

# **Guidelines to Submit Literature to the MSHSAA Prescribed Graded Music List**

The guidelines for submitting literature for consideration to be placed on the MSHSAA PGML are provided below. There is now an established 3 year rotation for each area of the list. Literature may be submitted anytime throughout the year; however, it will be kept on file until the next review cycle for that specific area.

#### **Three Year Review Cycle**

String Literature – Summer of 2019
Winds/Percussion/Piano Literature – Summer of 2020
Vocal Literature - Summer of 2021

#### Materials must arrive at MSHSAA on or before June 1st

#### **New Music Submissions**

To submit new literature for consideration to be placed on the MSHSAA PGML please follow the steps below. Please review the matrixes for each area of the list prior to submitting literature. **Each matrix is located on the MSHSAA website under the Music Activities link**.

- Print and complete the specific 'Literature Addition Request Form' for each title you are submitting for consideration. Each form is located on the MSHSAA website. The forms have been specifically designed for each area of the list. Please be sure to select the appropriate request form for your selection(s).
- Attach a photocopy (Do <u>not</u> send ORIGINALS) of the score with the 'Literature Addition Request
  Form' and mail to the MSHSAA Office on or before June 1st. For solos, include a copy of the
  soloist part with <u>each measure numbered</u>. For ensembles, all parts shall appear on the score
  and <u>each measure should be numbered</u>. <u>Do NOT send originals!</u> All photocopies will be
  destroyed after the review.
- A completed 'Literature Addition Request Form' must accompany <u>each</u> title being submitted for review. Any music submitted without a completed 'Literature Addition Request Form' <u>will not</u> be reviewed.

The individual school music directors play a major role in the development and maintenance of the list. Do **not** submit literature just because the music is in your library rather; submit quality literature that is **not** currently listed. Please consider sharing this information with studio or private music instructors as well. Be certain to submit your music **before June 1st**. **Music received after June 1st** will **not be reviewed for consideration until the next cycle of reviews takes place** (See dates listed above).

#### **Music Submitted for Timing Consideration Only**

If you have a selection that you feel has been timed incorrectly please submit the selection using the steps outlined below to our office for review. Please contact the MSHSAA office if you have additional questions. To submit literature currently appearing on the MSHSAA PGML for timing considerations only please use the steps below.

- Print and complete a 'Timing Clarification' form located on the MSHSAA website for each selection submitted with timing concerns.
- Attach a photocopy of the score (ensembles only) or soloist's part with the timing clarification form and mail to the MSHSAA Office on or before June 1st. For solos and ensembles please number each measure of the work. Do NOT send originals. All photocopies will be destroyed after the review.
- A 'Timing Clarification' form must accompany each title being submitted for review.

Materials must arrive at MSHSAA on or before June 1st



Title: \_\_\_\_\_

### MSHSAA Prescribed Graded Music List Literature Addition Request Form Brass Solos and Small Ensembles

Note: Send <u>photocopy</u> of soloist part and complete score (if ensemble) with this form. <u>Please number each</u> <u>measure on all part(s) submitted.</u>

#### Do not send originals!

the PGML matrixe	s on the
<mark>ment by placing a 1,</mark>	, 2, etc in
Grade A	
ely. To be consid I be printed in the nd each section m orm is not conside	visual nust be
	s:
li	listed above: □ A □ B  the following revisions for the following reaso



### MSHSAA Prescribed Graded Music List Literature Addition Request Form Snare Drum

Note: Send photocopy of soloist part with this form. Do not send originals!

#### Please number each measure on soloist's part.

Title:				
Composer:				
Arranger/Editor/Transcription:				
Length of Work (Time if notated on the	score or recordin	g):		
s the work 'Permanently Out-of-Print'?	□ Yes □ No			
Γο determine your suggested grade level,	complete the chart	below by referrin	g to the PGML matrix	es on
he MSHSAA website. If the selection				ent by
placing a 1, 2, etc in the grade column(s) t	o indicate the level	or each moveme	nt.	
	Grade C	Grade B	Grade A	
Rhythmic Notation				
Meter				
Techniques				
Dynamics				
Tempo Musical Structure				
Musical Ottacture				
separated, titled, and performable alone multi-movement work).  Submitted by:  Name:				ed a
Occupation:			· · · · · · · · · · · · · · · · · · ·	
City/State/Zip:				
Email:				
Send all related materials to:		/F 0// 1	lse Only)	
		(For Office C	37	
MSHSAA Attn: Davine Davis P.O. Box 1328 Columbia, MO 65205-1328	than 3 m	ced on the PML as list inutes. ced on the PML with	the following revisions:	□ Less



Title: \_\_\_\_\_

### MSHSAA Prescribed Graded Music List Literature Addition Request Form Keyboard Mallet

Note: Send photocopy of soloist part with this form. Do not send originals!

#### Please number each measure on soloist's part.

Composer:				
Arranger/Editor/Transcription:				-
*Length of Work (Time if notated on the so	core or recordin	g):		
Is the work 'Permanently Out-of-Print'? $\ \ \Box$	Yes □ No			
To determine your suggested grade level, co the MSHSAA website. If the selection is placing a 1, 2, etc in the grade column(s) to it	a multi-moveme	nt works please	grade each mov	
	Grade C	Grade B	Grade A	
Instrumentation				
Rhythmic Notation				
Meter				
Techniques				
Dynamics				
Tempo Melodic Range				
Harmonic Structure				
Accompaniment				
Musical Structure				
form of a typical multi-movement work. It s separated, titled, and performable alone. multi-movement work).				
Submitted by: Name:				_
Occupation:	□ Music Publishe	er 🛮 Other		_
City/State/Zip:				
Email:				_
		(For Office	Use Only)	
Send all related materials to:  MSHSAA	than 3	laced on the PML as li minutes. laced on the PML with		
Attn: Davine Davis P.O. Box 1328 Columbia, MO 65205-1328	·	pe placed on the PML	-	



T:41 - .

### MSHSAA Prescribed Graded Music List Literature Addition Request Form Timpani

Note: Send photocopy of soloist part with this form. Do <u>not</u> send originals!

<u>Please number each measure on the soloist's part.</u>

Composer:				
Arranger/Editor/Transcription:				
*Length of Work (Time if notated	on the score or recordir	ıg):		
Is the work 'Permanently Out-of-F	Print'?   Yes   No			
To determine your suggested grade the MSHSAA website. If the seleplacing a 1, 2, etc in the grade colur	ection is a multi-moveme	nt works please	grade each movel	
	Grade C	Grade B	Grade A	
Instrumentation				
Rhythmic Notation Meters				
Techniques Dynamics				
Tempo Accompaniment				
Musical Structure				
multi-movement work).  Submitted by:  Name:				
Occupation:	irector 🛘 🗆 Music Publish			
Address:				
City/State/Zip:				
Email:				
Send all related materials to:	To be	/F 0#:-	e Use Only)	
MSHSAA Attn: Davine Davis P.O. Box 1328 Columbia, MO 65205-1328	To be	placed on the PML as 3 minutes.	listed above: □ A □ B	



### MSHSAA Prescribed Graded Music List Literature Addition Request Form Multiple Percussion

Note: Send photocopy of soloist part with this form. Do <u>not</u> send originals!

<u>Please number each measure on all soloist's part</u>.

tle:				
omposer:				
ranger/Editor/Transcription:				
ength of Work (Time if notated on the sc	ore or recording):			
the work 'Permanently Out-of-Print'?	Yes □ No			
determine your suggested grade level, of SHSAA website. If the selection is a multi-regrade column(s) to indicate the level of ea	movement works plea			
	Grade C	Grade B	Grade A	7
Instrumentation				+
Rhythmic Notation				
Meters				
Techniques				
Tone Production				
Dynamics				
Tempo				
Musical Structure				
Accompaniment				
If the selection is multi-movement, lis nulti-movement work; the selection multi-movement work.	ist have three or mo It should be in son	ore movements ar ata or suite form a	nd be printed in tand each section	the visual n must be
If the selection is multi-movement, lis multi-movement work; the selection multi-movement work. Separated, titled, and performable alon multi-movement work).	ist have three or mo It should be in son ie. (NOTE: A The	ore movements ar ata or suite form a me and Variation	nd be printed in tand each section	the visual n must be
If the selection is multi-movement, lismulti-movement work; the selection multi-movement work. Separated, titled, and performable alon multi-movement work).  Submitted by:  Name:	ist have three or mo It should be in son ie. (NOTE: A The	ore movements ar ata or suite form a me and Variation	nd be printed in the sand each section form is not con	the visual n must be
If the selection is multi-movement, lis nulti-movement work; the selection multi-movement work. eparated, titled, and performable alon nulti-movement work).  bmitted by: Name: Occupation:	Ist have three or mo It should be in son ie. (NOTE: A The	ore movements are ata or suite form a me and Variation	nd be printed in the section form is not con	the visual n must be
If the selection is multi-movement, lis nulti-movement work; the selection multi-movement work. The separated, titled, and performable alon nulti-movement work).    bmitted by:	Ist have three or mo It should be in son ie. (NOTE: A The	ore movements are ata or suite form a me and Variation	nd be printed in the section form is not con	the visual n must be
If the selection is multi-movement, lismulti-movement work; the selection multi-movement work. Separated, titled, and performable alon multi-movement work).  Ibmitted by:  Name:  Occupation:	Ist have three or mo It should be in son ie. (NOTE: A The	ore movements are ata or suite form a me and Variation	nd be printed in the section form is not con	the visual n must be
If the selection is multi-movement, lismulti-movement work; the selection multi-movement work. Separated, titled, and performable alon multi-movement work).  Ibmitted by:  Name:  Occupation:  Address:	Ist have three or mo It should be in son ie. (NOTE: A The	ore movements are ata or suite form a me and Variation	nd be printed in the section form is not con	the visual n must be
If the selection is multi-movement, lismulti-movement work; the selection multi-movement work. It is separated, titled, and performable alon multi-movement work).  In the selection is multi-movement work, the selection multi-movement work. It is separated, titled, and performable alon multi-movement work).  In the selection is multi-movement, lismulti-movement work; the selection multi-movement work. It is separated, titled, and performable alon multi-movement work).  In the selection is multi-movement, lismulti-movement, lismulti-movement	Ist have three or mo It should be in son ie. (NOTE: A The	ore movements are ata or suite form a me and Variation	nd be printed in the section form is not con	the visual n must be
If the selection is multi-movement, lismulti-movement work; the selection multiorm of a typical multi-movement work. Separated, titled, and performable alon multi-movement work).  Ibmitted by: Name: Occupation: City/State/Zip: Email: Email: MSHSAA Attn: Davine Davis	Ist have three or more it should be in sone. (NOTE: A Then in the interpretation of the	re movements are at a or suite form a me and Variation  Other  Other  placed on the PML as a minutes.	e Use Only)	the visual n must be sidered a
If the selection is multi-movement, lismulti-movement work; the selection multi-movement work. Separated, titled, and performable alon multi-movement work).  Ibmitted by:  Name:  Occupation:  City/State/Zip:  Email:  Pand all related materials to:  MSHSAA	Ist have three or more it should be in sone. (NOTE: A Then in the interpretation of the	ore movements are at a or suite form a me and Variation  Other  George (For Office placed on the PML as	e Use Only)	the visual n must be sidered a



### MSHSAA Prescribed Graded Music List Literature Addition Request Form Percussion Ensembles

Note: Send photocopy of complete score with this form. Do not send originals!

#### Please number each measure of the score.

Title:			<del></del>	
Composer:				
Arranger/Editor/Transcription:				
*Length of Work (Time if notated on the	score or recordir	ıg):		
Is the work 'Permanently Out-of-Print'?	□ Yes □ No			
To determine your suggested grade level, the MSHSAA website. If the selection is placing a 1, 2, etc in the grade column(s) to	s a multi-moveme	nt works please	grade each mover	
Criteria	Grade C	Grade B	Grade A	
Instrumentation				
Rhythmic Notation				
Meter				
Techniques				
Dynamics Tempo				
Melodic Range				
Harmonic Structure				
Musical Structure				
Player Exposure				
form of a typical multi-movement work. I separated, titled, and performable alone multi-movement work).  Submitted by:				
Name:				
Occupation:				
City/State/Zip:				
Email:				
		(For Office U	se Only)	
Send all related materials to:  MSHSAA Attn: Davine Davis	To be place than 3 m		ed above: □ A □ B □ 0	C □ Less
P.O. Box 1328 Columbia, MO 65205-1328	To be plac	ced on the PML with the	ne following revisions:	
	To <b>not</b> be	placed on the PML fo	or the following reason:	



### MSHSAA Prescribed Graded Music List Literature Addition Request Form Piano Solo

Note: Send photocopy of piano solo with this form. Do <u>not</u> send originals!

<u>Please number each measure of the score</u>.

Title:
Composer:
Length of Work (Time if notated on the score or recording):
Is the work 'Permanently Out-of-Print'? □ Yes □ No
Submitted by: Name:
Occupation:   School Director   Music Publisher   Other  Address:
City/State/Zip:
Email:
Send all related materials to:  MSHSAA  Attn: Davine Davis  P.O. Box 1328  Columbia, MO 65205-1328
(For Office Use Only)
To be placed on the PML as listed above.   Less than 3 minute
To be placed on the PML with the following revisions:
To <b>not</b> be placed on the PML for the following reason:



## MSHSAA Prescribed Graded Music List Literature Addition Request Form

### **String Solos and Small Ensembles**

Note: Send photocopy of soloists part or complete score (ensembles) with this form.

Do <u>not</u> send originals!

Please number each measure of the soloist's part or ensemble score.

Title:				
Composer:				
Arranger/Editor/Transcription:				
*Length of Work (Time if notated on the	score or recordin	g):		
Is the work 'Permanently Out-of-Print'?	□ Yes □ No			
To determine your suggested grade level, or				
the MSHSAA website. If the selection is placing a 1, 2, etc in the grade column(s) to		· ·	0	ement by
Event Type: (Violin solo, string duet, etc.)	Grade C	Grade B	Grade A	
(Violin 3010, String duet, etc.)				
form of a typical multi-movement work. It separated, titled, and performable alone. multi-movement work).  Submitted by: Name:				
Occupation:	□ Music Publishe	er 🗆 Other		_
Address:				_
City/State/Zip:				_
Email:				_
		(For Office	e Use Only)	
Send all related materials to:  MSHSAA		placed on the PML as minutes.	listed above: $\Box$ A $\Box$	B □ C □ Less
Attn: Davine Davis P.O. Box 1328	То be į	placed on the PML wit	h the following revision	ons:
Columbia, MO 65205-1328	To <b>not</b>	be placed on the PMI	L for the following rea	son:



### MSHSAA Prescribed Graded Music List Literature Addition Request Form Vocal Solos and Small Ensembles

Note: Send photocopy of complete score with this form. Do <u>not</u> send originals!

<u>Please number each measure of the score</u>.

Ensemble, etc):			
e or recording):			
s □ No			
	below by referring	g to the PGML matr	xes on
a multi-moveme	nt works please	grade each movem	
indicate the level	of each movemer	nt.	
Grade C	Grade B	Grade A	
should be in sona	ata or suite form a	ind each section mu	st be
□ Music Publisher	□ Other		<del></del>
	(For Office	Use Only)	
	laced on the PML as I	Use Only) sted above: □ A □ B □	C □ Less
than 3	laced on the PML as I minutes.	sted above: □ A □ B □	C 🗆 Less
than 3	laced on the PML as I minutes.	• /	ı C □ Less
than 3	laced on the PML as I minutes. laced on the PML with	sted above: □ A □ B □	□ C □ Less
	complete the chart a multi-moveme indicate the level  Grade C  the time for each in have three or mo it should be in sona	complete the chart below by referring a multi-movement works please indicate the level of each movement.  Grade C Grade B  The time for each movement separate should be in sonata or suite form at (NOTE: A Theme and Variation)	complete the chart below by referring to the PGML matrice a multi-movement works please grade each movement indicate the level of each movement.  Grade C Grade B Grade A  The time for each movement separately. To be conside have three or more movements and be printed in the variation form is not consider (NOTE: A Theme and Variation form is not consider).



Title:

### MSHSAA Prescribed Graded Music List Literature Addition Request Form Woodwind Solos and Small Ensembles

Note: Send photocopy of soloist part and complete score (if ensemble) with this form.

Please number each measure on all parts submitted.

#### Do **not** send originals!

rranger/Editor/Transcription: vent Type (Flute solo, Misc WW Ensemble, etc.): ength of Work (Time if notated on the score or recording): the work 'Permanently Out-of-Print'? _ Yes No			
ength of Work (Time if notated on the score or recording): _			
· · · · · · · · · · · · · · · · · · ·			
the work 'Permanently Out-of-Print'?   Yes   No			
determine your suggested grade level, complete the chart below			
SHSAA website. If the selection is a multi-movement works please grade column(s) to indicate the level of each movement.	se grade each mov	ement by placing	a 1, 2, etc in
Criteria	Grade C	Grade B	Grade A
Range			
Key(s) Rhythm / Meter			
Technique / Articulation			
Tempo			
Expression			
Melodic Design			
separated, titled, and performable alone. (NOTE: A The multi-movement work).	The ana variation		oriolacioa a
ubmitted by:			
Name:			
Name:  Occupation:   School Director   Music Publisher			
Name:			
Name:  Occupation:   School Director   Music Publisher			-
Name:  Occupation:   School Director   Music Publisher  Address:			-
Name:Occupation:   School Director  Music Publisher  Address:   City/State/Zip:			-
Name:Occupation:   School Director   Music Publisher  Address:  City/State/Zip:  Email:  end all related materials to:		ce Use Only)	
Name:Occupation: □ School Director □ Music Publisher  Address: City/State/Zip: Email: end all related materials to: To be than Attn: Davine Davis	(For Offi	ce Use Only) is listed above:   ### Add to be a continued in the continue of t	A □B □C □Les



### MSHSAA Prescribed Graded Music List Literature Petition Form

(Timing Clarification)

Note: Send photocopy of full score (ensemble only) or soloist's part with this form.

Please number each measure of the work.

Do **not** send originals!

#### Materials must arrive at MSHSAA on or before June 1st

Γitle:		
Composer:		
Arranger/Editor/Transcription	n:	
Event Type (Trumpet Trio; Si	nare Drum Solo, etc.):	
PML Number:	Is the work 'Permanently Out-of-Print'? $\ \square$ Yes	□ No
Length of Work (Time if not	ated on score or recording):	
a multi-movement work, the s form of a typical multi-movem	rement, list the time for each movement separately. To selection must have three or more movements and be nent work. It should be in sonata or suite form and ean nable alone. (NOTE: A Theme and Variation form is	e printed in the vis ach section must b
·	ool Director   Music Publisher   Other	
, ,		
Liliali	Send all related materials to:	
	MSHSAA	
	Attn: Davine Davis	
	P.O. Box 1328 Columbia, MO 65205-1328	
	Columbia, MC 03203-1320	
	(For Office Use Only)	
□ Selection is <u>less than</u> 3	minutes	i
If multi-movement work, lis	st the number of movements to be performed below.	