



## INFORMATION FOR PARTICIPANTS AT THE MSHSAA STATE MUSIC FESTIVAL

Time assignment for each of your participants in the MSHSAA State Music Festival at Columbia have been released in Festival Manager and you, as the director, will need to log in and print off your copy to provide to your student performers, parents, etc. This is the same process used at the district festivals.

You may find that this schedule causes some inconveniences but that it does **not** present any impossible problems. In some cases, you will find that ensembles or soloists are scheduled to perform a few minutes before or after another ensemble group. This is particularly true for those schools having a large number of entrants, and we can only assure you that every effort has been made to draw up as workable a schedule as possible under the circumstances.

**Remember** that in the final analysis, how this schedule works out in practice will be determined largely by your forward planning and cooperation.

Find out the exact location of the festival centers so that you can get back and forth quickly. Generally, the centers are within five minutes distance of each other, however, some may be further. Instruct every member of your group so that they know when and where they must be at all times. Here are some instructions to follow:

1. **Festival Headquarters will be located in Memorial Union South Room 302.** Set your watch with the University clocks upon arrival. **Bring your assignment schedule with you.**
2. **Report in advance to the MSHSAA Office any cancellation of performances so schools needing schedule changes can use those times. On the day of the festival please report cancellations to Festival Headquarters Memorial Union South 302. REMINDER: Festival schedules shall not be altered without written consent of the MSHSAA office.**
3. **In order for a student or students from your school to be eligible to participate in the State Music Festival, they must be accompanied and supervised by a faculty member or administrator of your school. Parents or other nonfaculty individuals **will not** meet this requirement. Students who come to the festival and **are not** supervised by a school faculty member or administrator **will not** be allowed to participate.** Certificates will be awarded to individuals and groups receiving Division 1 and 2 ratings. Directors, please call for these and for Adjudication Forms at the **Information Desk/Results Trailer** after ratings are published. Adjudication Forms will be **handed to school directors only**, not students or parents. Be certain to check files immediately before leaving the site.

**NEW LOCATION:** The **Information Desk/Results, Souvenirs and Music Medals** will be located in trailers on the west side of the Fine Arts building and the Student Success Services Center just to the north of Lowry Mall. Please look for the directional signs on Lowry Mall.

4. **TIME LIMITS** - The maximum scheduled time is 7 minutes (9 minutes for percussion ensembles). All performance rooms will be timed for the 7 or 9 minutes performance slot. This will hopefully assist in keeping the day running on time. Be sure your students understand that if they spend excessive time tuning, etc., their **performance** time is reduced accordingly. Time shall be called and the performance stopped with **no** penalty at the end of seven minutes. Piano solo performances will be timed to ensure the 3 minute time requirement has been met. **Piano performances that are less than 3 minutes shall have the overall rating lowered one rank.** Please note, if an event has selected a work that has been indicated on the MSHSAA PML as being less than 3 minutes and no additional selection is performed the event will automatically be lowered one rank.

5. **PUBLISHING/PRINTING OF RATINGS:** Again this year, in an effort to be more 'environmentally friendly' and provide quicker feedback on ratings we will not be printing and posting results on the windows of the Fine Arts Building. Instead we will create a barcode that you can scan that will take you directly to the published results on the Festival Manager website. The barcode and instructions will be placed on the window of the Fine Arts building and other buildings used for the festival. Each day will have a different barcode to scan. In order to access this information you will need to make sure you download a [FREE QR Reader app](#) on your smart phone. This app will work for all smartphones. Please share this information with your students and parents so everyone has the opportunity to download this app on their smartphone before they arrive on campus.
6. **EQUIPMENT AT FESTIVAL CENTERS:** The following equipment will be available at the Festival. If you need anything **not listed, bring your own or make your own arrangements to borrow from other groups.** The University of Missouri or MSHSAA **will not** supply instruments for solos, except piano solos and percussion solos and ensembles using the instruments listed below.
- a. Music stands will be available in all instrumental performance rooms.
  - b. A piano will be available in all performance rooms - some may be electronic pianos. **There is no guarantee a piano bench will be provided.** There will be a chair to sit on.
  - c. **Percussion Equipment Supplied:**
    - Memorial Union North Stotler 1** - One bass drum, one set of chimes, four timpani (32", 29", 26", 23"), one Yamaha acoustalon marimba with low A, one xylophone, one vibraphone.
    - Memorial Union North Stotler 3** - One bass drum, one set of chimes, four timpani (32", 29", 26", 23"), one Musser marimba with low E, one xylophone, one vibraphone.
    - Memorial Union South Chapel (Friday and Saturday Only)** – One low A marimba.
    - Waters Auditorium (Saturday Only)** - One low E marimba. The entrance to this building has a metal pole between doors for security. The metal pole cannot be removed as it is tied to the security system for the building. You may have to take your equipment apart to get it through the outside set of doors.
- Note:** **No** mallets or beaters are furnished. Equipment may be moved between the performance rooms throughout the day so please check the other rooms to locate what you may need prior to your performance time.
7. **WARM-UP ROOMS:** A limited number of warm-up rooms are available on campus.
- a. **Fine Arts Music Building:** There are warm-up rooms available on the second floor of the Fine Arts music building. Please **do not** use these rooms to store clothes or other personal belongings. Music Faculty Offices are also located on this floor. **Remind students to be respectful of the music faculty and do not use their offices as warm-up rooms.**
  - b. **Missouri United Methodist Church:** This year the multipurpose room and atrium area has been secured for **Friday and Saturday** at the church. Please do not warm-up outside as this may disrupt the performances taking place inside.
  - c. **No practice areas will be available in the other buildings (including the food court of the Memorial Union). Do not practice in the hallways or outside the campus buildings as performances and classes are in session.**
8. **SPECIAL INSTRUCTIONS FOR UNLOADING AND PARKING BUSES AND CARS ON THURSDAY AND FRIDAY:** The center of the University campus is **closed** to car traffic during the week (Monday through Friday). This area includes a two block square surrounding the Fine Arts Building.
- a. **Cars** can be driven to within one block of the Fine Arts Building. All traffic on Hitt Street must flow from South to North. Cars should be parked along streets where permitted and in the visiting parking lots available (see map on website).
  - b. **Busses** will be permitted to enter a limited area of the central campus to unload and load. **PLEASE REFER TO SPECIAL INSTRUCTIONS LOCATED ON OUR WEBSITE FOR THIS PROCEDURE. Be sure that busses have your school name visible on the outside of the bus. (In addition, please place a sign that has the school name on it on the emergency door of each bus.)**

- c. The campus will be open to all traffic on Saturday with the exception that all traffic on Hitt Street must still flow from South to North and all traffic in that area will be controlled by University Police.
- d. If you park in the street you will have to feed the parking meters or be ticketed by the City of Columbia.
9. A few minutes before you perform, **HAND ONE COPY OF EACH MUSICAL NUMBER YOU WILL PERFORM TO THE ROOM MONITOR, WHO WILL GIVE IT TO THE ADJUDICATOR.** Each selection must have each measure numbered and should carry the name of the school to which it belongs. Be certain that the adjudicator receives the properly numbered original of the selection to be performed. Vocal or piano soloists using music for a multi-movement work must supply the judge an original of the solo music and have a second original for their own use. **(Photo copies are not permitted without written permission from the music publisher.)** Pick your music up from the room monitor as soon as your performance is over.
10. All directors are requested to assist in keeping the noise down in the halls outside the performance rooms, to avoid any interference with the performances. University classes will be in session as well on Thursday and Friday. Please inform your students of this fact and ask that they show respect for other performers and university faculty and students by complying with this request. The same is true for the Missouri United Methodist Church for Friday and Saturday. Do not wander into other parts of the church as other events and meetings are taking place. Be respectful of the facility and those working there.
11. Caution your students to be considerate in their treatment of University property. In the past, there have been times when it has been necessary to bill the schools for damage done to fixtures and equipment. Also, students should be counseled concerning proper conduct while in Columbia attending this event.
12. **PLEASE DO NOT ASK FOR CHANGES IN YOUR SCHEDULES UNLESS IT IS DUE TO A DIRECT SCHEDULE CONFLICT (a direct conflict shall be defined as a performer or accompanist scheduled for 2 events at the same time).** In such cases contact the Missouri State High School Activities Association at (573) 875-4880 or email@mshsaa.org, Attn. Davine Davis, **before noon, on Friday, April 17, 2015.** Only the school music director can request a schedule change due to a direct conflict, not performers, parents, accompanists, etc.
13. Phi Mu Alpha Sinfonia will once again provide a check room for instruments and other bags, etc. The charge is \$1 per instrument/bag for the entire day. However, if a student picks up their instrument and then wants to store it again there will be another \$1 charge. They will be located on the EAST side of the Fine Arts Building, near the entrance to Rhynsburger Theater (weather permitting). If weather is a problem, look for signs to the location. While all reasonable care will be taken to guard against loss, neither the University of Missouri nor the MSHSAA can assume financial responsibility in case of loss or damage to instruments. This service will be available on Thursday, Friday and Saturday.
14. All soloists and ensembles receiving a first or second division rating are eligible to purchase medals. Both district and state medals will be available for purchase in one of the three trailers located between the Fine Arts and Student Success Service Center buildings (See Item 3 above). Cash, check or school purchase orders will be accepted. Order forms are available to print on our website (www.mshsaa.org) by selecting the music activities link, should you decide to order the medals rather than purchase on site.
15. One of the main values is in **hearing** other participants. Urge your students to do so. All performance rooms will be open to spectators.
16. **Evaluation of Adjudicators:** Adjudicator evaluation forms are now located on the Festival Manager website and should be completed once the festival has concluded and all ratings are posted. **THIS IS VERY IMPORTANT!**

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**PLEASE NOTE:** Every effort has been made to engage only qualified adjudicators and to provide a fair and adequate hearing within the regulations set forth by the Missouri State High School Activities Association. In spite of the best intentions of those administering the festival, occasionally adjudicators or room assistants fall short of their responsibilities. It is important that festival managers be made aware of these shortcomings as soon as possible. However, these concerns must be made in writing. Special report forms for such comments will be available at Festival Headquarters and will be given only to the appropriate school official promptly.

**Verbal abuse of adjudicators, room assistants, or festival managers will not be tolerated by the Missouri State High School Activities Association.**

**ANYONE ATTENDING AN EVENT OF THE MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION WHO REQUIRES AUXILIARY AIDS OR SERVICES SHOULD REQUEST SUCH SERVICES BY CONTACTING THE EXECUTIVE DIRECTOR OF THE MSHSAA, TELEPHONE 573/875-4880, NO LATER THAN 48 HOURS BEFORE THE EVENT. THANK YOU.**