



2017-18 CMEA Conductor and Accompanist Information Form



Ensemble Chair:

This information is meant to assist you when acquiring a conductor or accompanist for a CMEA festival ensemble. Please read over carefully as some procedures have been changed from past years.

Once you have received a verbal agreement from a conductor, please complete the form on page 2 and return to the CMEA office by the dates below. A formal contract and welcome letter will be issued to them by the CMEA Executive Director. Email the form to Barbara at cmea@snet.net Fax to 860-632-1853 Mail: CMEA PO Box 174 Cromwell, CT

High School Region:	March 15, 2017	All State Festival :	June 1, 2017
Middle School Region:	May 1, 2017	Elementary Honors:	June 1, 2017

All contracts will be issued by and returned to the CMEA office. Biographies and photos should be collected by the ensemble chair and forwarded to the festival chair and region director. Please make certain your conductor is available for both the festival dates and snow dates.

Conductor/Accompanist Honorariums

	<u>MS Region</u>	<u>HS Region</u>	<u>All State</u>	<u>Elem. Honors</u>
Conductor	599.	1000.	1500.	599.
Accompanist	300.	599.	1000.	200.

Region Festival Conductors: Travel/Hotel/Meals

Car mileage is reimbursed at the non-profit rate of .30 cents per mile. Airfare, for high school festivals, but must be pre-approved by the region director prior to a formal contract being issued. Hotel is provided for the conductor if necessary. Approval by the region director required if more than one night is needed. Meals for conductors and accompanists are provided during the duration of the festival. If hotel is needed, Ensemble Chairs should make arrangements and CMEA will reimburse you or the conductor if preferred. Submit a reimbursement form with receipts attached to the CMEA office. Same for travel reimbursement and meals if not covered at the festival site.

All State Festival Conductors: Travel/Hotel/Meals

CMEA reimburses all travel necessary, economy preferred. Hotel for conductors is provided for the duration of the festival and is arranged by the CMEA Executive Director. Hotel for the accompanist is provided if necessary, for two nights. Meals will be provided by CMEA once a conductor/accompanist is onsite or at the hotel and will be for the duration of the festival. CMEA will not reimburse for meals to and from the festival.

Elementary Honors Festival Conductors: Travel/Hotel/Meals

CMEA will reimburse conductors/accompanist for car mileage at the non-profit rate of .30 cents per mile and economy airfare is necessary and budgeted. One night hotel is provided for the conductor if needed, and is arranged by the CMEA Executive Director. More than one night is possible only if the conductor is also presenting clinics at the conference. CMEA will provide or reimburse meals during the festival only.

MUSIC ORDERS Complete a "Festival Music Order Form" download on cmea.org under committee forms and send to Barbara by the dates below. Email: cmea@snet.net Fax: 860-632-1853 Mail: CMEA PO Box 174 Cromwell, CT

	<u>HS Region</u>	<u>MS Region</u>	<u>All State</u>	<u>Elem. Honors</u>
Due Date	May 15, 2017	June 1, 2017	August 1, 2017	August 1, 2017



2017-18 Conductor/Accompanist Information



Ensemble Chair: Submit completed form to the CMEA office by the date below, after receiving an informal confirmation from your conductor/accompanist . A formal contract will then be sent out to them from the Executive Director.

High School Region:	March 15, 2017	All State Festival :	June 1, 2017
Middle School Region:	May 1, 2017	Elementary Honors:	June 1, 2017

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FESTIVAL INFORMATION: Select all that apply.

Region: East North South West

Festival: HS MS All State Elementary Honors

Ensemble: Band Mixed Choir Treble Choir Orchestra Jazz World Drum

Position: Conductor Accompanist

Date and Location of Festival: _____

Concert time (please note if not yet a firm time): _____

Schedule/times that you have discussed with the conductor (festival start/end): _____

List any additional compensation discussed with the conductor as listed on page 1 (hotel, travel etc)?

CONTACT INFORMATION

A. Conductor/Accompanist

Name: _____

Mailing Address: _____

Email: _____

Phone: _____

B. Ensemble Chair (this will be included on the formal contract)

Your Name: _____

Primary Email: _____ Best Phone: _____