

## DIRECTOR'S CHECKLIST

*Mail a copy of this form to all participating directors*

**PRIMARY DIRECTOR OF ENSEMBLE PERFORMING MUSIC BE A MEMBER OF SCSBOA**

**FESTIVAL LOCATION:** Santa Monica High School  
601 Pico Boulevard

**Santa Monica California 90405**

**DATES:** Wednesday March 13 2013 – Bands  
Friday March 15 2013 – Orchestras

- Complete field trip forms.
- Arrange for additional chaperones.
- Submit application forms for each performing group to the festival host.
- Submit entrance fee for each group to the festival host (before being scheduled.)
- Follow rules for music and scores.**
  1. Provide three scores of each performance selection (order them well in advance of the festival). If photocopied scores are used, a copy of a letter from the music publisher or distributor must be submitted to each judge indicating that the scores are on back-order, out of print or unavailable **and** that permission has been granted to photocopy.
  2. Number the measures on the scores.
  3. Mark folders and parts with a school stamp so they can be returned if lost.
- Make sure your performance (including setting up and exiting the stage) lasts no more than thirty minutes.
- Order bus transportation.
- Re-confirm bus transportation and times.
- Arrange the day's schedule so your students will hear at least two other performances.
- Prepare your students for an educational listening experience.
- Discuss with students:
  1. that medals will be available for sale.
    - a. Medals - \$5.00
    - b. Cloisonné Pins - \$5.00
    - c. Patches - \$3.00
    - d. Stickers - \$1.00
  2. to bring money for snacks
  3. the dress standards for festival performance
  4. the rules for student behavior and conduct while performing and listening.
- Prepare two copies of a seating chart, one each for the stage crew and sight-reading aides.
- Confirm percussion requirements with the host (do not ask for more than the basic large percussion instruments).
- Arrange for your percussionists to go backstage of the performance area during the warm-up time, to be ready to set up the percussion section as soon as possible after the preceding group has finished.
- Please remember, **no** recordings (audio or visual) are allowed.
- Send letter of invitation to parents (see page 8).
- Arrange for a substitute teacher.
- Invite administrators to your performance.