



## Information for Directors & Participants at the 2025 MSHSAA State Music Festival

Schedules and all time assignments for all participants at the MSHSAA State Music Festival in Columbia have been released. You, as the director, will need to log in and print off your schedule 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 create a schedule that is as workable as possible under the circumstances.

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

**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 james@mshsaa.org, Attn. James Melton. **Only the school head music director can request a schedule change due to a direct conflict, not performers, parents, accompanists, etc.**

Review the location of all festival buildings so that you can get back and forth quickly. Generally, the main entrances of all festival buildings are within five minutes distance of each other. However, some may be farther. Instruct every member of your group so that they know when and where they must be at all times.

Instructions and Expectations:

1. **\*\*\*IMPORTANT AND CONTINUED THIS YEAR\*\*\*** **Upon arrival and before the first student performance Head Directors (for Band, Choir, and/or Orchestra) must check-in and pick-up a "Directors" Credential at the Check-In/Out-Adjudication Results Table** located in Memorial Union North Stottler III. There will be one credential for each Head Director as identified in MSHSAA records. If a Head Director is unable to be in attendance an appropriate school official (Principal, Asst. Principal, Asst. Director, or Designated Teacher) may pick up this credential and will need to report this change at the time they check-in. This credential must be worn and be visible for the duration of the festival, and the director will clearly write their name and school on the credential. Assistant Directors will not receive a credential unless the head director is not available to supervise students.

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** fulfill 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. This does not mean that a director must be present at each performance but rather be on campus the entire time students are performing. In some instances due to number of performance events it is not possible for a director to attend every performance.

2. **\*\*\*IMPORTANT AND CONTINUED THIS YEAR\*\*\*** **EMERGENCY MANAGEMENT PLANNING and EXPECTATIONS**  
All directors and school personnel responsible for supervising and managing participating students should sign up for **MU ALERT** (<https://mualert.missouri.edu/>). This campus-wide alert system will be the primary way MSHSAA provides direct messaging should there be a major weather event or other safety concern that requires quick and mass communication. Please encourage your students, as well as parents/guardians, to sign up for this alert system while you are participating. The simplest way to join is to TEXT: **GetMUalerts** to the number 67283. All those that have signed up previously may need to renew or turn back on alerts that they may have muted after last year's festival was completed.

If you or anyone that you are supporting should have an immediate emergency, you should dial 911. This will be the quickest path to emergency services arriving to assist.

All directors and school personnel responsible for supervising and managing participating students **MUST HAVE** an **EMERGENCY ACTION PLAN** that they have communicated to all participants in the festival. While this plan does not need to be submitted to MSHSAA, it is a necessary tool so that students are aware of expectations should an emergency occur. The plan should include expected gathering places, contact numbers, lists of those participating in the event, and expectations regarding what to do should an emergency occur. Familiarize yourself and your students with where campus buildings are located, along with the location of restrooms and exits.

A **First Aid Kit and AED (Automated External Defibrillator)** are available at the Directors Check-In/Out Table and at the MSHSAA Music Festival Headquarters located in Memorial Union North Stotler III. Illnesses should be reported to headquarters so that MSHSAA personnel may assist and support directors, students, and their schools.

In most cases, should severe weather occur, shelter in place at the building you currently reside in or the nearest available building (in hallways, stairwells, and restrooms).

In case of fire, the primary outdoor assembly areas are Lowry Mall or available nearby parking lots.

Building Emergency Action Plans are found at the following links:

[Memorial Union](#)   [Fine Arts Building](#)   [Sinquefeld Music Center](#)   [Tate Hall](#)   [McKee](#)   [Stewart Hall](#)

[MSHSAA State Music Building Maps and Simplified Emergency Plans](#)

2. **SPECIAL INSTRUCTIONS FOR UNLOADING AND PARKING BUSES AND CARS:** There have been significant changes in the last few years for unloading/loading and parking of buses and other vehicles. Please read this information carefully and view the campus map located on the Music Activities page under the heading **2025 State Music Festival Information**. The building maps have been sent as links in the email you received. The University of Missouri prohibits its building maps from being published publicly on the MSHSAA website. 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. The University has designated Lot RP10 (Research Lot) for school vehicles to park. You will not be allowed to enter and park in any of the parking garages (refer to the Bus Loading/Unloading document on the MSHSAA 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 buses have your school name visible on the outside of the bus.** Once unloaded, buses and other school vehicles must park in Lot RP10 and take the Tiger Line line shuttle to get back to campus on Thursday and Friday. Please refer to the Bus Loading/Unloading documents on the Music Activities page.
  - c. Spectators should refer to the 'Visitor Parking Information and Locations' link on the music activities page.
  - d. The campus will be open to all traffic on Saturday, with the exception that traffic on Hitt Street must still flow from South to North, and University Police will control all traffic in that area.
  - e. If you park on the street, you will have to feed the parking meters or be ticketed by the City of Columbia.
  
3. **Festival Headquarters will be located in Memorial Union North Stotler I.** The official time of the festival will be maintained at the MSHSAA Music Festival Headquarters. However, every cellular device is likely within seconds of each other and keeps highly accurate time. Be mindful of the time and encourage students to be at their assigned performance room a minimum of 7 minutes before their expected performance time. **Directors are reminded to bring a printed copy of all student assignment/performance schedules with them for reference and when speaking with the officials at the Festival Headquarters.**

4. 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 North Stotler I. **REMINDER: Festival schedules shall not be altered without written consent of the MSHSAA office.** This [CANCELLATION LINK](#) will provide a quick way to record the necessary information.
5. Certificates will be awarded to individuals and groups receiving **Gold, Silver, or Bronze** ratings. Directors, please call for these and for Adjudication Forms at the **Check In/Out/Adjudication Results Table** located at **Memorial Union North Stotler III**, after ratings are published. Adjudication Forms will be **handed to school directors only, and directors must be wearing an MSHSAA-approved credential, not students, private instructors, or parents.** Be certain to check files immediately before leaving the site.

Both district and state medals will be available for purchase in one of the three trailers located on Lowry Mall. Cash, checks, credit cards, or school purchase orders will be accepted. Order forms are available to print on our website ([www.mshsaa.org](http://www.mshsaa.org)) under the **About** tab, should you decide to order the medals rather than purchase on site.

6. **TIME LIMITS** – Each performance is scheduled for a maximum of 7 minutes (9 minutes for percussion ensembles), with a minimum performance time of 3 minutes. All performance rooms will be timed for the 7 or 9-minute performance slot. To avoid running over time, it is highly recommended the actual music performance be a maximum of 6 minutes (8 minutes for percussion ensembles) and that each entry has timed their event prior to the state. Room monitors will notify the adjudicator when a total of 6 or 8 minutes has elapsed, and the adjudicator will then consider whether to continue or end the performance based upon the amount of music remaining in the actual performance. **Percussion ensembles are reminded to practice the setup of equipment as this is part of your 9-minute total performance time.**

**IMPORTANT:** Be sure your students understand that if they spend excessive time tuning, setting up equipment, etc., their **performance** time is reduced accordingly. Time will be called near or around the 6 or 8 minute mark. The performer must stop when time is called and the performance stopped with **no** penalty. Each adjudicator will determine when they need to stop performances. 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 be disqualified.**

7. **WARM-UP ROOMS:** A limited number of warm-up rooms are available on campus.
  - a. **Fine Arts Music Building & Siquiefeld Music Center:** There are warm-up rooms available on the second floor of the Fine Arts building and the third floor of the Siquiefeld Music Center (SMC). Please **do not** use these rooms to store clothes or other personal belongings. **Music stands will not be provided** in music practice rooms. Music Faculty Offices are also located on these floors. **Remind students to be respectful of the music faculty and do not use their offices as warm-up rooms.**
  - b. **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. A few minutes before you perform, **hand one original of each musical selection you will perform to the room monitor, who will give it to the adjudicator.** **Each selection must have each measure clearly numbered and should include the name of the school to which it belongs.** Be certain that the adjudicator receives the properly numbered original to be performed. Please review Section 3-A-5 of the Music Manual regarding scores provided to the adjudicator. **(Photocopies are not permitted without written permission from the music publisher.)**
9. 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 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. Be respectful of the facility and those working there.

10. 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.
11. **SCHEDULES/ROOM LOCATIONS/PUBLISHING OF RATINGS:** In an effort to be environmentally friendly and provide quick access to schedules, room locations and ratings, MSHSAA will not be printing and posting results or schedules on the windows of the Fine Arts Building. Instead, we will provide access to a QR code that can be scanned and take you directly to this information. The full performance schedule and all results will be published on the MSHSAA website. Public facing schedules for each day will be available starting at 7 am and ratings will be published and refreshed throughout the day. The QR code and instructions will be placed on the window of the Fine Arts building and other buildings used for the festival. QR codes will work for all smartphones (typically using your camera app). Please share this information with your students and parents so everyone has the opportunity to view schedules on their smartphone while on campus.
12. Phi Mu Alpha Sinfonia will once again provide a check room for instruments and other bags, etc. The charge is \$3 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 \$3 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 an alternate location. While all reasonable care will be taken to guard against loss, **neither the University of Missouri nor MSHSAA can assume financial responsibility in case of loss or damage to instruments.** This service will be available on Thursday, Friday, and Saturday.
13. **Instrument Repair Service** – This year, a complimentary instrument repair service will only be offered for brass and woodwind instruments on Thursday, May 1. The hours of operation will be from 8:30-12:00 p.m. and 1:30 -4:30 p.m. This service will be located in Memorial Union North – Stotler III. The availability of vendors to have on-site services for Friday and Saturday was not possible. Should significant repairs be needed, charges could apply. Off-Site Services will be available at Palen-Music Center, located in Columbia, MO. We are hopeful that having service all three days of festival will be available next year.
14. One of the most important opportunities presented at the MSHSAA State Music Festival is the chance to hear other participants. Please urge your students to do so. All performance rooms will be open to all spectators.

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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 management is made aware of any concerns 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 an appropriate school official.

**\*\*\*Verbal abuse of adjudicators, room assistants, or festival management 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.