



PROCEDURE FOR DISTRICT PERFORMANCE ASSESSMENT

1. Mail a copy of the MENC card and the District Performance Assessment Form (F-9) with fees AND/OR COPY OF A SIGNED CHECK REQUISITION to the District Chairman at least 4 weeks prior to the assessment date. A school fee is required for this event. Any school submitting forms postmarked after the deadline will be assessed a \$50.00 late fee. **APPLICATIONS WILL NOT BE ACCEPTED LATER THAN 1 WEEK PRIOR TO THE EVENT, EVEN IF ACCOMPANIED BY A LATE FEE.** Purchase orders or check requests must be honored and a check presented before a choir is allowed to perform.
2. Although there is no required music list, directors should choose music of good quality and appropriateness for the age and voicing of the choir. Adjudicators may, and sometimes do, lower ratings based on the choice of music. Pop, vocal jazz, and Broadway show music is unsuitable for this assessment. Recorded accompaniment is not permitted.
3. Each large group must perform two selections from memory. Large groups must consist of 17 or more members.
4. Three original copies of each selection to be performed must be furnished at registration. Measures must be numbered in all the music being performed. Three completed adjudication sheets (F-10) and one sight-reading sheet (F-11) per choir must be presented at registration. **Photocopied music is illegal and not allowed.** Photocopied music will be accepted at district assessment **ONLY** if the director offers proper proof, in the form of a written communication from the supplier that the music in question had been ordered **at least eight weeks prior** to the assessment date.
5. Directors must register at LEAST 1 hour prior to their first scheduled warm-up time. If the choir is not present at its allotted time, the choir will perform at the end of the day's schedule.
6. Directors are to adhere to the allotted amount of warm-up time (15 min.) so it does not inconvenience others. This allotted time includes the choir's entrance and exit.
7. Each choir is adjudicated on the basis of one performance only. Stopping the choir and starting over or singing again any portion of a number will automatically lower the rating.
8. Choirs may not perform for District Assessment any music from the CURRENT year's All-State list, unless it is a different voicing or arrangement of that title.
9. Large groups/ensembles with like voicing from the same school may not perform the same literature.
10. If a school has more than one choir of the same voicing and ANY common membership, they cannot sight-read the same piece. (Alternate music will be provided by the chairman.)
11. Any music marked a cappella or piano score "for rehearsal only" must be performed a cappella.
12. Although a director may choose to perform a selection in a different key, he cannot edit the music.
13. Only directors may pick up ratings.
14. Directors are encouraged to require students to hear the performances of other choirs.
15. Schools may participate in another district only in the case of **school-related** conflicts. Any requests for audition reassignment must be made through your District Chairman. Your District Chairman will request reassignment from the President. If reassignment is granted, your District Chairman will make arrangements and inform the director of the new time and place.
16. An Adjudicator's Auxiliary Information Sheet (F-26) is available for directors to provide additional information about the performing group to adjudicators.