



2024 Directors Handbook

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Great East Music Festivals

a program of

Inspire Arts & Music

47 Fairmount Ave.

Boston, MA 02136

617-581-5698

info@greateastmusicfestivals.org

Greateastmusicfestivals.org



INSPIRE
ARTS &
MUSIC



FINANCIAL RESPONSIBILITIES & DEADLINES

Registration payment due: Upon registering

First payment: February 15, 2024

Last day for group cancellations: March 1st

30 days before your festival date: Second payment and last day to decrease the number of performers (you can always increase)

Last day for schedule/venue changes: April 15th

- To change your numbers or cancel, please complete our [2024 Change Request Form](#). Number changes and cancellations are not recognized without a completed form.
- Registration fees are non-refundable.
- We will not refund cancellations (group or individual) received after the deadline dates.
- Great East Music Festivals reserves the right to charge a 4% fee for any adjustments made after the deadline dates. We will assess a late fee for all payments received after the due date.
- We will send revised invoices after each payment or number change. We indicate student and adult participants on all invoices.
- If a payment is late, your performance times are subject to rescheduling at the discretion of Great East Music Festivals.
- Additional tickets are available to purchase on the day of festivals upon request.
- You are financially responsible for all participants that appear on your statement. This includes the cancellation of a group. **AFTER MARCH 1st** the following fees will be applied for:
 - Group Cancellation (\$250 fee per group after this date)
 - Date Change (\$75 fee per group after this date)
 - Schedule/Venue Change (\$50 per group after April 15th)

WHAT TO HAVE PREPARED

- **Repertoire.** Our festivals have no required repertoire – the music is your choice. Original music is allowed, along with different arrangements and non-traditional instrumentation. Most groups perform 2 to 3 pieces, but you can perform as many as you feel comfortable within the required timeframe.
- **Two sets of scores.** You will give these to the judges prior to your performance. We recommend numbering the measures to make judges' references more easily identified. If copied, please ensure the scores are bound for ease of reading during your performance.
- **A stage crew.** Stage crew members should report to the performance area 5 minutes before stage time and be ready to change the seating as soon as the preceding group leaves the stage.
- **Program Order Form and Seating Chart.** Please complete the Program Order Form and upload your seating chart. You can find both forms at the end of this handbook.
- **Fees.** Be sure to pay your fees before the festival per the above deadlines.
- **Travel time.** Please schedule sufficient time for travel, unloading, warm up, etc. Failure to report at designated times and areas **will** result in loss or cancellation of performance time. Any ensemble that misses their initial time slots will be placed at the end of scheduled performances. If you have a problem and may arrive late at your performance site, please call your coordinator and let them know. Both the festival and your colleagues will appreciate your cooperation!

WHEN YOU ARRIVE

- Please arrive at your designated arrival time (at least one hour before your performance)
- When you get off the bus, a Great East Music Festivals site representative will greet you (Band Director). They will show you where to go, give you the park tickets, and any other information you need.
- Band Directors / School Representatives must sign for the tickets. Someone must count the tickets before leaving the performance site. **We are not responsible for tickets once they are signed out.**
- Additional tickets will be available for purchase the day of for any additional performers or adults attending outside of your previously invoiced numbers.
- Classes will be in session at most sites. We expect your students to be quiet and orderly inside and outside the building.

EQUIPMENT

PLEASE MAKE SURE TO BRING ANY INSTRUMENTS NEEDED TO PERFORM YOUR PIECE.

Equipment guaranteed at each site:

Music Stands
Chairs
A set of 4 Timpani
Concert Bass Drum
Acoustic or Electric Piano
Choral Risers
Marimba
Vibraphone
Xylophone
Bells

SCHEDULING

The performance schedule considers the size and travel time of participating groups. Whenever possible, requested performance times will be honored on a first-come, first-served basis. Please understand that we do everything possible to satisfy each school's wishes. The tight schedules allow groups ample performance time and the earliest departure time for your entertainment option. ***Please ensure you have your bus driver's contact information to advise them when to come in for pick up.***

SCHEDULING EXAMPLE

	20 min		10 min	20 min	5 min	15 min	10 min	5 min	
Performance #	Arrive/Unload Time	Director Check In	Load In Time	Warm Up	Stage Set Up	Perform	Clinic	Stage Cleared	Depart for Park
1	7:00 AM	7:10 AM	7:20 AM	7:30 AM	7:55 AM	8:00 AM	8:15 AM	8:25 AM	8:35 AM
2	7:30 AM	7:40 AM	7:50 AM	8:00 AM	8:25 AM	8:30 AM	8:45 AM	8:55 AM	9:05 AM
3	8:00 AM	8:10 AM	8:20 AM	8:30 AM	8:55 AM	9:00 AM	9:15 AM	9:25 AM	9:35 AM
4	8:30 AM	8:40 AM	8:50 AM	9:00 AM	9:25 AM	9:30 AM	9:45 AM	9:55 AM	10:05 AM
5	9:00 AM	9:10 AM	9:20 AM	9:30 AM	9:55 AM	10:00 AM	10:15 AM	10:25 AM	10:35 AM
6	9:30 AM	9:40 AM	9:50 AM	10:00 AM	10:25 AM	10:30 AM	10:45 AM	10:55 AM	11:05 AM
7	10:00 AM	10:10 AM	10:20 AM	10:30 AM	10:55 AM	11:00 AM	11:15 AM	11:25 AM	11:35 AM
8	10:30 AM	10:40 AM	10:50 AM	11:00 AM	11:25 AM	11:30 AM	11:45 AM	11:55 AM	12:05 PM
9	11:00 AM	11:10 AM	11:20 AM	11:30 AM	11:55 AM	12:00 PM	12:15 PM	12:25 PM	12:35 PM
10	11:30 AM	11:40 AM	11:50 AM	12:00 PM	12:25 PM	12:30 PM	12:45 PM	12:55 PM	1:05 PM

PERFORMANCE INFORMATION

- We make every effort to have a piano/keyboard available in every warm up area. Sometimes this is not possible. Please get in touch with us if you have any concerns.
- Choral performance areas will have risers and a piano/keyboard. Taped accompaniments are acceptable, but you must bring your own tape recorders/CD players. Please let us know if you anticipate needing extra risers.
- Instrumental groups typically receive 30 minutes on stage. This time includes the performance and clinic.
- Directors should be prepared to announce their program selections on stage at the beginning of the performance. **Between each selection, please pause briefly to allow the judges a moment to finish their comments. A judge will give you the thumbs up when they are ready.**
- Sample judges sheets and evaluation criteria are available on the GEMF website at greateastmusicfestivals.org/scoring-rubrics.
- Immediately after your performance and clinic, you will receive your score sheets and award.
- Judges' recordings will be available immediately after your performance. All judges' commentary will be available at <https://competitionsuite.com/login/>.
- Warm up areas may not have stands or chairs. These rooms are intended for tuning and brief warm ups, not for complete runs of your program.
- Be aware of equipment available at your performance site and plan accordingly; hosts are not required to supply additional equipment. Please refer to the equipment section on page 4 of this handbook.
- If your school has multiple groups, you may **not** change their performance order when you arrive on-site — the printed schedule is final.

GENERAL INFORMATION

- **Complimentary Tickets**

- All schools receive one complimentary ticket to be used by a band director or school representative, up to the first 15 performing students.
- Additional complimentary tickets depend on the number of performers. We will provide one ticket per additional 15 students performing.
 - I.e. 59 performing students would equate to 3 complimentary park tickets.

- **Site Rules**

- Buses can only park in the designated areas.
- Instrument cases and backpacks are not allowed in schools and must remain on the bus.
- Do not leave your buses unattended. We are not responsible for any valuables left unsecured.

- **Weather Policy**

- All festivals will take place as scheduled, **RAIN OR SHINE**. We cannot reschedule festivals.
- If it is raining, you may bring instrument cases inside.

- **Dress Code**

- Uniforms are not required and are not a determining factor in musical evaluation. We do not provide dressing rooms at host sites.

- **Behavior**

- Classes will be in session at most sites while the festivals are occurring. We expect your students to be respectful inside and outside of the building.
- We do not allow students to enter or exit the concert area during a performance, so please arrive early and seat your group before performing times.

JUDGES' COMMENTARY:

COMPETITION SUITE

This year, we have created a new and more efficient way to receive your judges' commentary recordings! By using an online tabulation software called Competition Suite, your judges' tapes will be available to you immediately following your performance. It is free to sign up and is required to receive your commentary.

Please follow these directions prior to your first competition to set up your Competition Suite account:

1. If you do not have an account, please create an account here:

<https://competitionsuite.com/signup/>

2. Click this link:

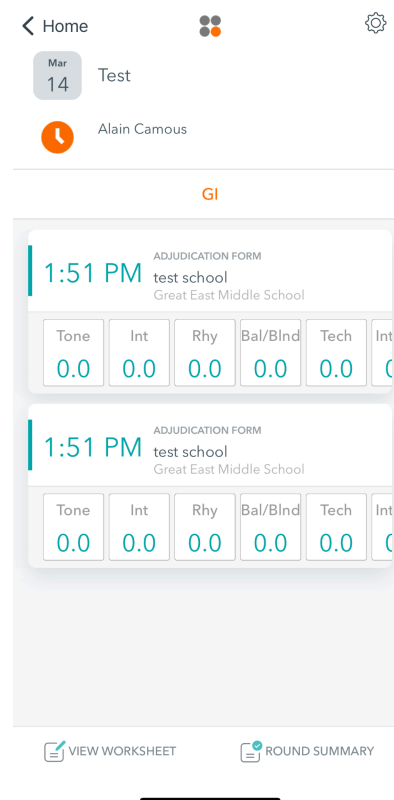
<https://competitionsuite.com/groups/find/>

3. Enter your group's name (enter part of the name if you have trouble finding it)

4. Click Request Access next to your group

Once the association is approved, the group name will be displayed along the left side of the page.

Be sure to provide your phone number to ensure you can access your commentary from your phone!



PROGRAM ORDER SHEET

Please print and fill out this form for each performing ensemble. You will turn this form in to the judges along with your scores! Scoring rubrics can be found at www.greateastmusicfestivals.org/scoring-rubrics

School Name: _____

Group Name: _____

Group Type (Select One):

Band _____

Choir _____

Orchestra _____

Program Order

Title of Piece/Song	Composer