



# Montana High School Association

1 South Dakota Avenue ♦ Helena, MT 59601 ♦ (406) 442-6010 ♦ Fax: (406) 442-8250 ♦ www.mhsa.org

February 2008

**TO: MHSА MUSIC DIRECTORS**

**FROM: JOANNE AUSTIN, ASSOCIATE DIRECTOR**

**RE: 2008 ALL-STATE MUSIC FESTIVAL**

Enclosed with this mailing are various materials and general information that you will need in submitting entries for the 2008 MHSA All-State Music Festival. Items in this packet include:

1. General Information / General Rules and Regulations / Recording Instructions
2. Student Conduct Code
3. Audition Certification Form
4. Labels for audition tapes/CDs – contact MHSA office for supply
5. Cards for submitting tapes/CDs – contact MHSA office for supply
6. Audition Codes for your school – contact MHSA office for code
7. NOTICE for State Solo & Ensemble Mailing
8. Information for Class B-C All State (Class B-C schools only)

Directors should follow instructions exactly to avoid unnecessary problems and disqualifications of recordings for any reason. Each high school music teacher is responsible for seeing that his/her students are properly recorded according to the instructions attached. In the event of inadequate equipment, there is ample time for directors to arrange with a neighboring school to conduct their taping in other facilities. More experienced directors should willingly coach newer directors through procedures.

For your information, the All-State Music Festival will be held October 15-17, 2008, in Great Falls. This year's MHSA All-State Chairperson will be:

**Ed Varner, Chair**  
2008 MHSA All-State Music Festival  
Great Falls Public Schools  
PO Box 2429  
Great Falls, MT 59403  
Phone: 406-268-6079 / Fax: 406-268-6095  
Email: [ed\\_varner@gfps.k12.mt.us](mailto:ed_varner@gfps.k12.mt.us)

***Students should not audition unless they are willing to participate in all auditions, rehearsals and concerts. Final required auditions begin Wednesday, October 15th, at 7 p.m. and the rehearsals are Thursday and Friday for the entire day. The Gala Concert is Friday, October 17th.***

**Reminder: please send all fees to the All-State Chair, not to the MHSA office.**

JA/jpa  
Enclosures

# Montana High School Association 2008 All-State Music Festival

## General Information

1. All-state auditions will now be accepted on either cassette tape or CD. Music educators are reminded of their professional ethics in following the letter and intent of the audition process. Whether on cassette or CD, auditions must be UNEDITED. Choosing among several takes is not editing. Adding effects, splicing, changing tempo, pitch or other performance flaws through electronic means IS editing and is not acceptable.

If you choose to submit CDs, rather than cassette tapes, please follow these guidelines:

•Only CD-R Music or CD-R Audio blank discs must be used. **DO NOT use CD-R or CD-RW discs!** They may not be readable on all CD players.

•CD's must be sent in a jewel box case with MHSA label **attached to the CD** so that it can be read without opening the case.

2. Students playing brass, woodwind or percussion instruments are encouraged to play in either band or orchestra, if accepted, even if from a small school that does not have an orchestra program. All-State Orchestra provides advanced wind and percussion players with a very special experience that might otherwise be missed.
3. Oboists who wish to be considered for English Horn parts should include an example of their English Horn playing.
4. Directors are responsible for proper recording procedures. Directors should also exercise care in both coaching and recording to ensure that the best ethical representation of each student's ability is presented. *Check each recording!*
5. In schools with more than one music director, close coordination regarding coding and mailing recordings is important.
6. Be sure you have allowed enough postage and that you have properly addressed your mailing label. **Send recordings First Class.**
7. **Important:** Double-check your coding on all cards and tapes/CDs. Be sure you, as a director, keep one master copy of the "Audition Certification" form (ivory colored sheet). **A copy of this should accompany your recordings.**
8. All-State Band and All-State Orchestra string students will audition for **preparedness** and seating placement on portions of the All-State repertoire. All-State Choir students will audition for music preparedness on portions of the All-State repertoire.

## General Rules and Regulations

1. The school administrator from a member school sending students to the All-State Festival will be held responsible for seeing that all students from his/her school are properly chaperoned throughout the duration of the Festival (preferably by the student's music director) and appropriately involved in the Festival activities.
2. The name(s) of each student's chaperone(s), along with the telephone where the chaperone is staying (lodging) in the host city for the duration of the Festival must be included on the

Acceptance Affidavit.

3. In order to participate in the All-State Music Festival, a student must attend all auditions, rehearsals and sectionals as indicated in the Festival schedule, as well as perform in the All-State Concert. Placement auditions for instrumentalists and final acceptance auditions for vocalists will begin at 7:00 p.m. on the Wednesday of the festival, and the All-State Concert is held Friday evening. Students who cannot meet this attendance requirement should not submit audition recordings.
4. All participating students must adhere to the MHSA All-State Student Conduct Code and should serve as ambassadors for their school and for their community.
5. Directors (or chaperones) must check their students in with Festival officials prior to the Wednesday evening auditions and pick up information packets beginning at 6:00 p.m.

### **Recording Instructions**

You must complete your auditions, properly identify all recordings and send them to **Ed Varner** postmarked no later than **Tuesday, June 10, 2008**. A supply of student cards is enclosed. Additional cards may be obtained by contacting the MHSA office at 406-442-6010.

**Each recording must be accompanied by a \$5.00 audition fee** (a single check should be sent payable to: 2008 MHSA All-State Music Festival). A fee of \$35.00 for registration, plus fees for breakfasts and noon meals will be assessed all accepted students.

1. Announce audition procedure and deadline to all students well in advance.
2. For 2008, use **SET C** of the audition materials, found on page 62 of the MHSA Music Booklet. Discuss audition materials with all interested, eligible students. ***Students using incorrect audition materials, incorrect keys, or incorrect starting pitches will be automatically eliminated.***
3. Assist students in procuring the correct audition materials for their instrument or voice range in time to allow for adequate preparation (at least by April).
4. From time to time, remind students of the audition date.
5. **USE ONLY NEW CASSETTE TAPES OR CDS.** Reused tapes or CDs will be disallowed. The director **should not** depend on students to obtain the correct recording device.
6. **Record only one student per tape or CD.**
7. **If using a cassette, record side one (A) only.**
8. Check with each student for distance to the microphone. After recording, check each tape/CD to be certain that it is properly recorded.
9. Restrict each taping to a period of 20 minutes per student.
10. Prior to actual taping, each student should complete the enclosed 4 x 6 card. This card must accompany the recording.
11. Each director should keep a chronological list of all students' recordings until October.
12. Each director should code the student card and the tape/CD. The student must read this code number into the microphone at the beginning of the recording. **A recording on which the director**

**recites the code will be disqualified.** The code is comprised of the following:

- a. The last two digits of the year. (i.e. "08")
- b. **Your MHSA assigned school code. (i.e. "132") (Only you, MHSA and the All-State Organizing Chair will know this code.)**
- c. **A sequential alphabetical letter, which you assign to each student (i.e. "F")**
- d. The code letter for the desired ensemble. (i.e. "C" = Chorus, "B" = Band or "S" = Strings)

For example, the first recording submitted from Forte, Montana, might be coded 08-132-A-B, the second recording 08-132-B-B, etc. The code number for each recording must be written on the Audition Certification form. **THIS FORM MUST BE SENT TO THE ALL-STATE ORGANIZING CHAIR ALONG WITH THE TAPE(S)/CD(S).** The director should keep a copy of this list for his/her files.

In the event all of the letters of the alphabet are used, assigning of student code will continue with double letters (i.e. AA-hence the two boxes on the code form.)

13. A supply of self-adhesive cassette labels is enclosed. Fill in the requested information and affix the label to the recording. **DO NOT IDENTIFY THE SCHOOL OR THE STUDENT ON THE RECORDING.** Additional self-adhesive labels are available from the Montana High School Association (406-442-6010).
14. Instruct each student to read his/her code into the microphone at the beginning of the recording. For example:

"ZERO, EIGHT dash ONE, THREE, TWO dash A dash B"
15. **The teacher is not to read the code number into the microphone.**
16. **The student may not try out for both choir and an instrumental group.**
17. Each recording must be accompanied by a \$5.00 audition fee. A single check should be sent payable to: **2008 MHSA ALL-STATE MUSIC FESTIVAL.**
18. All tapes/CDs must be mailed to the MHSA All-State Music Festival Chair postmarked **no later than Tuesday, June 10, 2008.** Send tapes and identifying materials to:

**Ed Varner, Chair**  
2008 MHSA All-State Music Festival  
Great Falls Public Schools  
PO Box 2429  
Great Falls, MT 59403  
Phone: 406-268-6079 / Fax: 406-268-6002  
Email: [ed\\_varner@gfps.k12.mt.us](mailto:ed_varner@gfps.k12.mt.us)

**Montana High School Association  
2008 MHSA All-State Festival**

**Audition Certification**

**Please type or print clearly!** The director should retain a copy of this completed form until October. One copy must be sent with audition tapes/CDs which are submitted to the MHSA All-State Chair.

Name of Student	Instrument/Voice	Code Number Used							
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

**The signatures of the director and principal attest to these requirements:**

- 1) A clean (new) tape or Music/Audio CD was used, and no electronic editing was used;
- 2) The student was recorded only once and for a duration of not more than 20 minutes;
- 3) Only specified audition materials were used;
- 4) The audition card and code number were included with the tape/CD;
- 5) The student has read the code at the beginning of the recording;
- 6) The student's name, school, or city do not appear on the **tape/CD** in any form; and
- 7) The student meets the eligibility requirements as outlined in the current MHSA Music Booklet.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_  
Principal Music Director

Email for Music Director \_\_\_\_\_

School \_\_\_\_\_ City \_\_\_\_\_

***Duplicate form as necessary***