

TMEA Region 15  
Orchestra Division Handbook  
2011-2012



## **Introduction**

This handbook was prepared as a guide of the duties for the Region Orchestra Chairperson and the Region membership. The original is on file with the current Region Chairperson and is available for further updates and corrections. This is the latest version, submitted on August 19, 2011.

## **TMEA Events**

- TMEA All-Region Orchestra Auditions
- TMEA All-Region High School Full Orchestra and Middle School string Orchestra Clinic/Concert
- TMEA Honor Orchestra

TMEA events are open to any student who is enrolled as a full time student (as defined by TEA) in a Texas school during the semester in which the activity takes place. If an audition takes place in one semester and the resultant concert or clinic takes place in another, the student must be enrolled as a full time student during both semesters.

*A student must be certified by his/her TMEA active member director as a viable member of the school's parent musical organization during the semester in which the TMEA activity is held. If there is no parent musical group in the school, the student must be certified by a TMEA sponsor. This sponsor must hold an active membership in TMEA and must have been designated as a sponsor by the chief administrator of the school the student attends.*

## **UIL Events**

- High School Solo and Ensemble Contest
- High School and Middle School Concert and Sight-Reading Contest

UIL events are open to UIL member schools that have a current Music Acceptance Card on file in the State UIL office.

## **Eligibility Requirements**

Requirements of eligibility are stated in the TMEA Region Orchestra Chair's Handbook and at <http://www.tmea.org/programs/all-state/eligibility>. Refer to it for a complete listing of TMEA rules.

For academic eligibility rules, refer to the TEA/UIL Side by Side document.

## Region Officers

### General Powers

The affairs of the Region shall be managed by its officers.

### Number and Tenure

There will be three officers of the Region 15 Orchestra Division: Chairperson, Vice-Chairperson, and Secretary/Treasurer. The officers shall serve a tenure of two years, as prescribed by TMEA, starting and ending at the May region meeting in even numbered years. The Vice-Chairperson shall become the Chairperson upon completing their term as Vice-Chairperson. An officer shall be able to serve unlimited successive terms.

### Qualifications

An officer shall be a member in good standing of the Orchestra Division of TMEA.

### Vacancies

Any vacancy occurring in the Vice-Chairperson or Secretary/Treasurer offices shall be filled by appointment by the Chairperson. An appointed officer will act in the position for the remainder of the term. A vacancy occurring in the office of Chairperson shall be filled by the Vice-Chairperson.

### Compensation

Officers shall not receive any stated salary or compensation for their activities. Officers may receive reimbursement for TMEA expenses.

### Resignation

An officer may resign by giving written notice to the Chairperson.

### Removal

An officer may be removed by vote of two-thirds majority of the membership of the Region 15 Orchestra Division.

### Election

Officers will be nominated and elected at the May region meeting in even numbered years.

### Officers

There shall be three officers of the TMEA Region 15 Orchestra: a Chairperson, a Vice-Chairperson and a Secretary/Treasurer.

*Chairperson* The Chairperson shall be the principal executive officer of the TMEA Region 15 Orchestra Division and shall, in general, supervise and control all of the business and affairs of the region. He or she shall preside at all meetings of the region. He or she may sign, with the Secretary/Treasurer, any deeds, mortgages, bonds, contracts or other instruments. He or she shall appoint committees, and shall be an ex-officio member of these committees.

*Vice-Chairperson* In absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers and be subjected to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as assigned to him or her by the Chairperson.

*Secretary/Treasurer* The Secretary/Treasurer shall: keep the minutes of the meeting; be custodian of records; conduct the official correspondence; have charge and custody of and be responsible for all funds and securities of the region; receive and give receipts for monies due and payable to the region, and deposit all such monies in the name of the region in such banks, trust companies, or other depositories as shall be selected by the region; shall keep proper books of account and other books showing at all times the amount of funds and other property belonging to the region, all of which shall be open to inspection by the Chairperson and Vice-Chairperson; submit a report of accounts and financial condition of the region at each region meeting; and, in general, perform such other duties as assigned to him or her by the Chairperson.

## Region Meetings

The orchestra division holds 2 major organizational meetings each school year, one in August and one in May. The actual date, meeting time and location are set by the membership of TMEA Region 15 and are published in the August and May editions of the "Southwestern Musician" and available on the TMEA website.

The orchestra division may hold additional meetings at other times including at the TMEA Convention in February and in the Spring semester for selecting Region Music. Any additional meetings will be announced to the membership by the Chairperson.

TMEA Region 15 Orchestra members are responsible for attending the 2 major organizational meetings each school year and strongly encouraged to attend all additionally called meetings of the region.

## Region Events

### TMEA All-Region Orchestra Auditions

#### Audition Information and Policies

1. The Chairperson will distribute the music packet during the May TMEA Region 15 meeting, along with membership verification requirements and audition fees.
2. Audition music for High School strings will include an excerpt from one or both of the All-State etudes and selected excerpts from the All-Region Orchestra music. Audition music for winds and percussion will be determined by Region 15 Band Directors. Audition music for Middle School strings will include etudes and selected excerpts from the All-Region Middle School music.
3. Directors with students auditioning must attend and assist with auditions. Directors who do not have students auditioning may also be given assignments by the Chairperson to assist with the auditions. Any director with a student auditioning or who has been given an assignment must be present at the audition. A proxy may substitute for a director; however, the proxy must be qualified to teach orchestra in the public schools and the proxy must assume all duties assigned to the director they are substituting for. Notice of execution of a proxy must be given to the Chairperson at least 24 hours prior to the start of the event. The Chairperson will file a grievance for any director which is not present at the audition site.
4. Current Area Audition procedures will be followed with the following exceptions:
  - a. At Middle School Auditions, students will enter the room one at a time and complete the audition in one sitting or divide the selections into groupings.
  - b. When using 2 or more same-instrument panels, the students will change rooms while the judges remain in their assigned rooms.
5. Audition Results are final sixty (60) minutes after posting. Directors are encouraged to check the results carefully.
6. The Chairperson will distribute the folders to the students' directors at the conclusion of the audition. The folders will include: music, schedules for sectionals, clinic and concert, rules, and Area acceptance forms for winds and percussion.
7. All string students who wish to qualify for Area and/or record for All-State must compete in the All-Region Orchestra auditions.
8. String student orchestra members, including alternates, are required to attend a preliminary Saturday string rehearsal. All student orchestra members are required to attend the Friday and Saturday clinic and concert.
9. If an emergency arises (sickness, death in the family, or an act of God) and a student is absent from more than 1/3 of any rehearsal or from the evening concert, the student will forfeit his/her position and All-Region patch. The Chairperson may decide to award the patch after hearing the explanation by the student's director.
10. Students are expected to arrange their schedules to eliminate all conflicts and notify the Chairperson of any conflicts that can not be resolved.
11. The TMEA appeals process will be followed concerning any conflict. Any student, parent, director, school official, or concerned party may submit an appeal. Appeals must be submitted in writing to the Region Division Chair within 72 hours of the audition or infraction. Appeals concerning the All-State Orchestra String or All-State Jazz Auditions must be submitted by December 1 of the competition year. Further information, including the order of hearing of the appeal, is listed in the TMEA Region Chairperson's handbook.
12. All entries are due 14 days prior to the audition date. Entries may be postmarked or hand-delivered. All entry numbers will be held confidential by the region Chairperson or designee.
13. The late and final online entry deadline will be seven days prior to the day of the audition.
14. Correction to an existing student entry may be made between 13 and seven days prior to the contest without penalty, but a student entry added less than 14 but more than seven days prior to the contest will result in an additional 100% student late fee.

15. Entries begun less than 14, but more than seven days prior to the contest, will be assessed a 50% additional campus fee charge and 100% student fee charge.
16. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process
17. Directors will be allowed to add or change student entries the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed.
18. All fees must be paid or supported by a school purchase order prior to the start of auditions.
19. Students must be eligible at all stages of the All-Region process. This includes the audition, all rehearsals, clinic and concert.
20. The audition host of each TMEA event will purchase beverages and light snacks for the directors. They will be reimbursed by the Region Secretary/Treasurer from receipts provided. Hosts are encouraged to keep catering costs moderate.
21. Only participating students and teachers are allowed in the audition area. Parents are allowed in warm-up areas only.
22. Students audition for All-Region Orchestra must be a performing member of the school orchestra, if one exists, and must be verified by the orchestra director. Students must be in at least 6<sup>th</sup> grade to audition.
23. The contest host will provide a non-audible metronome for student use in each audition room.
24. Said metronome may be used prior to the performance by the auditioning student. The student may not use the metronome during the performance.
25. Metronome markings should be closely adhered to so as to maintain the intent of the music.
26. More consideration should be given to the student who conveys the musical intent of the recommended metronome markings. Judges should score a student who chooses to perform outside the recommended tempo based on the student's ability to preserve the musical integrity of the selection.
27. No electronic devices, including personal metronomes, may be used or accessed by a student participant until the results for the student's section have been posted or announced. Failure to comply with this regulation may result in student disqualification.
28. The list of non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras and playback systems.

#### **Duties of the All-Region Audition Host**

1. Provide a classroom for each judging panel; tables and chairs for 5 judges; chairs and music stands behind the judges for all students auditioning.
2. Provide an office, necessary personnel and materials, including access to a copy machine and paper.
3. Provide a warm-up/waiting area for students
4. Purchase snacks (save receipts for reimbursement) and prepare a hospitality room for directors.
5. Prepare and place signs showing where auditions will be held, where warm-up space is available, where results will be posted, restricted areas, and any other signs that will clarify the audition process.
6. Provide a place for the posting of results, for teacher review of results, and for the distribution of folders. Parents and student may not enter the teacher review room, nor may raw scores be removed from this room by anyone other than the Chairperson
7. The host school may provide a concession stand at the site.
8. Provide a phone for students
9. Provide a screen between the judges and auditioners in each audition room.

#### **Duties of the Region Orchestra Chairperson**

1. Chair the music selection meeting. Directors will bring music suggestions and Chairperson will provide supplies for choosing and preparing excerpts and etude sheets for each instrument at the meeting. The Chairperson will collect and file a copy of each excerpt/etude audition music sheet for each instrument at each level to insure everyone has access to it.
2. Assign judging panels with 5 judges per panel; designate one as panel chairperson; assign a qualified monitor to administer the audition in each audition room to assist the students and judges.
3. Make High School and Middle School judging packets which include copies of the audition music and all necessary tabulation forms (found in the TMEA Region Chair's Handbook). Provide pencils for all judges.
4. Chair a director's meeting at the beginning of the audition. Take roll of the judges and other directors with assignments. Explain the audition procedures and forms and provide the actual judging sheets for explanation. As they become available, sign and post the results according to TMEA rules. Meet with the monitors and other assigned persons to explain procedures. After the auditions, distribute the folders to the students accepted into the Region Orchestra. Remind students and directors of expected behaviors.
5. Check with Secretary/Treasurer to insure the audition host is reimbursed for expenses (with receipts) and that entry fee receipts are provided to schools who entered students.
6. Collect All-State entry fees by the day of State Recording.

### **Duties of the Directors**

1. Directors must be at all events where their students are participating
2. Directors will abide by the following entry procedures:
  - a. Use the *current system* provided by the chairperson to enter students. Double check all entries for accuracy.
  - b. Make checks payable to: TMEA Region 15 Orchestra Division and send to the Region Chairperson.
  - c. The postmark deadline date will be selected and announced by the Chairperson at the Fall Region meeting and will be printed on the Region Calendar. The deadline will be within 2 weeks of the audition date. All entries must be entered online by the deadline.
  - d. All eligible students (check TMEA and TEA/UIIL side by side rules for eligibility) may audition for All-Region Orchestra. All students who wish to qualify for Area and/or record for All-State must compete in All-Region Orchestra auditions.
3. Directors should bring calculators to the auditions to avoid addition errors during judging. Errors can result in delays in posting the results and/or incorrect ranking of students. Note that results are final 60 minutes after they are posted.
4. Directors should collect the music folders from the Chairperson for their students who earn a position and return the signed Area Acceptance form (if applicable) to the Chairperson before music is released.

### **Duties of the TMEA All-State Orchestra Recording Site Host**

1. Provide an acoustically suitable room for taping the auditions with a table and seat for the recording technician, access to electricity, and a stand and chair for the auditioners.
2. Provide a warm-up/waiting area for students.
3. Make and place signs to direct the students.
4. The host school may provide a concession stand at the site
5. Provide a phone for students.

### **Duties of the All-Region Orchestra Wind and Percussion Audition Site Host**

This is usually handled by the band division. The Orchestra Chairperson should attend to distribute receipts to the school that need them, distribute folders, collect the results for the program, and collect signed Area Acceptance forms.

1. Provide a classroom for each instrument section trying out, with tables and seats for 5 judges, all students trying out, and a stand and chair behind the judges for the auditioners.
2. Provide an office, necessary personnel and materials, including access to a copy machine and paper.
3. Provide a warm-up/waiting area for students
4. Purchase snacks (save receipts for reimbursement) and prepare a hospitality room for directors.
5. Prepare and place signs showing where auditions will be held, where warm-up space is available, where results will be posted, restricted areas, and any other signs that will clarify the audition process.
6. Provide a place for the posting of results, for teacher review of results, and for the distribution of folders.
7. The host school may provide a concession stand at the site.
8. Provide a phone for students.

### **Duties of the Saturday String Rehearsal Site Host**

On a specified Saturday before the All-Region clinic/concert there will be a rehearsal for all strings plus alternates from 3 pm to 6 pm, or a time mutually agreed upon by the Region membership.

1. Provide a classroom for each instrument sectional with enough music stands and chairs.
2. Provide 2 rehearsal halls for the string orchestra rehearsals.
3. Make and place signs
4. May provide a concession stand at the site
5. Provide a phone for Chairperson's and students' use

### **Duties of the Chairperson at Saturday String rehearsal**

1. Take roll of students and assigned directors
2. Give full scores to the conductors and parts to sectional leaders
3. Make sure Secretary/Treasurer reimburses the host for expenses with receipts

### Duties of the Directors

1. Carry out assigned tasks
2. Supervise all students and assist the conductors with tuning
3. Make sure their own students are informed, prepared and equipped with a pencil, music, instrument and all necessary accessories.
4. Notify the Chairperson of missing students
5. Notify the Chairperson of any student attendance conflicts and other relevant information as soon as possible.
6. Inform students to bring \$1 each to the Friday clinic to go towards the purchase of a gift for the clinician.

### TMEA All-Region Orchestra Clinic/Concert

All-Region High School Full Orchestra Instrumentation			
1 <sup>st</sup> Violin	16	*Violin Alternates	4
2 <sup>nd</sup> Violin	16		
Viola	10	*Viola Alternates	2
Cello	10	*Cello Alternates	2
Bass	6	*Bass Alternates	2
Piccolo	1	Flute	2
Oboe	2	Clarinet	2
Bassoon	2	French Horn	4
Trumpet	3	Tenor Trombone	2
Bass Trombone	1	Tuba	1
Percussion	5		

All-Region Middle School String Orchestra Instrumentation			
1 <sup>st</sup> Violin	16	*Violin Alternates	4
2 <sup>nd</sup> Violin	16		
Viola	10	*Viola Alternates	2
Cello	10	*Cello Alternates	2
Bass	6	*Bass Alternates	2

\*Alternates receive music after the auditions. They will attend the Saturday string rehearsal but do not have a seat in the orchestra for the clinic/concert until they are called by the Chairperson.

### Use of Alternates

1. In the event a student becomes ineligible or unable to play in the All-Region Orchestra, the Chairperson may move an alternate into the section.
2. An alternate may be substituted by the Chairperson at any point during the Saturday All-Region String Rehearsal and up to the first hour of the Friday All-Region Orchestra Clinic/Concert. After the first hour of the Clinic/Concert no more alternates may be used. Generally the last time alternates will be moved into the orchestra is at the Saturday All-Region String Rehearsal.
3. Alternates attend the Saturday All-Region String Rehearsal, but do not attend the Friday and Saturday All-Region Orchestra Clinic/Concert unless they have been contacted by the Chairperson to fill a vacancy. Teachers should not bring alternates to the Friday All-Region Orchestra Clinic unless directed by the Chairperson.
4. Alternates not moved into vacancies in the orchestra should be on stand-by at home in the event a vacancy occurs. If called by the Chairperson to fill a vacancy, the student must arrive within the first hour of the Friday All-Region Orchestra Clinic.
5. Alternates who do not attend the Saturday All-Region String Rehearsal become ineligible to play in the All-Region Orchestra and may not be used to fill vacancies.
6. If vacancies occur in any section greater than the number of designated alternates, the Chairperson may move additional students into the orchestra in the order in which they finished in the audition at any time prior to the Saturday string rehearsal. The additional students moved into the orchestra must attend the Saturday string rehearsal in order to participate in the remainder of the All-Region Orchestra Clinic/Concert.

### **Duties of the Region Orchestra Chairperson for All-Region Clinic/Concert**

1. Hire clinicians, send contracts and rehearsal schedules, inform them of reimbursements and fees, and assist them with lodging, meal information, and flight information. Clinicians should arrive before lunch on Friday and depart Sunday morning.
2. Assign a director to serve as a driver for the clinicians while in the Valley. Inform clinicians we will escort them around town. It is customary to take clinicians out to dinner at Region expense after the concert.
3. Arrange for a company to video tape the concert, with Region approval
4. Arrange for a T-Shirt company to take orders
5. Take attendance of students and enforce all attendance policies
6. Assign teachers to assist each clinician with the tuning and monitoring of students
7. Contact clinicians for biographical information for program. Give audition roster and clinician bios to program appointee who will design and have them professionally printed. Secure a sponsor for the printing costs of the program.
8. Write and give an acknowledgement speech with introduces the clinicians, recognizes the All-State/Area students and the certified wind and percussion students.
9. Check with host for complete arrangements
10. Buy a DVD of the concert to send to the clinicians, usually courtesy of the recording company
11. Collect the scores and parts for return to sources
12. Collect receipts from the clinicians for air fare. Have checks for their fees and hotel bills ready at the end of the concert (see Secretary/Treasurer)
13. Distribute the All-Region patches to the directors.
14. Distribute directions to the clinic/concert site that include parking instructions.
15. Contact Band Division president to appoint wind/percussion specialists to run possible sectionals.

### **Duties of All-Region Orchestra Clinic/Concert Site Host**

1. Provide a classroom for each instrument sectionals (wind/percussion) and provide those classrooms with adequate music stands and chairs.
2. Provide rehearsal halls for both orchestras to rehearse in.
3. Buy snacks (save receipts for reimbursement) and set up hospitality room for directors.
4. Make and place signs
5. May provide a concession stand at the site
6. Provide a phone for Chairperson's and students' use.
7. Buy soft drinks, order pizza, buy napkins for students from a local vendor at Region expense. 1 can of soda and 3 slices of pizza each for 141 students plus clinicians and directors. (Helpful to ask vendor to cut the large pizzas into 12 slices)
8. Check with the percussion coordinator for use of borrowed percussion equipment.
9. Arrange a set-up and tear-down crew.
10. Provide a seating area for students while in the audience. (Cases are kept in an alternate location)
11. Arrange at their campus for use of auditorium and rehearsal facilities. Provide chairs, podium, microphone for clinician, stands, sound shell, risers, access to lighting, stand lights (if necessary) and air conditioning.
12. Arrange for facilities for the Friday meal break for students.

### **Duties of the Directors**

1. Carry out assigned tasks.
2. Supervise all students and assist the clinicians with tuning.
3. Make sure your students are informed, prepared and equipped.
4. Notify the Chairperson of missing students or attendance conflicts as soon as possible.
5. Take your students to lunch on Saturday
6. Help tear down equipment after the concert.

**Suggested Schedule for All-Region Clinic/Concert**

<b>Friday</b>	
2:00 pm	Refreshments for clinicians and directors in hospitality room
2:30 pm	Tuning Begins
2:45 pm	Rehearsals begin <ul style="list-style-type: none"> <li>• MS in music building</li> <li>• HS in Auditorium</li> </ul>
5:00 pm	Pizza dinner in cafeteria
5:45 pm	Rehearsals resume (same rehearsal spaces as before)
7:00 pm	Collect \$1 gift money from students for clinician's gift Rehearsal ends
<b>Saturday</b>	
8:00 am	Refreshments for clinicians and directors in workroom
8:30 am	Tuning begins
9:00 am	Rehearsals begin <ul style="list-style-type: none"> <li>• MS in music building</li> <li>• HS in Auditorium</li> </ul>
10:00 am	Teachers meet to discuss any problems or concerns of audition and clinic process
11:55 am	Instructions and lunch break (Cafeteria will be open for directors to supervise their students who want to stay).
1:30 pm	Rehearsals resume <ul style="list-style-type: none"> <li>• HS in music building</li> <li>• MS in Auditorium</li> </ul>
3:00 pm	Rehearsal end (may end sooner at the clinician's discretion.) Give return time, dress, seating, and instrument storage instructions to students before dismissal
6:15 pm	Students report to the concert site Tune and leave cases in designated area
7:00 pm	Concert begins Directors help clear the stage at the conclusion of the concert

**TMEA All-State Orchestra Tape Auditions**

Numbers Allowed to Tape from Region 15

Violin	24	Viola	16
Cello	16	Double Bass	12
Piano	1	Harp	4

All Students who wish to qualify for Area and/or tape for All-State must compete in All-region Orchestra Auditions.

## UIL Solo/Ensemble Contest

### Duties of the Site Host

1. Provide appropriate performance area for each judge with special consideration given to an area for medium ensembles. Each room should have an adequate number of chairs and stands to accommodate solos and ensembles.
2. Provide a large area to serve as a general warm-up area.
3. Provide a concession stand that includes lunch items as some schools will stay all day.
4. Send campus rules, bus parking/loading instructions to the directors 10 school days before the event.
5. Provide a monitor and a runner for each performance area. The monitor will keep the contestants orderly outside of the performance area and will help facilitate the moving in and out of students in the performance area. The runner will take the adjudication sheets to the office and assist the monitor and judges as needed.
6. Be available the day before contest to receive and place the pianos in the performance areas.
7. Make and place direction signs.

### Duties of the Directors

1. Complete the online entry process in a timely manner
2. Advise students of proper conduct, dress, and special campus rules
3. Review the UIL Constitution and Contest Rules
4. Notify your students of performance times and have them at the contest site 35 minutes before their performance time. Immediately upon student's arrival, place their adjudication sheet in order of their performance times for each judge assigned. The director will not trade sheets with other judges
5. Pay the fees as set by the Executive Committee. Checks are payable to "UIL Music" and should be sent "c/o Region 15 Executive Secretary." No state fee is paid for this contest.
6. Screen your entries. If large numbers of students do not appear at the contest, then revise your preparation and selection procedures to avoid this in the future
7. All DNA's (Did Not Appear) will be scheduled at the end of your time slots.
8. Check out with the site office after your school's performances.

### Timeline for TMEA and UIL Events

August	<ol style="list-style-type: none"> <li>1. Region 15 meeting: check minutest of last meeting, create agenda, select clinicians for the next year, and distribute assignments (sectional coaches, other volunteers) to the membership</li> <li>2. Ask the Band Division Chairperson to run the wind/percussion auditions and contact the preferred site host</li> <li>3. Submit current Region 15 Handbook and/or rule changes to the TMEA office</li> <li>4. Contact a company for audio taping audition for All-State and for videotaping All-Region Clinic/Concerts</li> <li>5. Order Patches online: HS All-Region, 83; MS All-Region, 58; Area, 58 (check for number of band and string students)</li> </ol>
September	<ol style="list-style-type: none"> <li>1. Purchase CDs and white sleeve envelopes for All-State Recording</li> <li>2. Attend Region Chairperson Training in Austin (every other year)</li> </ol>
October	<ol style="list-style-type: none"> <li>1. All-Region and All-State string online entries and fees are due 2 weeks before auditions</li> <li>2. All-Region and All-State wind and percussion online entries and fees as well as signed agreement forms are due 2 weeks before wind and percussion auditions.</li> <li>3. Collect labels for state taping from Region Auditions. Collect taping master lists for State taping from online entries.</li> <li>4. Confirm logistics with taping company</li> </ol>
November	<ol style="list-style-type: none"> <li>1. All Region wind and percussion auditions and All-State string recordings set of applications to State TMEA Office. Check mailing deadline</li> <li>2. All-Region String Rehearsal held, usually the Saturday before the Clinic/Concert</li> <li>3. All-Region Clinic/Concert (Friday and Saturday). Take clinicians to the airport on Sunday</li> <li>4. Results of All-State Orchestra auditions e-mailed to directors and posted online (Note the date that membership fees are due.)</li> </ol>
January	<ol style="list-style-type: none"> <li>1. UIL Solo &amp; Ensemble contest – High School</li> <li>2. Region Financial Report due</li> </ol>
February	<ol style="list-style-type: none"> <li>1. TMEA Convention/All-State Clinics and Concerts</li> <li>2. High School and Middle School UIL Concert and Sight-reading Contest</li> </ol>
April	<ol style="list-style-type: none"> <li>1. Music selection meeting held to pick next year's All-Region MS and HS Orchestra music. Tempos are taken from score and packets are made.</li> </ol>
May	<ol style="list-style-type: none"> <li>1. Region 15 Meeting, check minutes of last meeting, create agenda, pick sites for next year's auditions, clinic/concerts</li> <li>2. Hosts fill out forms necessary to reserve sites for Region events</li> <li>3. HS UIL TSSEC in Austin</li> </ol>
July	<ol style="list-style-type: none"> <li>1. Region financial report due</li> </ol>