

Guidelines for District 8- Elementary Song Fest  
(Revised, September 2008)

**1. Philosophy/Purpose**

- To provide a positive musical experience using appropriately challenging music literature

**2. General Ideas for Hosting**

- **Each Sponsoring director is required to accompany their students throughout the entirety of the day as they attend PMEA Elementary and Middle School Fests. In the case of an emergency, the sponsoring director will contact the District C/I Chair for permission to send a substitute. The substitute must be a PMEA member.**
- Elementary Song Fest will be held the last Friday in April and Middle School Song Fest will be held the first Friday in May.
- Parent helpers are recommended-parent advocacy workshop held the day of the festival.
- On initial letter ask what part you want to teach; possibility of teaching both parts.
- Strive to use HS performers for a mid-concert portion.
- Student performers at dinner?
- Provide a teacher's clinic the day of the festival.
- Maximum of \$3.00 admission to the concert (6<sup>th</sup> Grade Students – Adult), children (5<sup>th</sup> Grade and Under) \$1.00.
- \$1.00 per student to PMEA and \$25.00 insurance to PMEA forms for these need to be sent to the Executive Office.
- Secure contracts for Guest Conductor from the Executive Office. One copy goes to conductor, one to District President, and one to the C/I Coordinator.
- Guest Director Honorarium is not to exceed \$500. Accompanist Honorarium is no less than \$100, but should not exceed 50% of Director's honorarium.
- Any profit less than \$300 may remain with the hosting district. For profits greater than \$300, 90% of profit remains with host district, 10% is submitted to Secretary/ Treasurer.
- Each host must keep a budget and submit a copy of it to the District 8 Treasurer upon culmination of the festival.
- Student must participate in all of the Song Fest, from registration to the closing concert. This is a PMEA mandate for all festivals.

- Southern- it is the host privilege to add students beyond the prorated amount, minimum of 1 and maximum of 6.
- Act 48 credit can be received for workshop/clinics. Paperwork must be turned in to District 8 coordinator (Leatha Kieser) at least 30 days in advance for approval.

### **3. Printed Program**

- Students must be listed in the program.
- Mission Statement must be printed on all PMEA programs.

### **4. Registration**

- Teachers must include photocopy of MENC card with registration.
- Maximum of \$15.00 registration fee should be charged (2006 Board Decision).
- If a school cancels within 30 days of the festival they forfeit their registration fees.

### **5. Information for the conductor**

- Music is selected in consultation with the host.
- Program must be selected by November 1.
- Include a study guide for all teachers.
- Unison and 2 Part selections- other options require consultation with host and Elementary Rep.
- 6-7 selections should include (but not limited to) rounds, folk, madrigal, spiritual, novelty, use of Orff instruments, multi-cultural, one with choreography, and one foreign language piece.
- Instrumental accompaniment arranged through host, let participating teachers know, perhaps they would have capable students.
- Use positive reinforcement.
- Address teachers at some time during the day.
- Address audience at some point during the concert.
- Be aware that these children are elementary level, plan rehearsal time for their attention span.