PHILOSOPHY, DESCRIPTION, EVENTS AND RECOMMENDATIONS

PHILOSOPHY.

a. The Mission of the Arizona Music Educator's Association is to promote the study and enjoyment of music by supporting comprehensive music instruction and providing professional development activities.

b. Music is part of the core curriculum providing students with creativity, critical thinking, and teamwork skills needed to achieve success in the 21st century classroom, while also offering new and innovative ways to develop literacy, math and science skills.

c. AMEA believes that all music curricula should be taught by highly qualified music teachers, certified by the Arizona State Department of Education.

d. AMEA believes that its music festivals and events are an extension of the classroom and therefore curricular, and support all State and National Music Standards. Student eligibility is to be determined by the local governing body of the participating school.

DESCRIPTION.

a. AMEA will serve music educators as the sponsoring body for high school festivals and events.

b. AMEA will create and maintain a calendar of AMEA sponsored events. This includes ABODA and ChoDA Festivals. AMEA approved events are notated on the official online calendar.

c. Non AMEA-sponsored events will appear on the calendar as a courtesy placement.

d. AMEA/MENC membership IS required for all AMEA/ABODA/ChoDA events.
   - The AMEA/MENC membership number must appear on the entry form(s).
   - A director fee of $100.00 per event registration will be assessed for non AMEA/MENC members to participate in AMEA sponsored events.

e. Students participating in any AMEA sponsored high school activity must be enrolled in grades 9-12 in a comprehensive public, charter or private high school. This does not include private studios, community music ensembles and/or professional music ensembles.

f. Home schooled students must be registered by the local director of the school of that student’s attendance zone. The student must meet all of the “member in good standing” requirements as set forth by that school.
FESTIVALS/EVENTS.
AMEA/ABODA/ChoDA approved festivals include auditioned, rating and ranking events.

a. AUDITIONED EVENTS - These events are those in which students vie for placement in honor performance ensembles. The following events are considered Auditioned events:
   - All-Regional Band/Orchestra/Choir
   - All-State Band/Orchestra/Choir
   - All-State Jazz Band
   - All-State Jazz and Show Choir

b. RATING EVENTS - These events are for soloists and ensemble organizations that will receive a rating for performance. The following events are considered Rating events:
   - Area Concert and Jazz Festivals
   - State Concert and Jazz Festivals
   - Fall Orchestra Festival
   - Rating portions of any Marching Invitational or other marching events
   - State Marching Band Festival
   - Choral Festivals
   - Solo and Ensemble Festival

c. RANKING EVENTS - These events are for ensemble organizations only. The participating organizations will be numerically ranked by an adjudication panel based on the overall score for their performance. The following events are considered Ranking Events:
   - Ranking portions of any Marching Invitational and other marching events
   - State Marching Band Championship
RECOMMENDED ACTIVITY PARTICIPATION BY ENSEMBLE ORGANIZATIONS.
To minimize loss of class time, the following is recommended guidelines for the participation of ensemble organizations in AMEA approved and non-approved festivals and events. Recommended participation guidelines do not include events sponsored by a school district for its district member schools. The following is the recommended guidelines:

a. Marching Bands.
   • Participate in no more than six festivals per year. This includes adjudicated and non adjudicated festivals, band days, invitationals, exhibitions, State Marching Festival and the State Band Championship.
   
   • Participate in no more than two non-AMEA approved events.

b. Concert Bands.
   • Participate in no more than three festivals and if selected, the State Concert Band Festival.
   
   • Participate in no more than two non-AMEA approved events.

c. Jazz Bands.
   • Participate in no more than three jazz festivals and if selected, the State Jazz Band Festival.
   
   • Participate in no more than two non-AMEA approved events.

d. Orchestras.
   • Participate in no more than four orchestra festivals and if selected, the State Orchestra Festival.

e. Choir Events.
   • Participate in no more than four choir festivals and if selected, the State Choir Festival.

f. Chamber/Jazz/Show Choirs
   • Participate in no more than three chamber, jazz or show choir festivals and if selected, the State Festival designed for such groups.
7.7: AMEA HIGH SCHOOL SOLO AND ENSEMBLE FESTIVAL

7-7A CHRONOLOGY.

November 12, 2010    DEADLINE: HS Solo & Ensemble Festival Registration.
January 5, 2011      HS Solo & Ensemble Festival schedules to be mailed or emailed to teachers.
January 28-29, 2011  AMEA High School Solo and Ensemble Festival, all regions.

7-7B SOLO & ENSEMBLE FESTIVAL LEADERSHIP.

VICE-PRESIDENT, AMEA, HIGH SCHOOL ACTIVITIES
Coordinator for Regional Governors and State Solo and Ensemble Chairpersons
Renee Shane-Boyd, Vice President, AMEA High School Activities.
Catalina Foothills HS, 4300 E. Sunrise Dr., Tucson, AZ 85718
School Phone: (520) 209-8321, School Fax: (520) 209-8520
E-mail: rshane@cfsd16.org

AMEA EXECUTIVE DIRECTOR
David Waggoner, 6818 E. Kingston Pl., Tucson, AZ 85710
Office Phone: (520) 885-9754, Office Fax: (520) 885-0518
E-mail: dvdwag@aol.com

CENTRAL REGION
GOVERNOR:
David Pietsch, Centennial HS, 14388 N 79th Ave., Peoria, AZ 85381
School Phone: (623) 412-4400, School Fax: (623) 412-4420
E-mail: dpietsch@peoriaud.k12.az.us

SOLO & ENSEMBLE CHAIR:
William Meldrum, Agua Fria HS, 530 E. Riley Dr., Avondale, AZ, 85323
School Phone: (623) 932-7301, School Fax: (623) 932-0650
E-mail: bmeldrum@aguafria.org

NORTH-CENTRAL REGION
GOVERNOR:
Vince Wedge, Red Mountain HS, 7301 E. Brown Rd., Mesa, AZ 85207
School Phone: (480) 472-8207, School Fax: (480) 472-8008
E-mail: cvwedge@mpsaz.org

SOLO & ENSEMBLE CHAIR:
Brian Murphy, Horizon Community Learning Center, 16233 S 48th St., Phoenix, AZ 85048
School Phone: (480) 659-3184, School Fax: (480) 659-3043
E-mail: brian.murphy@horizonclc.org
NORTHEAST REGION
GOVERNOR:
Kyle Gardner, Joseph City HS, PO Box 8, Joseph City, AZ 86032
School Phone: (928) 288-3307, School Fax: (928) 288-3309
E-mail: kyle.gardner@gmail.com

SOLO & ENSEMBLE CHAIR:
Deborah Lichfield, St. Johns HS, PO Box 429, St. Johns, AZ 85936
School Phone: (928) 337-2221, School Fax: (928) 337-2263
E-mail: dlichfield@sjusd.net

NORTHWEST REGION
GOVERNOR:
Jim DeBusk, Washington HS, 2217 W. Glendale Ave., Phoenix, AZ 85021
School Phone: (623) 915-8451, School Fax: (623) 915-8437
E-mail: jcdebusk@guhsdaz.org

SOLO & ENSEMBLE CHAIR:
Douglas Riddle, Coconino HS, 2801 N. Izabel St., Flagstaff, AZ 86004
School Phone: (928) 773-8200, School Fax: (928) 773-8247
E-mail: dsrsinger@aol.com

SOUTH-CENTRAL REGION
GOVERNOR:
James Attebery, Marana HS, 12000 W. Emigh Rd., Tucson, AZ 85743
School Phone: (520) 616-6461, School Fax: (520) 616-6426
E-mail: james.attebery@comcast.net

SOLO & ENSEMBLE CHAIR:
Allison Coyle, Rio Rico HS, 1374 W. Frontage Rd., Rio Rico, AZ 85648
School Phone: (520) 375-8767, School Fax: (520) 377-9556
E-mail: acoyle@santacruz.k12.az.us

SOUTHEAST REGION
GOVERNOR:
Martin Hebda, Casa Grande UHS, 2730 N Trekell Rd., Casa Grande, AZ 85122
School Phone: (520) 836-8500 X3502, School Fax: (520) 316-3353
E-mail: mhebda@cguhsd.org

SOLO & ENSEMBLE CHAIR:
Lucy Huestis, Tucson High Magnet School, 400 N. 2nd Ave., Tucson, AZ 85705
School Phone: (520)237-1039, School Fax: (520) 225-5221
E-mail: lucy.huestis@tusdl.org
**SOUTHWEST REGION**

GOVERNOR:

Frank Dubuy, Hamilton HS, 3700 S. Arizona Ave., Chandler, AZ 85248
School Phone: (480) 883-5019, School Fax: (480) 883-5020
E-mail: Dubuy.Frank@chandler.k12.az.us

SOLO & ENSEMBLE CHAIR:

Lisa Brandt, Hamilton HS, 3700 S. Arizona Ave., Chandler, AZ 85248
School Phone: (480) 883-5237, School Fax: (480) 883-5020
E-mail: brandt.lisa@chandler.k12.az.us

**WEST REGION**

GOVERNOR:

Kristin Olds, Arcadia HS, 4703 E. Indian School Rd., Phoenix, AZ 85018
School Phone: (480) 484-6300, School Fax: (480) 484-6301
E-mail: kolds@aguafria.org

SOLO & ENSEMBLE CHAIR:

Matthew Bock, North HS, 1101 E. Thomas Rd., Phoenix, AZ 85014
School Phone: (602) 764-6678, School Fax: (602) 271-2765
E-mail: mbock@phxhs.k12.az.us
CENTRAL:
Desert Ridge HS, 10045 E. Madero Ave., Mesa, AZ 85209

NORTH CENTRAL:
Desert Vista HS, 16440 S. 32nd St., Phoenix, AZ 85048

NORTHEAST:
Snowflake HS, 682 School Bus Lane, Snowflake, AZ 85937

NORTHWEST:
Coconino HS, 2801 N. Izabel St., Flagstaff, AZ 86004

SOUTH CENTRAL:
UA School of Music, Tucson AZ 85721

SOUTHEAST:
UA School of Music, Tucson AZ 85721

SOUTHWEST:
Mountain Ridge HS, 22800 N. 67th Ave., Glendale, AZ 85310

WEST:
Corona del Sol HS, 1001 E. Knox Rd., Tempe, AZ 85284
7-7.1: POLICIES AND PROCEDURES

7-7.1.1 SPONSOR.

The Arizona All-Regional and the All-State Honor Festival of Performance for High School Musicians are sponsored by the Arizona Music Educators Association, Incorporated (AMEA), an affiliated state unit of MENC: The National Association for Music Education, and the AMEA constituent organizations, the Arizona Band and Orchestra Directors Association (ABODA) and the Choral Directors of Arizona (ChoDA).

7-7.1.2 ESTABLISHMENT OF POLICY.

a. All statements found in this document regarding function and procedure are considered to be policy.
b. Policies relating to the festival are determined by the AMEA Board of Directors.
c. Policy amendments relating to the festival proposed by the ABODA or ChoDA Boards of Directors must be ratified by the AMEA Board of Directors before being enacted.

7-7.1.3 THE ESTABLISHMENT OF REGIONAL BOUNDARIES.

a. Arizona has been divided into eight regions.
b. An attempt has been made to maintain an equal number of schools in each region. An effort has also been made to maintain an equal number of large high schools in each region. The Northeast region has been the exception to the large school portion of the formula. This has been done at the request of the schools involved.
c. Region assignment for new schools will be determined by the AMEA Vice President of High School Activities and approved by the AMEA Board of Directors.
d. Schools can petition the AMEA Vice President of High School Activities for a change of region assignment. The petition would need to be requested by the principal of the school with an outline of the reasons for the requested change. Change of region assignment will be determined by the AMEA Vice President of High School Activities and approved by the AMEA Board of Directors.

7-7.1.4 CANCELLATION POLICY.

AMEA shall assume no liability whatsoever in the event an AMEA activity is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of the event impracticable or impossible. AMEA shall not be responsible for delays, damage, loss, or incurred transportation or lodging costs by virtue of cause or causes not reasonably within the control of AMEA. For purposes hereof, the phrase “cause or causes not reasonably within the control of AMEA” shall include, but shall not be limited to: war, fire, labor strike, extreme weather or other emergency.

7-7.1.5 TEACHER QUALIFICATION.

a. AMEA/MENC membership is required for all AMEA/ABODA/ChoDA events.
b. The AMEA/MENC membership number must appear on the entry form(s).
c. A director fee of $100.00 per event registration will be assessed for non AMEA/MENC members to participate in AMEA sponsored events.
d. If the submitting teacher wishes to become a member of MENC/AMEA, go to the MENC website at: www.menc.org and click on “JOIN MENC.”
7-7.1.6 STUDENT PARTICIPATION

a. Students participating in the AMEA High School Solo & Ensemble Festival must be enrolled in grades 9-12 in a comprehensive public, charter or private high school. This does not include private studios, community music ensembles and/or professional music ensembles.
b. AMEA believes that its music festivals and events are an extension of the classroom and therefore curricular and support all State and National Music Standards. Student eligibility is to be determined by the local governing body of the participating school.
c. School group membership. The student must be a member in good standing of their local school performing group, of like kind, in which they are aspiring to participate at the festival.
   1) “Member in good standing” is to be determined by the music teacher, or teachers, at the high school in which the student is enrolled.
   2) Disagreements involving “member in good standing” of a student must be resolved within the school which the student attends.
   3) “Member in good standing” status of the student is to be established prior to the audition registration. This status must be maintained by the student throughout the festival sequence which culminates with the festival performance.
   4) The music teacher of the student has the right and the responsibility to withdraw a student from the festival sequence at any point if the student relinquishes the “member in good standing” status in the music program of the school which they attend.
   5) Students who transfer schools and have been registered prior to the deadline may represent the new school in the event.
d. The eligibility policy applies to all AMEA/ABODA/ChoDA high school music festivals which include the All-Regional and All-State Bands, Orchestras and Choirs and the All-State Jazz Band, All-State Show Choir, and the All-State Jazz Choir, and Solo & Ensemble.
   Exception: An exception to item 7-1.2.1c would be in a case where a local school is unable to make this participation opportunity available to the student.
e. It is the school’s responsibility to make all contact with festival leadership. Students and parents with questions should contact their school’s responsible official. All communications regarding students’ participation must be presented in writing to festival leadership by the responsible school official.
f. Home schooled students must be registered by the local director of the school of that student’s attendance zone. The student must meet all of the “member in good standing” requirements as set forth by that school.

7-7.1.7 REQUIREMENTS CONCERNING PERFORMANCE.

a. Acceptable SOLO MEDIA for the festivals include voice, piano, classical guitar, and any instrument of the symphonic orchestra or the concert band.
b. Solo literature that is published with accompaniments MUST BE ACCOMPANIED WHEN PERFORMED!
c. ENSEMBLES.
   Any recognized vocal, string, woodwind, brass, percussion or mixed chamber music ensemble will be accepted for performance.
d. PIANO DUOS.
   Any ensemble requiring more than one piano cannot be accommodated. However, four-hand piano duets are acceptable.
e. CONDUCTING ENSEMBLES
   Teachers may not perform with or conduct small ensembles.
   Teachers may conduct large ensembles, if necessary.
f. SELECTION OF LITERATURE.
   1) Quality repertoire is encouraged for festival performance.
   2) A rating WILL NOT be given if pop music or “Broadway” show tunes are performed.
g. ORIGINAL COMPOSITIONS are allowable providing this material meets the criteria of item 7-7.1.7f.
h. MEMORIZATION of solo and ensemble music is desirable but NOT REQUIRED.
7-7.1.8 ACCOMPANISTS.
   a. Soloists and ensembles must supply their own accompanist. None will be provided at the festival site.
   b. Teachers may accompany their soloists or ensembles.
   c. Accompanists need not be from the same school as the performers and may be adults other than the music teacher.
   d. Accompanists are not counted as a member of the ensemble when paying fees.
   e. No accompanist, including teachers or guests, may accompany more than 10 events.
   f. The name of the accompanists; student, teacher, or guest, MUST be included on the entry forms for ALL solo and ensemble events. This is for the purpose of avoiding scheduling conflicts.
   g. The administration of the festival is not responsible for conflicts arising from accompanists who accompany in more than one region on the same day.

   N: Student accompanists are limited to participating in a total of ten festival events (see: item 7-7.1.9b).

7-7.1.9 ACCOMPANIMENTS.
   In cases where there is a limited availability of piano accompanists, students are allowed to use recorded accompaniments providing he or she provides their own equipment.

7-7.1.10 PROVIDING AND PREPARING THE MUSIC SCORE.
   a. An original copy of the solo or ensemble score of each selection performed must be given to the adjudicator before the performance.
   b. Measures must be numbered consecutively from start to finish on each score provided for the adjudicator.
   c. The rating for the performance will be lowered one full degree if music is not provided in the manner described in item 7-7.1.7a, b
   d. Duplicated copies of music which are permanently out of print must be accompanied by a letter from the publisher giving permission for such copying.

7-7.1.11 ADJUDICATION.
   a. Performers will be judged relatively to a standard of excellence, not against each other.
   b. Adjudicators will offer comments and suggestions in a positive manner. These will be as specific as time allows.
   c. A purpose of the adjudication process is to recognize outstanding performance.
   d. A purpose of the adjudication process is to encourage the development of potential in those students who may not render outstanding performances.
   e. The adjudicator will be allowed to lower a student’s score for rules infraction only one time during a performance.
   f. Adjudicators will be approved and/or certified by the AMEA.

7-7.1.12 STUDENT PARTICIPATION LIMITATIONS.
   a. Each student will be allowed to participate in:
      1) ONE SOLO for each instrument/voice.
      2) THREE ENSEMBLE EVENTS for each instrument/voice.
      3) NO MORE than SIX PERFORMANCE EVENTS.

   N: PERCUSSION EVENTS
   Percussion performance areas are:
   • Mallets.
   • Timpani.
   • Percussion. This includes all solo instruments other than timpani or mallets.
    A Trap set and multiple percussion are allowed.
   b. A STUDENT ACCOMPANIST may participate in no more than TEN EVENTS. This number includes any solo performance or ensemble performance in which this student takes part.

7-7.1.13 ENTRY FEES & PERFORMANCE TIME LIMITS.
   a. SOLOS (7 minutes) ........................................................................................................ per event: $10.00
   b. ENSEMBLES:
      1) Small Ensembles: 2-9 (7 minutes) ................................................................................ per member: $5.00
      2) Large Ensembles: 10-24 members (14 minutes) .............................................................. per ensemble: $45.00

   N: Twenty-four is the maximum number of performers allowed in an ensemble in this festival. Should a performance group have more members than this, it is suggested that the group be divided for participation in this event.

   N: The use of a conductor for Large Ensembles is optional.
7-7.1.14 RATINGS.

Ratings used for the High School State Solo and Ensemble Festival are as follows:

a. DIVISION I: SUPERIOR
   • Finest conceivable performance.
   • Worthy of the distinction of being recognized as among the very best.
   • Comments would be almost entirely complimentary for outstanding work.

b. DIVISION II: EXCELLENT
   • Outstanding performance and of distinctive quality in many respects.
   • Not worthy of the highest rating due to minor defects.
   • Lacks the polish and finesse necessary for a Division I rating.
   • Scoring and comments indicate areas needing improvement.

c. DIVISION III: GOOD
   • Performance is quite good but not outstanding.
   • Performance shows accomplishment and marked promise but is lacking on one or more essential qualities necessary for a Division II rating.
   • Scoring and comments indicate the need for improvement in fundamental areas.

d. DIVISION IV: FAIR
   • Performance shows some obvious weaknesses.
   • Errors and basic weaknesses in fundamentals such as technique, musicianship, diction, articulation, and other factors.
   • Scoring and comments indicate the need for greater attention to basic fundamentals and to careful preparation.

e. DIVISION V: BELOW AVERAGE
   • Performance shows need for much improvement.
   • Errors reveal a decided lack of preparation and musical understanding.
   • Evidence of careless or poor playing or singing habits.

7-7.1.15 AWARDS.

a. Medals.
   Those students receiving a Division I or a Division II rating are eligible to receive medals.
   1) The price is of each medal is $5
   2) Medals are not available for purchase at the festival site.
      Order forms for medals are available on the AMEA web site at: www.azmea.org
   3) Purchase orders for medals ARE NOT to include entry fees for the festival.

b. Certificates.
   Certificates will be awarded for Division I, II, and III ratings. These will be issued to all soloists and to each member of a participating ensemble. Due to logistics, the names of the performers will not be placed on the certificates by festival personnel.

7-7.1.16 FESTIVAL RESULTS.

a. The results of the festival; ballots, ratings, and awards, may be obtained from the festival headquarters desk, ONLY after ALL ratings from a school have been posted, by the director or by a person who has been designated, IN WRITING, by the director.

b. Ratings may be publicly displayed at the festival if the festival chairperson so chooses.

c. ONLY ratings of I (Superior), II (Excellent), are to be displayed.

d. Ratings of III (Good), IV (Fair), V (Poor), or the designations of NS (No show), and DIS (Disqualification) will NOT be displayed.

e. The manner in which the scores are publicly displayed (by school, by event, by room, etc.) is left up to the discretion of the festival chairperson.
7-7.1.17 EVALUATION.
   a. Teachers are encouraged to comment on various factors concerning the festival.
      N: An evaluation form may be found online at www.azmea.org or in the director packet. Should this
      form be used, it is to be submitted within one week following the festival.
   b. Comments about festival strengths are to be included along with those concerning weaknesses.
   c. Teachers are encouraged to make comments about adjudicators who do a satisfactory job.
   d. Should there be a complaint about the work of an adjudicator, a copy of the ballot in question is to be included
      with the report.
   e. Evaluations containing negative comments must be signed by the person submitting the report. Anonymous
      complaints will be disregarded.
      N: Verbal criticism of the festival on the day of the event is discouraged. Convey any displeasure
      through the use of the evaluation form.

7-7.1.18 SUBMISSION OF ENTRY FORMS AND ENTRY FEES.
   a. Deadlines for submission: SEE: CHRONOLOGY OF THIS BOOK.
   b. Entries are to be submitted interactively on the website at: www.azmea.org
   c. Registration submission obligates payment even if a student or ensemble cancels after registration deadline.
   d. All audition fees must be paid with a school check, money order, purchase order or Visa/MC.
   e. All fees must be paid prior to the festival. Failure to have fees paid or method of payment on file with
      the AMEA Executive Director may prevent students from performing.
   f. Make checks payable to AMEA.
   g. NO REFUNDS of fees will be made for cancellations or forfeits of performance.
   h. MAIL FEES to:
      David Waggoner
      AMEA Executive Director
      6818 E Kingston Pl
      Tucson, AZ 85710
7-7.1.17 DIRECTIONS FOR PREPARING ENTRY FORMS.

a. Interactive entry forms are found on the AMEA website: www.azmea.org

b. ASSIGNING NUMBERS and LETTERS.
   1) Use consecutive numbering and lettering when filling out entry forms.
   2) No number or letter is to be used more than once on the entry form by any school.

c. SOLO ENTRIES.
   1) Using numbers, number the form from 1 to as far as necessary.
   2) Identify each solo entry with a corresponding number on this form.
   3) It is important that a number is only used once.

d. SMALL ENSEMBLE ENTRIES.
   Small ensembles consist of two to nine members.
   Using double letters, begin with AA, BB, CC, etc., and continue through the alphabet as far as needed. If more letters are needed, begin again with A, B, C, etc. If needed, duplicate page.

e. LARGE ENSEMBLE ENTRIES.
   Large ensembles consist of ten to twenty four members.
   Using triple letters, begin with AAA, BBB, CCC, etc., and continue through the alphabet as far as needed.

f. IDENTIFYING CONFLICTS.
   Identify all conflicts the entrants may have in the “conflicts” column of the entry form.
   1) FOR SOLOISTS: If multiple soloists are sharing the same accompanists, then the conflicts involving the accompanist are to be listed in the “conflicts” column of the solo entry form.
   2) FOR ENSEMBLES: If any student is in more than one ensemble, then there is a potential conflict. Each ensemble in which this person participates must be cross-referenced in the “conflict” column of the ensemble entry form.
   3) FOR SOLOISTS WHO ALSO PERFORM IN ENSEMBLES: If soloists participate in any ensembles, then this participation must be cross-referenced in the “conflict” columns of: the applicable ensemble entry form(s) and the solo entry form.

g. ACCOMPANIST CONFLICTS:
   Planning for accompanists should begin in the initial stages of preparing entries.
   1) Be aware that accompanists are possible schedule conflicts.
   2) Conflicts may occur between soloists and/or ensembles when the same accompanist is involved.
      The numbering and lettering of the soloists and/or ensembles in the “conflict” column must also include the accompanists for these performances.
   3) Should private teachers accompany their students, and these teachers are accompanying students from more than one school, or in more than one region, it is the responsibility of the director to be aware of this beforehand. Be certain to attach a note to the entry form appraising the festival chairperson of this situation. It is the participant’s responsibility to resolve these conflicts.
   4) Should a director mark the accompanist blank on the entry form “To be determined,” it is then the responsibility of that person to resolve any conflict which may occur on the published schedule.
   5) If the accompanists are listed in sequence on the ENTRY FORM, the festival chairperson can see immediately that one person has to travel numerous times and an effort can be made to keep the room in the closest possible proximity. Example:

   **SOLOIST**
   1. Tom Green  
   2. Jean Smith  
   3. John Brown
   **ACCOMPANIST**
   S. Jones  
   S. Jones  
   S. Jones
7-7.1.18 PUBLISHED CONFLICTS, CANCELLATIONS AND SUBSTITUTIONS.

a. PRIOR TO THE FESTIVAL.
   1) Notify the festival chairperson if a solo or ensemble cancels. A cancellation from one school sometimes solves a conflict for a group from another school.
   2) Upon receiving the printed schedule, and a conflict is detected, notify the festival chairperson at once. An effort will be made to solve the problem before festival day.
   3) Entry substitutions may only be made if it is a like-kind performance for the one being replaced. The festival chairperson must be notified of such substitution at least three days prior to the festival.
   4) Payment is required for all registrations even if a cancellation occurs.

b. ON FESTIVAL DAY.
   1) Upon arrival at the festival, notify the festival chairperson about any unexpected cancellations of performances.
   2) Send word to the room where the canceled performance is scheduled. Notify the adjudicator of the change. This is a courtesy.