

MASSACHUSETTS ASSOCIATION FOR JAZZ EDUCATION

Information for Festival Events

(Updated 2016)

Registration Fees

- 1--All registration fees will go to MAJE.
- 2--The registration fee for each participating school will be \$300

Ticket prices for all MAJE events

- 1--Established by MAJE Executive Board.
- 2--Ticket prices at the district and the Choir/Combo are \$8.00 for adults, \$4.00 for students, free for children (12 or under), \$4.00 for seniors
- 3--Ticket prices at the State Big Band Festival are \$10.00 for adults, \$5.00 for students, free for children (12 or under), \$5.00 for seniors

Gate receipts

- 1--At the District Festivals, at the conclusion of the event, the gate receipts are to be given to MAJE Treasurer immediately after the festival.
A--MAJE Treasurer will total all district festival receipts.
- 2--At the State Finals Festivals the gate receipts will be given to the MAJE State Treasurer immediately after the festival.
A--The MAJE State Treasurer will distribute the festival receipts and the host school will receive \$1000 from MAJE for hosting

MAJE financial responsibilities at all festivals

- 1--MAJE will pay for all adjudicator's fees.
- 2--MAJE will pay for & provide all awards certificates for the Most Outstanding Musician Awards (3 per school, awarded by director of group).
- 3--MAJE will pay for & provide Most Valuable Player Plaques & Award Plaques for each participating school.
- 4--It is the responsibility of the MAJE secretary to provide the hosts with all plaques, prior to the festivals.

Chief Adjudicator

- 1--Develop and update an official MAJE adjudicators list, approved by Executive Board.
- 2--Assign adjudicators to each festival.
 - A--Provide a list of adjudicators to Executive Board for all festivals.
 - B--Contact the adjudicators at least 2 weeks prior to each festival with pertinent information.
- 3--Provide packets of information needed for each festival that includes: agenda for adjudicators meeting, score sheets, individual adjudicators score sheets, Outstanding Musician tally sheets (State Finals only), MVP tally sheets, criteria reference, clinic rotation. Packets should be prepared for adjudicators, tabulator, announcer, and host.
- 4--Co-ordinate meeting 1 hour prior to each festival with adjudicators & all personnel working the festival.
- 5--Provide the announcer with bio information about the adjudicator.
- 6--All groups receiving a gold medal are invited to the state finals. At the festival, select groups receiving a silver medal can be invited to the state finals upon recommendation of the chief adjudicator in conjunction with the adjudicators.
- 7--Provide a list of all schools eligible to participate in State Finals to State President.
- 8--The Chief Adjudicator, in conjunction with the President, can recommend groups that receive a silver medal to participate in State Finals after the completion of all the district festivals.
- 9--Co-ordinate all adjudication matters.

To be issued to each adjudicator by Chief Adjudicator

- 1--Copy of event program for each adjudicator, or a program sheet for each group which list the soloists.
- 2--Packet for each adjudicator of the following:
 - A--Copy of judging guidelines
 - B--Copies of adjudication form. One copy per adjudicator for each participating ensemble.
 - C--Copy of individual adjudicator tabulation sheet. One or more copies for each adjudicator.
 - D--Copy of MVP nomination sheet.
 - E--Copy of Most Outstanding Musician awards nomination sheet. Only used at state finals.
 - F--Copy of MAJE criteria reference.
 - G--Copy of clinic rotation schedule.
 - H--Issue Digital recorder to each adjudicator.

To be issued to tabulator by Chief Adjudicator

- 1--Copy of adjudication form.
- 2--Copy or copies of final tabulation sheet.
- 3--Copy of Most Outstanding Musician Awards sheet. Only used at state finals.
- 4--Copy of Most Valuable Player Award sheet.
- 5--One Manella envelope for each participating group (provided by host).

Tabulator

- 1--Prepare a large envelope with each ensembles name on the front.
- 2--After each group performs, tabulator will pick-up adjudicators scoring sheets from Chief Adjudicator.
 - A--Record scores on the final tabulation sheet.
 - B--Place adjudication sheets in envelope for groups.
 - C--Place a copy of the criteria reference in envelope for groups.
 - D--Place rating medal on plaque & put with envelope for groups.
 - E--B, C, D are given to groups at awards ceremony.
 - F--Awards are to be presented in order of performance at awards ceremony.
- 3--At State Finals, tabulator will get the Outstanding Musician Awards recipients names from Chief Adjudicator after each group performs & prepare certificates. This is only done at the state finals.
- 4--At the conclusion of each division, the Chief Judge will provide name of winning MVP student. Place name on form provided, & put with plaque to be given to awards ceremony presenter.
- 5--At conclusion of each event, give the following items to Chief Adjudicator:
 - *Tabulation sheet, *MVP sheet.
- 6--Tabulation room is off limits to everyone except tabulator, chief adjudicator, president, treasurer, secretary of MAJE.

Chief Adjudicators meeting with Adjudicators 45-60 minutes prior to festival event

- 1--Adjudication forms.
 - A--Scoring & rating process.
 - B--MAJE standards for festival events.
 - C--Adjudicators meeting immediately after each groups performance to discuss each groups final rating.
- 2--Individual adjudicators tabulation sheet.

- A--Score on this sheet before using official scoring sheet. B-This form is for individual adjudicators use only.
- 3--Most Outstanding Musician awards sheet.
A--Nominations are to be made to chief adjudicator by adjudicators immediately after each group performs.
B--The names of nominees will then be given to tabulator. Certificates will be completed at that time.
C--This format will only be used at state finals.
- 4--Most Valuable Player Award sheet.
A--Adjudicators will meet with chief adjudicator immediately after each division to discuss their nominees. If no conclusion is reached at this meeting, the chief adjudicator will make final decision.
B--There will be one award presented for each division.
C--The name of the recipient will be given to tabulator for preparation of the plaque.
- 5--Criteria reference.
A--Discuss criteria reference & standards of adjudication.
- 6--MAJE judges briefing guidelines.
A--Discuss guidelines.
- 7--Clinic rotation & content of clinics.
A--Discuss content of clinic. B--Do not change clinic rotation.
- 8--Digital recording devices.
A--How to use device.
B--Discuss recording protocol.

Host responsibilities

- 1--Set up 4 tables & 4 chairs for adjudicators. Set up light if necessary.
- 2--Rope off area around adjudicators. 5 rows in front of adjudicators & ample space behind to avoid access by others.
- 3--Provide a room for adjudicators to meet prior to, during & after event.
- 4--Provide food & beverage for adjudicators if necessary. Bottled water during event.
- 5--Provide tabulator.
- 6--Provide someone to record & organize digital disc recordings by adjudicators.
- 7--Provide sound system for ensembles & a professional sound person to run sound system.
- 8--Provide stage crew to assist groups in the setting up & breaking down process.
- 9--Provide people to work registration desk.
- 10--Provide a person to host each group.
- 11--Provide ticket sellers. Setup table, entrance stamps, cash box (with change).
- 12--Provide main door guards to check entrance stamps & issue programs.
- 13--Provide door guards at all other doors to check entrance stamps.

14--Provide announcer of event.

A--Announcer is to make sure that event is on time

B--Announce adjudicators. Get one or two statements about each adjudicator prior to event.

This is to be done periodically throughout the event.

C--Announce future MAJE adjudication dates & other activities periodically throughout the festival.

D--Introduce each group, their program & director.

15--Provide someone to work lights.

16--Provide enough music stands and chairs for performance area, warm-up area, clinic room.

17--Provide food for participating groups and guests to purchase.

18--Send out festival invitation and registration forms to all schools in your district in Oct.

19--Collect all registration forms, programs, seating charts from participating schools.

20--Send out performance order times, warm-up times to all participating schools.

21--Send out other organizational matters concerning the festival to all participating schools.

22—Send thank you email for participating in festival to all participating schools.

Presidents State Finals responsibilities

1--Register groups for State Finals.

2--Order of groups performing will be determined by district results in conjunction with Chief Adjudicator.

3--Construct printed program for State finals. Provide enough copies for general public.

4--Make sure that everything is organized prior to & during event.

5--Provide everyone with directions to event location.

6--Contact Gold Medal winning directors to find out who will perform at Hatch Shell & order of appearance.

7--Make arrangements with Hatch Shell responsible person to secure location & date.

Treasurer's event responsibilities

1--Give checks to Chief Adjudicator for adjudicators & coordinators. (Separate checks for each festival)

2--Coordinate financial matters with host.

3--Collect all gate receipts immediately after festivals.

4--Distribute gate receipts as stated in the guidelines of this document.

3--Prepare final report to MAJE Executive Board due at the next executive board meeting.