

2011-12

***Music
Organization
Manual for Managers***



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Revision History

January 18 Pg. 28-29 Revised Contest Tally Sheet

2011-12 Organization

Music Contest Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the Board of Directors has approved the Terms and Conditions governing the 2011-2012 IHSA Music Organization Tournament Series.

I. SCHOOL CLASSIFICATION

A. Classes:

Member schools shall be classified for participation in the contests upon the basis of the actual high school student enrollment figures reported to the State Board of Education on the Fall Housing Report on September 30, 2010, as follows:

Class AA	1493 or over
Class A	650 to 1492
Class B	359 to 649
Class C	190 to 358
Class D	1 to 189

B. For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll boys only or girls only shall be calculated as follows:

1. For one-year high schools, the total student enrollment figure reported shall be quadrupled.
2. For two-year high schools, the total student enrollment figure reported shall be doubled.
3. For three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.
4. For schools which enroll boys only or girls only, the total student enrollment figure reported shall be doubled.

C. A multiplier of 1.65 will be added to all non-boundaried schools.

D. Participation:

All entries representing member schools shall participate in the contest only in their respective school's classification, except the school may participate in a higher (not lower) classification with the permission of the Executive Director of the IHSA. The request to participate in a higher classification is available online at IHSA.org and is due back to the IHSA office by Sept. 1.

II. DATE AND SITES

A. Date: State Organization Contests will be held on the Friday and Saturday of Week 41 of the Standardized Calendar (April 13- 14, 2012). Adjustments will be made for

Easter. Individual sites can make adjustments due to spring break conflicts.

B. Sites: Contest sites will be posted on the IHSA website. Organization hosts are expected to offer their services on Friday and Saturday. It is a requirement for a Music Organization manager to use the online *Musicwire* program to manage their site.

III. ON-LINE ENTRIES, LATE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AND ENTRY INFORMATION

The Policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2011-2012 Policies and Procedures.

A. On-line Entries

All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at www.ihsa.org. The deadline for entry is November 1, 2011. The 2011-12 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

B. Late Entries

Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

C. Breach of Contract By-law 6.041 (Withdrawal Procedure)

To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal, on or before **February 1, 2012**.

If a school withdraws after February 1, 2012 but prior to payment of event fees to the contest manager, it will incur a \$100 penalty.

Failure to send any entry information and/or fees to the contest manager and/or non-participation on contest day after the school submits the entry to the IHSA (and does not withdraw through the official procedures) is viewed the same as withdrawal from Organization contest and penalized as above.

Withdrawal after payment of event fees to the contest manager will result in forfeiture of all fees paid.

D. Eligibility

1. School Eligibility

All member schools in good standing may enter soloists and/or ensembles in Music Organization under the provisions of IHSA By-law 4.071. The principal is the official representative of his/her school in all interscholastic activities, and the responsibility for seeing that all students from his/her school entered in Music Contests are eligible under the rules shall rest with the principal. All correspondence with the IHSA Office must be conducted through the principal. Entry into the contests may be denied to any school which, since last year's contests, has participated in an unsanctioned interscholastic music activity.

2. High School Students Eligible:

To represent a school in the statewide Music Contests, students must conform to the Activities By-laws of the Association found in the Official Handbook and on page 2 of this Rules Book. Students shall be entered based on the recommendation of the music director.

NOTE: Be sure to apply the provisions of By-law 4.022, relative to academic standing.

3. Grade and Junior High School Students Eligible:

Any student of a grade school or a junior high school in the State of Illinois shall be eligible to participate with the instrumental and vocal organizations representing a Class B, C or D member school or in the string section of the orchestra from a school in any class if he/she is a regular member of the orchestra, provided, however, that the principal of the competing member school shall be responsible for the good conduct of such grade and junior high school students during a contest, and provided further, that the principal of said member school shall certify that, at the time of registration for said participation, said student:

- a. Is a bona fide student of a grade school or a junior high school located in the district of the member school.
- b. Has a passing grade in at least three fourths (3/4) of his/her academic subjects.

NOTE: No grade school or junior high school student may compete as a soloist. Instrumental and vocal ensembles composed in part of grade or junior high

school students may compete, if these students are members of their respective high school organizations.

4. Non-Student Participants:

Non-students may only be used as accompanists. (See Art. VIII-J-2).

E. Entry Information (List of Participants):

1. Online Entry System (List of Participants)

Schools are required to complete the Music Organization List of Participants on-line (This is in place of downloading the Music program). Log on to www.ihsa.org and click on the Schools Center link. Enter your school's four-digit School ID number and password which you can obtain from your Principal or Athletic/Activities Director. On the next page, go to the "Sports and Activity Tracker" area, find the row that lists the correct tournament, and click on the "LOP (List of Participants)" link under the "Required Data Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information. **The deadline for entering the "List of Participants" for Music Organization is March 9, 2012.**

After completing the "List of Participants" online, print out a copy of the completed entry form for your records. It is no longer necessary to e-mail your information to your site manager. The information will be placed in a database and sent to the manager. **Your event fees should be made payable to the host school and mailed to the manager of the contest to which the school has been assigned no later than March 9, 2012.** If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Carol Carr.

2. Limitations on Entries

A student may participate in no more than one (1) performing group in each event in the Organization contest, regardless of school classification.

3. Changes in Entries

Changes in entries may only be accepted at the discretion of the contest manager.

4. Violations and Penalties (See Art. VIII-L).

IV. HOST FINANCIAL ARRANGEMENTS

A. Contest Event Fees:

Contest fees for the Organization Contest shall be \$75.00 each for the first band, choir, and orchestral group. Additional groups (i.e. second band or choir) will be \$50.00. For example, Morton High School enters two concert bands, one jazz band, one mixed choir, one treble choir, and a string orchestra. The fees would be \$225.00 for the "first" groups and \$150.00 for the three additional groups. **Contest Event Fees shall**

be made payable to the host school and mailed to the manager of the contest to which the school has been assigned no later than March 9, 2012.

B. Penalty Fees:

Contest Event Fees shall be made payable to the host school and mailed to the manager of the contest to which the school has been assigned no later than March 9, 2012. Information that is not complete may not be accepted (discretion of the manager). Following the March 9th deadline, changes in entries may be made only in accordance with Article III-E-3.

1. Late Entry\$100.00

2. Withdrawals\$100.00

a. The penalty fees for late contest entries shall be paid directly to the host school and mailed to the host school manager. Any individual organizational group withdrawal(s) after the event fees have been paid to the contest manager (March 9, 2012) will result in forfeiture of all fees paid.

b. To withdraw all organizational groups without penalty, the principal (official IHSA school representative) must notify the IHSA office, in writing, on or before February 1, 2012.

c. The withdraw organizational groups from contest after February 1, 2012 and prior to payment of event fees to the contest manager's school, the principal (official IHSA school representative) must notify the IHSA office in writing and the withdrawing school will be assessed the \$100.00 late withdrawal fee.

d. Failure to send any entry information to the contest manager and or non-participation on contest day after the school submits the original entry to IHSA (and does not withdraw through official procedures) is viewed the same as withdrawal from the Organization contest and shall be penalized as described above. The school will be responsible for all penalty fees due to breach of contract. (Late withdrawal fee off \$100.00 and all original event entry fees per organizational group entered of \$75.00/\$50.00)

e. Any school not paying fees should be reported to the IHSA.

C. Judges' Fees:

Judges for the Organization contest shall be compensated on the following scale:

BASE FEE-\$125.00 for 5 hours of actual judging.

SECONDARY FEE-\$20.00 per hour for each hour of judging beyond 5 at any given contest.

PER DIEM-\$25.00 for meals and transportation.

V. TOURNAMENT ASSIGNMENTS

Assignments for Music Organization can be found on-line at www.ihsa.org after Nov. 1, 2011. Assignments will be made on the basis of location and equality in the number of entries.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Responsibility of the Local Manager:

1. The principal is the local manager: In all cases in which a member school is selected as a contest site, the principal of the high school shall automatically assume entire responsibility for the details of the contest under the general directions of the Board of Directors and the Executive Director of the Association. The principal may delegate the authority to manage the contest to another staff member. In case the site is not located at a member school, then the IHSA Board of Directors shall appoint a local manager with like responsibilities.

2. Contest Committee: The manager of each contest shall appoint a Contest Committee. The Committee shall be composed of not less than three directors of music activities located within the nearby area of the contest center and should include at least one director of each of the three main contest activities, namely, band, orchestra and chorus. Names of the Committee members shall be made known to the directors of participating schools at each contest prior to the date of the contest. The Contest Committee:

a. Is required to assist the contest manager in the selection of adjudicators for the contest;

b. Shall advise the contest manager in resolving any question of rules interpretation or any other problem on the day of the contest;

c. Shall assist the contest manager in any other way he/she determines.

3. Unusual situations: The local manager shall have authority to take proper action in the case of any unusual situations arising during the contests. However, no part of these Terms and Conditions may be set aside. In all cases involving an interpretation not specifically covered by the rules, the contest manager shall consult with the Contest Committee before the announcement of results or the presentation of awards.

4. Programs: The local manager shall, with the advice of the Contest Committee, arrange, prepare and duplicate a program and time schedule for his/her contest. Insofar as is possible, the manager will maintain this schedule. However, if because of cancellations, conflicts, or for

other reasons the program runs ahead of itself, he/she may permit or request available contestants or groups to appear in advance of their program time. He/she shall not require them to appear earlier.

5. Manager's Information: The IHSA Office will post any pertinent instructions and management information on the Music menu page at www.ihsa.org.

6. Directors Meetings: The local manager shall schedule a time for a meeting of directors from participating schools. At this meeting, a recorder shall be appointed to prepare a record of the comments and recommendations for improvement in the contest program for submission to the IHSA office by the manager following the contest. A questionnaire or other method of collecting director's comments may be implemented as an alternative to the meeting.

B. Responsibility of Individual School. The principal is the official representative of his/her school in all interscholastic activities and the responsibility for seeing that all students from his/her school entered in the Music Contests are eligible under the rules shall rest with him/her. All correspondence with the IHSA Office should be conducted through the principal.

In each contest in which his/her school is represented, the principal shall have present an adult, preferably a member of the faculty, who shall supervise and be responsible for the conduct of the participants and other persons from the school. Failure to comply with this provision shall result in disqualification of its contestants.

VII. ADVANCEMENT OF WINNERS

There is no advancement of winners in the Music Organization Contest.

Ratings:

Organizations in the respective events, including Show Choir, Jazz Choir, Jazz Band and Jazz Combos shall be rated in five (5) divisions as follows:

- Division I
- Division II
- Division III
- Division IV
- Division V

Judges may elect to use tenths of points in their ratings. Scores will not be rounded.

VIII. MUSIC ORGANIZATION CONTEST RULES

A. Number of Participants:

A member school may enter two (2) organizations in each of the following events: Band, Orchestra, Mixed Chorus, Bass Chorus and Treble Chorus. In addition, a school may enter one (1) Show Choir and one (1) Jazz

Choir and one (1) Jazz Band and one (1) Jazz Combo in the Organization contest.

In the event a school enters two (2) organizations in an event, only the highest rated performance is eligible to be counted toward Sweepstakes points. Furthermore, no individual student may participate in more than one (1) organization in an event on the same instrument. For example, no student may participate in more than one (1) band and/or one (1) orchestra on the same instrument. Students may perform in any vocal event of which they are actively enrolled. Organizations shall be limited to the following enrollment of participants:

1. Band: No minimum or maximum.
2. Orchestra: No minimum or maximum.
3. Choruses: 10 minimum; no maximum.
4. Show Choir: 10 minimum; 32 maximum.
5. Jazz Band: 12 minimum; 25 maximum.
6. Jazz Choir: 10 minimum; 32 maximum.
7. Jazz combo: 3 minimum; 11 maximum.

NOTE: The number of students present and performing in a group at the contest site shall be the number used to determine compliance with these limitations. Groups that fall below the minimum numbers may still perform and receive comments only. They may not be eligible for sweepstakes points.

B. Program:

1. Band: Each band shall perform at least twelve (12) minutes and no more than twenty (20) minutes of music. The order of the selections in the concert portion is left to the director's discretion. See section E for more specific information related to performance time limitations.

a. Scores are required.

2. Orchestra: Each orchestra shall perform at least twelve (12) minutes and no more than twenty (20) minutes of music. The selection(s) in the concert portion will be left to the director's discretion. Piano is not permitted as an instrument in the orchestra unless it is an integral part of the composition played.

a. Scores are required.

3. Chorus: Each chorus shall perform at least two (2) selections with a minimum time of seven (7) minutes and a maximum time of ten (10) minutes. No director or accompanist may sing with the chorus in the concert portion of the performance. All selections must be sung from memory. All Class B, C, or D choruses (bass, treble and mixed), regardless of classification, must perform at least three-part music. All Class A or AA treble or bass

choruses must perform at least three-part music, while Class A or AA mixed choruses must perform at least four-part music.

a. Scores are required.

4. Show Choirs/Jazz Choirs: Special rules governing this event are:

a. Accompaniment may be provided by as many instrumentalists as indicated by the score.

b. It is recommended that two (2) selections of varying styles be performed. Jazz Choirs must include one "swing-style" (unequal division of the beat) selection in their program.

c. Show Choirs/Jazz Choirs may perform any number of parts in their selections.

d. Jazz/Show choir may be conducted by their directors.

e. Risers, a microphone for solos, a 4 plug AC box, and a piano shall be provided by the host school. All other equipment must be provided by the performing group.

f. A total of fifteen (15) minutes will be allotted each group for assembly, set-up, tuning and performance.

g. Show Choirs will be judged primarily on musical performance. Choreography and showmanship will also be categories for evaluation. All Show Choirs will be evaluated by the scale, which includes choreography. Any Show Choir, which does not use choreography, shall receive zero (0) points in the choreography category on the judge's ballot.

h. Jazz Choirs will not be evaluated on choreography. Judges are to use the rating scale without choreography on the adjudication form. Jazz Choirs will be judged primarily on the musical performance of the group. Improvisation or Creativity/Musicianship of soloists will also be a category for evaluation.

i. Groups may wear special costumes.

j. The points earned toward a sweepstakes award (Art. X-C) shall be the same as for any Organization event.

k. Scores are required for Jazz Bands, Jazz Combos, Jazz Choirs and Show Choirs. Original scores are required for all of these groups.

5. Jazz Bands/Jazz Combos: Jazz Bands shall be composed of a group of not less than twelve (12) nor more than twenty-five (25) performers. Jazz Combos shall be composed of a group of not less than three (3) nor more than eleven (11) performers. Other special rules governing this event are:

a. The following will be provided on stage by the host school: Risers, chairs and stands; an acoustic piano; a 4-plug AC box; a bass amplifier; three (3) stage microphones. All other equipment must be provided by the performing group.

b. Jazz Bands and Jazz Combos may include any instruments in their performing group.

c. A total of thirty (30) minutes will be allotted in the contest program for each Jazz Band/Jazz Combo. Assemble, set-up, tuning, performance and take-down must occur within this total time limit. Performance time shall be limited to twenty (20) minutes of this total time limit.

d. One "swing-style" (unequal division of the beat) number must be included in each Jazz Band's performance. Jazz Combos must include at least one "swing-style" selection in their program. There is no other limitation or requirement in respect to the selections to be performed.

e. Jazz Bands and Jazz Combos will be judged primarily on the musical performance of the group. Improvisation, or Creativity/Musicianship of soloists, will also be a category for evaluation.

f. Scores are required for Jazz Bands, Jazz Combos, Jazz Choirs and Show Choirs. Original scores are required for all of these groups.

g. Groups may wear special costumes.

6. All numbers performed by any participating organization will be judged.

C. Repetition:

Music shall not be repeated that was performed in the last three (3) years.

D. Sight Reading:

Sight reading has been removed from the IHSA Music Organization Contest.

E. Performing Time:

1. Each organization will be allowed a one (1) minute "warm-up" or "run-through" prior to the beginning of their first selection.

2. Band and Orchestra: Organizations shall consume at least twelve (12) minutes and no more than twenty (20) minutes from the first note of their first selection to the last note of their last selection with the time clock running continuously.

3. Vocal: Choruses shall consume at least seven (7) minutes and no more than ten (10) minutes from the first note of their first selection to the last note of their last selection with the time clock running continuously.

4. Show Choirs/Jazz Choirs shall consume no more than fifteen (15) minutes total for assembly, set-up, performance and exit.

5. Jazz Bands and Jazz Combos shall consume no more than thirty (30) minutes total for assembly, set-up, and a twenty (20) minute performance time and exit.

6. Directors should proceed promptly from one selection to the next without waiting for a signal from the adjudicators.

7. Local managers must provide timekeepers for each performance.

F. Instrumentation:

Band and Orchestra: No specific rating will be given by the judges for instrumentation. However, any wide deviation from standard instrumentation will affect the general rating to whatever extent it affects the balance and general effect of the performance.

G. Scores:

Directors shall supply to each judge one conductor's score of the organization's selections with measures numbered. Public domain is allowed provided the director lists the exact internet address for their score. A copy of the score is required and should be made available to the contest manager and judges. Photocopies of copyrighted music may be provided to judges only in an "emergency". "Emergency" shall be defined as cases in which:

- a) music is out of print with no new score available; or
- b) purchased music copies are backordered.

Written evidence, in the form of a school purchase order and/or a written statement from the supplier, shall be required to document the "emergency". The penalty for violation shall be reduction of rating by one (1) step. To determine the rating for each performance, contest judges shall utilize the adjudication forms distributed by the IHSA Office to contest managers. Judges are definitely instructed not to permit performance to begin until they have been supplied with such scores. However, if original or unnumbered scores are not available, the organization may perform with the understanding that its rating will automatically be lowered by one step.

H. Determination of Ratings:

1. Organizations, Bands, Orchestras, Choruses:

To determine the final rating for each organization, the contest manager shall total the three individual judge ratings and compare the total to the following scale to determine the rating:

TOTAL OF: 3-4 = I 12-Over = IV
5-7 = II
8-11 = III

2. Show Choirs, Jazz Choirs, Jazz Bands and Jazz Combos:

To determine the rating for each Show

Choir, Jazz Choir, Jazz Band and Jazz Combo performance, contest judges total the

individual judge ratings and compare the total to the following scale to determine the rating.

TOTAL OF: 3-4 = I 8-11 = III
5-7 = II 12-Over = IV

I. Selections

1. Suitability of Selections:

There will be no required numbers for bands, orchestras and choruses, or for Show Choirs/Jazz Choirs.

The choice of appropriate selections, suited to the performers' capabilities and in keeping with the classification of the schools they represent, is always an important factor in the awarding of ratings. In this context, music may be performed in a key other than that in which it is written, provided it is suitable to the contestant(s). Selections with vulgar and/or inappropriate language will be disqualified from the Music Contest.

If orchestras represent 25 percent or more of the performing ensembles, then one of the members of the instrumental music judging panel should have an orchestral background.

2. The IHSA assumes no responsibility for the payment of any royalties or other fees in connection with the performance of any music.

J. ACCOMPANIMENT

1. Requirements:

Organizations need not be accompanied unless the accompaniment is required by the score. If a performance is accompanied, accompaniment must be by piano, harp or any other instrument designated for accompaniment in the score. Recorded accompaniment may not be used. For Show Choirs, Jazz Choirs accompaniment may be provided by zero to seven (0-7) instrumentalists. All instrumentalists must be eligible students, except an adult may play the piano as the accompanist.

2. Accompanists:

It is strongly recommended that students be used as accompanists in all events for which accompaniment is provided. However, non-students, including directors, may serve as accompanists if necessary.

3. Conflicts:

Contest managers are not required to resolve conflicts created by organizations using the same accompanist.

K. Limitations

A student may participate in no more than one (1) performing group in each event in the Organization contest, regardless of school classification, provided that they are playing a different instrument in each group.

L. Violations and Penalties

1. For violations of the following rules and regulations, the penalty shall be the lowering of the rating by one (1) step:

a. Failure to submit required score to adjudicators (Art. VIII-G).

b. Failure of an organization to present the required number of minutes (Art. VIII-B).

c. Entries exceeding the time limit up to one (1) minute (See Art. VIII-E).

d. Failure to supply all judges with a score for each selection with the measures numbered.

e. Use of music in a vocal organization performance.

f. Failure to perform with accompaniment in the event accompaniment is required by the score.

g. Failure to perform the required number of parts in a vocal organization performance. (Art. VIII-B-3).

h. Failure to adhere to the posted time schedule in a reasonable manner.

2. For violation of the following rules and regulations, the penalty shall be disqualification:

a. Violation of rules of eligibility (Art. III-D): Discovery of the participation of an ineligible student with an ensemble or organization shall result in the disqualification of the group with which he/she participated. Any additional penalty upon the school for violation of eligibility provisions shall be determined by the IHSA Board of Directors.

b. Violation of the rules limiting the number of events in which a student may participate (Art. III-E-2): If a student participates in too many events, the school shall be disqualified in those events in which the student involved was not officially entered. If, however, the student was actually entered in an excess number of events and this was not discovered by the local manager prior to the contest, the school shall be disqualified in the last programmed event or events in which he/she illegally participated.

c. Violation of rules governing repetition of selections (Art. VIII-C).

d. Violation of maximum or minimum personnel rules. (Art. VIII-A).

e. Entries exceeding the time limit by one (1) minute or more (See Art. VIII-E).

3. Violations frequently can and should be prevented by the local contest manager. Entries made in violation of any rule should be refused by the manager. However, if an illegal entry is not discovered and acted upon by the manager and is then discovered by the adjudicator before or during the performance, the student or group shall be penalized as provided in A and B above.

4. If a violation which involves disqualification is discovered and reported after the close of contest, any awards won as the result of ratings in the disqualified events shall be surrendered to the IHSA.

IX. TOURNAMENT POLICIES

A. Damage to Property or Equipment:

If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

B. Tobacco Products:

No music director, student or any other person connected with a school shall be permitted to use tobacco products during the contest, either during warm ups or performances.

C. Use of Inhalers:

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois school code.

D. Alcoholic Beverages and IHSA State Series Events:

1. The possession, distribution, sale and or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

E. Responsibility for theft or other losses:

The IHSA will not be responsible for loss or theft of any personal property during the course of a contest.

X. RATINGS AND AWARDS

A. Ratings:

Organizations in the respective events, including Show Choir, Jazz Choir, Jazz Band and Jazz Combos shall be rated in five (5) divisions as follows:

Division I
Division II
Division III
Division IV
Division V

Judges may elect to use tenths of points in their ratings. Scores will not be rounded.

B. Contest Awards:

1. Organization award plaques may be purchased or a Perpetual Plaque/Bar set up for each Division I rating received may be purchased. The Perpetual Plaque/Bar set takes up less wall space and the costs less. The Standard Large Group Plaque costs \$48.00 each. The Standard Bar Plaque is \$63.50 and the bars are \$11.00 each. After the one time purchase of the Standard Bar Plaque only the bars will need to be purchased each year. The order form can be found in the online entry program or in the Rules Book which can be found on the Music Menu page of the IHSA web site at www.ihsa.org. and must be sent directly to A & M Products with payment before the order can be processed. A & M Products can be reached at 815-875-2667.

To more quickly expedite the processing of a plaque order, please observe the following:

a. Print or type all information requested on the order blank.

b. Be sure the principal signs the order blank.

c. Remit check or money order, in the amount of \$48.00 for each Standard Large Group Plaque ordered or \$63.50 for each Standard Bar Plaque ordered, plus \$11.00 for each bar (for Standard Bar Plaque) earned. Make check or money order payable to A & M Products and mail with the order blank directly to A & M Products. Payment must be received before your order can be processed.

d. Make a copy of the order for your records.

e. The deadline for ordering all awards is June 15, 2012.

If the order form is properly completed and sent with the proper payment to A & M Products, you should receive your order within approximately two weeks of the date on which you place the order. Shipment will be by UPS.

C. Sweepstakes Award:

1. Winner, runner-up and third place sweepstakes awards will be distributed to the three (3) schools in each class throughout the state which earn the greatest number of points in solo, ensemble and organization competition.

2. Sweepstakes Scoring: Regardless of its total number of entries in the Organization contest a school may score Sweepstakes points with a maximum of two (2) instrumental and two (2) vocal organizations. The two (2) organizations in

each school's entry receiving the best ratings will automatically be recorded as the sweepstakes scoring qualifiers. In the event a school enters two (2) organizations in an event, only the highest rated performance is eligible to be counted toward Sweepstakes points. Thereby, no school may score more than 300 Sweepstakes points (75 x 2 instrumental plus 75 x 2 vocal = 300) in the Organization contest. Points from Organization contest events will be assigned by each local manager for performance ratings according to the following scale:

Events	Points	
	Division I	Division II
Band	75	37.5
Orchestra	75	37.5
Bass Chorus	75	37.5
Treble Chorus	75	37.5
Mixed Chorus	75	37.5
Show Choir/or	75	37.5
Jazz Choir		
Jazz Band	75	37.5
Jazz Combo	75	37.5

3. After the conclusion of the contests, managers will report the point totals of all schools to the IHSA Office. The points will then be tallied according to the classifications and awards will be presented to the three (3) schools in each class that received the highest scores. The awards will be shipped directly from the manufacturer to the schools. In case of ties, duplicate awards will be presented.

XI. JUDGING

A. Selection of Judges:

The local manager of each contest shall be responsible for the selection of suitable judges. In selecting such judges, however, the local manager shall secure the advice and recommendations of his/her Contest Committee. Judges shall be music educators experienced in the area(s) they are assigned to judge. Undergraduate students shall not be used as judges. It is recommended that local managers select judges for their contests from the list prepared and distributed by the IHSA Office. Judges should be selected from as near the contest center as possible. Every attempt should be made not to use judges in the same events in any given contest in successive years. **All judges shall be required to complete online registration and certification prior to the adjudicating of contest(s).**

B. Duties of Judges:

All events shall be rated on the official adjudication blanks furnished by the IHSA. Instructions to adjudicators, which are designed to express the philosophy or mission of the IHSA Board of Directors and its music advisors toward the adjudication of IHSA Music Contests, can be found on page 1 of this Rules Book. Judges are required to follow all instructions.

Judges shall base their adjudication upon the actual achievement of competitors as given in the instructions to adjudicators rather than upon any alleged desire to encourage a better effort or to express sympathy for an honorable attempt.

Contest adjudicators are not to consider their personal likes, dislikes or preferences of music literature in their evaluation of contest performances.

In the organization events in which three (3) judges are used, the judges shall not confer with each other in reaching decisions on the ratings to be awarded. The local manager of each Organization Contest shall provide one cassette recorder per contest room. Schools desiring taped critiques shall furnish one (1) cassette tape for each taped critique desired to the host school at the time final entries are made. The manager will not provide the tapes for recording. In no case will the IHSA assume any responsibility or liability for equipment used in this method of evaluation.

C. Restrictions on Division I Ratings:

Judges shall award Division I ratings to only those competitors manifesting the very highest level of achievement. Indiscriminate awarding of Division I ratings must be avoided.

D. Number of Judges:

All organization events, including Show Choir, Jazz Choir, Jazz Band and Jazz Combo, shall be rated by three (3) judges.

E. Judges' Fees:

Judges for the Organization contest shall be compensated on the following scale:

BASE FEE-\$125.00 for 5 hours of actual judging.

SECONDARY FEE-\$20.00 per hour for each hour of judging beyond 5 at any given contest.

PER DIEM-\$25.00 for meals and transportation.



2011-12 Music Organization Manager Information

To the Managers of the 2011-2012 IHSA Music Organization Contests:

This document will provide you the information needed to conduct the Music Organization contest assigned to your school. Please read the documents carefully and follow all instructions. Contact the IHSA if you have any questions.

FINANCIAL INFORMATION

1. **EXPENSES:** Entry fees will be used to cover the operating and administrative costs for the entire contest series. Each manager will submit a tentative budget to the IHSA Office for approval. A copy of the form is enclosed. Estimate the cost of conducting the contest assigned to your school. Judges' fees, piano rental and tuning, and reasonable administrative costs will normally be allowed. However, payments to students or adults for ushering, messenger service, chairmanships, etc.; cost of meals for judges or workers; or charges for hospitality expenses will not regularly be approved. In addition, as noted on the Tentative Budget Form (enclosed) and Financial Report Form (to be completed through the managers software program or you can use the enclosed form) the IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria open for meal service of any kind, it must be a self-supporting venture. **Budgets MUST be faxed to Susan M. Knoblauch at 309-663-7479 by March 16, 2012.** Expenses approved in the tentative budget will be paid from receipts. The final Financial Report should be completed as soon as possible after the conclusion of the contest. The Financial Report can be completed through the manager's software program or a copy can be found in the Manual for Managers which is on the Music Menu page of the IHSA website.
2. **EVENT FEES:** The deadline for sending a printed copy of the List of Participants and event fees for the Organization contest to the CONTEST MANAGER is March 9, 2012.

IMPORTANT: IHSA ENTRY POLICY NOW STATES THAT THOSE SCHOOLS OFFICIALLY ENTERED AND LISTED ON THE MUSIC ASSIGNMENTS THAT DO NOT SUBMIT ANY ENTRIES/FEES TO THE CONTEST MANAGER MUST PAY A \$100 PENALTY FEE FOR CONTEST WITHDRAWAL. PLEASE KEEP A CAREFUL RECORD OF EACH SCHOOL LISTED ON THE ASSIGNMENT SHEET FOR YOUR CONTEST THAT DOES NOT SEND ANY FINAL ENTRIES/FEES TO YOU AND LIST THE SCHOOLS ON YOUR FINANCIAL REPORT IN THE PROPER PLACE. THE IHSA WILL THEN PURSUE COLLECTION OF THE PENALTY FEES.

3. **DEFICITS:** In the event any contest incurs a deficit, the State Association shall guarantee to the host school only the expenses authorized on the approved budget.
4. **DIVISION OF SURPLUS FUNDS:** In the event entry fee receipts exceed the approved contest expenses, the surplus shall be divided as follows: 60% to the IHSA and 40% retained by the host school.
5. **OTHER FINANCIAL GUARANTEES:** Neither the State Association nor the host school shall assume responsibility of any kind for expenses incurred by a participating school.
6. **JUDGES' FEES:** Judges shall be compensated on the following scale:
BASE FEE: \$125 for up to five (5) hours of actual judging.
SECONDARY FEE: \$20 per hour for each hour of judging beyond five (5) at any given contest.
MEALS AND MILEAGE: \$25 per diem.
LODGING EXPENSE FOR JUDGES IS NOT ALLOWED.

EMPLOYMENT OF JUDGES

1. Three (3) judges each are to be employed for each Organization's concert performance. (See Org. Article XI-D of the Music Rules Book.)
2. Whenever a judge is employed to do the equivalent of one-half day of judging, the program should be so arranged to enable him/her to do all judging in either the morning or afternoon, if possible.
3. Make every effort to obtain qualified judges as near the contest center as possible.

4. Be sure to assign judges only to those events for which they are best qualified to adjudicate.
5. Your contest committee should be consulted concerning the selection of judges. (See Org. Article VI-A of the Music Rules Book.) A list of Music judges will be sent to you upon request. You need not select judges from this list but we trust it will be of assistance to you.
6. Download and send a copy of the current Music Rules Book to each judge you employ. The Rules Book can be found on the Music page of the IHSA website at www.isa.org. Be sure each judge reads page one (I) of the Rules Book as well as the rules pertaining to the events he/she will adjudicate.
7. Indicate the name of the selection to be played or sung, the number of the event, and the school code number or letter on each adjudication sheet. Adjudication sheets should be given to the judges shortly before the contest. Explain to the judges that the most frequent complaints we receive concerning their work is that they do not go into enough detail in their remarks. Urge them to write thorough critiques for all performances.
8. A meeting with the judges should be scheduled approximately thirty (30) minutes prior to the beginning of the contest. Judges will be given their necessary material, adjudication sheets and assignments. At this time the manager may address any judge's questions concerning the day and may give instructions for procedures such as returning the adjudication sheets, and filling them in completely.

PROGRAMS

Printed or copied programs of your contest should be prepared and sent to the participating schools **at least two (2) weeks prior to the contest**. The program should give definite information regarding the time and place of each contest. A complete time schedule with the time for each performance is also advisable.

ASSIGNMENT OF SCHOOLS AND FINAL ENTRIES

******The Assignments for the IHSA Music Organization State Contests can be found on the IHSA web site at www.ihsa.org.**

You are to receive the following items produced from the Online Entry System from each school entered in your contest:

1. School Information Sheet for the contest in which the school is participating. This should include all basic information about the school (i.e., address, phone, e-mail), the music directors and their entries.
2. Individual entries –Each school should also send you a printed copy of their entries for you to use as backup.
3. A School is only committed to pay for the entries it actually submits to the contest manager. Note that schools may enter two (2) organizations in each of the Band, Orchestra and Mixed, Bass or Treble Chorus events if they wish, but a school may enter only one (1) Show Choir, Jazz Choir, (1) Jazz Band and one (1) Jazz Combo. If any of your schools do enter two (2) organizations in any event, see Org. Article VIII-A of the Rules Book.

REMEMBER: A school is committed to pay for the entries they submit to the contest manager.

*Each school should send you a check or money order for event fees in addition to a printed copy of their entry.

CONTEST AND WARM-UP ROOMS

Host sites will need two performance areas, capable of providing a good venue in which to perform and capable for adequate audience seating. Gyms and auditoriums are the usual sites. Two warm-up rooms will also be needed. Warm-up rooms should be provided and located in such a way that warm-up and practice will not interfere with contests in progress. Most schools will use their band and chorus rooms for warm-up rooms. Good substitute rooms would include libraries or ag shops. There should be home areas for equipment and uniforms. Individual class rooms can be assigned to each school or some schools use a gym for a mass home room area and then designate specific areas within the gym for each school. There will need to be a room designated as the contest headquarters. A cafeteria is good to set up to feed people and make money for the host school. It is good to have a separate meeting and feeding area for the judges. Many schools set up a hospitality room for directors and bus drivers.

ROOM CHAIRS AND TIMEKEEPERS

Appoint a Chairman-Timekeeper for each room in which contests will be held. Faculty members or other adults should be used in these duties wherever possible. A separate timekeeper may be used if desired.

Doorkeepers who place themselves outside the door of the contest room to prevent entry during the time a number is in progress have proved valuable in many contests. This doorkeeper should post a program of the contest in progress on the outside of the door and cross off each number as it is finished. This is helpful to audience members who may wish to hear only certain contestants.

Provisions should also be made for securing other necessary volunteer personnel, such as guides, clerical workers, warm-up room supervisors, etc. Students may be enlisted for many of these tasks.

AWARDS

Special plaques may be purchased by the winners of DIVISION I ratings only. The order form is in the software for managers as well as the Rules Book and Manual for Managers.

SWEEPSTAKES AWARDS will be distributed from the IHSA Office as soon as all results are tallied and verified following the completion of the Organization contest. Awards will be sent directly from the manufacturer to the winning schools. (See Org. Article X-C of the Rules Book.)

REPORTING RESULTS

Immediately upon the completion of your contest, YOU MUST complete and return the Music Organization Contest Tally Sheet to the IHSA Office no later than the Wednesday following the contest.

All schools assigned to your contest must be listed on this tally sheet. List all schools in one class together, in alphabetical order, as they are printed on the contest assignment sheet prepared by the IHSA Office. In addition:

1. If a school enters two (2) organizations in any of the organization events, list the school name only once, but list the results of all organizations that participated (See example below, lines 1 and 2).
2. If a school that was assigned to your contest does not appear, list it anyway, in its proper order from the assignment sheet, and indicate DNA (See example below, line 3).
3. If a school competes, but does not earn a Division I or II rating for any of its organizations, list its name and state that it "Appeared, but earned no Sweepstakes Points" (See example below, line 4).
4. Record all organizations' points in the appropriate column.
5. List the total number of points that each school earned at contest in the "Total Points" column. The IHSA office will record, for Sweepstakes' purposes, the two highest instrumental group ratings and the two highest vocal group ratings for each participating school. Remember, a Division I Rating earns a school 75 points and a Division II Rating earns a school 37.5 points and only one rating in each event may count toward Sweepstakes points.

SAMPLE:

Name of School	Paid Fees/No Show	No Fees/No Show	Class	Band	Jazz Band	Jazz Combo	Orch.	Mixed Chorus	Treble Chorus	Bass Chorus	Show Choir	Jazz Choir	Total Points
1. Bloomington (H.S.)			A	75				75	37.5		75		
2. " "				37.5									225
3. Normal (Community)			DNA										
4. Normal (University)													

Please send a hard copy as requested so we have the results both in the manager's software results and a hard copy of all schools and ratings.

RECORDING

Recorded Critiques — Organization Contests: Organization Contest managers may receive cassette tapes from schools which are interested in having one or more of the judges give them a tape recorded critique. Managers should provide appropriate facilities so judges may record a critique if a participating school requests a recording and provides the tapes.

Recording of Performances — Organization Contests: Do not permit any recording of contest performances other than in the taped critiques by judges. The Association does not permit companies to tape contest performances for record production and sale.

RATINGS FOR PERFORMANCES

BAND, ORCHESTRA AND CHORUS ORGANIZATIONS: With no Sight Reading for these events, the final rating is to be determined as follows:

1. Add the three judges' ratings.
2. Compare the total to the following scale and assign the rating merited according to the scale:
TOTAL 3-4 = I Rating Example: A group rated I, II and II for its concert performance would
 5-7 = II Rating have a Total of 5 and would receive a final rating of II.
 8-11 = III Rating
 12-Over = IV Rating

SHOW CHOIR, JAZZ BANDS, JAZZ COMBOS AND JAZZ CHOIRS: With no Sight Reading for these events, the final rating is to be determined as follows:

1. Add the three (3) judges' ratings.
2. Compare the total to the following scale and assign the rating merited according to the scale:
TOTAL 3-4 = I Rating Example: A group rated I, II and II for its concert performance would have a total
 5-7 = II Rating of 5 and would receive a final rating of II.
 8-11 = III Rating
 12-Over = IV Rating

FORMS

Please make copies of the following forms for your contest and include the cost of the copies on your financial report (the financial report form can be found in the Managers Manual on the IHSA website or can be completed in the manager's software program).

1. Report of Judges Fees - Retain duplicate for your file.
2. Tentative Budget - Retain duplicate for your file.
3. Organization Tally Sheet for Sweepstakes Award.
4. Adjudicator Comment Sheets for Organizations.

The final Financial Report should be completed as soon as possible after the conclusion of the contest. The Financial Report can be completed through the manager's software program or a copy can be found in the Manual for Managers which is on the Music Menu page of the IHSA website.

WHEN YOUR CONTEST IS OVER

Mail or fax the Music Organization Contest Tally Sheet to the IHSA Office by the Wednesday following the contest and complete the financial report online as soon as possible after your contest.

Please do not hesitate to call upon the IHSA Office for any help in planning the contest. We shall be glad to give you all possible assistance. We sincerely hope that your contest will be successful in every way.

SMK:cc
Music/Org/MgrMlgs [MgrInfo](#)
Enclosures



Congratulations on being selected to host IHSA Organizational Music Contest. Thanks in advance for all of your work and on your willingness to take on this responsibility. This packet is intended to make your job a little easier by providing some practical hosting advice. Planning is the key to hosting a successful contest.

This packet is not meant to replace the IHSA terms and conditions manual or the other material provided by the IHSA. Rather, it is intended as a resource of practical material. The contest will be held on April 13-14, 2012. The List of Participants (entries) are due on March 9, 2012. The tentative budget is due on March 16, 2012. The Financial Report is due within 10 days after the contest. If you have any questions about the online music program you can contact Ben Stewart at musicsupport@tourneywire.com. If you have any other questions you can contact Susie Knoblauch at <mailto:sknoblauch@ihsa.org> or Carol Carr at <mailto:ccarr@ihsa.org>. or reach them at 309-663-6377.

IHSA Terms and Conditions

First, read the IHSA Music Organization Terms and Conditions. Access this information by going to the Music Menu page of the IHSA website. The Music Organization Terms and Conditions can be found under the Resources section in the center of the page.

Contact Participating Schools

As soon as the IHSA provides you with a list of the schools assigned to your site (usually around mid November), you should send out an initial contact letter/email. The IHSA gives the host school the option of using both Friday and Saturday for your contest. The dates have been standardized to week #41 on the IHSA calendar with adjustments to be made for spring break and Easter. Any adjustments to the set IHSA contest date must be approved by the IHSA. You need to let the schools coming to your site know well in advance.

When making this initial contact, you should let the schools know when the entry deadline is and when you would like their instrumental organization set up charts. For the 2011-2012 school year the entry deadline is March 9, 2012. You may want to give a deadline for scheduling requests. Remind the directors of the IHSA minimum and maximum time requirements for bands, orchestras and choruses.

Make sure that the participating directors have a clear understanding of the entry procedure. Enter your own groups as soon as possible so that you have experienced the entry process. You will have directors calling you asking about the entry procedure.

Judges

Start hiring your judges too early. It is difficult to find highly qualified judges and they usually get hired very quickly. Start making contacts as soon as you know that you will be hosting contest. My personal feeling is that the most highly qualified adjudicators are veteran music directors who have had recent contact with high school programs of the size you will be hosting. Let your past experiences with judges help you to ask "would I like this person to adjudicate my own group?"

The schools that hosted your area's contest in the past are a tremendous resource for judges.

The IHSA does not pay mileage for judges' travel but they do provide a per diem of \$25 per day for meals and transportation. The IHSA encourages you to hire as many local judges as possible.

Room Requirements

You will need to provide four large rooms. Two will be performance rooms in which the groups will perform, the judges will adjudicate and audiences can view. The other two are warm-up rooms which must be large enough for the organizations to sit in using their normal set up. Many schools use their gyms, auditoriums or multi-purpose rooms for performance areas. Music rooms and libraries or other equivalent space make adequate warm-up rooms. Care should be taken that the sound from the warm-up rooms does not interfere with the performance venues. Acoustics are always a concern in the performance rooms.

A set up crew is essential for your instrumental performance room. An adult plus several student workers are needed to quickly change the set ups from one group to the next. You will not need a set up crew in the choral performance area unless you have show choirs or jazz choirs at your site. If you do, you will need to change from concert risers to stage risers.

It is a nice touch to have an announcer in the performance rooms. Each group can be announced as well as their selections.

You will need one table and chair for each of the judges in the performance rooms.

Set-Up Charts

Equipment planning for this event is not possible unless set up charts detailing the number of chairs and stands needed by each participating band/orchestra/jazz band is sent to the host school well in advance. Be sure to request these from each visiting schools very early in this process. When setting up the instrumental warm-up room, use the set up chart from the largest band/orchestra as your guide.

Equipment

The Instrumental Performance area must contain chairs and stands. If Jazz Bands are entered, the host school is required to provide a bass amp, a power cord with a four plug outlet box, an acoustic piano, three microphones and stage risers. Many host schools chose not to provide the stage risers after first consulting with the entered schools. You may want to check with the participating schools to see if they require risers and microphones.

Traditionally, the host school provides timpani, a concert bass drum and their own mallet percussion instruments for use by the visiting schools' bands and orchestras. The host should provide the visiting schools with a complete list of provided percussion instruments well in advance to allow for alternative planning and sharing of non-provided percussion instruments between visiting schools. Plan to provide a director's podium and stand.

The IHSA requires host schools to provide Show Choirs and Jazz Choirs with risers, a microphone, a four plug AC box and a piano. Schools that use a live back-up combo for their group may need music stands as well.

Choirs should be provided with choral risers and a good quality piano. Most prefer an acoustic piano. Many directors like to have a podium and stand.

Warm-up rooms should contain enough chairs and stands for the largest entered instrumental group. You do not need to provide percussion equipment in the warm-up room. Although there is no requirement, plan to provide either risers or chairs for choirs as well as a good quality piano.

Scheduling

You have several choices to make. The first is, will my contest be on one day only or over the span of two days?

The IHSA provides a scheduling program to assist managers in this planning.

Set up instrumental performance times in thirty minute blocks while concert choir times are scheduled twenty minutes apart. It is recommended to allow thirty minutes for show choirs. These intervals seem to work well and allow enough time to set up for the next group.

Sample Schedule (not from IHSA provided program)

Time	Band Warm-Up	Band Performance	Vocal Warm-Up	Vocal Performance
7:30 AM	Band #1	————	————	————
7:40 AM	“	————	Chorus #1	————
7:50 AM	“	————	“	————
8:00 AM	Band #2	Band #1	Chorus #2	Chorus #1
8:10 AM	“	“	“	“
8:20 AM	“	“	Chorus #3	Chorus #2
8:30 AM	Band #3	Band #2	“	“
8:40 AM	“	“	Chorus #4	Chorus #3
8:50 AM	“	“	“	“
9:00 AM	Band #4	Band #3	Chorus #5	Chorus #4
9:10 AM	“	“	“	“
9:20 AM	“	“	Chorus #6	Chorus #5
9:30 AM	————	Band #4	“	“
9:40 AM	————	“	————	Chorus #6
9:50 AM	————	“	————	“

If you have jazz bands and/or show choirs at your site, you may want to put them all at either the beginning or at the end of the day. This makes it easier for your set up. It is recommended to keep the jazz bands and show choirs scheduled together. There are no sight reading requirements.

NOTE: Some sites with lots of entries choose to schedule jazz bands and show choirs on Friday night and the concert organizations on Saturday. Please check with the participating schools before doing so.

Decide where your lunch breaks will be. You probably want to stagger the lunch break between vocal and instrumental groups. As you schedule, you may find the need to adjust the lunch breaks.

The next step is to determine how many groups each school has entered. You will want to schedule all of the groups from the school with the most entries first.

NOTE: Understand that you may not be able to grant all of the requests for special scheduling considerations, but you can try your best.

Schedule the school with the most entries in a logical manner. You need to make their events fit within your scheduling grid, but you want to leave a time between their events if possible. If a school has entered two concert bands, check to see if each band has a different director. If so, you can schedule the two bands back to back if needed.

Once you have the first school scheduled, go to the school with next greatest number of entries. Get them scheduled and proceed to the third highest number etc. etc.

Remember, breaks cost you money. It is time that you are paying judges to not do anything. Try to avoid unnecessary breaks in the day, although, in some cases (like providing time to switch from concert risers to platform risers in the vocal performance area) may be necessary. If you use thirty minute instrumental blocks and twenty minute vocal blocks, you won't have to worry about giving your judges breaks. They will have time between groups to finish writing, get up, have some coffee etc.

By entering your schedule into the IHSA program, you can print out adjudication forms and generate awards forms. Follow the instructions in the IHSA Managers Instructions.

Once you have your schedule completed, double check for any time conflicts and then get copies to the participating schools. Let them know that this schedule will be strictly adhered to and they must follow the instructions of their host/guides as to when they will need to move from homeroom to warm-up and from warm-up to performance.

Other Rooms

Contest Headquarters

Many schools use their main office as their contest HQ. This is the room in which directors will check in, scores will be tabulated and schools will check out at the end of the day.

Judges' Room

Set aside a room in which you can hold your judges meeting. Allow the judges to leave coats in this room. You can provide hospitality for the judges in this room as well.

Directors and Bus Drivers Hospitality Room

Many sites set aside a room for directors and bus drivers. Some schools provide coffee, juice, snacks, lunch etc. in this room free of charge.

Homeroom(s)

If you have an additional large room (gym or field house) you can aside each school an area for use as a homeroom. Otherwise, you can assign a classroom for each school's use. Larger schools may require multiple homeroom classrooms. Please let the directors know what kind of homeroom arrangements you will be having and whether or not there will be areas for uniform changing.

Cafeteria

Plan to sell concessions. This is a terrific fund raiser for your school/music program. It is very helpful to know how many students each school is bringing. This will assist you in knowing how many items to order.

Contest Workers

You need a supply of well trained volunteer workers in order to make this contest run smoothly.

Registration

Person(s) needs to be at tournament central to check in schools and collect any outstanding fees.

Guides

Your contest day must run on time in order to avoid a train wreck. Every group must be where they need to be when they need to be there. The key components here are the individual host/guides.

Office Manager/other office help

Your office manager will be in charge of checking the point totals on the adjudication sheets, determining the rating on each form and then calculating the overall rating. You will then need another person or persons to put the processed forms in the school's pile or envelope and post the scores.

Timer/announcer/set up crew

You could have one adult be the timer, the announcer and the set up supervisor in each performance venue. The timing duties require starting the stop watch at the first note and topping it at the conclusion of the final note. This time should be reported to the judges. There should be a signal to the judges if a group goes over the time limit and then one minute after. Be sure to read the timing rules and be sure the timer understands the them.

The announcer tells the audience which group is about to perform and what their selections will be.

The set up crew supervisor will work with the set up crew (usually several students) to quickly change one instrumental group's set up to the next one. You normally don't need much of a set up crew in the vocal room except if you need to change from concert risers to stage risers for show choirs.

Contest Set Up and Tear Down Crews

The day before contest you will need to set up your rooms. You will need a crew of students to help with this. You will also need to arrange for students to help with tear down on contest day as each room becomes vacant.

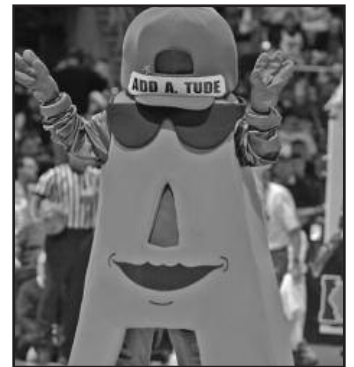
**Contributor: Thank you to former IHSA Advisory Committee Member and contest host Martin Kohn from Clifton Central High School for compiling the host information.

Hosting Information

Important Dates for Music Organization

Original Entry Deadline	Nov. 1, 2011
List of Participants (Online Entries) Due Online from Schools.....	March 9, 2012
Managers can use online program	After March 9, 2012
Tentative Budget due to IHSA Office	March 16, 2012
Music Organization Contest	April 13-14, 2012
Contest Tally Sheet due to IHSA	Week after contest
Financial Report is to be completed through the Managers Software Program or you can use the Financial Report from this manual and fax it to the IHSA office.....	Within 10 days after contest

Do WHAT'S RIGHT!



Show **respect** for opposing players, coaches and spectators.

Recognize and show **appreciation** for an outstanding performance.

Respect the **integrity** and judgment of judges.

Look for **positives** in participants and coaches.

Emphasize **teamwork**; teach them to think "We" instead of "Me".

Accept the **responsibility** and privilege of representing your school and community.

Spectators can make a **difference**—be positive!

Lead by example in sportsmanship: Display **modesty** in victory and graciousness in defeat.



Sportsmanship begins and ends with you!



IHSA MUSIC ORGANIZATION TIMETABLE/CHECKLIST FOR CONTEST MANAGERS

This is intended to be a guide in the planning of the Organizational Music Contest.

UPON NOTIFICATION THAT YOU ARE HOSTING

- Confirm contest on school calendar and meet with representatives of school administration and staff (faculty, custodial, secretarial and cafeteria) to explain the large scope and work involved with the contest. The cooperation of your school is imperative if the contest is to run smoothly and be a positive learning experience for the students involved. If the fee for the custodians will be coming out of your contest budget, let the custodians know that you need an expense estimate by about a month before the contest date. IHSA does allow you to budget for janitorial services.
- Check with your Athletic/Activities Director. Give him/her the set-up date and the actual date(s) of the contest. Make sure that the rooms you need are not already booked for a practice, game or other event.
- Begin to consider judges you may want to hire. Understand that the most qualified judges are often hired early in this process.

THREE MONTHS PRIOR TO YOUR CONTEST

- Communicate with attending schools as soon as the assignments have been released by the IHSA. The assignment list is usually released in mid November. Check the IHSA web site. Please understand that the assignments can change slightly. Some schools choose to drop out of the event while others may petition the IHSA for a venue change. The IHSA is very good about notifying hosts of any proposed changes and seeking the permission of the contest manager before making a change permanent. Expect to receive a number of requests concerning scheduling. Some schools may have conflicts on contest day with athletics and may request early morning or late afternoon times. Be sure to write down the requests and keep them where you can find them when you start to schedule.
- Contact three participating directors about serving on the contest site advisory committee. It is recommended to select directors who have hosted in the past and/or are very knowledgeable regarding IHSA Music terms and conditions and policies. You may wish to consult them about prospective judges.
- Continue and complete the process of hiring judges. Send out contracts.
- Make contacts and arrangements for piano rental and/or tuning.

TWO MONTHS PRIOR TO YOUR CONTEST

- Determine rooms needed. Make sure that you give your custodial staff the list of rooms you will be using. If you are using class rooms for homerooms, be sure to notify the classroom teachers.

SIX WEEKS PRIOR TO YOUR CONTEST

- Determine what equipment will be necessary for your contest.

FIVE WEEKS PRIOR TO YOUR CONTEST

- You should be very close to the entry deadline. As soon as you receive all of the entries (March 9, 2012), you can start making some very important decisions. These include:
Will this contest take place on one day or over the span of two days?
How long will the contest day be (determined by the number of entries)?
How many volunteers will I need to recruit and train? (you will need a guide for each entered organization)
How will the event be scheduled (ie. By hand or by allowing the software to schedule for you)
- You can start to schedule as soon as you have received all of the entries.
- Make arrangements for your contest headquarters help (secretarial, office help, runners, etc.)
- Make arrangements for concessions at your contest.
- Contact area restaurants, notifying them of possible heavy traffic.

FOUR WEEKS PRIOR TO YOUR CONTEST

- Contact your judges and make sure they know when and where they are to arrive. Give them an idea of the length of the contest day.
- The entry deadline for the 2011-12 school year will be on March 9, 2012. You should receive your total entries in a matter of days following the deadline. You can start scheduling as soon as you get all of the entries. There really is no good reason to wait on scheduling at this point. You don't need to prepare the entire program with selections listed at this point, but plan to get the schedule to the participating schools as soon as it is ready.
- Make arrangements to tune and move pianos if needed. Set up these appointments. Be sure to ask for prices as these costs can be included in your contest budget.

- Work on your tentative budget and get it sent in to the IHSA office for approval by March 16, 2012.
- Get your student and adult volunteers signed up.
- Review school drop off points and parking for school buses.

THREE WEEKS PRIOR TO YOUR CONTEST

- Secure supplies (envelopes, pencils, markers, paper etc.)
- Assign specific jobs for your student and adult volunteers.
- Contact other schools about borrowing any needed equipment for the event.

TWO WEEKS PRIOR TO YOUR CONTEST

- Duplicate your program and provide copies to each participating school. You can do this either via mail or email. Be sure to include information regarding director check-in, home room assignments, bus parking, directions to your site, etc.
- Make signs and posters for displaying ratings. Make adequate signage so that that people who have never been in your building can efficiently locate the performance areas and the concessions.
- Assemble the judges' packets into program order. Each packet should include one adjudication form for each organization, a menu for the judge's to fill out during your morning meeting and several pencils.

ONE WEEK PRIOR TO YOUR CONTEST

- Have a training session for your student workers. Make sure the host/guides understand their job. Walk them through the procedure and provide them with guiding information. Keep an extra copy of each host/guide information sheet in the office. If the assigned guide does not show up on contest day, you have the information ready to give to an alternate.
- Prepare your instructions and comments for the judges' meeting.
- Compile a folder or notebook of the instrumental organization set-up charts. Your set-up supervisor will need this on contest day.
- Contact local media outlets who may want to cover the event.

ONE DAY PRIOR TO YOUR CONTEST

- Have all pianos delivered and tuned.
- Place necessary stands and equipment in rooms.
- Provide three solid tables and three comfortable chairs in each performance area for the judges.
- Hang all necessary signage.
- Have parking plan in place with signage if necessary.
- Have the checks written and signed for judges, contest managers and office managers.
- Have on site security/parking director if needed
- Confirm all signage is clearly displayed.

CONTEST DAY

- Make sure all performance sites, home rooms, warm-up rooms etc. are unlocked/open.
- Check on attendance of all volunteer workers.
- Have your judges' meeting a half hour before the first group performs. Go over any rules questions, be sure each judge understands what the lunch procedure will be. Give the judges their checks (or wait until they complete their day).
- Direct your own groups.
- Supervise clean up and tear down.
- No admission is charged for this IHSA event.
- Host school may sell concessions.
- Host school may sell program/merchandise (see IHSA Royalty Policy included in this manual).
- Have a clear emergency/crisis plan.
- Have all emergency numbers available (local police, ambulance/school nurse, superintendent, principal, athletic/activities director).

MONDAY AFTER CONTEST

- See to the return of all pianos and borrowed equipment that was not taken care of following the end of the contest day.
- Use the software to COMPLETE TALLY SHEET showing ratings/points earned by each school and submit to the IHSA office. Please fax this to the IHSA office, attention Susan Knoblauch at (309)663-7479.

ONE WEEK AFTER CONTEST

- Complete the Contest Financial Report online (or the copy found in this manual) and fax the Contest Tally Sheet to the IHSA office.
- Complete the Financial Report and submit a copy to the IHSA office.
- Finalize any thank you notes.
- Submit press release to local media outlets.
- Enjoy the accomplishment of being a successful contest host!

Timetable/Checklist



IHSA Online Music Program Information for Managers

You will be directly emailed login information to manage your music contest. You will also receive a more detailed user's manual via email as the contest setup period approaches.

The online music program will come pre-loaded with all events assigned to your site. You will then begin the process of scheduling your contest. Here is a basic overview of those steps.

1. **Selecting Judges:** Judges will be selected from a list of all judges that have completed the online rules certification process. You will then send out contracts, select which students they will be judging, and assign them the physical room they will be judging in.
2. **Scheduling the performance times for each entry:** The online program will do this for you, with the option to move entries earlier or later. The program will warn you if your adjustment creates a conflict for a student or accompanist.
3. **Printing schedules for the schools in attendance.** Schedules for judges and accompanists will also be available for viewing and printing.
4. **Printing adjudication sheets for each entry,** probably directly from your web browser.
5. **You will enter all ratings online during the day of the contest,** and results will tabulate automatically.
6. **Print lists for each school in attendance for use on contest day** as comment sheets are completed and collected for each school.
7. **Print Plaque Order Forms and final results list for each school** when they have completed their day at your contest. Make sure you have access to a printer (and perhaps a backup) on the day of the contest – along with plenty of paper! Also, make sure the computers you are using can print to the printer!
8. **The Sweepstakes sheet can be printed after the contest.**
9. **Print a copy of the IHSA Tentative Budget and Financial Report to complete.**

The software is web-based this year, so you will be able to use MULTIPLE computers.

If you have any questions about the online judge certification, music registration, scheduling, tabulation, or results analysis programs you can contact:

Ben Stewart
musicupport@tourneywire.com

2012

I H S A [□] Music Organization



Plaque Order Form

Deadline for accepting 2011-12 orders is June 15, 2012

Participating School	
Contest Site	
School Code	
Contest Manager	

AM-263: Standard Large Group Plaque		Price Per Plaque = \$48.00		
___ Band	___ Orchestra	___ Mixed Chorus	___ Treble Chorus	
___ Jazz Band	___ Jazz Choir	___ Bass Chorus	___ Show Choir	___ Jazz Combo
			Quantity _____ x \$48.00 = \$ _____	

AM-503: Standard Bar Plaque		Price Per Plaque = \$63.50	
			Quantity _____ x \$63.50 = \$ _____

AM-503-1: Bars (For Bar Plaque)		Price Per Bar \$11.00		
___ Band	___ Orchestra	___ Mixed Chorus	___ Treble Chorus	
___ Jazz Band	___ Jazz Choir	___ Bass Chorus	___ Show Choir	___ Jazz Combo
			Quantity _____ x \$11.00 = \$ _____	

Total Amount Enclosed: \$ _____
Orders will not be processed unless payment is enclosed with this form.
Send this order form with payment to:

A & M Products
c/o Mark Austin
575 Elm Place
P.O. Box 266
Princeton, IL 61356
815-875-2667

Please Print Principal's Name

Principal's Signature

Please type or print legibly.
This is your mailing label.

UPS must have street address to deliver; include Zip+4

Attn.: _____

School: _____

Street Address: _____

City and Zip + 4: _____

School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Royalty Report: For a downloadable pdf of the Royalty Report go to http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf



MUSIC ORGANIZATION
Adjudicator Contract

Date: _____

I _____ hereby agree to judge in the IHSA State Music Contest to be held at _____ High School on Friday and/or Saturday, April 13-14, 2012.

I understand that my fee is to be \$125 for five (5) hours of actual judging plus \$20 per hour for each hour thereafter, plus \$25 per diem for meals and transportation.

Name (Please print): _____

Signature: _____

Address: _____

City: _____ Zip Code: _____

Home Phone: _____

Business Phone: _____

E-Mail _____

The above contract extended by: _____, Contest Manager

School Phone: _____

Home Phone: _____

MAIL or FAX ONE COPY TO (Please Print):

Manager's Name: _____

Mailing Address: _____

City, State: _____ Zip Code _____

Fax: _____



Instructions to Music Organization Adjudicators

(Distribute to all adjudicators by mail and/or e-mail as soon as hired and again at the judges' meeting before your contest.)

On behalf of the Illinois High School Association, we wish to thank you for enriching the educational experience by adjudicating organization performances at the IHSAA Music Contest.

It is our goal to provide common instructions, which will enable all contest centers throughout the state to operate with consistency and fairness for the student participants. **It is required that you register as a judge and also take the 30 minute phase one judges tutorial. If you have not registered, please go to <http://www.tourneywire.com/music> and follow the instructions.** Give close attention to the following items. Adherence to these suggestions will help make this contest day more pleasant for you and more positive for the students whose performances you evaluate.

1. **Prior to contest day, download and print all sample judging sheets and rules if you have not done so. It is recommended that you register as a judge and take phase one of the judges' tutorial.**
2. **Begin your day by checking with the contest manager and obtaining any special instructions you may need.** Then, before you leave the contest site at the end of the day, check again with the manager to be sure there are no questions relative to any of the judging you have done that need resolution. This little extra communication will help everyone involved.
3. **Be sure to review the provisions of the IHSAA Music Contest Rules Book, provided to you by the contest manager, before the contest begins.** Many of the rules in this book pertain to contest administration and management. However, the provisions of Organization Rules Articles VIII through XI in the Music Rules Book and the Instructions to Adjudicators on Page 1 of the 2011-2012 Music Rules Book are especially applicable to your judging assignment, and you should become familiar with them.
4. **If any questions relating to the contest rules or administrative procedures should arise during the contest day, consult with the contest manager and, if necessary, the contest advisory committee, for resolution.** The manager and committee are the final decision making authorities for any disputes.
5. **Use the judging ballots provided by the IHSAA Office.** Complete each ballot in its entirety, utilizing the point scale printed on the form in determining the rating for each performance. It is recommended to bring a calculator to check your scores.
6. **Note the school enrollment classification of each performer.** Do not expect that a Class D school's entry will perform the same standard as a Class B school's entry. Remember that these students are high school students and should be evaluated by a realistic, as opposed to an idealistic, standard of excellence.
7. **Write critiques of each performance which contribute to the educational experience of the students.** Be sure to indicate those elements of the performance that have a decided positive or negative impact on your evaluation. Managers will insist that they obtain written critiques from you for every performance you adjudicate. **PLEASE DO NOT give undue emphasis to your personal likes, dislikes or preferences of music literature in your evaluation of performances. Focus your evaluation upon how well the students perform the chosen literature. (Refer to Judges Tutorial)**
8. **Be sure the points you award justify the rating assigned.** You may use decimal points instead of whole numbers, for example 4.5. You will not be allowed to round up final scores. You are not limited as to the number of ratings you may award in any category, but just make certain the points earned by each contestant confirms that the rating assigned is warranted. The code for assignment of points in the various rating categories, contained on the judging ballots, describes the kinds of performances deserving of the different ratings. Consult this code, then base your judgment upon the actual achievement of the performing group as opposed to any desire to encourage or express sympathy for an honorable attempt.
9. Scores are now required for Jazz Bands, Jazz Combos, Jazz Choirs and Show Choirs.
10. Show Choirs/Jazz Choirs- It is recommended that (2) selections of varying styles be performed. Jazz Choirs must include one "swing-style" (unequal division of the beat) selection in their program.
11. Jazz Bands/Jazz Combos- One "swing style" (unequal division of the beat) number must be included in each Jazz Band's performance. Jazz Combos must include at least one "swing style" selection in their program.
12. Jazz choirs will not be evaluated on choreography. Jazz choirs will be judged primarily on the musical performance of the group. Improvisation or Creativity/Musicianship of soloists will also be a category for evaluation.
13. Public domain is allowed provided the director lists the exact internet address for their score. A copy of the score is required and should be made available to the contest manager and judges.



IHSAA Music Instrumental Jazz Ensemble Adjudication Form

Order of Appearance _____ Program/Event # _____

Event _____ Class _____ Number in Ensemble _____

School Name _____ Director _____

Selection #1	Composer	Publisher
_____	_____	_____
Selection #2	_____	_____
_____	_____	_____
Selection #3	_____	_____
_____	_____	_____

SCORE AREA OF CONCERN AND COMMENTS

____.____	ENSEMBLES (all wind and rhythm section) Overall Tone Quality - Natural (<i>for this age group</i>), Free (<i>of tension</i>), Vibrant (<i>has energy</i>), Blend, Control
____.____	Intonation - Within ensemble, Accuracy to printed pitches
____.____	Rhythmic Feel - Accuracy, Steady Pulse, Tempi
____.____	Balance, Blend - Likeness of qualities, Awareness of ensemble, Accompaniment
____.____	Interpretation - Style, Phrasing, Tempo, Dynamics, Emotional involvement
____.____	Authority, Precision - Attacks, Releases, Accents, Articulation, Missed Notes
____.____	Musicianship - Appropriate Style, Artistry, Nuances, Expressivity, Sense of Ensemble, Use Of Full Range (<i>ff-pp</i>), Use of Subtle Dynamic Changes
____.____	RHYTHM SECTION---Time Feel
____.____	Fills, Comping/Accompanying, Accuracy of Chordal Harmonies
____.____	SOLOS - Creativity, Musicianship, Appropriate Solos, Within Style, Changes

____.____	Division I (Superior) = 50.0 to 45.0	5 - A superior performance --- outstanding in nearly every detail
Total	Division II (Excellent) = 44.9 to 35.0	4 - An excellent performance — minor defects
Circle Rating	Division III (Good) = 34.9 to 25.0	3 - A good performance --- lacking finesse and/or interpretation
Do Not Round Up	Division IV (Fair) = 24.9 to 15.0	2 - A fair performance — basic weaknesses
	Division V (Poor) = 14.9 to 10.0	1 - A poor performance — unsatisfactory
Signature of Adjudicator	_____	

IHSA Music **Swing/Show Choir** Adjudication Form

Order of Appearance _____ Program/Event # _____

Event _____ Class _____ Number in Ensemble _____

School Name _____ Director _____

Selection _____ Composer _____ Publisher _____

#1 _____

#2 _____

#3 _____

SCORE	AREA OF CONCERN AND COMMENTS
____.____	Tone Quality - Female Sound, Projection, Male Sound, Pitch
____.____	Intonation - Within ensemble, Accuracy to printed pitches
____.____	Balance, Blend - Likeness of qualities, Awareness of ensemble, Accompaniment
____.____	Rhythm, Accuracy, Precision - Accuracy, Steady Pulse, Tempi
____.____	Interpretation - Timbre, Musicianship, Dynamics, Phrasing
____.____	Diction - Pronunciation, Enunciation, Unified Vowel Formation, Concise Consonants
____.____	Continuity of Performance - Consistent level of performance, Smooth Transitions
____.____	Performance Factors - Choice of literature, Appropriate appearance, Poise, Posture, General conduct, Mannerisms, Facial expression, Vocal memory
____.____	Movement/Choreographic Creativity - Choreography/Staging, Difficulty of Movement/Risks, Variety of Visual Style, Strength and Vitality of Movement, Showmanship, Facials
____.____	Choreographic Appropriateness/Involvement - Spacing has Clarity, Execution/Accuracy, Rhythmic Precision of Movement, Body Carriage/Posture, Visuals Compliment the Vocal Presentation
____.____	Total -- Circle Rating -- Do Not Round Up

Signature of Adjudicator

- 50.0 to 45.0 Division **I** (Superior)
- 44.9 to 35.0 Division **II** (Excellent)
- 34.9 to 25.0 Division **III** (Good)
- 24.9 to 15.0 Division **IV** (Fair)
- 14.9 to 10.0 Division **V** (Poor)

- 5** - A superior performance -- outstanding in nearly every detail
- 4** - An excellent performance — minor defects
- 3** - A good performance -- lacking finesse and/or interpretation
- 2** - A fair performance — basic weaknesses
- 1** - A poor performance — unsatisfactory

IHSA Music Jazz Choir Adjudication Form

Order of Appearance _____ Program/Event # _____

Event _____ Class _____ Number in Ensemble _____

School Name _____ Director _____

Selection _____ Composer _____ Publisher _____

#1 _____

#2 _____

#3 _____

SCORE AREA OF CONCERN AND COMMENTS

____.____	Tone Quality - Female Sound, Projection, Male Sound, Pitch
____.____	Intonation - Within ensemble, Accuracy to printed pitches
____.____	Balance, Blend - Likeness of qualities, Awareness of ensemble, Accompaniment
____.____	Rhythm, Accuracy, Precision - Accuracy, Steady Pulse, Tempi
____.____	Interpretation - Timbre, Musicianship, Dynamics, Phrasing
____.____	Diction - Pronunciation, Enunciation, Unified Vowel Formation, Concise Consonants
____.____	Solos - Creativity, Musicianship, Within Style, Changes
____.____	Continuity of Performance - Consistent level of performance, Smooth Transitions
____.____	Performance Factors - Choice of literature, Appropriate appearance, Poise, Posture, General conduct, Mannerisms, Facial expression, Vocal memory

____.____ **Total** -- Circle Rating -- Do Not Round Up

- 45.0 to 40.0 Division **I** (Superior)
- 39.9 to 31.0 Division **II** (Excellent)
- 30.9 to 23.0 Division **III** (Good)
- 22.9 to 13.0 Division **IV** (Fair)
- 12.9 to 9.0 Division **V** (Poor)

Signature of Adjudicator

- 5** - A superior performance -- outstanding in nearly every detail
- 4** - An excellent performance — minor defects
- 3** - A good performance -- lacking finesse and/or interpretation
- 2** - A fair performance — basic weaknesses
- 1** - A poor performance — unsatisfactory

IHSA Music **Large Group** Adjudication Form

Order of Appearance _____ Program/Event # _____

Event _____ Class _____ Number in Ensemble _____

School Name _____ Director _____

Selection _____ Composer _____ Publisher _____

#1 _____

#2 _____

#3 _____

SCORE AREA OF CONCERN AND COMMENTS

____.____	Tone Quality - Resonance, Control, Clarity, Focus, Consistency, Warmth
____.____	Intonation - Within ensemble, Accuracy to printed pitches
____.____	Rhythm - Accuracy of note and rest values, Duration, Pulse, Steadiness, Correctness of meters
____.____	Balance, Blend - Likeness of qualities, Awareness of ensemble, Accompaniment
____.____	Technique (facility/accuracy) -Artistry, Attacks, Releases, Control of ranges, Musical /mechanical skills
____.____	Interpretation, Musicianship - Style, Phrasing, Tempo, Dynamics, Emotional involvement
____.____	Diction - Vocal Bowing – Strings Articulation – Winds
____.____	Performance Factors - Choice of literature, Appropriate appearance, Poise, posture, General conduct, Mannerisms, Facial expression (vocal)

Total	Division I (Superior) = 40.0 to 36.0	5 - A superior performance - outstanding in nearly every detail
Circle Rating	Division II (Excellent) = 35.9 to 28.0	4 - An excellent performance — minor defects
Do Not Round Up	Division III (Good) = 27.9 to 20.0	3 - A good performance -lacking finesse and/or interpretation
	Division IV (Fair) = 19.9 to 12.0	2 - A fair performance — basic weaknesses
	Division V (Poor) = 11.9 to 8.00	1 - A poor performance — unsatisfactory

Signature of Adjudicator _____



SAMPLE HOST/GUIDE INFORMATION FOR THE IHSA ORGANIZATIONAL CONTEST

Thank you for agreeing to be a host/guide. Your job is VERY important. It is essential that once you agree to do this job that you show up on contest day and do the job. The groups from the other schools do not know where all of our rooms are. They are relying on you to get them to the correct rooms at the correct times in a polite and efficient manner. If you do your job, the day will run smoothly.

Guide Name _____

Group you are guiding _____

Meet this group in their homeroom # _____ at _____

At _____ take them to warm up in CHS Band Room CHS Chorus Room.

At _____ tell the director that he/she has five minutes left in warm-up.

At _____ take them to performance in CHS Gym CHS Auditorium.

To get from the CHS Band room to the gym, use the gym doors closest to the CHS office. Tell the director that the person on his right in the first row should lead.

To get from the CHS chorus room to the Auditorium, use the tunnel. Tell the director to watch his/her head through the low hall. Tell the director to have the person on his/her right in the front row lead into the auditorium

WHEN THEIR PERFORMANCE IS COMPLETED, ESCORT THE PERFORMING SCHOOL DIRECTLY BACK TO THEIR HOMEROOM.

Choruses will exit the stage using the door on stage left. Take them around to the backstage entrance and then out into the hall.

Bands will exit the gym using the east doors. Take them up the stairs and then, upon exiting the gym turn right to take them back to their homeroom.

Please contact _____ if you have any questions or concerns. Thank you for your professional service.



KEEP A COPY FOR YOUR CONTEST RECORDS

2011-2012 MUSIC ORGANIZATION CONTEST TALLY SHEET

CONTEST HELD AT _____ High School in _____, Illinois

This form is to be used in determining Sweepstakes winners in the State Music Contests. All schools assigned to your contest must be listed on this tally sheet. List all schools in one class together, in alphabetical order, as they are printed on the contest assignment sheet prepared by the IHSA Office. In addition:

1. If a school enters two (2) organizations in any event, list the school name only once, but list the results of all organizations that participated. (See example below (lines 1 and 2).
2. If a school which was assigned to your contest does not appear, list it anyway, in its proper order from the assignment sheet, and indicate DNA and if they did or did not pay fees (see example below -- line 3).
3. If a school competes, but does not earn a Division I or II rating for any of its organizations, list its name and state that it "Appeared, but earned no Sweepstakes Points" (see example below -- line 4).
4. Record all earned points in the appropriate columns.
5. List the total number of points that each school earned at contest in the "Total Points" column. The IHSA Office will record, for Sweepstakes' purposes, the two highest instrumental group ratings and the two highest vocal group ratings for each participating school. Remember a Division I Rating earns a school 75 points and a Division II Rating earns a school 37.5 points and only one rating in each event may count toward Sweepstakes points.

Please mail or fax (309-663-7479) this report to the IHSA Office not later than the Wednesday following the contest. Please feel free to make copies of this form as needed.

Points are to be determined from the following table:

Event	Points	
	Div. I	Div. II
Band	75	37.5
Jazz Band/Jazz Combo	75	37.5
Orchestra	75	37.5
Mixed, Treble and Bass Choirs	75	37.5
Show Choirs	75	37.5
Jazz Choirs	75	37.5

Name of School	Paid Fees/No show	No Fees/No Show	Class	Band	Jazz Band/Jazz Combo	Orch	Mixed Chorus	Treble Chorus	Bass Chorus	Show Choir	Jazz Choir	Total Points
1.Bloomington (H.S.)			A	75			75	37.5		75		
2.Bloomington (H.S.)				37.5								225
3.Normal (Community)			DNA									
4.Normal (University)												

-OVER-



TENTATIVE BUDGET INFORMATION

SITE MANAGERS PLEASE NOTE: A tentative budget expense form is enclosed and must be completed and returned to the IHSA Office for review and approval before **March 16, 2012**. Please fax a completed copy of the budget form to the Illinois High School Association at (309) 663-7479 by the deadline of **March 16, 2012**. **If the IHSA does not contact you then your tentative budget is approved. If there are concerns the IHSA will contact the manager directly.**

The Illinois High School Association Board of Directors does not approve expense items that are of a permanent nature and may be retained for further use by the host school. The IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria/concessions open for meal services of any kind, it must be a self-supporting venture.

The IHSA does not approve expenses for hospitality areas. Any volunteer/judge/director hospitality area may not be reflected on the IHSA budget.

Judges will be paid \$125 for five (5) hours of actual judging, \$20 per hour for each hour beyond five (5) at any given contest and \$25 per day for meals and mileage.

Sincerely,

Susan M. Knoblauch
Assistant Executive Director

Please fax this tentative budget to Susan M. Knoblauch at 309-663-7479 by March 16, 2012.

SMK:cc

Music/Org/MgrsMlg BdgtLtr



TENTATIVE BUDGET FOR 2011-2012 IHSA MUSIC ORGANIZATION CONTEST

IHSA MUSIC ORGANIZATION DATE CONTEST to be held at: _____
University/College/High School

in _____, IL _____ Zip _____

Classes A/AA B/C/D

ESTIMATED EXPENDITURES

<u>Cost</u>	<u>Number</u>	<u>Fees</u>	<u>Total</u>
JUDGES	_____	\$ _____	\$ _____

BUDGETED EXPENSES:

Piano Expenses

Rental, Transportation and Tuning (Itemize)

	\$ _____	
	\$ _____	
TOTAL	\$ _____	\$ _____

Other Expenses:
(Itemize)

Manager's Stipend	\$ 200	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
TOTAL	\$ _____	\$ _____

Total Cost of Budgeted Expenses \$ _____

GRAND TOTAL ESTIMATED EXPENSES \$ _____

(Signed by Manager)

(Signed by Principal)

School Address: _____

City and Zip Code: _____

Fax this tentative budget to Susan Knoblauch at 309-663-7479 no later than March 16, 2012

2011-2012 REPORT ON JUDGES' FEES AND EXPENSES

IHSA MUSIC ORGANIZATION DATE CONTEST to be held at: _____
University/College/High School

in _____, IL _____ Zip _____

KEY TO ABBREVIATIONS

B Band	O Orchestra	VO Vocal Organization
BR Brasses	ST Strings	V Vocal Solos/Ensembles
WW Woodwinds	P Piano	SC Show Choir
PER Percussion	JB Jazz Band	JC Jazz Choir
JO Jazz Combo		

Name and Address of Judge	Events Judged			Base fee \$125	Extra Hrs. at \$20	Per Diem for Meals at \$25	Total
	Band	Orchestra	Vocal				
JOHN DOE (Example) 1929 S. 11th Street Chicago, IL 60623	O BR	ST	SC	\$125	1 Hour=\$20	1 Day=\$25	\$170
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

Name and Address of Judge	Events Judged			Base fee \$125	Extra Hrs. at \$20	Per Diem for Meals at \$25	Total
	Band	Orchestra	Vocal				
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							



2011-2012 IHSA STATE MUSIC ORGANIZATION FINANCIAL REPORT
Please fax this to the IHSA at 309-663-7479 as soon as possible following the contest

CONTEST held at: _____ in _____, IL _____
 University/College/High School _____ Zip _____

RECEIPTS

ENTRY FEES: _____ Organizations @ \$75 = \$ _____

_____ Organizations @ \$50 = \$ _____

LATE ENTRY FEES COLLECTED \$ _____

TOTAL RECEIPTS \$ _____

IMPORTANT

IHSA ENTRY POLICY NOW STATES THAT THOSE SCHOOLS OFFICIALLY ENTERED AND LISTED ON THE MUSIC ASSIGNMENT SHEETS THAT DO NOT SUBMIT ANY ENTRIES TO THE CONTEST MANAGER MUST PAY A \$100 PENALTY FEE FOR CONTEST WITHDRAWAL. PLEASE BE SURE TO LIST BELOW ANY SCHOOL LISTED ON THE ASSIGNMENT SHEET FOR YOUR CONTEST THAT DID NOT SEND ANY FINAL ENTRIES TO YOU. OUR OFFICE WILL THEN PURSUE COLLECTION OF THE PENALTY FEES.

1. _____ City _____

2. _____ City _____

3. _____ City _____

EXPENDITURES

Judges Fees and Expenses (Per attached report) \$ _____

BUDGETED EXPENSES:

Manager's Stipend \$ _____ 200.00

Piano Expenses: Rental, Transportation, and Tuning (Itemize)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Other Expenses: _____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

TOTAL BUDGETED EXPENSES \$ _____

GRAND TOTAL EXPENSES \$ _____

NET INCOME OR DEFICIT \$ _____

40% of Net Income to Host School \$ _____

60% of Net Income to IHSA \$ _____

 (Manager's Signature)

 (Principal's Signature)