

# Music Contest Host Manual

## Welcome to IESA MUSIC: 2024 - 2025

Thank you for serving as a host for one of this year's IESA music contests. Hosting a music contest requires the cooperation of large number of people. First and foremost, please make sure that your school's administration is aware of all that is involved in a hosting a state contest. In order to host a successful contest, it's important that everyone is on the same page in terms of preparation and organization.

This host manual is meant to provide a contest host with the guidelines necessary to run a successful contest. Although everyone will have different ideas for running a well-organized contest, this manual was created to provide guidelines to assist every host. This resource will offer suggestions for the **preparation of schedules, facility set-up needs, volunteers, scheduling, and general host duties for both solo & ensemble and organization contest.**

## FACILITIES

Both Solo and Ensemble and Organization will need adequate facilities. The following areas are needed each contest:

### SOLO AND ENSEMBLE

#### 1) Contest Rooms:

Generally, these are classrooms and the number of rooms required is determined by the total number of events assigned to your site. Try to keep them grouped away from high traffic/noise areas. Remember to provide space and seating for spectators. A judges table and chair with an unobstructed view is also needed. Please have at least one room with internet access for those performances using SmartMusic.

#### 2) Homeroom Area:

A large open space, such as a gymnasium for schools to leave coats and bags and stuff.

#### 3) Warm-up Area:

Have at least one separate room for vocal, one for instrumental and one for piano and strings.

---

### ORGANIZATION

#### 1)Performance Areas:

A gymnasium or auditorium. It is important to consider the size of the ensemble, equipment needs, and anticipated audience. Judges stations for three judges, tables and chairs with an unobstructed view is also needed. **\*RISERS ARE REQUIRED FOR ALL VOCAL ORGANIZATION PERFORMANCES.**

#### 2)Homeroom Area:

Generally these are classrooms as each group will need a location to store coats, cases, etc.

#### 3) Warm-up Area

A music classroom would be best. Consider the distance from the performance rooms so to avoid noise conflicts.

---

### BOTH CONTESTS - Facility areas that are needed at both contests:

- **Contest Headquarters:** Check-in for directors to submit cancellations and to report any problems throughout the day. This can also serve as the lost and found.
- **Concessions Area:** the school cafeteria is the most ideal location.
- **Volunteer/Workers Room:** a room to organize volunteers at the beginning of the day and a space for them to come when they have a break.
- **Parking:** Adequate parking for school buses and cars.
- **Admission Table:** Admissions charge is \$5 for everyone. IESA passes should also be accepted.
- **Adjudicator's Lounge:** Any room where adjudicators can meet and eat.
- **Ratings Posting Area:** Post the ratings in a high traffic location. (e.g., cafeteria or concessions area).

# VOLUNTEER NEEDS AND RESPONSIBILITIES

Many volunteers are needed to run a contest smoothly. Below are the assignments, duties, and the number of volunteers needed for each assignment. **Two to three hour time shifts are ideal for workers. Try not to make worker shifts longer than 1/2 day.**

## 1. Admissions Table (2)

- Check directors in upon arrival.
- Provide contest information and maps.
- Charge admission for fans.



## 2. Door Monitor (1 per performance room)

- Assist Adjudicator with any needs.
- Make sure that no one enters the room during a performance.
- During Org. Contest, doors may be opened briefly between musical selections by the same group. Ask those entering to move quickly and quietly.
- For S&E contest, the monitor can assist by introducing the contestants in the room by calling the event, number, name of performer and title of composition.
- Direct S&E participants waiting outside the room to be as quiet as possible.

## 3. Warm-up Room Monitor (1 per room)

- Monitors student behavior

## 4. Set-up Crew (5+)

- Set-up chairs, stands, and equipment as needed for each performance room.
- For organization contest, this group should be on hand to reset performing rooms to each group's needs.
- After contest, tear down each room and put rooms back in order.
- Remember that vocal organization groups will require risers.

## 5. Concessions workers (5+)

- Prepare and sell food.

\*Host school will keep all proceeds from concessions. (Keep this money separate from admissions gate).

## 6. Headquarters Office

### Solo & Ensemble (4-7)

- One person to work as general receptionist and answer general questions.
- Two people to check errors in points and ratings on master copies of contest. They should also double-check ratings and instructions.
- Two people to record ratings on individual school face sheets and place in school envelopes with awards.
- Two individuals to work as office runners and collect adjudication sheets from the adjudicators in each room and post ratings in common area.
- One person to reschedule events as needed

### Organization (2)

- One runner to pick up adjudication forms from contest rooms and post ratings in common area.
- One person to check judges sheets for additions and corrections.

## 7. Organization Guides (1 per school)

- Greets director upon arrival
- Escorts to homeroom
- Gives directions to facilities (i.e. restrooms, concessions, etc.)
- Escorts to warm-up room at specified time
- Gives conductor's score to the judges
- Following performance, leads the group back to their homeroom

# HOST DUTIES

## 1. Contract contest adjudicators

\*The IESA has a downloadable adjudicators contract on the IESA website. The IESA will email a potential judges list to each host.

**Judges pay is \$30 per hour (per IESA terms and conditions). The host school is responsible for paying judges.**

Judges must be experienced in the areas they are assigned.

A three-judge panel should be hired for all Organization Contest Rooms. One of which may be responsible for recording and providing oral comments. **THIS IS REQUIRED.**

One judge is required per contest room for S&E. Most sites will need adjudicators in brass, woodwind, percussion, vocal and piano. Some contest areas will also need string adjudicators.

Judges should not judge their own music students and preferably none from their own school.

Mail or email a copy of the judges instructions, IESA Music Terms and Conditions and a copy of your program to the judges hired no less than 10 days prior to contest.

The contest manager should conduct a judges meeting prior to the start of contest. The judge meeting is required for all judges.

Make sure judges know that they are responsible and must be knowledgeable in the area in which they are asked to judge.

### **Organization: Judge TIPS**

A) At Organization Contest, have separate judging panels for chorus and instrumental groups.

B) If you have orchestras and jazz bands, try to have at least one judge on the band panel who is knowledgeable in these areas.

C) The judges should sit at three separate tables. The judge in the middle is responsible for notifying the director to proceed with the next selection. Please remember that one judge is required to record performances and provide oral comments. These audio recordings should then be forwarded to the specific participating directors by the host.

## 2. Schedule Contest

All IESA music entries are entered online in the IESA Music Entry Center.

All schools will submit their participants name, instrument, grade, piece and accompanist in this online center. Once the online registration period has closed the information will be made available to the host school.

### **When scheduling, the contest manager should:**

- Log in to the music entry center.
- Download and save contest area information to an excel spreadsheet or comparable Mac program.

### ***It is very important to know how to use Excel or have someone work with you that does.***

- Director contact information is also available in the music entry center for hosts to easily contact those schools participating in their area.
- **Schedule S&E events in six (6) minute periods** and allow adequate time between each event for those contestants in more than one event.
- **Schedule Organization in thirty (30) minute periods.**
- **Remember** to schedule a short break in the morning and afternoon for adjudicators.
- If a school fails to enter all their participant information online, contact the school and email them their portion of the excel spreadsheet to fill in and email back to you. Specify the date by which this must be completed.
- There is a penalty fee of \$25 for a school that has not entered information online by the deadline.
- If a school has some blank entries mixed in with their completed entries, assume that these blank entries are not coming to contest. You may contact these schools if you wish to do so.
- Print worksheets for each room to post outside.



# HOST DUTIES

## 3. Send information packets to schools

***\*Include the following information in the director's program 2 weeks prior to contest:***

- Performance schedule with room information
- Location and direction to site
- Parking facilities
- Homeroom information: Remind schools that they are responsible for the security of their area and items. Equipment available (for org.: both in warm-up and performance room)
- Risers (for org.)
- Floor Plan of school and location of all rooms
- Admission Charge (\$5.00 per person)
- Check-out Information
- Student Conduct Requirement
- Ratings Posting Area
- Medal and Ribbon Distribution (S&E)
- Repair Services
- Cafeteria Menu

## 4. Prepare Contest Program\*

***\*A program can be mailed, emailed or made available for pickup by each director on the day of contest. Program should include:***

- Welcome from host school administrator
- Adjudicators' Names
- List of Participating Schools
- Building Map
- Schedule of Events (by room for S&E)

## 5. Adjudication Forms

- After scheduling you can use mail merge in Word to create labels from your excel schedule.
- Attach these labels to the space provide at the top of each adjudication form.
- For Organization Contest you will need three copies of the schools label for the three corresponding event adjudication forms.

## 6. Contest Day

- Nametags for workers
- Hang directional signage.
- Judges meeting
- Have extra copies of the schedule available
- Workers meeting to go over final instructions
- Last check of performance rooms
- On contest day, contest manager is responsible for resolving all rule interpretation and rating conflicts.

## 7. Post Contest Details for Schools

- Print the entry sheet for each director from each school. This sheet should denote the student's category, rating, and the award.
- Attach to envelope and arrange them alphabetically by school.
- Have each director check the envelope for awards, adjudication sheets etc. and sign both copies of the entry sheet. Retain a copy for your records. Do not release this envelope until it has been properly checked by a director.

# JUDGES MEETING

**Prior to the start of contest, hold a judges meeting. This will be conducted by the contest manager. This can take anywhere from 30 minutes to an hour.**

## **Instructions for the judges meeting:**

1. Hand out adjudicator packet: adjudication sheets, updated time schedule for their room, map of school, and pencils.
2. Look through schedule and if a judge has a conflict with a student amend the schedule.

**No judge should judge a student from his or her own school.**

3. General Instructions:

- Original scores should be provided.
- Try and make all students feel as comfortable as possible.
- Do not give private lessons. Written comments serve students best.
- Review general IESA bylaws for ratings procedures (explain carefully the rules for ensembles and the parts required)
- Score according to grade level and year in contest of student(s) or group.
- ***If bonus point is given for scale, then no additional point for memorization***

4. Be consistent in evaluating the contestants

**The following criteria is suggested:**

- I - Score for an **exceptionally fine** performance with few, if any, flaws.
- II - Score for an **acceptable** performance, but with noticeable flaws in the performance
- III - Score a **fair** performance, many flaws technically, tone, rhythm, dynamics, or in general a much lower degree of musicianship

5. Explain procedure for contacting the contest manager in case of discrepancies or emergencies.

6. Encourage judges to stay on schedule.

7. Best of Day Award Instructions: Judges may select only one Division I performance per room.

8. Remind Judges that those participating are middle school students.

9. Judges should be positive!

**It is recommended that you provide the judges with water in their competition rooms.**

- 
- **If requirements are not met at Organization contest the entry may be judged, but no awards shall be given.**
  - **In case a rules infraction does not have a penalty indicated, the penalty shall be the lowering of the final rating by one division.**
  - **Ensembles are limited to 2-5 members, playing as many parts as there are members of the ensemble.**
  - **If requirements are not met for ensembles at S&E contest, then the groups shall not be judged or rated, but may per- form.**
- 

## **Judges Pay: \$30 per hour**

**(no mileage reimbursement is provided)**

When paying judges for the day on an hourly payroll system round to the nearest 15 minute interval.

For example:

1 hour 15 minutes = \$37.50      1 hour 30 minutes = \$45.00

1 hour 45 minutes = \$52.50      2 hours = \$60

**• Music hosts should schedule judges for a paid thirty minute meal the day of the contest.**

## AWARDS - Solo & Ensemble Contest

Approximately three weeks prior to contest, you will receive a package via UPS from the IESA office. Included in this mailing will be:

- ☐ Awards (medals and ribbons)
- ☐ Adjudication Sheets
- ☐ Financial Report Forms
- ☐ Check

It is difficult to estimate the number of first place medals and the number of second and third place ribbons that you will need for your contest. If you do not have enough awards on contest day, first take extras from your own school, then notify the IESA office of who didn't receive awards. Unused awards should be returned to the IESA office and noted on the financial report form so you will not be charged for them.

**BEST OF DAY AWARD:** Each judging room will have an award for the best performance of the day.

**This award is selected by the adjudicator in the room.** Following contest, the host school will collect each name from the judges and enter this compiled list online. The IESA office will then send certificates to each student at his/her respective school.

## AWARDS - Organization Contest

Approximately three weeks prior to contest, you will receive a package via UPS from the IESA office. Included in this mailing will be:

- ☐ Adjudication Sheets
- ☐ Financial Report Forms
- ☐ Check

**Organization Plaques:** If a school has not done so, first place winners in contest may purchase a plaque for the award bars that are awarded. Each participating school will receive a plaque order form prior to contest included in their participant password mailing. The plaque is ordered directly from A&M Products.

**Organization Award Bars:** Following contest, the host school will notify the IESA office of all Division I and Best of Day winners online in the music entry center. Once the financial report is submitted by the host school, the IESA will order these bars to be shipped to each school winner. *Note: Bars will not be ordered until the IESA has received a financial report from the host school, so with the end of school banquets fast approaching please make sure you return your reports promptly.*

**Award bars are usually beginning of August.**

**Organization Medals:** Medals for individuals from schools earning a Division I rating can be ordered directly through the IESA office. Each school receives a medal order form along with the plaque order form. Purchase orders will not be accepted by the IESA for the purchase of medals.

**BEST OF DAY AWARD:** Each panel of judges will have an award for the best performance of the day.

# FINANCIAL REPORT

- 1. All entries are to go through the IESA office. Do not accept entry money directly from participating schools.**
- All entry fees from the schools participating in your contest area will be collected by the IESA office prior to the contest.
- A check for 80% of the total entry fees (and 50% of the late fees) will be issued to and sent to each host school to be used to run their contest.
- Pay all judges on contest day. Keep accurate records of their time. Judges pay time should begin at the start of the judges' meeting. Judges are paid a flat fee of \$30 per hour. Mileage is not given to judges for IESA contest events.
- Financial reports will be sent to each host in the host box. A sample report and instructions have been included in this packet. Keep accurate records of allowable expenditures related to the contest.
- 6. Complete the financial form and return it to the IESA office within two weeks of contest.** If you have any questions when filling out the report, please contact the IESA office. If contest runs at a deficit, you may assess the participating schools based on the number of entries. The IESA office will figure these amounts for you when we receive your report and request to assess. The financial report must be approved by the IESA office prior to assessment.

## OTHER IMPORTANT REMINDERS

**PIANOS: Make arrangements for piano rentals as early as possible.**

### Tips to help keep costs down:

- Borrow digital pianos from participating schools.
- The piano solo room is the only performance room that requires an acoustic piano.
- Full Size Digital Pianos are cheaper to rent and acceptable in performance rooms
- Always make schools attending your contest aware of what the set-up will be at contest for pianos.
- Keyboards are ok for warm-up rooms.

**CONTEST INFORMATION: Please make sure that your contest information packet includes everything that a visiting school needs to know.**



**Schools serving as a host must have signage in accordance with the Concealed Carry, Act 430 ILCS 66. This includes an IESA event that is held on your school property and IESA events held off-premise (i.e. a park).**



## POST-CONTEST DETAILS

- 1. Immediately following contest, please make sure that you submit the Best of Day Awards online to the IESA office.** Schools will be looking for this to be posted on the IESA website. This information will not be processed until the IESA has all the information from the Host schools.
- 2. Forward the names and addresses of all your judges to the IESA office so that the master judges list can be maintained and updated.**

**Please contact the IESA office or a music advisory committee member if you have any questions.**

## SPECIAL NEEDS

During the on-line entry process each school has a special needs box available for each entry. **This box is intended to be used for those performers with special needs, not for special circumstances.**

### Example:

***Special Need:*** A student musician uses a wheelchair and will need to have special accommodations made for them. The director will check the special needs box. A letter from the school's principal indicating a special need should be sent to the host school. If the box is checked and there is no follow-up, you as the host may have to follow-up. A detailed history of a student's special need is not necessary. Schools should specifically state the accommodations needed for the student to perform.

***Special Circumstance:*** Student has a family obligation in the afternoon of the contest. This is not what the Special Needs box was intended for. The music director of this student will need to contact the contest host directly to see if this special circumstance can be accommodated. As a host school, you are not obligated to meet this request if you are unable to.

## MERCHANDISE

The IESA contracts with the Cubby Hole out of Carlinville as the official merchandiser for all IESA state events. The contest you are hosting is an IESA State Contest so t-shirts and other merchandise will be available for purchase. All merchandise orders will be submitted online by individual students/parents. The Cubby Hole will mail online orders to the host schools so apparel can be picked up on site.



12472 Rt. 108, Carlinville, IL 62626  
PH: 800-235-2071, 217-854-8511  
Fax: 217-854-5306  
[www.cubbyholeonline.com](http://www.cubbyholeonline.com)



# HOST COMMUNICATION

Included in the next few pages are sample emails that you can use to send to schools participating in your music contest area. Remember that they are simply guidelines. You can use the information included however you wish.

## Sample Initial Email to Participating Schools (send 2/1)

Dear Director:

I have created this group email for all of the IESA Directors coming to the contest at (location) on (date). If you feel you should not be included in these mailings, please let me know. If there is a director at your school who is not included, please have him/her send me an email to be included.

By now, you should have completed your initial online request for events and have sent the IESA your check with your printed-out entry form. If not, you need to do it ASAP to avoid the extra charges for late entries.

When your check is processed by the IESA, you will receive a password and instructions in the mail. Be sure to update the director info for every director coming to the contest.

**Please enter your specific contest information using the following directions:**

1. Log in to the **IESA Member Center** and access the **Music Entry Center**.
2. Once there, **first enter all the participant names, grade level, and year in contest.**
3. Remember to click **“add contestant”** at the end of each line. Then you can print that list by clicking on “Participant List.” This printed page can be used to write in titles and figure accompanist groupings.
4. **Click on “Accompanist”** and do the same with all accompanists’ names.
5. After you have all the participant names and accompanists groupings figured out, **go back in and enter that info for each event.**
  - Click **“Edit Event”** next to an event in the “Event List”.
  - Add title(s) of pieces and click **“Add Selection”**.
  - Select Accompanist from the drop down menu and click **“Set Accompanist.”**
  - Select participant(s) from drop down menu and click **“Set Participant.”**
  - Remember to click “add” or “update” at the end of each line you complete.

**•After you are all done, remember to go back to the “Event List,” “Participant List.” and “Accompanist List” pages and print those pages for your records and use.**

Please have all your data for the events done by (IESA deadline) I will schedule the contest (that weekend) if I can get the data released to me from the IESA.

Thanks you,

(Name)

# Sample Scheduling Email to Participating Schools

Contest Managers all schedule their contest differently, but here is an example of one director who sent the schedule in advance for directors to review prior to the final schedule being completed.

Dear Colleagues,

I have completed the schedule for the IESA music contest on the <enter contest date>.

I took great care to avoid conflicts with your accompanists, however, student conflicts were not taken into consideration. Therefore, you will need to communicate with your students to figure out resolve any conflicts. The best way to find student conflicts is to put the schedule on the wall of your room and have your students find any problems with their personal schedule. Please do not distribute this preliminary schedule to your parents yet. I will send final schedules for you to distribute on <date>.

You'll notice that the contest is on a 6-minute event schedule. That's very tight, but with so many events it was necessary. To make the day move faster, I tried to schedule the same accompanist in a room for 2 or 3 events in a row. If, when you receive this schedule, you feel you need to make a change due to student conflicts, I will accept changes within the following guidelines:

1. Submit your changes by 3:00 Friday, <date>. Please do not try to call me with changes. Email me with questions at <your email>. All the directors from your school must approve these changes.
2. Changes **must** be made within the same room or judging area. Be sure your changes don't cause an accompanist to be in two different rooms at the same time, or the same student in two different rooms at the same time. Please only make changes if absolutely needed and check them with the other directors at your school. A good rule would be to make your changes with the same accompanist, that way you are not causing conflicts in their schedule.
3. Please fix any spelling errors or numbers of students in ensembles and I will make sure they get corrected on the final sheets. If you sent events with TBA's please send me that information now.
4. If you know of any students who will not attend, please send them to me as soon as you know them. *Remember, IESA rules state that all contestants must be passing all classes the week before the contest.*
5. If there is no way to resolve your conflict, please state your problem in an email. Again, switching events from room to room will not be possible without contest manager approval. \_\_\_\_\_
6. All changes need the final approval of the contest manager.

Thank you for time and effort in helping this contest run smoothly and efficiently.

## Additional Information about Scheduling Your Contest

### Sample scheduling process using excel:

\*You do not have to use the excel data and schedule this way. This is simply a sample of how to possibly schedule.

□ First save a back-up copy of the excel data.

□ Create multiple worksheets in the excel document. Create a worksheet for each judge, room, and school.

□ Sort the data by school and then by students with conflicts.

□ Add column at the end of each worksheet for easier pasting and copying.

□ Print worksheets for each judge.

## Are you interested in using TourneyWire to help schedule your contest?

IESA Music Hosts will have the opportunity to use TourneyWire Music to assist with scheduling their contests at no cost.

**Please contact the IESA ([jackie@iesa.org](mailto:jackie@iesa.org)) if you are interested in using TourneyWire Music for your contest.**

TourneyWire provides music competition services at the IESA music solo and ensemble and organizational state tournaments. These services enable web-based registration, scheduling and scoring of competitions.

## IESA Music Advisory Committee

### DIRECTORS:

AMY SCHNEIDER: Bradley Central

CURTIS FISCHER-OELSCHLAEGER: Taylor Ridge Rockridge

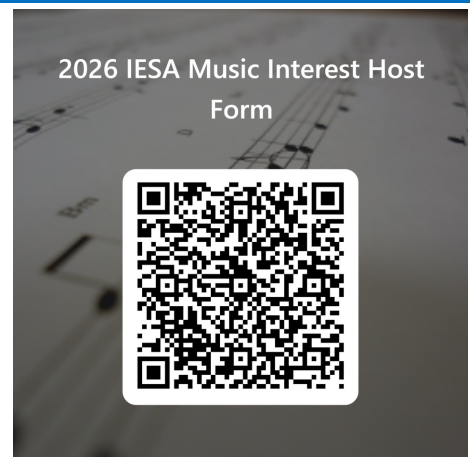
GEORGE CATON - Cuba

HEATHER SETZER: Marshall

SARAH LIDY: Maroa-Forsyth

MATTHEW HIBBETS: St. Joseph

### COMMITTEE CHAIR:



*The Illinois Elementary School Association's mission is to provide leadership to its member schools to ensure safe, equitable opportunities for students. The IESA Music Contests throughout the state offer a way to enrich the music education programs in our schools by offering an activity that is not duplicated within the educational system.*