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## AMIS INTERNATIONAL MIDDLE SCHOOL BAND FESTIVAL

### DIRECTORS' HANDBOOK

The AMIS International Middle School Band Festival (MSHB) generally numbers between 60-70 students. Students must be in Grades 7-8, or exceptionally, Grade 6. Students are responsible for the complete learning of all repertoire and should not be recommended if they are not able to meet the demands of learning thoroughly and performing challenging literature with other outstanding students. Students must be well prepared so as to insure a positive experience.

**Auditions:** An audition packet is provided to schools expressing interest in the Festival and can be obtained by contacting the AMIS at the address on the cover page of this handbook. Students prepare selections chosen by AMIS from the Watkins-Farnum Performance Index. Their performances are scored by their Directors according to directions provided with the audition pack. The completed forms and scores, along with the Director's recommendations, are then submitted to the audition committee by October 20<sup>th</sup>. The committee then selects the members of the band.  
Directors will be notified in November of students who have been selected for the Festival. The students must then sign and return an acceptance form to their Director.

**Concert:** **Recordings:** Concert audio recordings will be available for purchase at the Festival. Information will be mailed to Directors.  
**Site:** The concert location and time will be announced in a mailing.  
**Tickets:** Directors and official school chaperones do not need to purchase tickets. Parents attending the Festival should reserve tickets in advance through their Directors. There is generally no fee charged for admission.

**Deadlines:** These are designed for the success and smooth operation of each Festival. Directors are urged to use the printed deadline as the **last possible** date to submit materials.

**Directors' Dinner:** Details of the Directors' dinner will be mailed to you (date, time, place, cost). Spouses, partners, chaperones etc. are welcome for the same fee.  
**Meeting:** At the conclusion of the rehearsal on Friday afternoon there will be a brief AMIS business meeting. Directors are required to attend.  
**Responsibilities:** Directors are expected to be present at all rehearsals to help, listen and supervise.

**Dress code: Concert:** Girls – white blouse, concert length black skirt (knee or longer) black shoes.  
Boys – white shirt, dark tie, black trousers, dark shoes and socks.  
**NO SNEAKERS!**  
**Rehearsals:** neat, clean, comfortable clothes. The Festival T-shirt will be worn on Friday for the afternoon assembly.

**Festival Fees:**

a) **Initial deposit/music fee for 2003 is £75 (120€).**

This reserves places for 4 students from a school and pays for the music fee. **N.B. the deadline is – postmarked on or before December 1<sup>st</sup>.**

If a school has participated in the pre-payment plan, the **Intention Form** must be submitted as soon as possible and postmarked no later than December 1<sup>st</sup>.

Deposits from schools who cannot be accommodated at the Festival will be returned.

b) **Registration fees for 2003:**

(i) £50 (80€) per student/Director of AMIS member schools.

(ii) £60 (96€) per student/Director of non-member schools.

These should be submitted with the Account Invoice.

All registration fees are non-refundable.

**Deadline: To be postmarked on or before January 15th.**

**Festival: Conductor:** Each year a teacher/clinician is chosen 'in-house' from amongst those working in participating schools. This provides an opportunity for them to select literature and serve as conductor/clinician for a large, select performing ensemble.  
**Host schools:** If you are interested in hosting this Festival please contact the Executive Consultant, Georgia Bassett, at the address on the cover page of this handbook.  
**Sightseeing:** A trip may be scheduled for all participants of the Festival. Details will be mailed. Payment will be made during the Festival  
**Weekend:** This will begin at 13.00hrs on Thursday. Rehearsals will be held throughout the day on Friday and Saturday. The concert is scheduled for Saturday evening.

**Folders:** All students should arrive with their music in a folder. This should be labeled with their name on the inside. Each piece of music should also be labeled. Students should bring a pencil (with an eraser on the end) to every rehearsal in order to mark their music.

**Forms: Directors' checklist with deadlines:**

- |                             |                    |
|-----------------------------|--------------------|
| a) Audition Form            | date: October 20th |
| b) Acceptance Form          | date: December 1st |
| c) Payment Form             | date: January 15th |
| d) Student Housing Form     | date: December 1st |
| e) Arrival & Departure Form | date: January 15th |

All forms should be sent to the Executive Consultant at the address on the cover page of this handbook and can be accessed on the AMIS website prior to the event.

**Housing: Students:** Members of the hosting community will welcome participating students into their homes for the Festival weekend. Housing is for 3 nights. We expect Directors and students to arrive *at the school by 12.00hrs* on Thursday afternoon. Once student housing information has been submitted, including dietary concerns and allergies, **NO CHANGES** in housing assignments may be made except after prior consultation with the Festival Director and/or Executive Consultant. It is suggested that students give their host family a small gift of something from their school or from their personal culture e.g. chocolates, candle, oven mitts, placemats .... plus a thank you card. Students should be discouraged from calling home at the expense of the host family.

**Directors:** All Directors and chaperones will be housed in hotels in the area. Check your mailing for information.

**Instruments:** Percussionists should mark their sticks, as sharing is often necessary. Students and Directors should verify that instruments are in good working order before the Festival begins.

**Meals:** Host families will provide meals for students Thursday evening until Sunday morning inclusive, with the exception of the Saturday evening meal which will be held at the school. Students must bring pocket money with them for additional meals.

**Mailing:** DHL will be used to send music and rehearsal tapes **only when requested**. These charges will be billed and are payable in either sterling cash or cheque on registering at the Festival.

**Passports:** It is the Director's responsibility to check on the status of their students' passports and, where necessary, visas.

- Payments:** See **Intention Form.**  
Any unpaid fees are payable in sterling cash or cheque on registering at the Festival.
- Sectionals:** Should the conductor request these, teachers will be assigned to assist as required.
- Travel:** Make your plans early. Housing begins late afternoon Thursday and finishes after breakfast on Sunday. All participants should arrive at the school by 12.00hrs on Thursday. Early departures on Sunday should be avoided if possible as a courtesy to the host families. Transfer information from the airport/main train station to the host school will be mailed. Delays should be notified to the Festival organizer as soon as possible giving a new estimated time of arrival.
- T-shirts:** Festival T-shirts will be provided for all participants at the registration desk on arrival.

21-Sep-02