

## New England Concert Festival Reminders

To help make this whole process smoother for all involved, here are some reminders for you (sorry it's long):

Online Acceptance (deadline for all aspects is January 19th):

- PRINT OUT your Student Contract (button on your main screen) and distribute to your students so they can complete that portion of their acceptance by the January deadline.
- Please indicate whether or not each of your selected musicians is participating in their Concert Festival ensemble or not, indicate whether or not they need housing (see below) and if in Chorus, how tall they are in the concert dress shoes (in inches, please).
- After you have entered all of your acceptance info, you can then print your invoice. Please sign it and have your principal (if you are representing a school) sign it. If you are a parent or private teacher sponsor, no principal signature is required. Mail the invoice with payment to the address provided, postmarked by the January 22nd deadline.
- Print out the Student Contract Letter for each student (links on the bottom of two of your Main Menu tabs) **now** and distribute so they can complete that process promptly. Their site will indicate when they have completed their contract (on the bottom of the front page) and your listing will also show whether or not they have done so. Please make sure they complete this task. This must be done by the same January 19<sup>th</sup> deadline. Students who miss this deadline may be replaced by alternates starting on the 21<sup>st</sup>.

Alternates and Music:

- As soon as we receive all of the acceptance information, the managers will review which seats were not filled and what alternates or reseating is possible. Not all unused seats will be filled, with those decisions being made based on the number and ability of the students to be considered and the overall needs of the respective ensemble. You will be notified if one of your students has had their seat changed (moved because of non-accepting students in their section) or if one of your alternates has been selected. A new Online Acceptance site will be posted for you to complete the same process for any alternates. Alternates will need to follow the same acceptance, invoice, and student contract process as any others. That deadline will be February 1<sup>st</sup>.
- Band & Orchestra Music: Downloads of the parts for your musicians will be made available as soon as all of your and their information is complete and payment has been received (hopefully before the January 20<sup>th</sup> deadline). Folders with the originals will be provided to each student at the Concert Festival for their rehearsals and performance there. They will have the opportunity to copy any practice marks from their copies to the originals (in pencil) during the first rehearsal. The copies will be recycled.
- Chorus Music: You should have already received your Chorus folders. If you have a student not accept their Chorus selection, please return their folder **at the Concert Festival** to the Chorus Manager, Damon Coachman. You will receive the Chorus folders for any accepting alternates as soon as possible in the mail.

Housing & Meals:

- The festival provides dinner on Thursday and lunch on Friday & Saturday to all participating students. We do not provide lunch on Thursday, so plan ahead based on your students' arrival schedule at the Choral Rehearsals and Registration.
- Our co-hosts from Lewis S. Mills will provide local families to house your students for Thursday & Friday evenings, provide breakfast on Friday & Saturday as well as dinner on Friday night. We believe that this is one of the more memorable aspects of the festival and know that your students will enjoy this experience. As is prudent, we perform a background check on all of our host families, families known to our co-hosts.
- You may provide your own housing for your student, either at home (if you are within a 30 minutes drive from Burlington, CT) or in a local hotel, at your own expense. Should you opt for this, their student schedule remains the same as all others. They must attend all aspects of the Concert Festival, including rehearsals,

meals, dress rehearsals, etc. Like all other housing, you would pick up your student at the same time they connect with their local hosts at the end of the rehearsal day and bring them back on time each day. Please indicate this on your students' online acceptance.

- Students may not drive to or from any aspect of the New England Concert Festival nor may they ride with another student. Adult drivers only.
- HOUSING INFO will be emailed to you overnight on Monday, March 12<sup>th</sup>.

#### Chaperoning:

- An adult chaperone (usually the Teacher / Sponsor) responsible for each student is required within the host community for the duration of the Concert Festival. Again, a 30 minute drive away is as far as a chaperone may be while their student is involved in the festival, including overnight. Chaperones, of course, may be responsible for more than one student (music educators responsible for all of their school's participating students, for example). If you are chaperoning students other than your own (to help out someone else), please indicate that to us during registration.
- Chaperones are responsible for their own lodging and meals.
- If you only have one or two students and your being in Burlington, CT for three days is not possible or feasible, please consider contacting a local participating music educator who might be willing to chaperone your students for the festival. You would still be responsible for transporting them there and registering them on Thursday and making sure that they have are picked up after the concert on Saturday.
- If you are unable to provide a chaperone for your students, please contact Steffen Parker ASAP.

#### Concert Festival minutia:

- Schedule: A tri-fold of the schedule and our festival policies will be provided to each student and teacher at registration. If possible, a PDF of that will be posted on the website when available.
- Registration: Teachers / Sponsors should register their students on Thursday morning as soon as they arrive. Check-in involves providing your local lodging information and your cellphone numbers, letting us know of any students who are ill and not attending, and picking up your registration packet (program, schedules, pencils, name tags, map of the facility, etc.). If you are chaperoning another's students, let us know then as well.
- Choral Rehearings: A Choral Rehearing Schedule will be posted online. Teachers / Sponsors should register their students PRIOR to their Choral Rehearing time. Students will be asked to perform a portion of the Chorus program in double quartets.
- Band & Orchestra Students: If you do not have any Chorus students, your other students do not need to register until after Noon. Everyone needs to be there and registered by the 1:30 PM General Meeting.
- **Thursday Lunch:** Lunch for students will NOT be provided onsite on Thursday. Teachers / Sponsors should plan on having students bring lunch with them or plan time between their Choral Rehearing and the General Meeting to take them out to eat.
- General Meeting at 1:30 PM: All participants and all teachers / sponsors must attend this meeting.
- Rehearsal Dress: Appropriate clothing for high school music activities is required.
- Concert Dress Code: Please make sure your student(s) bring the proper clothing for the concerts on Saturday
- Tickets: A ticket order form will be available for download. Remind your students and parents to mail their order in promptly to be able to receive their tickets prior to the festival. Tickets will also be available during the rehearsal breaks for students to purchase tickets to be held for their parents. A limited number of tickets will be available at the door. Tickets may be purchased for the Chorus Concert, the Band & Orchestra Concert or for both.
- Concert Recordings & Group Photos: Order forms for recordings of the concert and photos taken of each group will be available online soon.
- Concerts: The Chorus Concert will start at 2:00 PM and should be done by 3:30. Those students may leave at that time. The Band & Orchestra Concert will start at 4:00 PM and should be done by 5:30 PM.