

NMAA State Concert Band & Choir Contest

Advisory Council Responsibilities

Statement of Purpose

The purpose of the council is to work in conjunction with New Mexico Activities Association in providing professional content policies and making recommendations, which support the rules and regulations set forth by NMAA to provide New Mexico band and choir programs an educationally sound and equitable State Concert Band and Choir Contest.

Advisory Council Membership

Membership shall consist of directors of schools who represent a variety of populations, school sizes and geographic locations. Districts will elect a representative from their membership to serve on the council at the time of their District president elections. District representatives will serve a minimum of a 2-year term but may not serve more than 2 consecutive terms.

Responsibilities

- Continually create a pool of adjudicators to be given to NMAA to call.
- Set forth qualification criteria.
- Set forth judging criteria and provide judging sheet of said criteria.
- Attend two annual meetings, one in conjunction with the NMMEA All-State Festival & In-Service Conference and the other scheduled during the summer.

NMMEA Responsibilities

- Districts will elect a representative to serve on the council
- The State Band & Choir VPs will serve as a liaison between the council and NMAA.
- The State Band & Choir VPs will provide Annual Report at the NMMEA All-State section meeting.
- The Executive Director will provide and confirm a list of qualifying bands to NMAA after monitoring NMMEA District MPA ratings.
- The Executive Director or designee will act as announcer and timer for the contests
- The Executive Director or designee will meet with judges prior to the start of the contests
- NMMEA will secure a middle school chairperson to help facilitate the MS portion of the contests

Contest Site Host Responsibilities

- Provide a Check-In Area with band guides, runners, tables, and chairs.
- Provide a Warm-Up room and performance stage.
- Provide music stands and chairs.
- Provide the following Concert Percussion (in good working condition): 4 Timpani, Bass Drum, Xylophone, Vibraphone, Marimba, Orchestra Bells, Chimes, Tam-Tam/Gong, and piano.
- Provide an audio recording of the performance.
- Provide three judges tables and lamps, extension cords, pencils.
- Provide a Stage Crew.
- Provide runners for judges to collect and distribute judging folders from Check-In/Headquarters and to provide necessary hospitality items.
- Provide door monitors for all performance public access areas.
- Submit any additional projected costs (i.e. piano or timpani tuning) to NMAA at least one week prior to contest.
- Optional: Manage/provide food and beverage service and keep profit earned.

NMAA Responsibilities

- Secure location and sponsor/site-host for State Band Contest.
- Pay host honorarium.
- Provide middle school chairperson stipend
- Receive/track all entry forms and fees for contest and create/manage contest schedule (warm-up and performance times).
- Manage all monies (except school or Booster group concessions).
- Mail and obtain contract for judges prior to booking travel and lodging arrangements.
- Book and pay for judges' airfare or mileage.
- Book and pay for judges' lodging (up to three nights).
- Pay for or provide judges' local transportation.
- Pay or reimburse for judges' meals.
- Pay judge honorariums.
- Provide office supplies.
- Provide digital platform for adjudication (Competition Suite, etc.)
- Provide hospitality supplies for Contests (coffee, water, and snacks for judges and contest workers).
- Contract custodial and security services (one person each at school district rate).
- Manage State Contest section of NMAA website:
 - Map to contest site which also notes nearby restaurants and lodging
 - Registration form
 - Contest guidelines
 - Seating chart template
 - NMAA Contest Representative contact information
 - Contest Schedule with performance and warm-up times
 - Contest Results (to be posted on the NMAA web page no later than the following Monday)
 - Council Responsibilities Document
 - State Contest History
- Manage high school contest (check in, score tabulation, etc.). MS chairperson will cover these duties for MS portion of contest.
- Collect (via runners) judge's folders, judge's ratings, and track/compile all results. Make available a band packet with scores and ratings to each director.
- Provide trophies and present trophies at ceremony immediately after contest.
- Promote news media contest coverage.
- Provide programs.
- Manage, and coordinate with host, audio recording services.
- Optional: Sell NMAA State Contest shirts, etc., and keep any profit.
- Optional: Display sponsor banners in the entrance way (by check-in, not viewable from the performance area).