

# **LAKES REGION MUSIC FESTIVAL Handbook 2008-2009**

*The Lakes Region Music Festival is designed to provide an opportunity for our advanced students to participate in a more challenging environment. Because of this, we believe the students will be performing at a higher level, performing in a more balanced ensemble, and they will be exposed to a more difficult level of music than they are currently performing in their high school ensembles.*

## **GENERAL FESTIVAL INFORMATION AND PROCEDURES**

### **FESTIVAL TIME LINE**

- |   |  |
|---|--|
| <b>Late August or early September</b>       | 1. <b>Selection process</b> -A welcome letter, minutes from the June meeting, and the nomination form will be sent out to all participating schools by the President. (Copies of these forms are included in this handbook.) The Chorus form is to list students by section in order of proficiency. The Band form will list the students in order of proficiency. |
| <b>1<sup>st</sup> Wednesday in October</b>  | 2. Nomination forms will then be due to the ensemble managers by this date. These forms will be used by the managers to select the participants for the performing groups. The managers will communicate on students signed up for more than one ensemble.   |
| <b>Last Wednesday in October</b>            | 3. The draft rosters for each ensemble will be sent out to all participating schools by this date. There are two managers. Each will send a mailing which will include an informational letter on the ensemble and the registration form for the school.   |
| <b>2<sup>nd</sup> Wednesday of November</b> | 4. The school director is responsible for returning the three registration forms and the fees to the festival host by this date.   |
| <b>4<sup>th</sup> Wednesday of November</b> | 5. The host will send copies of the schools' registration forms to the managers by this date.  |
| <b>1<sup>st</sup> Wednesday of December</b> | 6. The ensemble managers will send out Band music and a copy of the medical form to each school by this date. Band music will not be sent out if the host has not acknowledged payment from the school for the registration fee. Choral music is secured by each school for its members.   |
| <b>3<sup>rd</sup> Saturday in January</b>   | 7. The Lakes Region Music Festival will be held on this date. The snow day for the festival is the 4 <sup>th</sup> Saturday in January. Directors are responsible for bringing a L.R.M.F medical form with them for each student on this day.  |

## PARTICIPATION GUIDELINES

1. A student is eligible to participate in the L.R.M.F only in the director for his/her school sends a nomination form to the ensemble manager by the posted deadline.
2. Any student without a complete L.R.M.F medical form will not be allowed to participate in the festival. A copy of this form is included in this handbook. Directors shall hand carry the medical forms to the Festival.
3. No student is to miss any rehearsal, or portion thereof, from the L.R.M.F unless approved by the president of the L.R.M.F. An unapproved absence will result in the student not being allowed to continue.
4. No student will be allowed to participate in the arrived at the festival separate of the school and director.
5. No student will be allowed to participate in the L.R.M.F unless a director from his/her school is present at the festival for the entire day.
6. Students will not be allowed to participate in the next L.R.M.F in they commit themselves to the festival and then back out on their commitment. Exceptions (i.e. academic ineligibility, documented illness, etc.) will be granted by the L.R.M.F president. A commitment is made when the registration forms and fees have been sent. There will be no refunds. **Roster changes must be arranged by the ensemble managers, not the individual directors.** Chorus directors may substitute within their sections.
7. If there is a need for a substitution on the band member list within two weeks of the festival, the director(s) and band manager will conference to determine the best substitute.

## GENERAL REHEARSAL SCHEDULE

7:00 - 7:30 a.m.	Registration
7:45 a.m.	General meeting by host
8:00 - 11:30 a.m.	Rehearsals
11:30 - 12:30 p.m.	Staggered lunches**provided by host school
12:30 - 1:30 p.m.	Rehearsal
1:30 - 3:00 p.m.	Dress rehearsal for all ensembles to see
3:00 - 3:30 p.m.	Change to concert attire
3:30 - 4:00 p.m.	Ensemble warm-ups
4:00pm	Concert

## **REHEARSAL GUIDELINES**

1. Music teachers will register their students at the designated time. Medical forms and cancellations will be noted at this time.
2. Students will be on time for all rehearsals and concert. No student is excused from any activity except for illness or an emergency. Infractions will be reported to the student's teacher, the L.R.M.F president, the student's school and his/her parents.
3. Students will remain at the festival site at all times. This includes any trip off school grounds.
4. Students should bring the following items with them to the festival:
  - a. Music
  - b. Pencil
  - c. Instrument
  - d. Band students are reminded to bring extra supplies (reeds, valve oil, mutes, drum sticks, etc.)
  - e. Percussionist should bring a snare drum
  - f. Concert dress
  - g. Water bottles, if desired
5. Students are to wear comfortable school appropriate clothing during the day.

## **CONCERT DRESS**

**GIRLS** – White blouse, floor length dark skirt or dark slacks, dark hose/socks, dark shoes (no sneakers)

**BOYS** – White shirt, long tie, dark slacks, dark socks, dark shoes (no sneakers)

## **TICKET INFORMATION**

**ALL TICKETS-\$5.00**

## **REGISTRATION FEE**

1. The registration fee is set at \$12.00 per student. This fee will cover:
  - a. Cost of lunch for students, accompanist and conductors.
  - b. Cost of band music
  - c. Directors and conductor hospitality room accommodations
  - d. Payment for the conductors, accompanists, nurse and custodial services
  - e. Any other approved bills by the membership
  - f. Balance is kept for the host as profit

## **RESPONSIBILITIES OF THE FESTIVAL HOST**

1. Responsible for collecting and recording all registration fees.
2. Find rehearsal areas for three performing groups; two bands and a one chorus.
3. Arrange to have lunch available for students, directors, accompanist and guest conductors.
4. Establish the need for and secure any equipment for the festival, including: music stands, risers-band and/or choral, instrument repair kit, percussion equipment and a sound system. Coordinate with the ensemble managers to determine percussion equipment needs for each ensemble.
5. Receive the program information from the managers by the 3<sup>rd</sup> Wednesday of December and have the program printed.
6. Have the piano tuned before the festival.
7. Provide police and janitorial coverage whenever necessary.
8. Provide medical coverage for the rehearsal day.
9. Registration table with schedules and nametags for each student.
10. Provide directors' lounge and meeting area with refreshments for directors and conductors.
11. Arrange for a set up and tear down crew for the concert equipment.
12. Formulate a postponement plan with the L.R.M.F president.
13. Must be present at all times during the festival.
14. Secure accommodations for conductors if necessary.
15. Arrange to have tickets available at the door.
16. Responsible for collecting the admission charges at the concert.
- 17. Have checks ready for the conductors and the accompanist so that they are paid on the day of the festival.**
18. Keep an accurate record of all expenses and pay all bills.
19. Contact a recording studio to record concert.
20. Turn in a financial report to the membership at the April Meeting.
21. Send out a letter to school directors and students reminding them of the schedule, concert dress, lunch coverage and attendance policy.

## **RESPONSIBILITIES OF THE ENSEMBLE MANAGERS**

1. Hire a conductor for the ensemble (Chorus and Band). Conductor's fee for these ensembles is \$350.00 plus \$.50 per mile travel to and from the festival site. **The names of both the band and chorus conductors and both of the programs should be brought to the June meeting for Approval.**
2. Hire an accompanist for the chorus. Accompanist's fee is \$150.00 plus \$.50 per mile travel to and from the festival site.
3. Create the roster for each group using the nomination forms from the directors. Collaborate with other managers when students have signed up for more than one ensemble.
4. Mail out a roster of accepted students for the ensemble to each school and host by the **last Wednesday of October**. Include in this mailing any important information for the ensemble and any information that the conductor would like passed on to the members of the ensemble (i.e. solos, splits in the music, pronunciation guides, percussion assignments, etc.) Choral music (which is purchased by the individual schools) will be listed with complete titles, composers, publisher information and Pepper #. Also include concert dress and items students will need to bring.
5. Obtain a biography of the conductor (and accompanist) and forward it to the festival host by the **3<sup>rd</sup> Wednesday of December** so that it may be included in the program.
6. Assist the conductor in choosing the program for the ensemble. Try to use music from the N.H.M.E.A library whenever possible.
7. Obtain music and folders for the Bands and distribute them to the schools once the host has acknowledged payment of registration fees.
8. Assist the conductor in organizing seating or section arrangements. Send a seating chart to the host prior to the festival date.
9. Collect all music after the concert and return it to its rightful owner.
10. Keep records of all expenses for reimbursement by the festival host.
11. Ensemble managers are responsible for the actual running of the ensemble, which includes all seating and placement decisions.
12. Arrange with the conductor prior to the festival how to handle split parts and/or solos.
13. Communicate with festival host any absences.
14. Coordinate the concert attire of the conductors and accompanist.

## **RESPONSIBILITIES OF THE MUSIC DIRECTOR**

1. Attend both the January and June LRMF meetings. Notify the president if you are unable to attend.
2. Send nomination forms to the **ensemble managers** by the **1<sup>st</sup> Wednesday in October**.
3. Send the ensemble roster forms and registration fees to the **host** by the **2<sup>nd</sup> Wednesday of November**.
4. **Prepare your students for the festival.**
5. Bring **medical forms** with you for each student to the host the day of the festival.
6. Attend the festival for the entire day. Assist with supervision of students.
7. Assist in running any sectional rehearsals if needed.

## **LAKES REGION MUSIC FESTIVAL OFFICERS**

\*\* All offices are elected for two-year terms, electing every even numbered year at the January meeting.

## **JOB DESCRIPTION**

### **1. President**

- a. Attend and preside over all LRMF meetings. (January and June)
- b. Send out first letter of School Year in **late August – early September** to include:
  1. Welcome
  2. Dates
  3. Minutes from previous meeting
  4. Three nomination forms
- c. Introductions at the festival concert
- d. Coordinate and secure;
  1. Host Financial report
  2. Secretary minutes of the last meeting
  3. Reports from the ensemble managers
  4. Any and all other reports concerning LRMF projects at all meetings.
- e. Determine which absences from the festival are valid, in regards to participation in future LRMF.

### **2. President Elect**

- a. Attend all meetings with the president. Preside over any meeting in which the president is unable to attend.
- b. Assist the president as needed.

### **3. Secretary**

- a. Take minutes of all meetings and mail them to the president **two weeks** after each meeting. Include attendance of directors in the minutes.

**LAKES REGION MUSIC FESTIVAL**  
**NOMINATION FORM**  
**BAND**

**Return to the Band Manager by the 1<sup>st</sup> Wednesday of October**

Please list your instrumental students from strongest to weakest, not by instrument groupings.

School \_\_\_\_\_ Telephone Number \_\_\_\_\_

Director's Name \_\_\_\_\_ Number of Students in Band \_\_\_\_\_

	NAME	YR.	INSTRUMENT	Comments
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

**LAKES REGION MUSIC FESTIVAL**  
**NOMINATION FORM**  
**CHORUS**

**Return to the Chorus Manager by the 1<sup>st</sup> Wednesday of October**

Please list your students from strongest to weakest in voice sections.

School \_\_\_\_\_ Telephone Number \_\_\_\_\_

Director's Name \_\_\_\_\_ Number of Students in chorus \_\_\_\_\_

**BASSES**

	NAME	YR.	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

**TENORS**

	NAME	YR.	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

**CHORUS NOMINATION FORM CONTINUED**

**ALTOS**

	NAME	YR.	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

**SOPRANOS**

	NAME	YR.	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

**LAKES REGION MUSIC FESTIVAL**  
**REGISTRATION FORM**

**Managers will return this form to the participating school.**  
**One form for each manager. (May duplicate as needed)**

**Schools will send this form and registration fees**  
**to the host by the 2<sup>nd</sup> Wednesday of November**

Please correct all spelling

**SCHOOL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**DIRECTOR'S NAME** \_\_\_\_\_ **ENSEMBLE** \_\_\_\_\_

STUDENT'S NAME	VOICE PART/BAND INSTRUMENT
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____

**LAKES REGION MUSIC FESTIVAL**  
**MEDICAL FORM**

**To be hand delivered to host school the day of the festival**

\*\*Please print or type in the following information.

Name \_\_\_\_\_ Sex: M/F \_\_\_\_\_  
Date of Birth \_\_\_/\_\_\_/\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
School \_\_\_\_\_ Phone \_\_\_\_\_  
Director's Name \_\_\_\_\_  
Health Insurance Company \_\_\_\_\_  
Subscriber's Name \_\_\_\_\_  
Policy Number \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to student \_\_\_\_\_

**HEALTH HISTORY**

Heart Trouble (Explain) \_\_\_\_\_  
Black Outs/Convulsions (Explain) \_\_\_\_\_  
Diabetes (Please detail treatment & control) \_\_\_\_\_  
\_\_\_\_\_

**ALLERGIC REACTIONS**

Bee Sting \_\_\_\_\_ Penicillin \_\_\_\_\_ Drug (List) \_\_\_\_\_  
Other \_\_\_\_\_

Are there any illnesses for which this child is currently, or will be during the festival,  
receiving treatment and/or medication?

Yes \_\_\_ No \_\_\_ Please describe and list medications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I give my child permission to receive Ibuprofen \_\_\_\_\_.

*In case of emergency, I hereby authorize any licensed physician, hospital, clinic, or other  
medical facility to hospitalize and secure proper treatment for my child as named above.*

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

**LAKES REGION MUSIC FESTIVAL  
BAND AND CHORUS DIRECTORS GUIDE**

**FRANKLIN HIGH SCHOOL**

115 Central Street  
Franklin, NH 03235  
Phone: 934-5441  
Fax: 934-7445  
Band-Kevin Cleary  
E-mail: [kcleary@franklin.k12.nh.us](mailto:kcleary@franklin.k12.nh.us)  
Chorus-Jule Finley 934-7069  
E-mail: [jcfinley@franklin.k12.nh.us](mailto:jcfinley@franklin.k12.nh.us)

**INTER-LAKES HIGH SCHOOL**

1 Laker Lane  
Meredith, NH 03253  
Phone: 279-6162  
Fax: 279-5165  
Band: Steven Bush 569-3308  
E-mail: [sbush@interlakes.org](mailto:sbush@interlakes.org)  
Chorus-Karen Jordan 524-0835  
E-mail: [kjordan@interlakes.org](mailto:kjordan@interlakes.org)

**KENNETT HIGH SCHOOL**

176 Main Street  
Conway, NH 03818  
Phone: 447-6364  
Fax: 447-6842  
Band-Therese Davison 447-3821  
E-mail: [t\\_davison@sau9.org](mailto:t_davison@sau9.org)  
Chorus-Holly Anderson  
E-mail: [h\\_anderson@sau9.org](mailto:h_anderson@sau9.org)

**KINGSWOOD REGIONAL HIGH SCHOOL**

396 South Main Street  
Wolfeboro, NH 03894  
Phone: 569-2055  
Fax: 569-8104  
(B&C) Paul Dostie  
E-mail: [paulmaxi10@yahoo.com](mailto:paulmaxi10@yahoo.com)

**LACONIA HIGH SCHOOL**

345 Union Avenue  
Laconia, NH 03246  
Phone: 524-3350  
Fax: 528-8683  
(B&C): Deborah Gibson 934-0278  
E-mail: [dgibson@laconia.k12.nh.us](mailto:dgibson@laconia.k12.nh.us)  
Assistant: Barry Armitage  
E-mail: [barmitage@laconia.k12.nh.us](mailto:barmitage@laconia.k12.nh.us)

**MASCOMA VALLEY REGIONAL HIGH SCHOOL**

27 Royal Rd.  
West Canaan, NH 03741  
Phone: 632-4308 x2033  
Fax: 632-5419  
(B&C) David Wilson 523-4948  
E-mail: [mrjazzman677@hotmail.com](mailto:mrjazzman677@hotmail.com)

**MERRIMACK VALLEY HIGH SCHOOL**

106 Village Street  
Penacook, NH 03303  
Phone: 753-4311  
Fax: 753-6423  
(B&C) Mike Livernois 267-1135  
E-mail: [mlivernois@mv.k12.nh.us](mailto:mlivernois@mv.k12.nh.us)

**MOULTONBOROUGH ACADEMY**

25 Blake Road  
Moultonborough, NH 03254  
Phone: 476-5517  
Fax: 476-5153  
Band-Donna Conway 569-3223  
E-mail: [dconway@moultonborough.k12.nh.us](mailto:dconway@moultonborough.k12.nh.us)  
Chorus-Harmony Markey 968-9538  
E-mail: [hmarkey@moultonborough.k12.nh.us](mailto:hmarkey@moultonborough.k12.nh.us)

**NEWFOUND REGIONAL HIGH SCHOOL**

150 Newfound Road  
Bristol, NH 03222  
Phone: 744-6006 x126  
Fax: 744-2526  
(B&C) Edward Judd 744-0357  
E-mail: [ejudd@newfound.k12.nh.us](mailto:ejudd@newfound.k12.nh.us)

**PLYMOUTH REGIONAL HIGH SCHOOL**

86 Old Ward Bridge Road  
Plymouth, NH 03264  
Phone: 536-1444 x2300  
Fax: 536-3545  
(B&C) Kelly Sullivan  
E-mail: [kmsullivan02@hotmail.com](mailto:kmsullivan02@hotmail.com)

**PROSPECT MOUNTAIN HIGH SCHOOL**

242 Suncook Valley Rd.  
Alton, NH 03809  
Phone: 875-3800  
Fax: 875-8200  
Band-Tom Stevens, Jr. 798-3953  
E-mail: [tstevens@pmhschool.com](mailto:tstevens@pmhschool.com)  
Chorus-Jamie Bolduc 361-3853  
E-mail: [jbolduc@pmhschool.com](mailto:jbolduc@pmhschool.com)

**WINNISQUAM REGIONAL HIGH SCHOOL**

435 West Main Street  
Tilton, NH 03276  
Phone: 286-4531 x117  
Fax: 286-2006  
(B&C) Kirk Young 286-4418  
E-mail: [KYoung@wrsdsau59.org](mailto:KYoung@wrsdsau59.org)

## *Officers for 2007-2009*

President: Tom Stevens, Jr.

Vice President: Harmony Markey

Secretary: Debbi Gibson

Band Manager: David Wilson

Chorus Manager: Kirk Young