2020 CJMEA Elementary Honors Band
Saturday, March 14th, 2020 - Monroe Township High School
9:00am- 3:00pm (Directors meeting begins at 8:30am)

CJMEA Elementary Honors Band provides an exciting opportunity for your advanced band students to play in a large ensemble with other students from the Central Jersey area. This a low-pressure event, as there are no auditions, and only requires one day of time commitment for you and your students.

The students that you recommend must be in grades 4-6 and should be in good standing in your band program. They will be considered for one of three ensembles. We will make every effort to accept as many of your students as possible. However, we may not be able to accept every student, as we must maintain appropriate ensemble size and instrumentation. You will find more detailed information about the nomination process on the following page.

On the day of the event, students will arrive at 9:00 a.m. and will rehearse throughout the morning. We will break for lunch around 11:30 a.m. and then rehearse again in the early afternoon. The day will conclude with a concert at 2:00 p.m. Students must be prepared with a folding music stand and any accessories that are necessary for their instrument (reeds, valve oil, etc). Students may choose to bring a bagged lunch or will be able to purchase lunch at the school. All participants will receive a T-shirt to be worn for the concert.

- **Directors must commit to the day of the event and must attend/assist with logistics at the event.** Should any director relinquish this responsibility, then he or she will not be permitted to participate in such events in the future.

- There will be a limit of audience members per participant. Details will be communicated to students with their acceptance letters, which will also include directions to the site.

- **There is a nominal participation fee of $20.00 per student (please note this is a new amount this year).** This will cover the music, T-shirt, and administrative/production costs. This fee will be due after you receive your list of students that have been accepted. **Please send only one director’s check made out to “CJMEA” (parent checks will not be accepted).**

**Google Form Nominations and NAfME cards are due by Friday, January 24th, 2020** (forms that are submitted late will not be accepted). Forms should be submitted through the Google Form Link included in the e-mail. Do not submit the google form until you have scanned and sent a copy of your NAFME membership card to Ciji Coates (ccoates@htps.us).

Looking forward to working with you soon!

Sincerely,

Tom Coates & Ciji Coates
thomas.coates@ebnet.org - ccoates@htps.us
Step 1 - Decide which students you would like to nominate

Each director can nominate up to 16 students. Directors that teach in more than one school, should submit a total of 16 names combined, not 16 names per school. You are not required to fill all 16 nomination spots...please only submit your very best students. Remember, students will need to be able to prepare the music on their own, and then rehearse and prepare for a concert in just one day!

Remember...we are looking to create balanced bands; therefore there are limits on the number of certain instruments that you can recommend. Please limit your recommendations to no more than…

- one student for alto saxophone,
- two students for percussion
- three students each for trumpet and flute
- four students each for other instruments.
Bassoon, bass clarinet, tuba and horn are typically in demand!

Step 2 - Send home nomination letters

We have attached a nomination letter for you to send home to your students and parents. This letter will confirm that students are available for the date, and have permission to attend. This will also take care of t-shirt size, ticket orders, and contact information. Students must have these forms returned to you by Friday, January 17th, 2020.

Step 3 - Rank your students on the nomination page

List your students on the google form and grade them based on their experience level. For each student select 1, 2 or 3 to indicate their experience level and use + or – for musical ability. An explanation of each of these levels is as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3+</td>
<td>The student (third year of the band program) should be at the end of Method Book 3 (experience with 16th notes, 6/8 time and a mature tone concept- an exceptional 6th Grader)</td>
</tr>
<tr>
<td>3</td>
<td>The student (third year of the band program) should be in the middle of Method Book 3</td>
</tr>
<tr>
<td>3-</td>
<td>The student (third year of the band program) should be at the beginning of Method Book 3</td>
</tr>
<tr>
<td>2+</td>
<td>The student (second year of the band program) should be at the end of Method Book 2</td>
</tr>
<tr>
<td>2</td>
<td>The student (second year of the band program) should be in the middle of Method Book 2</td>
</tr>
<tr>
<td>2-</td>
<td>The student (second year of the band program) should be at the beginning of Method Book 2</td>
</tr>
<tr>
<td>1+</td>
<td>The beginner student (first year of the band program) is toward the end of Method Book 1 and is more advanced (i.e. clarinets can play over the break, trumpets can play up to third space C)</td>
</tr>
<tr>
<td>1</td>
<td>The beginner student (first year of the band program) is comfortable playing within the 5-6 note range in Method Book 1</td>
</tr>
</tbody>
</table>

The bands will be divided according to ability and experience level, so it is extremely important that you rank your students accurately. It will be a better experience for all if students are placed in an appropriate ensemble for their ability level. Please also indicate if a student studies privately or has auditioned/been accepted into Region Band.

Step 4 - Submit the Google Form

Please submit your completed nomination form through the Google Form link which can be found in the e-mail and scan and send a copy of your NAfME card to Ciji Coates (ccoates@htps.us). All Google Nomination Forms and NAfME cards must be submitted by Friday, January 24th, 2020. ***Late nomination forms will not be accepted.

After we have received all nomination forms, we will coordinate the rosters for each ensemble and send you a confirmation of which of your students have been selected.