



**ASSOCIATION OF CHRISTIAN
SCHOOLS INTERNATIONAL
SOUTHEAST REGION**

**2009-2010
CHORAL FESTIVAL**

School Coordinator Handbook

ACSI CHORAL FESTIVAL

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PARTICIPATION FEE POLICY

DEADLINE: The Participation Form and accompanying fees must be postmarked 4 weeks prior to the event. It is strongly recommended that they be sent early enough to arrive by 4 weeks prior (suggest faxing the Participation Form to assist the event chair in planning while your form and fees are being mailed). The host schools and event chairs need as much lead-time as possible to prepare for a successful event.

COMMUNICATION is of the essence - if you have any questions, call or fax the Event Chair.

PAYMENT: All checks must be presented upon arrival at the event to ensure student participation.

LATE FEES: Fees are subject to doubling when postmarked after 35 days prior or for any changes in student participation made after this date.

THE CHRISTIAN PHILOSOPHY OF MUSIC

Aesthetics is an integral part of life. God Himself wants to be glorified through both artistic and musical expression. However, integrating the Bible with the school's music curriculum goes deeper than merely quoting Bible verses which refer to music. Students must be trained to carefully and objectively study God's Word. While the Bible is not a music book, it does touch on areas of music. Helping our students to think critically and constructively from a Bible-based Christian world-view should be a major concern of ours. We must always remember that the major scriptural function of music is for the praise and worship of God.

Students and teachers must be engaged in both the study of music and the study of the Bible for this kind of integration to take place. Christian school teachers need to search for ways to involve pupils in learning music from a Biblical world- and life-view. It is our prayer that the instruction preceding, as well as the actual music festival, will reflect the efforts of the teacher.

Purpose/objectives

- A. Exalt our lord Jesus Christ in the use of musical talent.
- B. Encourage students to share in the ministry of music.
- C. Fellowship with students from other Christian schools.
- D. Offer Christian school students the opportunity and benefit of experience from being Evaluated by a qualified adjudicator.

School registration

The student activities school registration form and appropriate fee is mailed to the ACSI regional office by the stated deadline. Schools will then be able to download the chairman and coordinator handbooks online at www.acsi.org which include all forms and event procedures. The school registration fee covers adjudicator's expenses related to the festival.

District registration

The student participation form for individual and ensemble entries must be completed by the music director and mailed with the appropriate district fees to the event chairperson.

These fees cover the cost of awards, honorariums and expenses incurred at the music festival.

The event chairperson will provide a schedule, map, or any other additional information regarding the event.

Contact the event chairperson with any questions.

Insurance

All schools participating in an event with the Association of Christian School International are required to have adequate insurance coverage for students and sponsors/teachers. ACSI does not assume responsibility for these coverages. The school's student accident insurance should cover most reasonable and customary medical expenses. Workman's Compensation should cover sponsors/teachers. Activities include, but are not limited to: Art, Athletics, Cheerleading, Leadership Conferences, Math, Music, Science, Speech and Spelling events.

SCHOOL COORDINATOR'S CHECKLIST

At your school

- _____ Watch for your letter in the mail that will tell you your host site and contact information.
- _____ Verify event dates [check school calendar too!]
- _____ Make sure music selections are published and meet Christian standards relating to lyrics.
- _____ Schedule/organize transportation
- _____ Line up the number of chaperones and workers that the host site requires from you and be prepared to provide names.
- _____ Communicate date of event and schedule with accompanists
- _____ Prepare original music for judges – be sure to number measures!!
- _____ Prepare a form for each solo and ensemble, and two per choirs. Complete all required information [hint: fill in the school data- then make copies before filling in the individual information].
- _____ **NEW! Bring one cassette tape per entry for the judges to use during adjudication. These will be returned to you with your judging forms after the festival.**

For the host site

- _____ Send participation form along with one school check for fees to the host by the prescribed date.
The chairperson needs this information to set up the schedule, determine the number of judges, facility space, and to verify that the music selections meet the requirements.
- _____ Place adjudication forms in a folder along with original music. You need one adjudication form per selection. This makes two per folder for each judge. Hand these to your chairman on the day of your event. They will be given to the judge(s). Remember to copy the judges' comments form on the back of each ensemble adjudication form.
- _____ Don't forget to take original music for each of the judges.

If you desire an organized event, you must do your part by getting materials in on time.

GENERAL INFORMATION

Deadlines/fees

All forms and fees must be mailed by the coordinator to the event chairperson, 35 days prior to the festival. Fees must be in the form of (1) school check payable to ACSI. Do not send personal checks from the students.

Event chairpersons are not required to accept any late entries. If entries are late, the fee may be doubled.

Category fees:

Solos, duets, trios, and quartets are \$7.00 per student.

Large ensembles (5-12 members) \$7.00 per student

Choir (13 or more members) \$6.00 per student up to 50 students. More than 50 come at no add'l expense.

Student participation

The ACSI music festival is open to students in grades 3-12 and the number of school entries is not limited. (*note that festivals may have combinations of grade divisions or categories.) Make sure to register for one that includes all of your students.

Elementary/middle school is considered grades 3-8 and high school is considered grades 9-12.

Choral divisions : Solo, duet, trio, quartet, large ensemble (5-12), and choir (13+)

Choral students are limited to a maximum of three (3) choral performances per event. Of these, only one (1) vocal may be in the soloist category. It is also recommended that the accompanist be limited to five (5) scheduled performances, due to difficulties in scheduling.

Notify the chairman immediately if an entry is withdrawing from the choral festival. Upon arrival at the event, the choral director must report any last-minute withdrawals. No refunds will be given except in cases of hospitalization and death in family.

Music selection resources –

Elementary/middle grades

Published works only may be used.

Selections may be festival appropriate, sacred or secular and should be suitable to Christian standards regarding lyrics.

Junior high/High school

Published works only may be used.

Selections may be festival appropriate, sacred or secular and should be suitable to Christian standards regarding lyrics.

Overall, for all grade levels, show tunes, pop and country songs are not acceptable. Selections with choreography, show appeal, and/or dramatic interpretation are not acceptable. The director may choose music from any source as long as it meets the above criteria. Although many styles are appropriate, avoid arrangements where all emphasis is on rhythm than text and melody. Choose songs that present a positive testimony. Adjudication will be based on the quality of that particular performance, considering vocal ability and communication of the song.

Copied music will not be accepted unless a letter of permission on letterhead from the copyright holder is provided. Publishers are usually cooperative, providing the school has already purchased copies. If there is any question about a piece, please contact the regional office.

Some suggested resources (you are not limited to these)

- [The Chorister's Guild Catalog](#) is available free by calling 1-800-444-1144 and requesting the catalog.
- [Music Publishers Association/ Music Publisher Agency List](#) – www.mpa.org
- Shawnee Press, Inc. (Publishers of print music for school, church, and concert) – www.shawneepress.com
- [JW Pepper National Music Network](#) – www.jwpepper.com

Dress Code

Please adhere to the host school's dress code. It is important that we respect the host school's standards in every area. If you have questions regarding a school's particular policies, please ask your event chairman.

Rules of Conduct

All directors are responsible for the conduct of their students both on and off the festival site. Directors should brief all students and chaperones on the rules specified by each Music Festival Chairman if specified.

General rules applied are:

Students are not permitted to enter rooms or buildings not designated for festival use.

Reasonable quiet should be maintained at all times around the festival site so as not to disturb or interfere with others as they are performing.

Radios, tape recorders, and portable music sources are not allowed on site.

No one is to enter or leave an adjudication room while a performance is in progress. "In progress" means anytime a chorus, ensemble, or other entrants are in the process of adjudication.

No food or drink is permitted in any adjudication or warm-up room.

Trash should be deposited in proper containers.

The event chairman may choose to close the festival with an HONOR'S RECITAL. No school should leave the campus before the "Honors Recital" without permission from the chairman.

Students should not leave the festival site without an adult chaperon.

Violation of conduct rules may result in disqualification of the school's entries.

Listening

A vital and important part of ACS! music adjudication events is listening to other groups perform. Directors should plan and encourage their students to spend an assigned amount of time listening to other choirs perform. Proper conduct is expected while listening to other choral groups.

Awards –

Each participant or group will receive the adjudication form at the end of the festival.

Solos and students in small ensembles and large ensembles will each be presented with receive a certificate and a ribbon. Choirs will receive a group certificate and a plaque indicating the group score; superior, excellent, and good.

GUIDELINES FOR SOLO, DUET, TRIO, QUARTET, & LARGE ENSEMBLE (5-12)

Performance guidelines

Solos and ensembles are not open to the public.

All soloists and combinations in this division will perform one (1) selection.

All vocal music must be memorized

The time limit for each entry is seven (7) minutes.

The solo or ensemble is judged against a standard of excellence not in competition with other entries.

Music selection criteria

Published works only may be used.

Selections may be festival appropriate, sacred or secular and should be suitable to Christian standards regarding lyrics.

Show tunes, pop and country songs are not acceptable. Selections with choreography, show appeal, and/or dramatic interpretation are not acceptable. The director may choose music from any source as long as it meets the above listed criteria. Although many styles are appropriate, avoid arrangements where all emphasis is on rhythm than text and melody. Choose songs that present a positive testimony. Adjudication will be based on the quality of that particular performance, considering vocal ability and communication of the song.

Copied music will not be accepted unless a letter of permission on letterhead from the copyright holder is provided. Publishers are usually cooperative, providing the school has already purchased copies. If there is any question about a piece, please contact the regional office.

Suggested Resources: Listed on page 5.

Memorization requirements:

All vocal music must be memorized

There will be a penalty of one (1) rating if music is not memorized when required.

Accompaniment

Taped backgrounds or sound tracks are not permitted.

Accompaniment must be used when provided.

Adjudication- NEW! JUDGES WILL NOW RECORD COMMENTS DURING ADJUDICATION (schools must bring one blank cassette per entry for this to take place)

Performances will take place before one judge.

One adjudication form must be provided for the judge with the top of the form completed prior to the event.

An original copy of the music with all measures numbered should be provided for the judge.

A penalty of one (1) rating will be levied if music is not provided for the judge or is not numbered.

Scheduling

Entries will be permitted to perform earlier than the posted schedule, as time permits. No entry will be required to perform earlier than the printed schedule. If a soloist or ensemble is late, they may or may not be allowed to perform [rescheduling available as withdrawals or schedule permits].

Monitors will be instructed to notify the judges when a performance is exceeding the allotted time.

GUIDELINES CHOIR (13+)

Performance guidelines

Choir performances are open to the public.

Choirs should have 13 or more members.

All Choirs will perform (2) selections.

Following performance time limits must be observed:

Elementary and junior high - vocal - 15 minutes High school- vocal - 20 minutes

Timing starts when the choir enters the room. These times do include setup, tuning and breakdown of additional instrumentation used with choirs. These times do not include the time for judges scoring. Directors introduce their group and announce the music selections. After the first number, the director will wait for the judges to indicate that they are ready to proceed to the next selection. A penalty of one (1) rating will be levied if at least two pieces are not performed for adjudication. The choir is judged against a standard of excellence and not against other choirs. Each group is responsible for having its own setup crew.

Music selection criteria

Published works only may be used.

Selections may be festival appropriate, sacred or secular and should be suitable to Christian standards regarding lyrics.

Show tunes, pop and country songs are not acceptable. Selections with choreography, show appeal, and/or dramatic interpretation are not acceptable. The director may choose music from any source as long as it meets the listed criteria. Although many styles are appropriate, avoid arrangements where all emphasis is on rhythm than text and melody. Choose songs that present a positive testimony. Adjudication will be based on the quality of that particular performance, considering vocal ability and communication of the song.

Copied music will not be accepted unless a letter of permission on letterhead from the copyright holder is provided. Publishers are usually cooperative, providing the school has already purchased copies. If there is any question about a piece, please contact the regional office.

Suggested Resources: Listed on page 5.

Memorization requirements:

All vocal music must be memorized

There will be a penalty of one (1) rating if music is not memorized when required.

Accompaniment

Taped backgrounds or sound tracks are not permitted.

Accompaniment must be used when provided.

Choirs may have additional accompaniment when an instrumentation line is included in the arrangement.

Adjudication - NEW! JUDGES WILL NOW RECORD COMMENTS DURING ADJUDICATION (schools must bring one blank cassette per entry for this to take place)

Performances will take place before three (3) judges.

Directors are to provide three sets of materials for the judges: one adjudication form one original copy of the music for each of the judges. The tops of the forms should be completed prior to the event. The judges' music copies must have all measures numbered.

A penalty of one (1) rating will be levied if music is not provided for the judge or is not numbered.

Scheduling

Entries will be permitted to perform earlier than the posted schedule, as time permits. No entry will be required to perform earlier than the printed schedule. If a soloist or ensemble is late, they may or may not be allowed to perform [rescheduling available as withdrawals or schedule permits].

Monitors will be instructed to notify the judges when a performance is exceeding the allotted time.

The festival event chairperson is responsible for keeping the performances on schedule.

DUPLICATE AS NEEDED

CHOIR

Selection One

INCLUDE NAME OF GROUP IF ANY: _____

SCHOOL _____

DIRECTOR _____

SELECTION 1 _____ COMPOSER _____

Choirs must sing two numbers with one of them being a sacred piece, and the other being sacred or patriotic. The overall rating will be for the combined numbers.

Adjudicator: Please check the one appropriate box that relates to the student's performance for each section. The fewer the points accumulated, the higher the rating. Write comments and determine a rating of superior, excellent, or good.	Superior I √	Excellent II √	Good III √
Part Accuracy			
Accuracy of Rhythm (Rhythmic energy, steadiness of tempo, etc.)			
Technique (articulation, diction, attacks, etc)			
Tone (vowel purity, blend, placement, etc.)			
Balance			
Interpretation (dynamics, style, musical effect, etc.)			
Overall Effect (poise, memorization, appropriateness of selections)			
Calculate the total points. Each check is worth the following points: I=1pt. II=2pt. III=3pt.			

The least amount of points a student may receive is 7 and the most is 21.

TOTAL POINTS: _____ **OVERALL RATING:** _____

RATING	POINTS
Superior	7-10
Excellent	11-14
Good	15 +

Adjudicator's Signature
Adjudicators please list comments on reverse side

A penalty of one (1) rank will be levied against those who:

- are required to memorize and have not done so.
- fail to provide original scores for the judge(s). (the school music director is to prepare and bring to the festival a file folder for each judge, containing the music and an adjudication sheet with the top portion filled out in advance.)
- fail to perform the required number of selections.

ADDITIONAL JUDGES COMMENTS
SELECTION #1

BACK

DUPLICATE AS NEEDED

CHOIR

Selection Two

INCLUDE NAME OF GROUP IF ANY: _____

SCHOOL _____

DIRECTOR _____

SELECTION 2 _____ COMPOSER _____

Choirs must sing two pieces with one being sacred. The overall rating will be for the combined numbers.

Adjudicator: Please check the one appropriate box that relates to each of the two performances for each section. The fewer the points accumulated, the higher the rating. Write comments on back and determine a rating of superior, excellent, or good.	Superior I √	Excellent II √	Good III √
Part Accuracy			
Accuracy of Rhythm (Rhythmic energy, steadiness of tempo, etc.)			
Technique (articulation, diction, attacks, etc)			
Tone (vowel purity, blend, placement, etc.)			
Balance			
Interpretation (dynamics, style, musical effect, etc.)			
Overall Effect (poise, memorization, appropriateness of selections)			
Calculate the total points. Each check is worth the following points: I=1pt. II=2pt. III=3pt.			

The least amount of points a student may receive is 7 and the most is 21.

TOTAL POINTS: _____ **OVERALL RATING:** _____

Rating	Points
Superior	7-10
Excellent	11-14
Good	15 +

Adjudicator's Signature

Adjudicators please list comments on reverse side

A penalty of one (1) rank will be levied against those who:

- are required to memorize and have not done so.
- fail to provide original scores for the judge(s). (the school music director is to prepare and bring to the festival a file folder for each judge, containing the music and an adjudication sheet with the top portion filled out in advance.)
- fail to perform the required number of selections.

ADDITIONAL JUDGES COMMENTS
SELECTION #2

BACK

CHORAL [SOLO, DUET, TRIO, QUARTET, LARGE ENSEMBLE

DUPLICATE AS NEEDED

CHECK ONE: SOLO- [CIRCLE: FOR M] DUET TRIO QUARTET
 ENSEMBLE (_____ # IN GROUP)

SOLOIST/GROUP NAME _____

SCHOOL _____

DIRECTOR _____

SELECTION _____ COMPOSER _____

Check: Sacred Patriotic

Adjudicator: Please <u>check</u> the <u>one</u> appropriate box that relates to the student's performance for each section. The fewer the points accumulated, the higher the rating. Write comments and determine a rating of superior, excellent, or good.	Superior I	Excellent II	Good III
TONE (vowel purity, blend, placement, etc.)	√	√	√
ACCURACY OF NOTES Rudiments			
TECHNIQUE Articulation, diction, clarity, etc.			
ACCURACY OF RHYTHM			
INTERPRETATION Expression, dynamics, phrasing, tempo, style, etc.			
OVERALL EFFECT Poise, memory, posture, appearance, stage deportment, etc.			
Calculated totals for each section: Each check is worth the following points: I=1pt. II=2pt. III=3pt.			

The least amount of points a student may receive is 6 and the most is 18.

TOTAL POINTS: _____ OVERALL RATING: _____

TOTAL POINTS: _____ OVERALL RATING: _____

Rating	Points
Superior	6-9
Excellent	10-13
Good	14 +

Adjudicator's Signature

Date

JUDGES COMMENTS

SELECTION #1