January 20<sup>th</sup> deadline for sending in fees and meal money.

## FESTIVAL DAY

- Make plans beforehand to visit and set up Festival site, and notify teachers and students as to how the music will be collected during or after the Festival.
- You will be introducing your conductor during the concert. Be prepared with a *short* bio. as part of your introduction.
- Lunch will be provided for you and your conductor.
- Bring boxes to collect music in.

**ALL FESTIVAL CHAIRS ARE RESPONSIBLE FOR COLLECTING ALL OF THEIR MUSIC EITHER DURING REHEARSALS OR AT THE END OF THE PERFORMANCE. PLEASE BE PREPARED WITH BOXES, AND ASSISTANTS IF NEEDED.**

## WITHIN 3 DAYS OF FESTIVAL

- Notify teachers of missing music and replacement cost due, including shipping charges. Direct teachers to send missing music to you.

## MARCH 9

- Return sorted, repaired music, with marks erased, to the BOCES Music Library, and any other locations music may have been borrowed from. NEW MUSIC (purchased for this festival) SHOULD BE RETURNED TO THE EXECUTIVE ADMINISTRATOR.
- Notify teachers of any music that is still outstanding, directing them to send the scores or the replacement fee to the Executive Administrator via the CCMTA President, and send a copy of the list of outstanding music and it's replacement value to the Executive Administrator.
- Notebook should be updated and include a complete listing of outstanding music by number, school and teacher, a program from the Festival, and suggestions for future Festivals (conductors, problems, ideas, etc.).
- Update the specific checklist for your ensemble's chairperson to use next year.
- Burn the 2012 CD-R with all of the electronic files that you used and made that would be useful for the next chairperson to refer to or use. If you are able to do so, please make sure the files are readable in both PC and Mac formats. If you are unable to burn a disc, please forward your electronic files to the Executive Administrator via e-mail.
- Return Festival notebook to the Executive Administrator (via the CCMTA President, if necessary), as well as any additional music that you receive after sending the bulk back to where it was borrowed from.