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AUDITION & FESTIVAL OVERVIEW

- CMEA Region/All-State auditions provide students with the opportunity to receive a professional evaluation of their performance skills. See the online calendar or Region/All-State pages at www.cmea.org for specific audition dates.

- CMEA Region Festivals are Friday-Saturday events that consist of a series of rehearsals in which students prepare for a performance under the direction of guest conductors. The concert is held on Saturday afternoon. Each region hosts a middle and a high school festival. High School students who are selected to participate in their Region Festival are then eligible for All-State auditions. See the online calendar or Region pages at www.cmea.org for specific festival dates.

- CMEA All-State Festivals are Thursday-Saturday events that consist of a series of rehearsals in which students prepare for a performance under the direction of guest conductors. The concert is held on Saturday afternoon. See the online calendar or All-State page at www.cmea.org for specific festival dates.

- Students who wish to be considered for their Region Festival must perform the current region audition repertoire specific to their region. Please visit www.cmea.org “Student Events” menu for repertoire lists with specific requirements for all instruments and voices.

- Students will be registered by their teacher online at www.ctfest.net. Deadlines for registration are posted on the www.cmea.org website on the Region/All-State pages.

- Directors are responsible for checking the website for audition eligibility, registration, and schedule information

- No form of audition other than a live audition on the scheduled audition date will be accepted.

- Directors who omit students from a school's audition registration may register students on-site for an on-site audition fee of $50 per student. There is no on-site registration for All-State auditions.

- When the auditions are completed, the results will be available on www.ctfest.net. Teachers will be able to verify scores, print score sheets, and must indicate student participation in the festival. Teachers must then print a CTFest invoice for student participation fees and submit payment on or before the deadline as published on www.cmea.org on Region/All-State pages.

- Student Festival contracts, health forms and payments will be accepted seven (7) days after the original postmark deadline after which time accepted students may be replaced by the Region Festival committees. Incomplete or illegible forms will be returned. A $10.00 reprocessing fee will be charged for each incomplete or illegible form received.
As of fall, 2018, the Access Rule ensures that a minimum of one student from each school be considered for inclusion in the high school and middle school festivals. Acceptance will be at the discretion of a consensus between the Region Director, Ensemble Chair, and the student's teacher. Students will be added to an ensemble after the cut-off score is established. Benefits of this rule include added value to teacher membership in CMEA, promoting advocacy within schools and districts through festival participation, and advancing inclusion in urban and rural environments. This rule does not apply to All-State.

**All-State Only:**

- Students must participate in a high school region festival in order to be eligible for the All-State audition.

- Students may audition on multiple parts as long as their scores are above the cutoffs listed for each of the parts that they would like to audition on (as per CMEA/CTACDA policy multiple voice audition - i.e. Soprano and Alto or Tenor and Bass are not permitted).
CMEA GENERAL POLICIES

1. **CMEA Membership**
All music teachers are expected to be members of CMEA/NAfME. If this is not verified, the music teacher will be required to pay a non-member surcharge equal to the CMEA/NAfME membership in order for his/her students to participate in CMEA-sponsored activities.

2. **School Association Fees**
All participating schools must pay an annual School Association Fee due in September. Forms can be downloaded from the website at [www.cmea.org](http://www.cmea.org).

3. **Deadlines and Fees**
All materials and fees must be postmarked by the deadline as stated in the CMEA calendar or posted on [www.cmea.org](http://www.cmea.org). No personal checks from parents or students will be accepted. All fees are non-refundable. Incomplete registration materials will be returned and a $10.00 reprocessing fee will be charged.

4. **Forms**
All forms must be legible (typed or printed), submitted by the designated deadline and include the required information and signatures. Forms submitted after a designated deadline may be subject to a late fee. Please send invoices and payments to the address listed on the invoice. Incomplete or illegible forms will be returned and a $10.00 reprocessing fee will be charged per form.

5. **Chaperones**
The official school chaperone must be a teacher in the student’s school or school district and a CMEA member in good standing. No school may transfer chaperone responsibility to another school or school district.
   - School chaperones are required to be on-site for the entire duration of the CMEA festival through the specified sign out time. Chaperones must follow sign in and sign out procedures according to the requirements of the specific festival.
   - If health or behavioral issues occur during a CMEA activity, CMEA will dismiss the student from the festival and release him/her to the care of the school-appointed chaperone.
   - In the event that the activity requires students to stay overnight, CMEA will provide on-site chaperones beginning at curfew until breakfast the following day. *(All-State may have different school chaperone requirements - check current school-year information)*
   - School chaperones who fail in their responsibility to abide by the aforementioned guidelines will have their students dismissed from the festival and remaining festivals for the school year.

6. **Correspondence**
All correspondence, written or verbal, pertaining to student activities must be from a CMEA member, addressed to the appropriate Festival Chair, with a copy to the respective Region Director. *Address, email, and phone/fax numbers of CMEA committee members are NOT to be given out to students or parents.*
7. **Appeals**
Resolution of any student problem that occurs during an audition or festival must be addressed through the appropriate Chair. If the problem is not resolved, the student’s ensemble director may appeal to the Student Affairs Commission. Correspondence must be sent WITHIN 10 DAYS of the audition or festival to the Chair of the Student Affairs Commission as listed on the CMEA website. An appeal must be in the form of a written letter/email from a CMEA Member with the CMEA member number, school address, student name, and all applicable supporting information. No correspondence from parents or students will be accepted.

8. **Attendance**
It is the responsibility of the music director to notify the Adjudication or Festival Chair of any absences from the High School/Middle School festival prior to or during the festival. The Region Director can grant appeals for absences due to illness and death in the immediate family. An appeal may be made in the form of a written letter or email from a CMEA member with the CMEA member number, school address, student name, and all applicable supporting information (i.e. doctor’s note or school attendance list) and sent to the Student Affairs Commission Chair. All appeals will be discussed by the Student Affairs Commission.

**STUDENTS FAILING TO FULFILL THEIR CONTRACTED OBLIGATION TO A CMEA FESTIVAL WILL FORFEIT PARTICIPATION IN ANY CMEA ACTIVITY FOR ONE CALENDAR YEAR.**

9. **Student Policies**
Students participating in any CMEA-sponsored event must abide by all local, state, and federal laws as well as CMEA rules and regulations. Please copy the Student Information and Policies page and distribute to participating students. CMEA reserves the right to deny audition for and/or performance in any CMEA sponsored regional or All-State Festival to any student convicted of a crime or involved in criminal litigation as a named defendant.

10. **Property**
CMEA is not responsible for the theft or damage of personal property at any festival.

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**CMEA STUDENT FESTIVAL POLICIES**

A. All festival participation is contingent upon the school’s payment of the school association fee, verification of the director’s current CMEA/NAfME membership or receipt of a non-member surcharge fee, and receipt of festival registration fees and/or late fees.

B. Any student who is a member of his/her school’s performing group under the direction of a CMEA member in good standing is eligible to participate in these festivals. The student’s audition category must correspond to his/her school performing ensemble – i.e. someone auditioning for a CMEA chorus must be in his/her chorus, not band or orchestra. A CMEA member in good standing is one who has paid membership dues, the school association fee, and the appropriate registration fee for the festival. Participation in the auditions is mandatory for students to be considered for the region and/or All-State ensembles.
C. Each student participating in a CMEA-sponsored concert festival must complete a Student Contract. The student’s teacher must mail the school’s Student Contracts to the CMEA office by the designated payment deadline as posted on the Region/All State pages on cmea.org. Completing a Student Contract for participation in a Concert Festival mandates participation in that festival. Once the contract has been signed, students may withdraw from a festival only for personal illness or death in the immediate family. Missing any portion of a rehearsal will result in dismissal from the Festival, and students are required to be in attendance throughout the Festival. **STUDENTS FAILING TO FULFILL THEIR CONTRACTED OBLIGATION TO A CMEA FESTIVAL WILL FORFEIT PARTICIPATION IN ANY CMEA ACTIVITY FOR CALENDAR YEAR.**

D. Every student participating in a CMEA-sponsored concert festival must complete a Student Health Form as well as the Student Contract. Both Forms must be submitted to CMEA for each student on or before the payment deadline as posted on the Region/All State pages on cmea.org. During each Festival, the Region Director or his/her designee shall have custody of all student forms for those students participating in that Festival. Upon completion of the Festival, all such Forms shall be returned to the CMEA office for immediate shredding.

E. All schools registering for Region Festivals must participate in the region in which the school resides. A list of regions and towns can be found in this handbook. Registration is completed by a teacher online at [www.ctfest.net](http://www.ctfest.net). Invoices and fees should be sent to the address listed on the invoice.

F. Schools may not participate in another region’s audition festival.

G. Students participating in any CMEA-sponsored event must abide by all local, state, and federal laws as well as CMEA guidelines and policies. If a student is dismissed from a Festival, the Festival Chair will notify the student’s director. **Students dismissed from a festival for disciplinary reasons will be suspended or expelled from all CMEA activities for a period of time determined by the Student Affairs Commission.**

H. Students may audition in as many areas as they wish; there is a separate registration fee for each audition. Every effort will be made to honor student ensemble preferences although the final decision for ensemble placement rests solely with the festival committee. Multiple vocal part auditions by the same student are not permitted.

I. **Students enrolled in a satellite school that is affiliated with a CMEA member school, or are home schooled, must have the permission of the CMEA member high school principal and CMEA member director before registration will be honored.** The signature of the CMEA member school’s principal and CMEA member director certifies knowledge of the student’s participation in said school’s performing ensemble and recognizes the signature of the director as being the person assuming responsibility for the applicant. The student will be listed as a participant from the affiliated CMEA member school.

J. **Middle School Only:**
- Students from grades 6-8 are eligible to participate in the region middle school festival regardless of which grades are housed in the district’s middle school(s).
- Students in grade 6 that are housed in an elementary or intermediate school are eligible to participate in the region middle school festival.
CMEA STUDENT INFORMATION AND POLICIES

Directors: Please photocopy these TWO PAGES as needed for participating students.

1. Any student who is a member of his/her school’s performing group under the direction of a CMEA member teacher in good standing is eligible to participate in CMEA auditions and festivals. The student’s audition category must correspond to his/her school performing ensemble – i.e. someone auditioning for a CMEA chorus must be in his/her chorus, not band or orchestra.

2. Students may not drive or be driven by another student to or from any CMEA activity.

3. No alcohol, illegal substances, tobacco products (including e-cigarettes, vaping devices, etc.) or weapons may be present at a CMEA function. Use of cell phones is prohibited during rehearsals and performances.

4. Students are expected to act in a responsible manner at all times. CMEA has the right to remove any student from any activity at any time due to improper behavior.

5. CMEA Copyright Policy CMEA expects all students participating in the audition process to abide by all copyright laws. Students must have an original piece of music, a digitally purchased copy w/receipt, a public domain copy, or perform from memory. With the exception of students performing from memory, students auditioning without an acceptable copy of music may be disqualified from festival participation.

6. CMEA is not responsible for the theft or damage of personal property at any festival.

7. Students enrolled in a satellite school that is affiliated with a CMEA member school, or are home schooled, must have the permission of the CMEA member school’s principal and CMEA member director before registration will be honored. The signature of the CMEA member school principal and CMEA member director certifies knowledge of the student’s participation in said school’s performing ensemble and recognizes the signature of the director as being the person assuming responsibility for the applicant.

8. Every student participating in a CMEA-sponsored concert festival must complete a Student Contract and Student Health Form. The student’s teacher must mail the school’s Student Contracts and Health Forms to the CMEA office by the designated payment deadline as posted on the Region/All State pages on cmea.org. Completing a Student Contract for participation in a Concert Festival mandates participation in that festival. Once the contract has been signed, students may withdraw from a festival only for personal illness or death in the family. Missing any portion of a rehearsal is grounds for dismissal, and students are required to be in attendance throughout the Festival. STUDENTS FAILING TO FULFILL THEIR CONTRACTED OBLIGATION TO A CMEA FESTIVAL WILL FORFEIT PARTICIPATION IN ANY CMEA ACTIVITY FOR ONE CALENDAR YEAR.

9. Students participating in any CMEA Festival must abide by all guidelines and policies. Students failing to follow the published guidelines and policies are subject to dismissal from the festival by the Festival Chair or Region Director. If a student is dismissed from a festival, the Festival Chairperson or Region Director will notify the director. Students dismissed from the festival will be suspended or expelled from future CMEA activities for a period of time determined by the Student Affairs Commission.

10. All correspondence, written or verbal, pertaining to your student activities must be from your school music teacher. CMEA COMMITTEE MEMBERS WILL RESPOND ONLY TO CORRESPONDENCE FROM THE SCHOOL MUSIC TEACHER. Addresses including e-mail, phone/fax numbers of CMEA committee members are NOT to be given out to students or parents.
STUDENT CODE OF CONDUCT

Behavior and appearance should positively reflect you, your school, and CMEA.

○ Students participating in CMEA Festivals are not permitted to purchase, possess, consume, or be under the influence of alcohol or drugs (except for authorized prescription drugs) at any time. Violators will be subject to stringent disciplinary action and they will be released from the festival to the school director or appointed chaperone and sent home.

○ Conduct is the responsibility of each individual. Use common sense and good judgment when leaving, entering, or using a facility.

○ The use of cell phones and other electronic devices is prohibited during rehearsals and concerts, whether you are performing yourself or are part of the audience.

○ The use of pictures of CMEA officials in non-CMEA sanctioned social media is expressly prohibited, unless consent is provided by CMEA. Violators will be dismissed from the festival and are subject to CMEA and/or school disciplinary action.

○ If a student is found responsible for stealing or vandalism, the student and/or the student’s parents will be expected to pay all damages, and the student will face appropriate disciplinary action.

○ Smoking is not allowed at any time (including e-cigarettes, vaping devices, etc.) during the festival. Failure to comply will result in dismissal.

○ Any accidents, injuries or illnesses must be reported to the ensemble chair, chaperone and/or school director immediately.

○ Adherence to all curfew times and sleeping assignments is mandatory. Students are not permitted to be in the room of a person of the opposite sex under any circumstances.

○ All school and CMEA rules apply.
SIGNING UP AS A TEACHER TO REGISTER STUDENTS

1. Go to www.ctfest.net
2. On the left side of the home page, under Teacher Log In, Click on REGISTER
3. Enter your information:
   - The Email Address you enter will be used for all teacher information correspondence
   - The CMEA Region/Level enter will generate the appropriate school list below
     o Please note that if you teach both middle school and high school, you will need to register twice. Once per level.
   - The Preferred Judging Areas will be used to assign you to audition rooms during the Regional Auditions.
     o Please note that as a teacher in the Western or Northern Region HS, you will be required to judge during the Regional Auditions. This category will only appear if you teach in one of those regions.
   - Select your School from the list provided. If your school is not listed, please email CMEA@snet.net
   - Choose the appropriate areas for I Conduct.... You will only be allowed to register students for the strands that you select. For example, if you are a band director and DO NOT check Jazz, you will NOT be allowed to register students to audition for jazz auditions.
   - If possible, please enter you CELL PHONE number for phone. This information is usually only needed for emergencies or timely matters. Providing an office or school phone number is not always the most effective.
   - Choose a Login Name
   - Choose a Password
   - Enter your NAfME/CMEA membership number. If you are unsure of this number, please email CMEA@snet.net. You may choose to leave this blank, however you must be current in your membership in order to gain access to the site.

   Note: If you are also registering as a Judge, your Teacher Login Name and Password must not be the same as your Judge Login Name and Password. This is a CTFest software requirement.

   Please allow two full business days for your teacher profile to be verified and activated
REGISTERING STUDENTS FOR AUDITIONS

1. Go to www.ctfest.net
2. Login on the Teacher side.
   • You will be unable to register students if you haven’t registered yourself as teacher through www.ctfest.net
   • You will be unable to register students if your NAFME membership has expired. If your access is denied please email CMEA@snet.net to see if your membership is current.
   • You will be unable to register students if your annual School Association Fee has not been paid. If your access is denied, please email CMEA@snet.net to see if your S.A.F. fee has been paid. Forms are on www.cMEA.org

3. Enter your students’ information:
   • Please check your spelling when entering the student’s First and Last name. Ensemble lists and programs will be generated from this data.
   • Please select the correct Audition Part for your student. Please check “Yes” for students who will be participating in multiple auditions.
     o Please note: If a student is participating in multiple auditions, you will need to register the student per audition and check “Yes” (for multiple auditions) every time. Be certain to spell the student’s name in exactly the same way with each entry. Multiple vocal part additions by the same student are not allowed.
     o Example: John Doe wants to audition on clarinet, jazz saxophone and as a tenor in the choir. He will need to be registered three times; once per instrument. “Yes” should be checked every time.
   • By choosing your student’s ensemble preference, this will help the ensemble chairs best place your student if he/she is eligible for more than one ensemble. If a student is performing in multiple auditions, please make sure the students ensemble preference remains consistent for all registered auditions.
     o Example: John Doe auditions on clarinet, jazz saxophone and as a tenor in the choir. His preference is: BAND, CHOIR, JAZZ BAND and should be entered consistently per audition (regardless of the audition type) so if he were to be selected for all three ensembles, the ensemble chairs would know which ensemble to place him in.

   • Enter an Audition Preference of “Morning” or “Afternoon” for your student.

   • If you wish to delete a registered student, click on the “X” icon to the right of the student’s information.
After the registration deadline closes, you will not be able to do this. Email cmea.auditions@gmail.com
   • If you wish to edit a student, click on the “pencil” icon to the right of the student’s information.
**PRINTING A REGION AUDITION INVOICE**

1. Go to [www.ctfest.net](http://www.ctfest.net)
2. Login on the Teacher side
3. Hover over “Students”, then click on “Region Audition Invoice”

![Image of the CMEA All-Region Billing form]

4. A new screen should open up. Follow the directions to print this screen and mail the invoice to address listed on the BOTTOM of the invoice with your payment by the postmark deadline listed on the invoice under the total. Postmark deadlines are also listed on each region page on [www.cmea.org](http://www.cmea.org).

5. Please send in only ONE invoice/check per school. Check should be made out to CMEA.
VIEWING AND PRINTING A REGION AUDITION SCHEDULE

1. Go to www.ctfest.net
2. Login on the Teacher side.
3. Hover over “Students”, then click “Audition Schedule”

4. You may view the schedule online and sort by clicking on the headings, or you may export the schedule to Excel by clicking on the “Excel” icon:
VIEWING AND PRINTING REGION AUDITION RESULTS

1. Go to www.ctfest.net
2. Login on the Teacher side
3. Hover over “Students”, then click “Audition Results”

• To view the students audition results in detail, click on the “Medal” icon: 🏆
• To view the students audition results in a printable version, click on the “Star” icon: ★
• To accept participation in the festival, make sure the toggle switch says “Yes”: ☑
  o Please note: The default setting is “Yes”, so you do not have to alter the toggle switch.
• To decline participation in the festival, click the toggle switch until it says “No”: ☑
  o Please note: when changing a toggle switch to “No”, you should receive a warning asking if you wish to do so.
• Follow the same procedure for participation in the All-State Auditions (AS Aud?).
• Please note: After the acceptance deadline has passed, the toggle switch will change into the following symbols:
  o Yes: ☑
  o No: ☑
• To print ALL of your students’ results, click on the “Printer” icon in the upper right-hand corner: 🗨️
• To print an invoice for your students’ participation in the Region Festival, either hover over “Students” and click “Festival Invoice” (as can be seen above), or click on the “Money” icon: 💰
PRINTING A REGION FESTIVAL INVOICE

1. Go to www.ctfest.net
2. Login on the Teacher side
3. Hover over “Students”, then click “Festival Invoice”

4. A new screen should open up. Follow the directions to print this screen and mail the invoice to address listed on the BOTTOM of the invoice with your payment by the postmark deadline listed on the invoice under the total. Postmark deadlines are also listed on each region page on www.cmea.org.

5. Please send in only ONE invoice/check per school. Checks should be made out to CMEA.

PRINTING AN ALL-STATE INVOICE

1. Go to www.ctfest.net
2. Login on the Teacher side
3. Hover over “All-State”, then click “Audition Invoice”

4. A new screen should open up. Follow the directions to print this screen and mail the invoice to address listed on the BOTTOM of the invoice with your payment by the postmark deadline listed on the invoice under the total. Postmark deadlines are also listed on each region page on www.cmea.org.

5. Please send in only ONE invoice/check per school. Checks should be made out to CMEA.
VIEWING AND PRINTING AN ALL-STATE AUDITION SCHEDULE

1. Go to www.ctfest.net
2. Login on the Teacher side
3. Hover over “All-State”, then click “Schedule”

4. You may view the schedule online and sort by clicking on the headings, or you may export the schedule to Excel by clicking on the “Excel” icon:
REGISTERING AS A JUDGE

1. Go to www.ctfest.net
2. Underneath the Judge Log In, Click on "Register".

3. Enter your information
   - 2nd Email Address is optional
   - If possible, please enter a CELL PHONE under Phones
   - Select a Login Name – If you are also a teacher, you **may not** register the same login name as your teacher account
   - Select your Password – If you are also a teacher, you **may not** register the same login pw as your teacher account
   - Please select the Preferred Judging Areas that you are able to judge.
   - Audition Availability: By clicking on the calendar icon (📅) next to each region event, you will see the date and location of that event. If you are available to judge that event, fill in the check box accordingly. **Please note: High school teachers in the Northern and Western region are required to judge at their region’s auditions. The appropriate check box must be selected.**
     - If you are a CMEA/NAfME member, please enter your membership number.
     - When you are finished filling in the rest of your information, click register.
**ACCEPTING A JUDGING ASSIGNMENT**

1. Go to [www.ctfest.net](http://www.ctfest.net)
2. Login on the right side of the home page with your Judge Credentials. These will be different than your teacher credentials. Use the "Need Password" button if needed.

3. If you have been assigned to a festival, you will see the following screen:

   ![Assignment Screen](image)

   - For information on the audition event, click on the “Info” icon: 📜
   - For location information, click on the “Map” icon: 📍
   - For a list of students, click on the “Student” icon: 📚
   - To accept the judging assignment, click “OK”: ✅
   - To decline the judging assignment, click “Thumbs Down”: 🙅

   If you mistakenly decline the judging assignment, you will need to contact the state judge chair to renew the assignment.

**JUDGING ON CTFEST.NET**

For more detailed information on judging procedures, please contact the state judge chairs or visit the Adjudicators Page under "Student Events" on [www.cmea.org](http://www.cmea.org).

**AUDITION DATES**

Important current CMEA festival and audition dates are available at [www.cmea.org](http://www.cmea.org) under the "Student Events" menu. Choose the region and grade level festival you are interested in. These are also posted to the website's calendar.