



Dear Parent or Guardian:

Congratulations! Your child has been selected to participate in the 2015 Florida Music Educators Association All State Elementary Chorus. This is quite an honor and we hope that it is an enjoyable and memorable experience for you and your child.

A "Reminder for Parents and Participants" list is included with this letter to help you make the necessary arrangements for your child. Please be sure that all money and forms are sent to your music teacher by the due date. **The fees and forms sent by the music teacher to the All State Chair must be postmarked by November 3**, or the student will not be allowed to participate in the All State Chorus. All fees are non-refundable.

Students and teachers will be engaged in many aspects of music during this convention. There will be many sessions taking place and the exhibit hall will be filled with a wide array of music products. We urge you to take advantage of this time and visit any meetings or exhibits that interest you.

Everyone in the Convention Center must wear a convention badge at all times. This includes teachers, chaperones, spouses and students. Wearing your convention badge will enable you to take full advantage of the exhibit hall and sessions you may wish to attend. Your child's music teacher will issue this badge to you in Tampa.

You will note in the information packet that you need to stay in or nearby the rehearsal with your child. To make this time more pleasant for you, you may wish to bring something to do. A book, needlework, crossword puzzles or anything that can be done quietly and in a small space will be suitable.

**Please remember that children who are not in the chorus are not permitted in the rehearsal room, and that non-participating school age children are not allowed in the Convention Center except to attend the concert.**

The Friday schedule does not have a meal break scheduled. Because the concert will take place at 1:00, your lunch will be late and your child needs to eat a very good breakfast before coming to the rehearsal.

There will be a variety of souvenirs available for purchase, including magnets, lanyards, Teddy bears, T-shirts, plaques, CD's and DVD's. Please come prepared if this is something that would interest you.

Hotel rooms sell out quickly in Tampa; be sure to make your reservations early.

If you have any questions, please do not hesitate to contact your music teacher.

Sincerely,

*Robert Todd*

Chair, FMEA All State Elementary Chorus

## PARTICIPATION REQUIREMENTS

### Participants must:

- be a 4<sup>th</sup> or 5<sup>th</sup> grade student, with unchanged voice, currently attending an elementary school.
- be recommended by the music teacher and principal.
- memorize all music.
- agree to wear black dress pants or slacks (no jeans), a white long-sleeved shirt or blouse (no t-shirts) and black low-heeled dress shoes for the concert performance.
- agree to participate in *all* rehearsals and the concert to be held in Tampa from Thursday, January 15, 2015, through the concert on Friday, January 16, 2015.
- sign the Participant's Contract which specifies appropriate conference behavior

### Participant's Parent/Guardian must:

- agree to pay all **FMEA** fees, (\$25.00 All State materials fee before the November 3 postmark deadline).
- agree to pay **FMEA** conference fees:
  - Via FMEA web site by Dec. 13 – student: \$50; onsite - \$80, 2<sup>nd</sup> chaperon - by Dec. 13 - \$40; onsite - \$60
  - Via mail registration by Dec. 13
  - Via on-site registration in Tampa for \$60(FMEA allows for one free chaperone). Your child's music teacher will register you and the students.
- agree to pay all lodging, food and transportation costs.
- agree to serve as a chaperon for the child for the duration of the rehearsals and concert or designate an adult guardian (other than the music teacher) to serve as chaperon.
- agree to provide the child with black dress pants/slacks (no jeans), a white long-sleeved shirt/blouse to be "tucked in" (no t-shirts) and black low-heeled dress shoes for the concert performance.
- sign the Participant's Contract and return it to your music teacher.
- sign and return any forms that your child's music teacher may require. This includes any permission forms required by your county.

## REHEARSAL AND PERFORMANCE SCHEDULE

Singers must participate in *all* rehearsals and the concert.

### REHEARSAL AND PERFORMANCE SCHEDULE

|                                |             |   |
|--------------------------------|-------------|---|
| January 15, 2015<br>(Thursday) | 12:00-1:00  | Teachers, parents and students will check in for rehearsal at the Tampa Convention Center (TCC) |
|                                | 1:00-6:00   | Rehearsal, TCC  |
| January 16, 2015<br>(Friday)   | 8:30 -11:00 | Rehearsal, TCC  |
|                                | 11:00-11:45 | Break   |
|                                | 12:00       | Sound check and warm-up   |
|                                | 1:00        | Concert, TCC  |

Because our time is limited on Friday morning, singers must come to the rehearsal in their concert clothes. There will not be time for children to return to the hotel room and change. There will not be time for lunch until after the concert, so be sure to eat a good breakfast before the rehearsal.

*PLEASE NOTE: A parent or guardian other than the music educator is required to accompany each child to the rehearsal site and to supervise the child at all non-rehearsal times. This includes rest room breaks and meals.*

## REMINDERS FOR PARENTS

- \_\_\_\_\_ Did you send the \$25 Materials Fee to the music teacher in time to make the November 3rd postmark deadline?
- \_\_\_\_\_ Did you fill out a school or county form for out-of-county field trips which your music teacher may have provided for you? Each county has different requirements, so this form may not be required of you.
- \_\_\_\_\_ Did you sign the Participant's Contract and return it to the music teacher?
- \_\_\_\_\_ Have you sent the conference fee to the music teacher?
- \_\_\_\_\_ Have you made sure that your child has the necessary chorus clothing?
- \_\_\_\_\_ Have you made arrangements to meet the music teacher in Tampa before you come to the All State Chorus registration area? The music teacher must be present when the child registers.
- \_\_\_\_\_ Do you have Tampa hotel arrangements for at least one night, unless you are within commuting distance to the rehearsal and performance site? You will need to be in Tampa by noon on Thursday, January 15, 2015.
- \_\_\_\_\_ Have you made arrangements for children in your party who are not All State participants? *It is an All State policy that the only children allowed in the rehearsals are the participants.*
- \_\_\_\_\_ Is there a designated adult (other than the music educator) to serve as a chaperone for the child for the rehearsals and concert?

## REMINDERS FOR SINGERS

- \_\_\_\_\_ Do you have concert clothes: **black dress pants** or slacks (no jeans), a **white long-sleeved dress shirt or blouse that can be tucked in** (no t-shirts) and **black low-heeled dress shoes**?
- \_\_\_\_\_ Did you memorize your music?
- \_\_\_\_\_ Do you have the national anthem memorized?
- \_\_\_\_\_ Did you sign the Participant's Contract?
- \_\_\_\_\_ Did you pack your music and a pencil for the rehearsals in Tampa?

**FMEA ALL STATE ELEMENTARY CHORUS  
MATERIALS FEE FORM**

(To be completed by music teacher.) (Leave no blanks.)

Please **PRINT** each student's name, using only first and last names.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Materials fees (required) \_\_\_\_\_ @ \$25 per student = \$ \_\_\_\_\_  
(number of students)

This fee includes 1 packet of music and a rehearsal CD for each student.

Teacher music packet and CDs (required) @ \$25 per packet = \$ 25.00  
(only for teachers)

(To avoid problems with the bookkeeper, it is suggested that you use a money order.)

Total enclosed \$ \_\_\_\_\_

Music teacher's name \_\_\_\_\_

Name of school \_\_\_\_\_

School address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ **FEMEA District** \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ School (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Teacher's signature \_\_\_\_\_

**Make school or PTA checks or money orders payable to FEMEA. Personal checks will not be accepted.** This \$25 fee **does not** include the FMEA teacher clinic/conference registration fee, the chaperone registration fee or the student conference fee. These fees are payable to FMEA at the time of clinic/conference registration. **Be sure to send your forms and music fees postmarked no later than November 3 to avoid your students being excluded from participation in the All State Chorus.**

Music and a rehearsal CD will be sent to you directly from JW Pepper. You must **send this form, the Participant's Contract and a school check, PTA check or money order payable to FEMEA by November 3**. Please send to:

Robert Todd  
Bayview Elementary School  
1175 Middle River Drive  
Fort Lauderdale, FL 33304

**Copy the following two pages onto one piece of paper before sending home for signatures. Complete originals in red or blue ink. This is a required FMEA form; it must be on file.**

## Florida Music Educators' Association

### 2015 All-State Concerts Participant's Contract

The Florida Music Educators' Association sponsors the All-State Bands, Choruses, and Orchestras for the students of the association's member music directors, and is recognized by the Florida School Music Association to conduct this event.

**Students and parents (or guardians) should read the accompanying materials carefully prior to the audition process conducted by the component music associations of FMEA (the Florida Bandmasters' Association, the Florida Elementary Music Educators Association, the Florida Orchestra Association, or the Florida Vocal Association) and sign to indicate agreement with the principles and rules stated.**

#### Audition Procedures

- The music director of the sponsoring school must be an active member of FMEA and appropriate component music association (FBA, FMEA, FOA, and FVA) and abide by all regulations, deadlines, and audition requirements set forth herein and in the FBA, FMEA, FOA, and/or FVA Handbooks.
- The music director signing this form agrees to register and attend the January 2015 FMEA Professional Development Conference and to be responsible for assigning chaperones for this student, if accepted, at the All-State Concerts and rehearsals.
- High school students must have a GPA of 2.0 or higher, or have an executed Academic Performance Contract on file with FSMA and the sponsoring school ([www.flmusiced.org/dnn/FSMA/AcademicContract.aspx](http://www.flmusiced.org/dnn/FSMA/AcademicContract.aspx)).

#### Release for Media

The signatures below grant permission to FMEA to reproduce, print, or publish photographs or audio/video recordings of my minor child if selected to an All-State performing ensemble. This permission includes all rehearsals, activities, and performances connected with the All-State ensembles at the Straz, Sheraton Tampa Riverwalk, Marriott Waterside, Embassy Suites Downtown, Hilton Downtown (formerly Hyatt), Westin Harbour Island, and Tampa Convention Center. I also acknowledge my child's name will be published in the All-State Concert program and will appear in lists of All-State students on a website available to FMEA members.

#### Registration and Chaperones

- All attendees (music directors, students, chaperones, friends, guests) must be registered to attend the FMEA Professional Development Conference and All-State Concerts.
- Only music directors may register students or chaperones. Only music directors may pick up registration materials at the convention site, if pre-registered.
- All participating students must be chaperoned. At least one chaperon, other than the music director, is required for every six (6) students. Groups less than six still require one chaperon other than the music director. **(Note: FMEA has additional chaperone requirements for elementary aged students.)**
- If a participating student is not accompanied by the music director from that student's school, the principal from the school must furnish a letter, ***in advance of registration***, designating the person to be responsible for that student. The letter should be addressed to the FMEA Executive Director and submitted with registration materials. Failure to observe this policy may result in the sponsoring school being excluded from participation the following school year.
- Student observers **are not** permitted to attend the FMEA Professional Development Conference and All-State rehearsals.
- Music teachers must register for the FMEA Professional Development Conference as member directors and be current members of FMEA and the appropriate component music association.
- Name badges must be worn at all times by convention attendees (students, directors, chaperones, and guests.)
- The music director must appear in person at the registration desk and pay the appropriate fee to replace "lost" badges. The original registration receipt must be shown to obtain replacement badges.
- Chaperones should check all rooms prior to leaving a hotel/motel for any damages.

## Student Rules

- Students accepted for participation in any All-State group agree to attend the FMEA Professional Development Conference and participate fully in all scheduled rehearsals and performances of the specified All-State Band, Chorus, or Orchestra. Dates for the FMEA Professional Development Conference and All-State events are January 14-17, 2015 and the site will be the Tampa Convention Center and various rehearsal sites.
- Curfew for students on Wednesday, Thursday, and Friday nights is from 11:00 pm until 6:00 am. Curfew for students on Saturday night begins at 11:00 pm or one hour after the end of the concert until 6:00 am. Curfew means that students must be in their rooms and remain there during the hours stated.
- Thirty (30) minutes after curfew, students violating the curfew policy will be subject to dismissal from any All-State group and may be sent home at parent expense.
- Students must maintain reasonable quiet in hotel/motel rooms, both day and night.
- Students may not visit or entertain others of the opposite sex in their hotel/motel rooms.
- Room doors should be locked at all times and extreme care should be taken near hotel window and balconies. Nothing should be thrown from windows or balconies. Students are not allowed on hotel/motel roofs.
- Students are not to visit students/guests in other hotels/motels without their chaperon's permission.
- Students should be transported only in school approved transportation, and are not to be in private cars unless specifically approved by the school and are accompanied by a chaperon.
- No alcoholic beverages may be in any participating student's possession at any time.
- The use of illegal drugs is absolutely prohibited.
- The use of tobacco products in public by participating students is prohibited.
- Participating students may not engage in social dates during the convention.
- Participating students should wear appropriate clothing, including shoes, at all times. FMEA requests that school dress codes be observed.

**Failure to comply with these regulations may result in the dismissal of a student from any All-State group, and the exclusion of that student from All-State auditions the following school year. Additionally, the principal and music director of a school from which a student has been dismissed for cause, prior to submitting student audition contracts, are required to provide policies to the FMEA Executive Director which address the manner in which they propose to minimize the likelihood of a reoccurrence of such conduct in the following year.**

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Parent or Guardian's Signature

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PRINT STUDENT'S NAME

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Music Director's Signature

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Student's Signature

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Sponsoring School's Full Name

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**FMEA**  
Component Association (FBA, FMEA, FOA, FVA)

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Date

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**ELEMENTARY CHORUS**  
All-State Ensemble

**ATTENTION: PARTICIPANTS WITH DISABILITIES:** If you are a person with a disability who needs any accommodation in order to participate in the All-State Concerts, you may be entitled to assistance. Please contact the Florida Music Educators' Association (Telephone 1-800-301-3632) no later than November 14, 2014, and advise of the nature of the accommodation which you require.

## CHECKLIST FOR TEACHERS

- \_\_\_\_\_ Send the forms home with each selected student.
- \_\_\_\_\_ Collect the materials fee for each participating student.
- \_\_\_\_\_ Collect a Participant's Contract for each student.
- \_\_\_\_\_ Complete the Materials Fee Form.
- \_\_\_\_\_ Make copies of these forms and keep the copies for your records.
- \_\_\_\_\_ Mail the materials fee, the Materials Fee Form and the Participant's Contract(s), **postmarked by November 3 to avoid your students' exclusion from the All State Chorus**, to Robert Todd. Music cannot be mailed to you until this has been received.
- \_\_\_\_\_ It is your responsibility to satisfy your county's requirements for overnight trips. You may need to fill out special forms or secure special permission. Contact your music supervisor or your principal for information.
- \_\_\_\_\_ Tell Robert Todd about students who need special accommodations.
- \_\_\_\_\_ Pre-register for the clinic/conference. Forms will appear in the *Florida Music Director* and online ([www.flmusiced.org](http://www.flmusiced.org)). A conference registration fee per student will be required at this time. **Include your student and parent registration with yours.** Ticket information can be found in the *Director* and on-line. Only adults with proper conference identification will be allowed to observe rehearsals. Children who are not participating in the chorus will not be allowed in the Convention Center except to attend the concert. Send this money to **FMEA** with your conference registration form.
- \_\_\_\_\_ Send housing information home to the parents of your student(s). This information will be in the *Florida Music Director* and online. They must make their own hotel reservations.
- \_\_\_\_\_ Remind your student(s) to eat a good breakfast on Friday morning because they will not eat lunch until about 2:00.
- \_\_\_\_\_ Arrange a meeting place in Tampa for you, your student(s) and their chaperone(s) before the singer registers for the chorus because you must accompany your student(s) through registration. The registration lines will be arranged alphabetically by the music teacher's last name.
- \_\_\_\_\_ Bring the following information with you to Tampa and keep it with you at all times:
  - 1. The name of the hotel(s) housing your student(s).
  - 2. The parent names, home addresses, cell phone and home phone numbers of your student(s).
- \_\_\_\_\_ Provide the parents of your singers with your cell phone number or your Tampa hotel phone number.
- \_\_\_\_\_ At conference, sign up for a time to monitor the rehearsals. Sign-up will be near All-State check-in.

ALL STUDENTS, CHAPERONES AND MUSIC TEACHERS MUST BE IN TAMPA FROM THURSDAY, JANUARY 15, 2015, AT NOON THROUGH THE CONCERT ON FRIDAY, JANUARY 16, 2015.

Music teachers **MUST** check in with FMEA and pick up badges *before* noon on Thursday. Music teachers **MUST** check their students in at the rehearsal site on Thursday at noon. If you know that you cannot be present at registration, please do not send your children. It is confusing and disturbing for children and parents when the teacher is not present to answer questions and assist the students in starting rehearsals. If you have a last-minute emergency, it is your responsibility to contact another teacher who will be attending All State and make arrangements for that teacher to be responsible for your children. Teachers who fail to do this will not be allowed to participate in the 2016 All State Chorus and the principal will receive a letter describing the situation.

- ◆ As soon as you know that any of your children will be unable to participate in All State, it is your responsibility to contact Robert Todd and let him know at [rdtfl@aol.com](mailto:rdtfl@aol.com) (954) 985-1731 (H), or cell: (954) 665-6377.
- ◆ **We plan to sing the *Star-Spangled Banner* to begin the concert. Please be sure your singer(s) know the National Anthem before they come to Tampa.**