Fourth District Band Directors Association

HANDBOOK



Updated February 2018

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General Information

Philosophy

The purpose of the Fourth District Band Directors Association is to foster the musical growth of all the band students of all the schools in the district. Though the members of the individual bands receive a well-rounded musical and educational experience in their respective schools, the opportunity exists through the Fourth District Band Directors Association to expand and enrich the development of musical experiences for all students.

Meetings of the association are for the directors within the district to plan and discuss matters of concern to the schools of the district as well as the matters of the association. This gives the directors a sense of strength through sharing some of their common goals, beliefs, and holistic matters of the music education process.

Meetings

* Meetings of the Fourth District Band Directors Association (FDBDA) will be held during the months of September, November, January and February. The September meeting will correspond with the first Fourth District KMEA meeting. Meetings may be preceded by dinner. Future dates, times and locations will be discussed for corresponding meetings.
* Band Directors must conduct themselves in a professional manner that will lead to a positive effect on the FDBDA.

Dues & Fees

* Each school is assessed a $30.00 registration fee which is used to help defray expenses for all FDBDA sponsored events. Small schools that do not perform at concert festival but are combined into a larger group should pay only one fee for the large group (i.e. a school is designated as a performing group at the concert band festival). Registration fees are due prior to participation in any FDBDA event. Any director who fails to comply with this deadline may be excluded from all FDBDA activities for the remainder of the year.

Election of Officers

* Officers of the association are President, Secretary, and Treasurer.
* Officers are elected at the February meeting to serve throughout the following two school years.
* All newly elected officers take responsibility of their office immediately after the May KMEA meeting.

District Sponsored Activities

* Regular director meetings.
* District level All-State Band auditions.
* All-District Middle School & Senior High Band auditions.
* All-District Middle School & Senior High Band clinics/concerts.
* Scholarship for graduating All-District senior pursuing a career in music.

Duties of the Officers

President

* Provide an agenda for each meeting of the FDBDA.
* Preside at all FDBDA meetings and conduct those meetings in accordance with the parliamentary procedures.
* Serve as Fourth District Band Chairperson for KMEA.
* Communicate regularly with the FDBDA Secretary and provide pertinent information to be forwarded to all members.
* Assign committees as necessary and make sure committees complete assigned tasks.
* Enforce all rules concerning deadlines for KMEA and the Fourth District.
* Be responsible for coordinating the District Level All-State Band auditions.
* Relay all pertinent information concerning All-State auditions to all KMEA band directors in the Fourth District (not just FDBDA members).
* Serve on District Band Emergency Committee.
* Send a welcome email to new members directing them to the website as a resource for Fourth District events.
* Provide expertise on the Audition Manager software used during All-District auditions.
* Compile student registrations into the Audition Manager software.
* Appoint Audition Manager(s) for each set of All-District auditions.

Secretary

* Take minutes at each regular meeting or appoint someone to take minutes if the secretary cannot attend. Minutes should be typed and sent to each member within one week after the meeting. A copy of the minutes should be filed in the permanent records for future reference.
* Have a copy of the FDBDA Handbook available at all meetings.
* Have copies of all minutes from the previous school year available at each meeting.
* Keep a supply, or coordinate with an individual, to handle the participation certificates for members of the All-District Bands.
* Organize or coordinate with an individual to make programs for All-District Band events.
* Make a phone tree for emergency communication to the district.

Treasurer

* Transact business concerning FDBDA matters.
* Make a monthly financial report at each meeting of the FDBDA.

All-District Band Procedures

The All-District Bands are selected through an audition process as agreed upon by the FDBDA. The bands, directed by guest conductors, participate in a two-day weekend of rehearsals and a public concert. The rehearsals begin on Friday morning and continue through Saturday afternoon with a concert that afternoon to conclude the activities. The high school and middle school All-District Band Weekend locations will be chosen on a year-to-year basis.

Duties of the FDBDA Members with Regards to the All-District Band

* The FDBDA will establish a date and location for the All-District Weekends. This is usually accomplished at least one year in advance.
* The members of the FDBDA will recommend their choices for guest conductors. These suggestions will be ranked and voted upon.
* Establish an All-District Committee. The committee is headed by the FDBDA President, the All-District Weekend Host, two members-at-large for the middle school bands and two members-at-large for the high school bands.
* An Emergency Committee will also be established. It consists of the FDBDA President and two chairs-at-large. The function of this committee is to review and act upon any emergency situations which occur during the All-District Band Weekend (i.e. student’s request to be absent from rehearsal/director’s absence). The decision of the committee is final.

Duties of the All-District Band Chairs

* Secure lodging for guest conductors.
* Create and place student name tags for chairs/stands.
* Work with the Secretary to print student participation certificates and give to directors.
* Make extra copies of music and originals easily accessible in rehearsal rooms during All-District Weekend.
* Tend to the needs of students and conductors throughout the weekend.
* Arrange for room monitors to be present in rehearsal rooms in their absence.
* Work with the Host to secure necessary equipment.
* Secure guest conductor and work out contract details.
* Get seating chart from conductor.
* Provide recording options for the All-District concerts to the President. The President will make the official hire and FDBDA will pay for the service.

Duties of the All-District Committee with Regards to Guest Conductors

* Contact the guest conductors to discuss the following information:
  + Dates of the All-District Weekend.
  + Finances:
    - Payment for each high school and middle school guest conductor is a negotiable salary of at least $500, but not to exceed $750.
    - Both middle school and high school guest conductors will be reimbursed for food expenses.
    - Travel expenses will include mileage reflecting current state averages or air accommodations, if needed.
  + Contact the guest conductors a second time.
    - Send contract (see Forms section of handbook).
    - Send a sample program from past concerts so the conductor will know the caliber of music to select.
    - Send an instrumentation chart (see Addenda section in handbook).
    - Send a sample rehearsal schedule.
  + Contact the guest conductor a third time.
    - Ask the conductor for four or five musical selections. Ask the conductor to bring an extra piece of music to be used as a back-up selection.
    - Procure requested music to be placed in student folders.
    - Ask the conductor for a seating chart, a bio and make hotel arrangements.
  + Contact the guest conductor a fourth time.
    - Confirm all of the above information.
    - Make arrangements to take the conductors out for lunch and dinner during the All-District Weekend.
  + In the event of a last minute All-District conductor cancellation, a substitute conductor(s) shall be selected from among band directors within the Fourth District by a meeting of the All-District committee.

Duties of the All-District Committee with Regards to Folder Assembly

* Distribution music and folders according to the method voted upon by the members.
* The Committee should refer to the instrumentation guidelines listed in this handbook when assembling and organizing folders.
  + Place both treble clef and bass clef baritone music in the baritone folders.
  + Organize the percussion folders and highlight what instrument each individual will play. In some instances, place a letter in the percussion folders letting them know what small instruments to bring. Percussionists must provide their own sticks / mallets / and beaters. The district will assist in providing larger instruments such as bass drums, mallet instruments, and timpani.
  + Know the keys of lesser known instruments (i.e. Contrabass Clarinet).
  + Observe the instrumentation chart for divided parts. Check the distribution of trumpet/cornet parts if the parts are different.
  + Provide extra music at both All-District auditions and the All-District Weekend.
  + Provide a detailed list of instrument rankings and which part that students would play for each piece ( i.e. instrument ranking/part list is included in this handbook).
    - Example: Clarinet 1-6, 1st Clarinet.
    - Example: Trumpet 4-8, 2nd Trumpet
  + Include an All-District schedule in PDF format.
* Double-check all folders to make sure everything is correct.
* Be in contact with the All-District Weekend host regarding name tags for the All-District performers (either you or the host will make them). Instrument recaps will be sent to the committee after auditions.
* Following auditions, each director will be responsible for collecting a folder fee of $10.00 per student. Each school is responsible for paying these fees to the Treasurer during the All-District Weekend. The folder fees should be submitted to the Treasurer by cash or ONE check from the school.

All-District Band Information

Auditions

* The dates and locations for Middle, 9/10 Concert, and Symphonic Band auditions will be decided at least one year in advance during the All-District Weekend.
* The All-District Symphonic Band audition music is the same as the All-State audition music. The KMEA office will give directors access to the audition materials online after completion of the school registration form and payment. The 9/10 Concert Band audition music will be provided to the FDBDA members no later than October 1. The FDBDA President will establish a committee to organize audition music and then submit the files in PDF format to the FDBDA webmaster to post online.
* A copy of the Student Registration Form (included in this handbook) will be given to students auditioning by their director. This form must be completed upon registration (including a student, parent, and teacher signature) and given to the student’s director. The director will collect all registration forms and give to a designated individual upon arrival to the audition location.
* Registration:
  + The FDBDA President will be responsible for collecting all student registrations electronically no later than one week prior to the audition.
  + The FDBDA President will then compile all student registrations into a database to be used with our audition tabulation software. All students will be assigned a random audition number and time by the software prior to the audition.
  + The FDBDA President will e-mail audition times to each participating school’s director no later than 3 school days prior to the audition.
  + ALL students considering auditioning MUST register by the deadline.
  + On-site registration WILL NOT be accepted.
  + It is the responsibility of the director to ensure that all registration information is submitted by the registration deadline.
  + Recorded auditions will not be accepted.
  + Students should pay the $5.00 registration fee in advance to their director. The director will be responsible for bringing cash or ONE check to the FDBDA Treasurer on the day of the audition to complete their school’s registration.
  + Students should be told in advance that all registration fees are non-refundable and that no-shows will not receive a refund.
  + If the director fails to bring the registration fee on the day of the audition, those students will NOT be allowed to audition.
* The FDBDA President will appoint three Audition Managers – one for the high school Symphonic Band audition, one for the 9/10 Concert Band audition, and one for the Middle School Band audition. The Audition Managers are responsible for the following:
  + Obtaining and securing all necessary judges for the audition event.
    - A required list of judges for each audition is included in this handbook. Judges will be selected among FDBDA members.
    - If the membership is unable to fill all judging positions, the audition manager is responsible for hiring other musicians to fill all remaining judging vacancies.
    - Non-membership judges should be student teachers, qualified musicians with prior teaching and/or performing experience, retired teachers or a college student in his/her 4th year (or more) of study in music performance or music education.
    - Non-member judges will be paid a fee of $50.00 by FDBDA.
  + Collecting all scores and tabulating the results for the auditions. It is the responsibility of the Audition Manager to collect the names of any students auditioning on multiple instruments prior to the auditions in order to maintain accurate audition results. (Directors are required to turn in the names of students whom are auditioning on multiple instruments on the required form (see Student Multiple Audition Form in the Forms section of this Handbook) to the Audition Manager on the day of the audition.)
  + E-mailing audition results to participating schools band directors no later than 12:00 p.m. on the following day.
* Any director having students audition must judge, or otherwise assist judging officials, at that particular audition.
* Auditions will be judged using set measures for each group and instrument category (see Addenda).
* If there is a tie in the final audition score, first priority will be the prepared music score, followed by scales, and finally sight-reading. If a tie still remains, tone on the prepared music will be used.
* Students chosen for participation in the All-District Band will pay a $10 folder fee. The band director will collect this fee and submit cash or ONE check for all students selected to the FDBDA Treasurer on the All-District Weekend.
* If a school does not have a student selected to the All-District Band, the band director may appoint a student from their school. The student will be placed at the end of the section.
* A band director from schools that have students audition, or participate in any FDBDA event, must be present at all functions. A substitute is only acceptable during All-District Weekends and only if the person in question holds a certified position in your school system. During the audition process, a band director or qualified substitute (for judging) must be present and assisting in order for students to audition.
* ALL SCALES MUST BE MEMORIZED for the 9/10 Concert Band and Middle School Band.
* Middle School students wishing to audition for high school Symphonic Band will be considered on an as needed basis. Approval must be secured at an FDBDA meeting.
* Middle school students may, upon approval, audition only for the high school Symphonic Band and not the 9/10 Concert Band.
* All students must audition on site. Recorded auditions will not be accepted.

Audition Host

Facilities

* The Symphonic Band auditions will be blind (a screen or sheet placed between performer and judges) and will require 11 audition rooms. There will be 14 audition rooms for the Middle School and High School auditions. Consideration will be given to placement based on sound travel. In each room, there will be a table and 2 chairs for the judges, as well as a chair and music stand for the performer. A chair will be placed outside the audition room door for the student monitor.
* Provide adequate warm-up room with consideration given to placement based on travel.
* Provide a meeting and work area for the directors including: a copy machine, and several tables for tabulation and sorting.
* Provide a separate hospitality room for bus drivers.
* Provide an adequate lounging and eating area for the students.
* Provide an adequate bus and auto parking lot with reasonable access to the building.

Personnel

* Provide a room monitor for each audition room.
* Provide a warm-up room with a P.A. announcer.
* Provide an adequate staff of adults.
* Provide a directors’ lounge Host.
* Provide other staff as deemed necessary by the Host such as hall monitors, warm-up room supervisors, custodians, runners, etc. The FDBDA will pay for the janitorial services.

Food Services

* Provide concessions for students throughout the event.
* Provide snacks for directors’ lounge area.
* Provide a meal for the directors if the day’s activities run through a mealtime. The FDBDA will pay up to $75 for the directors’ room snacks and meals.
* Provide snacks for the bus drivers.

General Information

* Secure the date and audition site along with a snow date.
* Have the building opened and functioning (lights, heat, etc.) 45 minutes prior to the directors’ meeting.
* Have start-up change for registration.
* Have an accurate accounting system for registration money.
* If bad weather occurs, communicate with the President to postpone or cancel the auditions.
* If bot the original date and the snow date are canceled due to inclement weather or other disaster, the auditions will be permanently canceled and an “honor band” style selection process will be used to fill the 9-10 high school and middle school bands.

Clinic Host

Facilities

* Provide a rehearsal room for each band.
* Stage should be able to hold at least 95 performers and percussion equipment.

Meals

* Provide a list of restaurants in the immediate area.
* Designate a location for lunch to be provided to students prior to the concert. The FDBDA will pay for the expenses of this meal.

General Information

* The host will oversee the procurement and disbursement of chairs, music stands, and percussion equipment.
* Secure access to a copy machine for use during the clinic weekend.
* The Host provides a map of the location of the school and the surrounding area.
* The Host provides directors with a listing of area hotels/motels and phone numbers.
* The Host shall secure a custodian for the event. The FDBDA will cover the expense.

Student Conduct

* Students selected to participate in the All-District Bands are expected to be prompt and are required to attend all rehearsals unless the Emergency Committee approves the absence.
* Disruptive behavior during rehearsals will not be tolerated. The guest conductor has the right to request immediate dismissal of any student. The Emergency Committee may also recommend immediate dismissal or disciplinary action for any student involved in disruptive behavior.
* Students are expected to prepare all music in advance. The conductor is responsible for a polished product. The conductor should not be required to use rehearsal time for lack of preparation by the student. Students will need to have a pencil on their music stands at all times.
* Students are expected to dress appropriately at all times and comply with the dress code set forth by their school and school system.
* Students are expected to represent their band, school, school system, community, and the FDBDA well at all times.
* Students are expected to keep cell phones turned off/silenced and stowed during all rehearsals.

Band Director Responsibilities

* Band director, assistant band director or certified employee of each school must be in attendance at all times during the All-District Weekend.
* Make sure that students are prompt to all rehearsals and that their music is prepared for the weekend.
* Be available for private lessons or sectionals if the guest conductors deem them necessary.
* Be available to assume necessary responsibilities to help the host provide an effective clinic weekend. Some duties may include the following: conductor host, stage crew, announcers, program committee, donation takers, hall monitors etc.
* Attend the FDBDA meeting held during the weekend.

Guest Conductor Responsibilities

* Has the authority to move a student within the section.
* May recommend sectional rehearsals.
* Has the right to request immediate dismissal of any student for behavioral problems.

All-District Band Percussion Procedures

Senior High

* All-District auditions for both Symphonic and 9/10 Concert Bands will follow the same guidelines for the audition procedures as the KMEA All-State Band:
  + Snare Drum: will audition on snare drum plus a multiple percussion etude that includes a mallet section.
  + Mallets: will audition on mallets plus a multiple percussion etude that includes a snare section.
  + Timpani: will only audition on their main instrument.
* A student may choose to audition on more than one of the three percussion instruments; however, the player must register and obtain an audition form for each additional instrument.
* Percussionists will ONLY sight-read on their main prepared instrument (no multiple percussion sight reading). If a student auditions on more than one instrument, additional sight-reading will be required for each instrument on which they audition.
* The number of percussion students chosen is dependent upon the music selected for the weekend. All-District music must be chosen by audition day so that the correct number of students may be selected for the percussion section.
* The percussion audition scores should be ranked from the highest to lowest for each of the three major instruments. The highest individual snare drum, mallet and timpani scores will be selected first. The second highest snare drum score will be selected next. Any additional students selected will be based on the next highest overall scores on snare and mallet. This is based on the students’ requirements on snare drum and mallet regarding auxiliary percussion skills.

Middle School

* Percussionists are required to ONLY audition on one of the three main percussion instruments: snare, mallet and timpani. All students are required to sight-read on any combination of the following auxiliary instruments: cymbals, tambourine, triangle, bass drum, and wood block. Students are NOT required to sight-read on their main audition instrument.
* A student may choose to audition on more than one of the three major percussion instruments; however, the student must register and obtain an audition form for each additional instrument (snare drum, mallets, timpani).
* All other proceedings pertaining to All-District Middle School percussion auditions will follow the same guidelines as the high school audition process.

Audition Host Procedures for Percussion

* Provide appropriate percussion instruments for the auditions and three rooms for the audition process.
* Allow students to audition on their own instrument(s), if they prefer.
* It is NOT your responsibility to provide sticks or mallets.
* After auditions, judges provide a list of students, their ranking, and overall score to the main tabulator.

All-District Weekend Host Procedures for Percussion

* Percussion adjudicators will provide Host with list of instruments needed for the weekend
  + All-District Band Host will make arrangements to have the following percussion instruments available for each of the All-District Bands: timpani, concert bass drum, marimba(s), xylophone(s), vibraphone(s), glockenspiel(s), chimes, and gong.
  + Students selected as members of the All-District Bands percussion section are responsible for all other percussion instruments, mallets, and beaters needed to cover their parts of the selected music.
  + Host will provide additional music needed during the All-District Weekend.

Forms

School Registration Form

**Instructions and Policies:**

* Please remit your school registration fee of $30.00 to the Treasurer of the Fourth District Band Directors Association so that your students may participate in events sponsored by the Fourth District Band Directors Association.
* Make checks payable to the Fourth District Band Directors Association.
* THIS SCHOOL REGISTRATION FEE MUST BE PAID PRIOR TO ANY STUDENT’S ENTRY INTO ANY FDBDA EVENT.
* Small schools that do not perform independently but are combined into a larger group at the KMEA Concert Festival may pay only one registration fee for the large group.

**General Information:**

**School:**

**Director:**

Student Multiple Audition Form

**Instructions:**

* This form must be completed by the band director.
* It must be submitted to the Audition Manager on the audition day (before auditions begin).
* Fill out a separate form for each student who is auditioning on multiple instruments.
* Be sure to include their instrument preference should they be selected for multiple instruments by the judges.

**General Information:**

School Name:

Director(s):

Student Name:

**Audition Information:**

List all instruments that the student is auditioning on:

**Instrument Preferences:**

List the student’s preferred choice of instruments (in order from most desired to least desired):

1.

2.

3.

Director Audition Form

**Instructions:**

* Provide the following to the attendants at the registration table:
* All Student Registration Forms
* Audition fees (on behalf of all auditioning students from your school)
* Multiple Audition Form (if you have students auditioning on more than one instrument)
* Complete all sections of this form, including the no-show students who were previously registered to audition.
* Sign them form verifying that all information is correct.

**General Information:**

**School:** **Director**:

**Audition Fees:**

# students auditioning for All-State: \_\_\_\_\_\_ x $3 = \_\_\_\_\_\_\_\_\_\_\_\_\_

# students auditioning for District: \_\_\_\_\_\_ x $6 = \_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL = \_\_\_\_\_\_\_\_\_\_\_\_\_

**No Show Information:**

Please list the students who were on your original list, but are NOT auditioning today. If not applicable, please write NONE on the list below:

**Director Signature:**

Folder Fee Form

**Instructions:**

* Fill out the form below.
* May check payable to Fourth District Band Directors Association
* Bring to All-District Weekend

**General Information:**

**School:** **Director**:

**Student Information:**

Number of students selected: x $10

Total amount due:

****

**Fourth District Band Directors Association (FDBDA)**

Guest Conductor Contract Example

**Name:** Dr. Famous Band Director

**Description:** 4th District 11-12 Band Guest Conductor

**Date of Clinic:** February 1-2, 2015

**Stipend:** $600

**Housing:** Provided by FDBDA; details to be sent later.

**Meals:** Reimbursed with receipt.

**Travel:** Reimbursed by FDBDA at $.43 per mile.

**Location:** Meade County High School Performing Arts Center

923 Old State Road

Brandenburg, KY 40108

**Clinic Hours:**

**Friday** 9:00 am – 9:30 am Seating

9:30 am – 12:00 pm Rehearsal

1:30 pm – 5:00 pm Rehearsal

6:30 pm – 8:00 pm Rehearsal

**Saturday** 9:00 am – 12:00 pm Rehearsal

1:00 pm – 1:30 pm Rehearsal

2:00 pm Concert

\*all times EST

**FDBDA Contact Person:** Jaime Smith, 11-12 Band Chair

[jaime.smith@larue.kyschools.us](mailto:jaime.smith@larue.kyschools.us)

925 S. Lincoln Blvd.

Hodgenville, KY 42748

Phone: (270) 250-5395

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Guest Conductor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KMEA FDBDA President Signature Date

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**Fourth District Band Directors Association (FDBDA)**

Guest Conductor Contract

**Name:**

**Description:**

**Date of Clinic:**

**Stipend:**

**Housing:** Provided by FDBDA; details to be sent later.

**Meals:** Reimbursed with receipt.

**Travel:** Reimbursed by FDBDA at $ per mile.

**Location:**

**Clinic Hours:**

**Friday** 9:00 am – 9:30 am Seating

9:30 am – 12:00 pm Rehearsal

1:30 pm – 5:00 pm Rehearsal

6:30 pm – 8:00 pm Rehearsal

**Saturday** 9:00 am – 12:00 pm Rehearsal

1:00 pm – 1:30 pm Rehearsal

2:00 pm Concert

\*all times EST

**FDBDA Contact Person:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Conductor Signature Date

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KMEA FDBDA President Signature Date

Guest Clinician Expense Report for Reimbursement

**Conductor Information:**

Date of All-District Weekend:

Conductor’s Name:

Address:

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip Code:

Social Security Number:

Phone Number

**Expenses:**

Conductor Fee : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage (round trip): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_/mile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodging (if not pre-paid by FDBDA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals (itemized receipt required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL FEES AND EXPENSES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Conductor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FDBDA President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Please complete all requested information in the same manner as IRS documents.**

Addenda

Required Judges for the All-District M.S. Band Audition

2 - Flute

1 - Flute sight reading & scales

2 - Double Reed, Bass Clarinet, Tenor Saxophone, Baritone Saxophone

2 - Clarinet

1 - Clarinet sight reading & scales

2 - Alto Saxophone

2 - Trumpet

1 - Trumpet sight reading & scales

2 - French Horn

2 - Trombone

2 - Euphonium/Tuba

2 - Snare\*

2 - Timpani\*

2 - Keyboard\*

\* Event Host is required to have individual rooms or spaces and all necessary equipment for percussion rooms to be judged simultaneously.

Required Judges for the All-District 9/10 Band Audition

2 - Flute

1 - Flute sight reading & scales

2 - Double Reed, Bass Clarinet, Tenor Saxophone, Baritone Saxophone

2 - Clarinet

1 - Clarinet sight reading & scales

2 - Alto Saxophone

2 - Trumpet

1 - Trumpet sight reading & scales

2 - French Horn

2 - Trombone

2 - Euphonium/Tuba

2 - Snare\*

2 - Timpani\*

2 - Keyboard\*

\* Event Host is required to have individual rooms or spaces and all necessary equipment for percussion rooms to be judged simultaneously.

Required Judges for the All-District Symphonic Band Audition

2 - Flute

2 - Clarinet

2 - Double Reed, Bass Clarinet

2 - Alto Saxophone, Tenor Saxophone, Baritone Saxophone

2 - Trumpet

2 - French Horn

2 - Trombone, Bass Trombone

2 - Euphonium/Tuba

1 - Snare\*

1 - Timpani\*

1 - Keyboard\*

\* Event Host is required to have individual rooms or spaces and all necessary equipment for percussion rooms to be judged simultaneously.

M.S. All-District Band Instrument Ranking & Part Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| **Instrument Ranking** | **Part** | **Alternate Instrumentation** | **Part** |
| Flute 1-6 | Flute 1 |  |  |
| Flute 7-12 | Flute 2 |  |  |
| Oboe 1-2 | Oboe |  |  |
| Bassoon 1-2 | Bassoon |  |  |
| Clarinet 1-5 | 1st Clarinet | Clarinet 1-9 | 1st Clarinet |
| Clarinet 6-13 | 2nd Clarinet | Clarinet 10-24 | 2nd Clarinet |
| Clarinet 14-24 | 3rd Clarinet |  |  |
| Bass Clarinet 1-3 | Bass Clarinet |  |  |
| Alto Saxophone 1-3 | 1st Alto Sax. |  |  |
| Alto Saxophone 4-7 | 2nd Alto Sax. |  |  |
| Tenor Saxophone 1-2 | Tenor Sax. |  |  |
| Baritone Saxophone | Bari. Sax. |  |  |
| Trumpet 1-3 | 1st Trumpet | Trumpet 1-5 | 1st Trumpet |
| Trumpet 4-7 | 2nd Trumpet | Trumpet 6-12 | 2nd Trumpet |
| Trumpet 8-12 | 3rd Trumpet |  |  |
| French Horn 1 | 1st Horn | French Horn 1-2 | 1st Horn |
| French Horn 2 | 2nd Horn | French Horn 3-6 | 2nd Horn |
| French Horn 3-4 | 3rd Horn |  |  |
| French Horn 5-6 | 4th Horn |  |  |
| Trombone 1-2 | 1st Trombone | Trombone 1-3 | 1st Trombone |
| Trombone 3-5 | 2nd Trombone | Trombone 4-8 | 2nd Trombone |
| Trombone 6-8 | 3rd Trombone |  |  |
| Euphonium 1-4 | Euphonium |  |  |
| Tuba 1-4 | Tuba |  |  |
| Percussion\*\* | as needed |  |  |

*\*\* All-District Committee Chairs will present the audition managers with an instrumentation list for the required amount of percussion performers and list rankings and parts.  A* ***Sample*** *percussion instrumentation ranking and part list is below:*

All-District M.S. RED Band

Percussion Instrument Ranking & Assignment Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument Ranking** | **Piece:**  **\_\_\_\_\_\_\_\_\_\_\_\_** | **Piece:**  **\_\_\_\_\_\_\_\_\_\_\_\_** | **Piece:**  **\_\_\_\_\_\_\_\_\_\_\_\_** | **Piece:**  **\_\_\_\_\_\_\_\_\_\_\_\_** |
| Snare 1 | Snare | Crash Cymbals | Bass Drum | Conga |
| Snare 2 | Bass Drum | Snare Drum | Sus. Cymbal |  |
| Keyboard 1 | Bells | Marimba | Claves/Triangle | Chimes |
| Keyboard 2 | Vibes | Bells | Castanets |  |
| Keyboard 3 | Marimba | Shaker | Bells | Ratchet |
| Keyboard 4 | Cabasa | Sus. Cymbal | Bells |  |
| Timpani | Timpani | Timpani | Timpani | Timpani |

9/10 All-District Band Instrument Ranking & Part Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| **Instrument Ranking** | **Part** | **Alternate Instrumentation** | **Part** |
| Flute 1-6 | Flute 1 |  |  |
| Flute 7-12 | Flute 2 |  |  |
| Oboe 1-2 | Oboe |  |  |
| Bassoon 1-2 | Bassoon |  |  |
| Clarinet 1-4 | 1st Clarinet | Clarinet 1-8 | 1st Clarinet |
| Clarinet 5-11 | 2nd Clarinet | Clarinet 9-20 | 2nd Clarinet |
| Clarinet 12-20 | 3rd Clarinet |  |  |
| Bass Clarinet 1-4 | Bass Clarinet |  |  |
| Contra Bass Clarinet | Contra Bass Clar. |  |  |
| Alto Saxophone 1-3 | 1st Alto Sax. |  |  |
| Alto Saxophone 4-6 | 2nd Alto Sax. |  |  |
| Tenor Saxophone 1-2 | Tenor Sax. |  |  |
| Baritone Saxophone | Bari. Sax. |  |  |
| Trumpet 1-3 | 1st Trumpet | Trumpet 1-5 | 1st Trumpet |
| Trumpet 4-7 | 2nd Trumpet | Trumpet 6-12 | 2nd Trumpet |
| Trumpet 8-12 | 3rd Trumpet |  |  |
| French Horn 1-2 | 1st Horn | French Horn 1-3 | 1st Horn |
| French Horn 3-4 | 2nd Horn | French Horn 4-8 | 2nd Horn |
| French Horn 5-6 | 3rd Horn |  |  |
| French Horn 7-8 | 4th Horn |  |  |
| Trombone 1-2 | 1st Trombone | Trombone 1-4 | 1st Trombone |
| Trombone 3-5 | 2nd Trombone | Trombone 5-9 | 2nd Trombone |
| Trombone 6-9 | 3rd Trombone |  |  |
| Euphonium 1-2 | 1st Euphonium |  |  |
| Euphonium 3-4 | 2nd Euphonium |  |  |
| Tuba 1-4 | Tuba |  |  |
| Percussion\*\* | as needed |  |  |

All-District Symphonic Band Instrument Ranking & Part Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
| **Instrument Ranking** | **Part** | **Alternate Instrumentation** | **Part** |
| Flute 1-4 | Flute 1 |  |  |
| Flute 5-8 | Flute 2 |  |  |
| Oboe 1-2 | Oboe |  |  |
| Bassoon 1-2 | Bassoon |  |  |
| Clarinet 1-6 | 1st Clarinet | Clarinet 1-8 | 1st Clarinet |
| Clarinet 7-12 | 2nd Clarinet | Clarinet 9-20 | 2nd Clarinet |
| Clarinet 13-18 | 3rd Clarinet |  |  |
| Bass Clarinet 1-2 | Bass Clarinet |  |  |
| Contra Bass Clarinet | Contra Bass Clar. |  |  |
| Alto Saxophone 1-3 | 1st Alto Sax. |  |  |
| Alto Saxophone 4-6 | 2nd Alto Sax. |  |  |
| Tenor Saxophone | Tenor Sax. |  |  |
| Baritone Saxophone | Bari. Sax. |  |  |
| Trumpet 1-4 | 1st Trumpet | Trumpet 1-5 | 1st Trumpet |
| Trumpet 5-8 | 2nd Trumpet | Trumpet 6-12 | 2nd Trumpet |
| Trumpet 9-12 | 3rd Trumpet |  |  |
| French Horn 1-2 | 1st Horn | French Horn 1-3 | 1st Horn |
| French Horn 3-4 | 2nd Horn | French Horn 4-8 | 2nd Horn |
| French Horn 5-6 | 3rd Horn |  |  |
| French Horn 7-8 | 4th Horn |  |  |
| Trombone 1-3 | 1st Trombone | Trombone 1-4 | 1st Trombone |
| Trombone 4-6 | 2nd Trombone | Trombone 5-9 | 2nd Trombone |
| Trombone 7-9 | 3rd Trombone |  |  |
| Euphonium 1-4 | Euphonium |  |  |
| Tuba 1-4 | Tuba |  |  |
| Percussion\*\* | as needed |  |  |

H.S. All-District Band Weekend Schedule

**Friday**

9:00 am Registration & Seating

9:30 am Rehearsal

10:45 am Break (split between bands)

11:00 am Rehearsal

12:00 pm Lunch

1:30 pm Rehearsal

3:15 pm Break (split between bands)

3:30 pm Rehearsal

5:00 pm Dinner

6:30 pm Rehearsal

8:00 pm Day Concludes

**Saturday**

9:00 am Rehearsal

10:00 am Directors Meeting

10:30 am Break (split between bands)

10:45 am Rehearsal

12:00 pm Lunch/Change for Concert

1:00 pm Rehearsal

2:00 pm Concert

M.S. All-District Band Weekend Schedule

**Friday**

9:00 am Registration & Seating

9:30 am Rehearsal

10:45 am Break (split between bands)

11:00 am Rehearsal

12:00 pm Lunch

1:30 pm Rehearsal

3:15 pm Break (split between bands)

3:30 pm Rehearsal

5:00 pm Day Concludes

**Saturday**

9:00 am Rehearsal

10:00 am Directors Meeting

10:30 am Break (split between bands)

10:45 am Rehearsal

12:00 pm Lunch/Change for Concert

1:00 pm Rehearsal

2:00 pm Concert