



Oregon Music Teachers Association, Inc.

Affiliated with Music Teachers National Association, Inc.

DISTRICT COMPOSITION CELEBRATION CHECKLIST

Dear District Composition Chairperson:

Thank you for volunteering to oversee your District's Composition Celebration! Your detailed checklist is located on the next page. Please read carefully and mark your calendar with the deadlines.

General Summary of District Chair Responsibilities

The District Chair calls and locates an adjudicator who is an active composer and who enjoys reviewing student works. Please note that it is best to confirm the pay scale and schedule by mail once the adjudicator is chosen. Each District determines the schedule and pay scale (which should be \$30.00+ hourly, and some adjudicators prefer to be paid by the score).

The District guideline is to receive the completed scores from the students and deliver them to the adjudicator by March 15th—18th, 2012. It is an effective collection method to announce that you will receive student scores at the March OMTA meeting for your chapter. The adjudicator is instructed to return the completed review within three weeks of delivery to allow for corrections before forwarding honored composer's scores to the OMTA Composition Chair by Tuesday, May 1, 2012. Please respect this deadline as there will be no grace periods.



State Composition Celebration

Saturday, May 19, 2012, 2:00 p.m.

Sherman Clay Pianos
Recital Hall B
131 NW 13th Ave. (NW Davis & NW 13th Ave.)
Portland, OR 97029

For further information contact
Nicola Curry, OMTA Composition Chair
(503) 692-0656
kncmus@comcast.net

On Day of Performance call Sherman Clay Pianos
(503) 775-2427



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This checklist is organized in the order of the administrative process that unfolds over the year.

NOTE: For the entire process, all Composition Celebration Forms may be downloaded at:

<http://www.oregonmta.org/Forms.html>

(on the web page, scroll down to "Student Compositions")

ITEMS TO COMPLETE REGARDING STUDENT PARTICIPANT PREPARATION

- 1__ Announce March Deadline for Applications and provide applications to interested teachers.
- 2__ Collect fees and applications with scores at March meeting.
- 3__ Things to advise the teachers of at this point in the process.
 - 1) Ensure student information is complete on the application.
 - 2) Make sure the appropriate fee is included.

District Fees: Primary and Elementary Levels \$15.00.
 Junior High, Senior High, College and Adult Levels \$20.00.

In addition to the District fee, *Honored Composers* pay an additional fee for the State level.
 - 3) Review score to make sure all elements are complete.
 - 4) If the composition is not a solo for piano, provide a tape or CD recording.
 - 5) Attach a photocopy of the teacher's current membership card.
 - 6) It is recommended that the District Chair provide a summation form for the teachers so that they may track the activity of all student participants in the District. Such a form would include totals of students in each age division and would simplify fee calculation and would be turned in with the application packets.
 - 7) The application packets are to be organized by the teacher in order of age (youngest to oldest), and then by level (e.g. Primary, then Elementary).
- 4__ The District Chair reviews all application packets to make sure they are complete and provides them to the adjudicator (honors students will also have these applications sent to the State Chair after your District's honors performance event).

ITEMS TO COMPLETE REGARDING ADJUDICATION

- 1__ Provide the adjudicator with the music scores, recordings, blank OMTA Student Composition Evaluation forms, blank District List of Honored Composers form, and your District cover letter to the adjudicator including a reminder of the schedule, terms, and payment agreement (please see adjudicator instruction letter as an example).
- 2__ The adjudicator provides the completed evaluation forms of all scores and the completed District List of Honored Composers form to the District Chair by the agreed upon deadline.

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ITEMS TO COMPLETE REGARDING THE DISTRICT HONORS PERFORMANCE

- 1__ The District Chair calls the teachers to inform them of the results of the adjudication and provides a written form for each honors student, and informs the teachers and honors students of the District Honors performance.
Also, verbally and in writing, the District Chair informs the teachers of composers who have received honorable mention of the State Composition Celebration event, and State fees and deadlines.
- 2__ Contact your District's syllabus chair and give them the teacher's name, the honors student's name, title of the composition and level of student so that they may design the program for your District honors performance event.
- 3__ The District Chair creates the composition award certificates for all student participants.
- 4__ Complete an Honored Composers Summary form for each teacher who has students that achieved honorable mention at the District level.

ITEMS TO SUBMIT TO THE COMPOSITION CHAIR BY MAY 1

When you have completed your district Composition Celebration please forward the following items to the State Composition Chair prior to May 1:

- 1) A SINGLE check for the TOTAL amount due for the Honored Composers' fees from your District (please check your calculations and submit a copy of the Honored Composers Summary form for each teacher, along with the OMTA District Student Composition Celebration Report form).

These are the processing fees for State Celebration (due in addition to the District fees):
State Celebration Fees: Primary and Elementary Levels \$20.00.
Junior High and Senior High and Adult Levels \$20.00.

Please note: It is very important that the District Chair make sure the teachers provide these fees prior to the last week in April so that your District Treasurer has time to provide ONE check for you to send to the State Chair by May 1.

STATE APPLICATION DEADLINE: Please send all materials to the state chairperson no later than May 1st. Persons with late application fees will not be guaranteed to receive medals at the State Celebration. For students who are unable to attend the Honors Recital, a certificate will be mailed (no medals are awarded through the mail).

- 2) Your completed District Honored Composers List form, your completed District Student Composition Celebration Report form, and a copy of your District honors performance event program.

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- 3) For each composer put the following in a large envelope (8.5 x 11):
- A. Complete application (copy of the original district application packet).
Please note: At the State level, scores may only be submitted in computer notation; and *for advanced students, the duration of the work is limited to 7 minutes.*
Score format (please include):
 - 1. Title (bold and centered at top of page).
 - 2. Composer name, age, and level (in the upper right corner).
Levels are: Primary, Elementary, Jr. High, Sr. High, College and Adult.
 - 3. For Honors Compositions that go to State, include the teacher's name (in the upper left corner). At District level this is not to be included.
 - B. A copy of the adjudicator's evaluation.
 - C. Copy of the corrected music score (in computer notation).
- 4) At the State Composition Celebration event, students should be able to perform their own work, or have someone else perform it well for them. As we prefer a live concert setting, no recordings will be accepted for the State event.
Our adjudicator or clinician will offer education and encouragement while we enjoy the works together.
- 5) The OMTA State Board discontinued publishing a State student composition book in 2007. Individual districts are encouraged to publish their own books for the enjoyment of their local students and parents.

Please forward hard copies of all application materials to:

*Nicola Curry
OMTA Composition Chair
P.O. Box 3502
Tualatin, OR 97062*

For all other questions, please contact Nicola at (e-mail preferred):

503-692-0656

kncmus@comcast.net