



Michigan Music Association Teacher Rules and Regulations Packet

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Michigan Music Association

Teacher Rules and Regulations Packet

Thank you so much for being a member of the Michigan Music Association. This is a group of teachers that are dedicated to providing a student-centered competition experience. Our goals are to provide the public the opportunity to hear students in competition, to uphold a high standard in music education, to provide a public outlet for the artistic talent of music students, and most importantly to help students gain the experience and confidence to develop their musical talents.

This packet is designed to give you as much information as possible about MMA and what you need to know as a teacher member. Please read through it and let us know if you have any questions!

Our current Executive Board Members are:

President: Vanessa C. Schwarz-vanessacc@aol.com

Vice President: Laura Burwell-pianolessonsbylaura@gmail.com

Secretary: Alyssa Phelps-alyssaphelps927@gmail.com

Treasurer: Mitch Osadchuk-osadcmi@lc-ps.org

Assistant Secretary and Treasurer: Rich Vogellehner-rich@soundcenterstudio.com

Our current Board Members are:

Mark C. Chasney, Stephanie Thompson, and Emily Suszko.

Michigan Music Association

Important Dates and Deadlines

Estimated Dates (see website for each new year's deadlines)

September 30: Deadline for Scholarship Entries, Cover Design Entries and Poem Entries

October 14: Scholarship winners, Cover Art winners and Poem winners announced

December 1: Deadline for teacher dues. All teachers must be registered and dues paid by this date. If registering after this date, a \$10 late fee is added.

December 15: Deadline for competition entries. All entries must be submitted and paid for by this date.

January 1: Deadline for Words of Praise to be submitted and paid for.

December 30: Deadline for Banquet Tickets to be reserved and paid for.

February 14-16: Competition events occur on Friday, Saturday, and Sunday. The annual teacher meeting is held on the Sunday before the weekend event via Zoom. The banquet and awards ceremony takes place on Sunday afternoon.

June: A teacher wrap-up meeting is held to discuss the competition and any changes for the future.

Michigan Music Association Frequently Asked Questions

Where is the competition held?

The competition is held annually at rotating locations throughout the state of Michigan. Events are held at hotel banquet centers. Previous locations include: Grand Rapids, Kalamazoo, Ypsilanti, Lansing, Detroit, and Troy. The location for the next year's competition is announced at the competition each year.

Do students and teachers have to stay at the hotel?

No one is required to stay at the hotel. However, we always work with the hotels to offer a discounted rate for families and teachers.

What instruments can students compete on?

Students may compete in piano, voice, guitar and percussion. Students compete in solos, duets and ensembles. Students may compete in as many categories as they would like to, as long as they are currently taking lessons from a MMA Teacher on that instrument.

Can students enter into multiple categories?

Students can enter as many categories as they would like!

Why is my age division broken into an A or B?

The categories that have A/B divisions are randomly chosen to split up the category to give more students an opportunity to be recognized and receive a trophy, and give a little grace to the judge from having too many competitors in a category. This is usually done when there are around 10 students within one age group.

What categories are the categories for each instrument? How are these categories divided?

Each instrument has different categories. Full lists and descriptions are included in this packet. Most categories are divided by student age except for Standard divisions which are divided by level and age.

What is the difference between an Open Category and the other categories?

Students who are ready to compete at the highest level MMA has to offer may compete in the Open Categories. The Open Categories are open to anyone who would like to compete regardless of age. If a student chooses to do an Open Event, they can not enter their age event in that category. (It's either/or only). The Open winners also perform at the Awards Banquet on Sunday. Open winners also receive a cash prize of \$100.

What is the banquet?

The banquet and Awards Ceremony takes place on Sunday afternoon. The banquet is first and the Awards Ceremony takes place immediately following in the same room. Banquet ticket prices vary from year to year based on the hotel's rates. Purchasing a banquet ticket also reserves you a seat for the awards ceremony. If you or your students would like to attend the Awards Ceremony and not the luncheon, additional seating is available for \$15 per ticket until seats run out, first come first serve. When purchasing tickets it must be submitted in one form

and one payment (check or paypal) from the teacher. We will not be accepting payments from the students or families.

What is the Awards Ceremony?

The awards ceremony immediately follows the banquet on Sunday afternoon. 1st, 2nd, and 3rd place will be announced for every category and students will receive trophies for these awards. The Open Winners are announced at the ceremony and also perform for the audience. Open competitors are required to attend the awards ceremony so they will be available to perform should they win.

What are my commitments as a teacher?

We are an entirely teacher-run organization and need teachers to run the competition. Without teachers and volunteers this competition will not run smoothly. You will be assigned a room to be a room captain for a few hours during the competition. There is a teacher meeting held the Sunday before the event weekend via Zoom, that teachers are to attend to help make plans, formulate ideas as a group, and of course vote when necessary. On Sunday, you are expected to attend the Awards Banquet to receive any trophies your students do not claim and to receive your teacher packet. Your teacher packet includes all the judges' comments and ribbons from your students' events. You must present your teacher badge to receive your packet.

What is a room captain?

The room captain is in charge of taking attendance for each competition group, announcing the performers, and assisting the judge. A full list of room captain instructions is included in this packet. When the board is making the schedule, they will ask if you have any preferences for scheduling. If you are not able to work during your assigned time, you are responsible for finding someone else to work during your time. This could be another teacher, a trusted parent or a friend. Again, we need the teachers and volunteers to make this competition a success.

What is the registration during the weekend?

When students and teachers arrive for the event, they will be directed to registration. Students and teachers receive one copy of the program and a name tag. Teachers and students should wear their name tags all weekend to identify them during the competition. Teachers must have their name badge to pick up their teacher packets. Registration is always at a central location in the hotel and the front desk can direct you there when you arrive. Registration hours are: 5:00 pm- 8:00 pm on Friday, 7:30 am- 12:00 pm on Saturday, and 7:30 am- 9 am on Sunday. *Hours may be subject to change.*

What are Words of Praise?

Words of Praise are printed in the program and are a way for parents, grandparents, or teachers to write encouragement to their students. The entry form is on the website and costs \$3.

How do students register for the competition?

Teachers must register all students, students cannot register directly. The form for registration is on the website. All entries must be paid for by the entry deadline to be valid. Teachers must pay with one payment via PayPal or send checks to Mitch Osadchuck at: 46472 Oak Pointe Drive, Macomb, Mi. 48042

Entry costs are listed below.

- 1st Entry – \$35.00
- Each additional entry – \$30.00
- Duets/Ensembles – \$30.00
- 1st Open entry – \$50.00
- Each additional Open entry – \$45.00
- Private Adjudication (if only event entering) \$40.00

Examples for payment process:

-1st Example of paying for a student: Student is doing One Open and 3 Age Group Entries: Student will pay the 1st Open Entry of \$50 and 3 Each Additional Entry at \$30 Each.

-2nd Example of paying for a student: Student is doing Only Private Adjudication: Student will pay \$40 Only.

Michigan Music Association

Competition Rules

Competition Rules

Each contestant may be in as many events as they wish. Different musical selections must be played for each entry. The only exceptions are for Private Adjudications which may be entered using a competition song. Contestants are also expected to learn new songs each year for all categories they enter.

Time Limits:

Teachers are asked to stay within the following time limit chart when choosing solos for their students. All times given are maximum time limits. There are no minimum times.

Piano Time Limits:

Ages 4-8.....	2 minutes
Ages 9-12.....	5 minutes
Ages 12-16.....	10 minutes
Ages 17-18.....	15 minutes.
Open Divisions.....	15 minutes

Vocal Time Limits:

All Ages, Opens and Events have a 5-minute limit. No Exceptions.

You must mark all cuts, changes and edits in the sheet music to match what you are performing for the judge.

If a student is running late or has a conflict with another event the category will remain open for 30 minutes from the last competitor to perform in their category. At which point the judge/room captain will announce the category is now closed. NO EXCEPTIONS.

All events must supply a separate original copy of the music for the judge. PHOTOCOPIES ARE NOT ACCEPTED. Proof of permission from the publisher must be granted to photocopy music that is out of print before a photocopy will be accepted. If purchased from an online website it must have "authorized for: student, teacher or family members name," or a receipt provided.

All measures must be numbered or there will be an automatic deduction of 5 points.

All events must be memorized or there will be an automatic deduction of 10 points with these exceptions: Instrumental Private Adjudication, Instrumental Duets, and Instrumental Ensembles. All vocal events must be memorized with no exceptions.

Trophies for permanent possession will be awarded to the first, second, and third place winners in each solo and duet category. Open first place winners will receive two trophies: one for permanent possession, the other is a traveling trophy to be kept for one year. An engraving plate will be sent in the mail to the student with their name on it. It will be returned upon the start of the next competition. If the winner has graduated or no longer plans to attend the

following year arrangements must be made to have the traveling trophy delivered to the next competition.

To make each category run smoothly each student competing in that category needs to be present when it starts, unless they have a conflict that was previously communicated to the room captain. Please arrive at your category time 5 minutes prior to the beginning of the category. If you have a conflict with another event let the room monitor know that you will be in another room prior to the event's start. It is advised that you remain in the competition room for the whole of the age category. If you must leave for another event, do so in a quiet and timely manner. Wait until you hear applause before entering and exiting any competition rooms.

Special accommodations will be made when needed for persons with disabilities upon advanced notice.

If there is a conflict or issue during the weekend all issues or concerns should be addressed from the teacher to a board member.

The judge's decision is final. The board can give suggestions about what category a song fits in, giving the judge the final say. For the vocal events: you can check musicnotes.com under "Arrangement Details" under "Styles" for a better idea of the category the song fits into.

Vocal Events Accompaniment Guidelines:

- There will be a professional sound machine and a transposable piano provided. Students may use a live accompanist, phone, iPad, tablet, computer, or USB to play their music. Anything with a headphone jack or Bluetooth capability.
- If you are using a USB, Only the competition music is allowed on the device with a max of 10 tracks. Each student must have their own USB device. All tracks must be labeled with the song title.
- If you are using a phone, download your songs to the device. So you can put your phone on Airplane or Do Not Disturb and also not have to worry about device connectivity. If you are using a phone with no headphone jack you must provide the correct attachment piece (ie. Dongle).
- If you are using a live accompanist, they may use the transposable piano, and they may have a page turner. Due to time restrictions and the number of categories there will likely be conflicts. To address this the student may want to use a pre-recorded piano track or seek an additional accompanist to assist with a busier schedule.
- Microphones are offered for the following categories: Pop, Jazz, and Inspirational. They will not be offered for any other event.
- There will be a microphone provided for the Luncheon Award Ceremony by the hotel. If you win an open, the student or teacher (not MMA) is required to have all the necessary materials needed to play the accompaniment track. If using a USB, have a device capable of plugging into a headphone jack (ie Computer/laptop), if using a phone or tablet a dongle must be provided.

Michigan Music Association

Student and Teacher Eligibility

Student Eligibility

All competitors must be within the ages of 4-18 as of January 1st. Students who are 18 must still be in high school to compete in regular divisions. Students 18 and older no longer in high school are eligible to participate in the Adult Hobbyist Division.

All competitors must currently be taking lessons from a Michigan Music Association member in good standing. All competitors must enter through their teacher.

Any student who has had lessons from another teacher within 3 months prior to the competition date, must have the former teacher's name along with the present teacher's name on the entry form.

All students entering the Open Divisions are required to be present at the Awards Ceremony or will not be able to compete in this division.

Teacher Eligibility and Requirements

Teachers must be actively teaching music lessons in the state of Michigan. Teachers must take an active part in the yearly competitions.

You will be assigned a room to be a room captain for a few hours during the competition. The room captain is in charge of taking attendance for each competition group, announcing the performers, and assisting the judge. A full list of room captain instructions is included in this packet. When the board is making the schedule, they will ask if you have any preferences for scheduling. If you are not able to work during your assigned time, you are responsible for finding someone else to work during your time. This could be another teacher, a trusted parent, or a friend.

All teachers must be present at the end of the awards to collect any unclaimed trophies and their teacher packets. If the teacher is unable to attend, they must have a representative to collect these materials. Trophies and teacher packets will not be shipped.

The representative must have the teacher's badge to collect trophies and teacher packets. Absolutely no teacher packets or trophies will be distributed without a teacher's badge or after the competition weekend.

Teacher's membership requires a \$40.00 annual membership fee due on December 1st of each year. A late fee of \$10.00 will be added after this date. New members are free for their first year. (Lifetime members are exempt from this fee)

If any teacher is interested in serving on the Board of Directors or in any other capacity, they should contact the President or any other Board Member.

Michigan Music Association

Essay Scholarships, Cover Art and Poems

Essay Scholarships

Michigan Music Association offers two annual scholarships that cover competition expenses for participating students. One will be awarded to a student between Kindergarten and Grade 6, and the second will go to a student between Grades 7-12. Winners will receive 2 nights in the hotel, all entry fees paid, and one ticket to the Awards Banquet on Sunday. Entries must be submitted in a Word document and uploaded to the website. Each year they are reviewed and the recipients are selected by a scholarship committee.

All entries must be received by: **October 1, 2024**

Each student who would like to participate should write a one-page essay including how long they have been taking lessons, listing other extracurricular activities they are involved in, and a short essay addressing ONE of the following topics:

1. Do you plan on using music in your future? And in what ways?
2. Who has been your inspiration in music and why?
3. What are the positive experiences you have had when attending MMA in the past that have made a lasting impression on you?
4. If you were to become a music teacher or performer in the future, what aspects would you take with you from your experiences?
5. What Does the Michigan Music Association Mean to you?

Cover Art

At each competition, we feature student art on the cover of the program. All students may enter with an original drawing, painting, or digital art. The designs must include the contest information for each year which can be found updated on the website. Please keep in mind that MMA includes a variety of musicians and instruments when designing your art. Entries are uploaded to the website each year and selected by a scholarship committee.

Poems

We also feature student poetry within the programs each year. All students may enter a poem that is a Word document and no longer than one page in length. Poems should be written about music. Poems are submitted to the website each year and selected by a scholarship committee.

Michigan Music Association

Piano Divisions

Standard Division

The piece must be chosen from the graded list of solos as prepared by the MMA Board of Directors and the Piano Representative. The piece must be memorized. The Standard Divisions are grouped by age AND skill level. For more details, please read the published Standard List.

Championship Division

This category is designed for pieces that do not fit in other available categories. Pieces such as marches, new age, solo arrangements of piano concertos and other classical themes, and inspirational or patriotic music should be performed in this category. Some composers for example would include, Rollin, Mier, Faber, Bober, Vandall, Lanz, Brickman, etc. Pieces must be memorized. Subdivisions of this category are determined by the contestant's age.

Pop Division

Jazz, ragtime, and blues are no longer permitted in this division. Songs must be played through the first time as written and then repeats may be improvised. Improvising is encouraged. Songs must be memorized. Subdivisions of this category are determined by the contestant's age.

Classical Division

Songs must be from one of the four eras of classical music: Baroque, Classical, Romantic, or 20th-century. Songs must be an original piano composition, not an arrangement of a classical theme. Songs must be memorized. Subdivisions of this category are determined by the contestant's age. If you are unsure if your song choice fits this category please contact a board member for clarification.

Jazz

Pieces in this category must fit within the idiom of jazz. This could include, but is not limited to, standard jazz works or jazz arrangements of classical or pop pieces. Also included in this division will be ragtime, boogie, and blues. Music must be memorized. As in the Pop Division, songs must be played as written the first time through and then improvised upon repeat. Improvisation is encouraged. Subdivisions of this category are determined by the contestant's age.

Private Adjudication

Developed for any student on any instrument. This is not a contest. Students will be evaluated on their performance ability and how well they played the piece, not on the difficulty of the piece, or the length of study. Songs need not be memorized. A rating will be given on a percentage basis.

A-1 Rating – 94% – 100%

A-2 Rating – 88% – 93%

A-3 Rating – 80% – 87%

Michigan Music Association

Vocal Divisions

Broadway Division

Selections may be chosen from any past or current musical, written for the screen or stage. Songs just in the background of movies are not acceptable; characters must be involved in the songs. All songs must be memorized. You may use accompaniment tracks or piano. Costumes and other appropriate props may be used in this category but no additional points will be awarded for the performance. Subdivisions of this category are determined by the contestant's age. No microphone used for this category.

Classical Division

Selection of composers will be up to the teacher's discretion. Folk and art songs are appropriate for the younger voices. All songs must be memorized. You may use accompaniment tracks or a solo accompanist. No lead sheets are allowed. Subdivisions of this category are determined by the contestant's age. No microphone used for this category.

Inspirational Division

This category includes all songs from the Gospel, Praise and Worship, Hymns, Spirituals, Contemporary Christian, holiday, Christmas, and Patriotic Songs from the 1700s to 1950s. All songs must be memorized. You may use accompaniment tracks or a solo accompanist. Subdivisions of this category are determined by the contestant's age. Microphone is provided for this category.

Pop Division

Songs must be sung as written the first time through, the repeats may be improvised. Jazz, Ragtime, or Blues arrangements of these pieces are not permitted in this division. All songs must be memorized. You may use accompaniment tracks, self-accompaniment, or a solo accompanist. If self-accompanying the instrumental parts must be memorized. The sheet music must be complete as in all divisions, ie no lead sheets. While performing, the contestant may not use the sheet music or lyrics. Subdivisions of this category are determined by the contestant's age. Microphone is provided and suggested for this category.

Jazz Division

Jazz Pieces in this category must fit within the style of jazz, including standard jazz works. Time frames of the pieces are suggested (but not required) from 1920 to 1969. Also included in this division will be ragtime, boogie, and blues. Pieces written in a jazz or blues style are **not permitted** in other divisions. Improvising on repeats is encouraged, Music must be memorized. Subdivisions of this category are determined by the contestant's age. Because this encompasses the true vocal jazz standard era, this can be used for ideas:

https://en.m.wikipedia.org/wiki/Great_American_Songbook. Microphone is provided for this event.

Private Adjudication

Developed for any student on any instrument. This is not a contest. Students will be evaluated on their performance ability and how well they played the piece, not on the difficulty of the piece, or the length of study. Songs need not be memorized. A rating will be given on a percentage basis.

A-1 Rating – 94% – 100%

A-2 Rating – 88% – 93%

A-3 Rating – 80% – 87%

*Please note – No lead sheets allowed.

*If accompanists use photocopies for easier turning of the pages, they must have an original copy of the music in addition to the judge's original copy.

Michigan Music Association Duets

Classical Piano Duets

Must be arranged for 1 piano / 4 hands. Need not be memorized.

Piano Duo

Must be arranged for 2 Pianos/4 Hands. If it is played on one piano, no trophy will be awarded.
Need not be memorized.

Pop Piano Duets

Must be arranged for 1 Piano / 4 Hands. Need not be memorized.

Snare Drum Duets

Must be memorized. May use accompaniment tracks or piano.

Vocal Duets

Must be memorized. May use accompaniment tracks or piano.

Adult Hobbyist Duets

Must be limited to arrangements for 1 Piano / 4 Hands. Need not be memorized.

Private Adjudication of Duets

May be from any of the above Divisions. Need not be memorized.

Concerto with Student/Teacher

Must be arranged for 2 piano/4 hands. Need not be memorized

Michigan Music Association Ensembles

Ensemble Divisions are determined as follows:

Prep: Ages 4 – 7

Junior: Ages 8 – 11

Intermediate: Ages 12 – 14

Senior: Ages 15 – 18

Piano Trios

Arrangements must be written for 1 Piano / 6 Hands. Need not be memorized.

Vocal Trios

May use accompaniment tracks or Piano. Must be memorized.

Piano Quartets

Must be arranged for 2 Pianos / 8 Hands. Need not be memorized.

Vocal Quartets

May be arranged for SABT, SSAA, or TTBB. May use accompaniment tracks or piano.

Keyboard Ensembles

Must consist of 3 to 8 people. Need not be memorized.

Percussion Ensembles

Must consist of 3 to 8 people. Need not be memorized.

Vocal Ensembles

Must consist of 3 to 8 people. Need not be memorized.

Bands or Choirs

Must consist of 3 to 8 people. Need not be memorized.

Michigan Music Association Open Divisions

**Broadway Vocal
Classical Vocal
Inspirational Vocal
Pop Vocal
Jazz Vocal
Championship Snare Drum**

**Championship Piano
Classical Piano
Pop Piano
Jazz Piano
Championship Drum Set**

Available in many competitive solo categories for the “Best Performance” regardless of age. This is a unique category in that any student may enter. All students entering this division will forfeit their option to play against students of their own age. Student Teachers (those still in high school/currently taking lessons) may only enter the Open Divisions if their students are entered in other divisions. First Place winners in these categories will receive two trophies: one for permanent possession, the other is a traveling trophy to be kept for one year. It will be engraved and passed on to the next year’s winner. They will also receive a \$100 cash prize. All participants in the Open Category are expected to be at the Awards Ceremonies. If you cannot attend the awards ceremony on the Sunday of competition, you cannot enter the Open Division. In the event the participant wins their event, they will be asked to perform their song for all those who are in attendance.

Michigan Music Association Adult Hobbyist Divisions

**Piano – Classical, Pop, Championship, Jazz, Private Adjudication
Vocal – Classical, Pop, Broadway, Inspirational, Jazz, Private Adjudication
Championship Snare Drum
Drum Set
Guitar- Classical, Pop, Private Adjudication
Strings- Private Adjudication**

Available to those students, 18 (Not in High School) and over and currently taking lessons. Songs must be memorized and performed as written.

Private Adjudications are also available for the Adult Hobbyists. This is not a contest. Students will be evaluated on their performance ability and how well they played the piece, not on the difficulty of the piece, or the length of study. Songs need not be memorized. A rating will be given on a percentage basis.

A-1 Rating – 94% – 100%
A-2 Rating – 88% – 93%
A-3 Rating – 80% – 87%

Michigan Music Association Percussion Divisions

Standard Snare Drum Division

Songs must be chosen from the graded list of solos as prepared by the MMA Board of Directors. Songs must be memorized. All songs must be played as written. For more details, please read the Standard List for the Snare Drum Division. Contestants must supply his or her own Snare Drum. Subdivisions of this category are determined by level.

Drum Set Division

The Song chosen must be written in traditional notation (Not tablature) that reflects pop, jazz, or Latin styles. The song must be memorized. All songs must be played as written. Contestants must supply his or her own Drum Set, with a maximum of a 5-piece standard shell kit with crash and/or ride, and/or high-hat cymbals. Subdivisions of this category are determined by the contestant's age.

Drum Set Division with Accompaniment

The Song chosen must be written in traditional notation (Not tablature) that reflects pop, jazz, or Latin styles. The song must be memorized. All songs must be played as written. Contestants must supply his or her own Drum Set, with a maximum of a 5-piece standard shell kit with crash and /or ride, and/or high-hat cymbals. Contestants must supply cd-player and/or speakers and anything needed for accompaniment. Subdivisions of this category are determined by the contestant's age.

Mallet Percussion Division

The Song chosen must be written in traditional notation (Not tablature). The song must be memorized. This division includes pop, classical, and jazz. All songs must be played as written. Contestants must supply his or her own mallet percussion instrument(s); ex: Bells, Xylophone, Vibraphone, and or Marimba. Subdivisions of this category are determined by the contestant's age.

Private Adjudication

Developed for any student on any instrument, this is not a contest. Students will be evaluated on their performance ability and how well they played the piece, not on the difficulty of the piece, or the length of study. Songs need not be memorized. A rating will be given on a percentage basis.

A-1 Rating – 94%-100%

A-2 Rating – 88%-93%

A-3 Rating – 80%-87%

Michigan Music Association Guitar Divisions

Pop Division

This division emphasizes entertainment value. Any non-classical repertoire is accepted (Any form from the Modern period). Non-notated tablature, lead sheets, and effects are allowed. Pieces in this division may be accompanied. All solos must be memorized.

Classical

It is strongly suggested that the student play a nylon string guitar in classical guitar style playing. Classical Repertoire only. All solos must be memorized.

Private Adjudication

Developed for any student on any instrument. This is not a contest. Students will be evaluated on their performance ability and how well they play the piece, not on the difficulty of the piece or length.

Non-notated tablature and effects are allowed.

A-1 Rating – 94%-100%

A-2 Rating – 88%-93%

A-3 Rating – 80%-87%

Michigan Music Association String Divisions

Private Adjudication- Violin, Viola and Cello

Developed for any student on any instrument. This is not a contest. Students will be evaluated on their performance ability and how well they played the piece, not on the difficulty of the piece, or the length of study. Songs need not be memorized. A rating will be given on a percentage basis.

A-1 Rating – 94% – 100%

A-2 Rating – 88% – 93%

A-3 Rating – 80% – 87%

MICHIGAN MUSIC ASSOCIATION ROOM CAPTAIN GUIDELINES

1. Make an effort to begin each division on time. Divisions should not begin early, out of consideration for audience members.
2. Take attendance for each category. Alert the adjudicator if the playing order will be affected due to a student performing in another division.
3. Welcome the students and audience members and officially announce the start of the division.
4. Remind audience members that all cell phones and devices must be silenced. Also give a reminder that exiting the room may only be done between performances.
5. Call each performer forward in the order of the printed program. Piano students may be invited to play a scale or other quick warm-up.
6. Vocal students will hand you their device, attach it to the sound equipment, and test a little bit of the students' music before they begin. Ask them if that is a good volume and then reset the track back to zero. For Vocal Pop, Jazz, and Inspirational please say this: A microphone is provided for this event. We will have you test the microphone before you sing. Never tap the microphone to check if it is on. You may use the provided Microphone stand or hold the Microphone.
7. Check to be sure that the title of the piece matches the title listed on the entry form. If there is a discrepancy, alert the performer and give them the opportunity to produce the correct score within the time span of that category.
8. Announce each piece along with the name of the composer.
9. Be certain to return the musical score to each performer when the judge is finished with it.
10. After each division is finished, thank the students and audience members and officially announce that the category is "closed." If a student is running late or has a conflict with another event the category will remain open for 30 minutes from the last competitor to perform in their category. At which point the judge/room captain will announce the category is now closed. NO EXCEPTIONS.
11. Avoid having conversations with any performer other than when taking attendance or returning the score.
12. Keep the adjudicator supplied with sharp pencils and volunteer to refill ice water or coffee as needed. Any other conversation with the judge should be kept to a minimum unless it involves procedure or contest rules.
13. In case of any issue arising, please find an Executive Board Member as soon as possible.

Michigan Music Association Sound Equipment Guide

*****Room Monitor and Board Members are the only ones allowed to work the speakers.*****

Teacher/Parent can control the student's device if they would like or the room monitor will.

1. At the beginning of the event please make sure the device is on. At the bottom of the speaker is an on/off switch. The display screen should be lit up if it is on.
2. Music can be played via Bluetooth, USB, or MP3
3. **The Preferred method of playing the music is with the aux cord and the phone adapters.**
4. There are two adapters: One for iPhones and One for Samsung. These adapters are to be used if the device does not have a headphone jack. These tend to break easily so please be gentle with them and keep them with the equipment. If the device has a headphone jack you can plug the cord directly into the device.
5. If needed to switch to a different way of playing music use the "Mode" button.
6. The music (Line/Mp3) can be set at one level and then control the volume on the student's device.
7. The Master controls the volume of the microphone and the music together.
8. Please test a little bit of the students' music before they begin. Ask them if that is a good volume and then reset the track back to zero.
9. **Pop event (Microphone is HIGHLY HIGHLY RECOMMENDED):**
10. **Jazz and Inspirational event (Microphone is Optional)**
 - a. The Microphone has a volume control on the back of the speaker.
 - b. **Please Say to the competitors for the Pop Event:**
 - i. **A Microphone is provided for this event.**
 - ii. **We will have you test the microphone before you sing.**
 - iii. **Never tap the microphone to check if it is on.**
 - iv. **You may use the provided Microphone stand or hold the Microphone.**
11. To change microphone batteries- Twist off the bottom and lift hatch
12. You may text Board Member Alyssa Phelps if there are any issues with the equipment. Please say which room you are in and the issue you are having.
586-615-6953