

2022-23

Music
Solo/Ensemble

Manual for
Schools and Managers



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Revision History

Instructions to Adjudicators

The managers of the Music Contests are obligated to acquaint all judges with the following instructions:

1. It is imperative that each judge arrives at the place of judging at least one-half hour before the first event—earlier if so requested by the local manager. Local managers have been requested to call pre-contest instructional meetings for all adjudicators.
2. Each judge must make written comments concerning each performance. The written comments should focus on the strengths and weaknesses of each performance with suggestions for improvement or commendations included. These comments should be as detailed as time will permit.
3. Each judge should study carefully the standards of adjudication on the adjudication sheet and assign Division I ratings only to such contestants as measure up to these standards.
4. No plus or minus signs are to be added to the final rating. Standard adjudication blanks will be supplied by the IHSA Office.
5. Each judge is to bear in mind that each contestant and each group is classified in one of five school classifications and that special consideration should be given to the classification (AA, A, B, C and D) of the school represented. An adjudicator should not expect a Class A performance from a Class D entry. As an example—vocal organizations from schools in Classes B, C and D will not be required to perform four-part music.
6. The choice of appropriate selections, suited to the performers' capabilities and in keeping with the classification of the schools they represent, is a factor in determining the ratings to be awarded. However, judges are not to consider their personal likes, dislikes or preferences of music literature in their evaluation of contest performances.
7. The attention of judges is especially directed to S/E Article VIII-E of this rules book for detailed explanation of the penalties to be enforced for various violations of the contest rules.
8. It is the responsibility of the contest room chairperson to see that all ribbons and medals worn by soloists and members of ensembles are removed. Judges shall, however, not permit performance to begin until such medals or ribbons are removed.
9. In the organization contests in which three (3) judges are used, the judges shall not confer with each other about their evaluations of performances as they reach decisions on ratings.
10. All regulations of the Illinois High School Association as printed in the music book are to be strictly observed.
11. Separate written comments may be made to "directors only" if appropriate. The "director only" comments are in addition to the regular adjudication forms.
12. Judges are to use forms as vehicle for communicating critique. They are to refrain from demonstrating or providing instruction, etc.
13. Judges shall award Division I ratings to only those competitors manifesting the very highest level of achievement. Indiscriminate awarding of Division I ratings must be avoided.
14. Schools may enter students as a "sweepstakes entry", or "non-sweepstakes entry", or "comments only entry". Comments only entries do not receive numerical or divisional ratings. Judges are to treat non-sweepstakes entries the same as sweepstakes entries.
15. Best of the Day Award is required of each Solo/Ensemble judge. See S/E. Article X-D for details.
16. Selections with vulgar, foul and inappropriate language will be disqualified from the Music Contest.
17. All judges shall be required to complete online registration and certification prior to the adjudicating of contest(s). They will need to go to <http://www.tourneywire.com/music> and complete the registration and certification.
18. Public domain is allowed provided the director lists the exact internet address for their score. A copy of the score is required and should be made available to the contest manager and judges.

Hosting IHSA Music Contests

The IHSA invites any schools wishing to be a host site for the IHSA music contests to contact their local administration and then express their interest to host a contest by completing the **host availability survey** which can be found in the IHSA schools center at IHSA.org. The process of securing host sites for music contests can be challenging with nearly 600 IHSA member school participating annually. We encourage current music contest groups and conferences to set up rotations to host. All IHSA member schools must be willing to contribute to hosting at some time. Some suggestions for hosting include:

1. Utilize two or three school buildings in a district or nearby area if a single high school building alone cannot accommodate the entire contest.
2. Use community auxiliary buildings as host sites.

3. Work with your contest site to arrange a rotation of hosts. Submit your rotation to Carol Carr at the IHSA at ccarr@ihsa.org.
4. If a site in your contest truly is the best physical site for hosting, then rotate and assist the manager to serve as co-hosts.

The IHSA underwrites costs for hosting the state music contest. The tentative budget approves items such as piano rental and tuning, adjudication costs, etc.

The IHSA assists in providing the managers with internet based entry and scheduling programs to help sort, organize and schedule the contest.

MusicWire will serve as the IHSA music technology support liaison. It is a requirement for a contest manager to use the online Musicwire program to manager their site. Any questions concerning contest entries or

electronic management of a contest can be directed to Ben Stewart at musicsupport@tourneywire.com.

Contact the IHSA office to express your interest in hosting for the 2023-24 school year:

Solo and Ensemble - March 2, 2024

The IHSA is continuing to develop new ideas and methods to improve the contest experience for all member schools. Feel free to express any concerns and suggestions to the music advisory committee <http://www.ihsa.org/org/advcomm/advmu.htm> or contact the IHSA music administrator Susie Knoblauch at 309-663-6377.

IHSA Pep Band Selection Procedures

The Pep Band Selection Information and Application are downloadable from the IHSA Web Site on the Music Menu page.

The online application must be submitted electronically by December 14, 2022. Selected schools will be notified by Feb. 1 as to which tournament they have been assigned to perform. Schools that have been accepted will receive follow up information from the IHSA.

IHSA Tournament National Anthem Singers Selection Procedures

The selection of tournament National Anthem singers for Boys and Girls Basketball tournaments as well as the Girls Volleyball Tournament is done with the assistance of the Illinois Music Educators; **THEREFORE, ANYONE WISHING TO SUBMIT A STUDENT FOR THIS HONOR MUST ENTER THEM INTO THEIR ILMEA DISTRICT AUDITIONS FIRST.** Only those students that perform well enough at their District Audition to make the All State Choir have the opportunity to be selected as

IHSA singers. All State singers will audition at the State Convention in late January and will be notified by mid-February as to their acceptance. Upon receiving this notification, please complete the enclosed materials and return them to the IHSA Office as soon as possible. For more information about ILMEA events, please contact their office at (708) 479-4000.

Selection of National Anthem singers for other IHSA tournaments is done

through the IHSA office. Send or e-mail a recording of the vocalist singing the National Anthem a cappella along with the student's name, school, and year in school to the IHSA office.

The address is:
IHSA, 2715 McGraw Drive
Bloomington, IL 61704
Attn: Dan Le
The e-mail address to send the recording is dle@iha.org.

Important Dates for Music Solo/Ensemble

Nov. 1, 2022	Original Entry Deadline
Nov. 2, 2022	Music Manager's Meeting
February 3, 2023	List of Participants (Online Entries) Due Online from Schools
After February 3, 2023	Managers can use online program
February 6, 2023	Tentative Budget due to IHSA Office
March 4, 2023	Music Solo/Ensemble contest
Within 10 days after contest	Financial Report is to be completed through the Managers Software Program or you can use the Financial Report from this manual and fax it to the IHSA office.

Meet the Music Advisory Committee



Anthony Bruno
Music Director
Chicago
(High School for the Arts)
Term Expires 2025
Division 1



Korey Coffey
Music Director
Harvard
Term Expires 2023
Division 2



Pietro Pisello
Music Director
Calumet City
(Thornton Fractional North)
Term Expires 2025
Division 3



Monica Burkholder
Principal
Lanark (Eastland)
Term Expires 2023
Division 4



Rebecca Marcotte
Music Director
Downs (Tri-Valley)
Term Expires 2024
Division 5



Raquel Reid
Music Director
Petersburg (PORTA)
Term Expires 2025
Division 6



Gregory Townsend
Music Director
Carbondale (H.S.)
Term Expires 2023
Division 7



Board Approved Terms and Conditions Changes for Music Solo/Ensemble for 2022-23

1. Item IV- Host Financial Arrangements B. Penalty Fees 1. Late Event Entry Fees

Recommendation: Change to:

Late Event Entry Penalties:

- ~~Entries received 2 days late~~ \$50 flat fee
- ~~Entries received 3 days late~~ \$100 flat fee
- ~~Entries received more than 3 days late may not be accepted by the host manager (discretion of the manager), \$100 flat fee will apply~~

Entries received after the contest entry period of February 3, 2023, will be assessed a \$5 per event late fee. Contest managers have the authority to waive these fees in extreme or exigent circumstances. Entries received more than 3 days after the February 3, 2023, deadline will only be entered at the discretion of the contest manager. Late Event Entries Penalties shall be paid directly to the host school and mailed to the host school manager. Any individual solo or ensemble withdraw(s) after the event fees have been paid to the contest manager will result in forfeiture of all fees paid.

Rationale: A \$5 per event late fee better reflects the work needed to add additional entries by the contest host manager.

2. Item VIII-A-6 - Memorization

Recommendation:

- Instrumental Events
 - There is no memorization requirement for instrumental entries.
- Vocal Events
 - ~~All vocal entries shall be performed from memory.~~
There is no memorization requirement for vocal entries.

Rationale: By allowing memorization to be optional and not a requirement for contests, more students could have the opportunity to participate.

3. VIII-B-Rules for Solo Events. I. Approved Solo Events - Vocal

Recommendation:

- ~~Treble Solo~~
- ~~Bass Solo~~

- ~~Treble Solo~~ – Jazz & Musical Theatre
- ~~Bass Solo~~ – Arias and Art Songs
503. Contemporary and Commercial

Rationale: The change in listing genres rather than sound better reflects the styles of available music. By adding category 503, CCM could include bluegrass, blues, contemporary Christian, country folk, gospel, jazz, pop, rap, rock, rhythm and blues (R & B), soul, and ethnic music selections.



Music Entry Procedures

Schools Are Required to Use the Internet to File LIST OF PARTICIPANTS

Schools should complete their online *List of Participants* to enter their team or individual(s) and coaches. IHSA will provide this data to your site manager. Any changes to the original entry must be made online prior to the List of Participants deadline.

NEW INSTRUCTIONS TO COMPLETE THE ONLINE LIST OF PARTICIPANTS

Go to www.ihsa.org – Click on “Schools & Officials Center login” – Enter your “User ID” (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. All of this information was emailed to you by your school. Coaches must have a valid email on file in the School’s Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH.** Click on “Music Solo and Ensemble” or “Music Organization” List of Participants (This will then take you to the MusicWire program) – Type in requested information and save your page(s) as you proceed. The deadlines for submitting the List of Participants are as follows:

The deadline for entering the “List of Participants” for Music Solo and Ensemble is February 3, 2023. After completing the “List of Participants” online, print out a copy of the completed entry form and send it to your contest manager along with your event fees made payable to the host school to which your school has been assigned by the deadline of February 3, 2023 for Solo and Ensemble. It is no longer necessary to e-mail your information to your site manager. The information will be placed in a database and sent to the manager. The printed copy that you mail with your event fees is used as a backup. Keep a copy for your records as well.

(If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Carol Carr)

**LIST OF PARTICIPANTS DEADLINE:
Music Solo and Ensemble: February 3, 2023**

2023

IHSA® Music Solo & Ensemble



Medal Order Form

Deadline for accepting 2022-23 orders is June 15, 2023

Participating School	
Contest Site	
Contest Manger	

For Office Use Only
Order Number

Awards	
Division I Medals (Band & Vocal)	Quantity _____ (No Charge)
Division II Medals (2 nd Place) The Music Solo & Ensemble computer program will automatically calculate the number you are entitled to. Payment must be enclosed with this form to process Division II orders.	Quantity _____ x \$2.05 = _____

Total Amount Enclosed: \$ _____
 Division II orders will not be processed unless payment is enclosed with this form.
 Send this order form with payment to:
 A & M Products c/o Eileen Billhymmer
 575 Elm Place
 P. O. Box 266
 Princeton, IL 61356
 Phone: 815-875-2667
 Fax: 815-879-0400

Please Print Principal's Name

Principal's Signature



Return Label Information

Please type or print legibly. This is your mailing label. UPS must have street address to deliver; include Zip+4
--

Attn.: _____
School: _____
Street Address: _____
City and Zip + 4: _____

GENERAL INFORMATION

DO WHAT'S RIGHT!

respect

- ✧ Show **respect** for other students, coaches and spectators.

appreciation

- ✧ Recognize and show **appreciation** for an outstanding performances by all.

integrity

- ✧ Respect the **integrity** and judgment of tournament judges.



positives

- ✧ Look for **positives** in students and coaches.

teamwork

- ✧ Emphasize **teamwork** in activities; teach them to think “We” instead of “Me”.

responsibility

- ✧ Accept the **responsibility** and privilege of representing your school and community.



Sportsmanship begins and ends with you!



difference

- ✧ Spectators can make a **difference**—be positive!

modesty

- ✧ Lead by example in sportsmanship: Display **modesty** in victory and graciousness in defeat.

IHSA Standardized Calendar

IHSA-sponsored State Tournament Series and IHSA Sport Seasons shall be conducted on dates established in accordance with the Associates Standardized Calendar. This calendar shall number the weeks of the year, with week one (No. 1) being the first full week of July (Sunday through Saturday).

Music-Solo & Ensemble	2022-23	2023-24	2024-25	2025-26	2026-27
Entries Due to State Final Manager (Fri. Week 31)	Feb. 3	Feb. 2	Feb. 7	Feb. 6	Feb. 5
State Final (Sat. Week 35)	Mar. 4	Mar. 2	Mar. 8	Mar. 7	Mar. 6

Future Standardized Dates

2022-2023	Wk. No. JULY	Wk. No. AUGUST	Wk. No. SEPTEMBER	Wk. No. OCTOBER	Wk. No. NOVEMBER	Wk. No. DECEMBER
	1 3 4 5 6 7 8 9	5 1 2 3 4 5 6	9 1 2 3	13 1 2 3 4 5 6 7 8	17 1 2 3 4 5	21 1 2 3
	2 10 11 12 13 14 15 16	6 7 8 9 10 11 12 13	10 4 5 6 7 8 9 10	14 9 10 11 12 13 14 15	18 6 7 8 9 10 11 12	22 4 5 6 7 8 9 10
	3 17 18 19 20 21 22 23	7 14 15 16 17 18 19 20	11 11 12 13 14 15 16 17	15 16 17 18 19 20 21 22	19 13 14 15 16 17 18 19	23 11 12 13 14 15 16 17
	4 24 25 26 27 28 29 30	8 21 22 23 24 25 26 27	12 18 19 20 21 22 23 24	16 23 24 25 26 27 28 29	20 20 21 22 23 24 25 26	24 18 19 20 21 22 23 24
5 31	9 28 29 30 31	13 25 26 27 28 29 30	18 30 31	21 27 28 29 30	25 25 26 27 28 29 30 31	
Note: Easter Sunday is boxed.	Wk. No. JANUARY	Wk. No. FEBRUARY	Wk. No. MARCH	Wk. No. APRIL	Wk. No. MAY	Wk. No. JUNE
27 1 2 3 4 5 6 7	31 1 2 3 4	35 1 2 3 4	39 1 2 3 4 5 6 7 8	43 1 2 3 4 5 6 7 8	47 1 2 3 4 5 6	51 1 2 3
28 8 9 10 11 12 13 14	32 5 6 7 8 9 10 11	36 5 6 7 8 9 10 11	40 9 10 11 12 13 14 15	44 7 8 9 10 11 12 13	48 4 5 6 7 8 9 10	52 4 5 6 7 8 9 10
29 15 16 17 18 19 20 21	33 12 13 14 15 16 17 18	37 12 13 14 15 16 17 18	41 16 17 18 19 20 21 22	45 14 15 16 17 18 19 20	49 11 12 13 14 15 16 17	
30 22 23 24 25 26 27 28	34 19 20 21 22 23 24 25	38 19 20 21 22 23 24 25	42 23 24 25 26 27 28 29	46 21 22 23 24 25 26 27	50 18 19 20 21 22 23 24	
31 29 30 31	35 26 27 28	39 26 27 28 29 30 31	44 30	48 28 29 30 31	52 25 26 27 28 29 30	
2023-2024	Wk. No. JULY	Wk. No. AUGUST	Wk. No. SEPTEMBER	Wk. No. OCTOBER	Wk. No. NOVEMBER	Wk. No. DECEMBER
	1 2 3 4 5 6 7 8	5 1 2 3 4 5	9 1 2	13 1 2 3 4 5 6 7	17 1 2 3 4	21 1 2
	2 9 10 11 12 13 14 15	6 6 7 8 9 10 11 12	10 3 4 5 6 7 8 9	14 8 9 10 11 12 13 14	18 5 6 7 8 9 10 11	22 3 4 5 6 7 8 9
	3 16 17 18 19 20 21 22	7 13 14 15 16 17 18 19	11 10 11 12 13 14 15 16	15 15 16 17 18 19 20 21	19 12 13 14 15 16 17 18	23 10 11 12 13 14 15 16
	4 23 24 25 26 27 28 29	8 20 21 22 23 24 25 26	12 17 18 19 20 21 22 23	16 22 23 24 25 26 27 28	20 19 20 21 22 23 24 25	24 17 18 19 20 21 22 23
5 30 31	9 27 28 29 30 31	13 24 25 26 27 28 29 30	17 29 30 31	21 26 27 28 29 30	25 24 25 26 27 28 29 30	
Note: Easter Sunday is boxed.	Wk. No. JANUARY	Wk. No. FEBRUARY	Wk. No. MARCH	Wk. No. APRIL	Wk. No. MAY	Wk. No. JUNE
27 1 2 3 4 5 6	31 1 2 3	35 1 2 3 4 5 6 7 8 9	39 1 2 3 4 5 6	43 1 2 3 4	47 1 2 3 4 5 6 7 8	51 1 2 3 4 5 6 7 8
28 7 8 9 10 11 12 13	32 4 5 6 7 8 9 10	36 10 11 12 13 14 15 16	40 7 8 9 10 11 12 13	44 5 6 7 8 9 10 11	48 9 10 11 12 13 14 15	52 9 10 11 12 13 14 15
29 14 15 16 17 18 19 20	33 11 12 13 14 15 16 17	37 17 18 19 20 21 22 23	41 14 15 16 17 18 19 20	45 12 13 14 15 16 17 18	49 16 17 18 19 20 21 22	
30 21 22 23 24 25 26 27	34 18 19 20 21 22 23 24	38 24 25 26 27 28 29 30	42 21 22 23 24 25 26 27	46 19 20 21 22 23 24 25	50 23 24 25 26 27 28 29	
31 28 29 30 31	35 25 26 27 28 29	40 31	44 28 29 30	48 26 27 28 29 30 31	52 30	
2024-2025	Wk. No. JULY	Wk. No. AUGUST	Wk. No. SEPTEMBER	Wk. No. OCTOBER	Wk. No. NOVEMBER	Wk. No. DECEMBER
	1 7 8 9 10 11 12 13	4 1 2 3	8 1 2 3 4 5 6 7	12 1 2 3 4 5 6 7 8	16 1 2 3 4	20 1 2 3 4 5 6 7
	2 14 15 16 17 18 19 20	5 4 5 6 7 8 9 10	9 8 9 10 11 12 13 14	13 6 7 8 9 10 11 12	17 3 4 5 6 7 8 9	21 10 11 12 13 14 15
	3 21 22 23 24 25 26 27	6 11 12 13 14 15 16 17	10 15 16 17 18 19 20 21	14 13 14 15 16 17 18 19	18 10 11 12 13 14 15 16	22 15 16 17 18 19 20 21
	4 28 29 30 31	7 18 19 20 21 22 23 24	11 22 23 24 25 26 27 28	15 20 21 22 23 24 25 26	19 17 18 19 20 21 22 23	23 22 23 24 25 26 27 28
Note: Easter Sunday is boxed.	8 25 26 27 28 29 30 31	12 29 30	16 27 28 29 30 31	20 24 25 26 27 28 29 30	24 29 30 31	
26 1 2 3 4	30 1	34 1	38 1 2 3 4 5	42 1 2 3 4	46 1 2 3 4 5 6 7	50 1 2 3 4 5 6 7
27 5 6 7 8 9 10 11	31 2 3 4 5 6 7 8	35 2 3 4 5 6 7 8	39 6 7 8 9 10 11 12	43 4 5 6 7 8 9 10	47 8 9 10 11 12 13 14	51 8 9 10 11 12 13 14
28 12 13 14 15 16 17 18	32 9 10 11 12 13 14 15	36 9 10 11 12 13 14 15	40 13 14 15 16 17 18 19	44 11 12 13 14 15 16 17	48 15 16 17 18 19 20 21	52 15 16 17 18 19 20 21
29 19 20 21 22 23 24 25	33 16 17 18 19 20 21 22	37 16 17 18 19 20 21 22	41 20 21 22 23 24 25 26	45 18 19 20 21 22 23 24	49 22 23 24 25 26 27 28	
30 26 27 28 29 30 31	34 23 24 25 26 27 28	38 23 24 25 26 27 28 29	42 27 28 29 30	46 25 26 27 28 29 30 31	50 29 30	
2025-2026	Wk. No. JULY	Wk. No. AUGUST	Wk. No. SEPTEMBER	Wk. No. OCTOBER	Wk. No. NOVEMBER	Wk. No. DECEMBER
	1 6 7 8 9 10 11 12	4 1 2	8 1 2 3 4 5 6	12 1 2 3 4	16 1 2 3 4	20 1 2 3 4 5 6
	2 13 14 15 16 17 18 19	5 3 4 5 6 7 8 9	9 7 8 9 10 11 12 13 14	13 5 6 7 8 9 10 11	17 9 10 11 12 13 14 15	21 7 8 9 10 11 12 13
	3 20 21 22 23 24 25 26	6 10 11 12 13 14 15 16	10 14 15 16 17 18 19 20	14 12 13 14 15 16 17 18	18 16 17 18 19 20 21 22	22 14 15 16 17 18 19 20
	4 27 28 29 30 31	7 17 18 19 20 21 22 23	11 21 22 23 24 25 26 27	15 19 20 21 22 23 24 25	19 23 24 25 26 27 28 29	23 21 22 23 24 25 26 27
Note: Easter Sunday is boxed.	8 24 25 26 27 28 29 30	12 28 29 30	16 26 27 28 29 30 31	20 30	24 28 29 30 31	
26 1 2 3	30 1 2 3 4 5 6 7	34 1 2 3 4 5 6 7	38 1 2 3 4	42 1 2 3 4	46 1 2 3 4 5 6	50 1 2 3 4 5 6
27 4 5 6 7 8 9 10	31 8 9 10 11 12 13 14	35 8 9 10 11 12 13 14	39 5 6 7 8 9 10 11	43 3 4 5 6 7 8 9	47 7 8 9 10 11 12 13	51 7 8 9 10 11 12 13
28 11 12 13 14 15 16 17	32 15 16 17 18 19 20 21	36 15 16 17 18 19 20 21	40 12 13 14 15 16 17 18	44 10 11 12 13 14 15 16	48 14 15 16 17 18 19 20	52 14 15 16 17 18 19 20
29 18 19 20 21 22 23 24	33 22 23 24 25 26 27 28	37 22 23 24 25 26 27 28	41 19 20 21 22 23 24 25	45 17 18 19 20 21 22 23	49 24 25 26 27 28 29 30	53 24 25 26 27 28 29 30
30 25 26 27 28 29 30 31	34 29 30 31	38 29 30 31	42 26 27 28 29 30	46 31	50 28 29 30	

MANAGER INFORMATION



2022-23 Music Solo and Ensemble Manager Information

Thank you very much for agreeing to host a 2022-23 Music Solo/Ensemble contest at your school. Your Solo/Ensemble contest will be held on March 4, 2023. If you have any questions please e-mail Susie Knoblauch at sknoblauch@ihsa.org or Carol Carr at ccarr@ihsa.org. It is a requirement that all Solo and Ensemble managers use the MusicWire software program provided by the IHSA to manage your contest.

FINANCIAL INFORMATION

1. **EXPENSES:** One copy of a tentative budget form is enclosed for your use. Each manager is requested to estimate the costs expected to be involved in hosting the contest. Be sure to include costs for judges' fees, piano rental and tuning, and reasonable and necessary administrative expenses. Costs for ushering or messenger service, room chairmanships, meals for judges and/or workers, hospitality provisions and instrument repair services will not be approved.

Tentative budgets should reach the IHSA office no later than February 6, 2023. The IHSA Office will review and approve each budget. Managers should then use the entry fees paid to them by each participating school to pay approved contest expenses. If the IHSA does not contact you after February 6, 2023, then your tentative budget is approved. If there are concerns the IHSA will contact the manager directly. The final Financial Report should be completed as soon as possible after the conclusion of the contest. The Financial Report can be completed through the manager's software program or a copy can be found in the Manual for Managers which is on the Music Menu page of the IHSA website.

PLEASE NOTE: IN ORDER FOR THE IHSA TO GUARANTEE PAYMENT OF YOUR CONTEST EXPENSES, THE TENTATIVE BUDGET MUST BE SUBMITTED AND APPROVED PRIOR TO YOUR CONTEST.

2. **CONTEST FEES:** The deadline for entries (List of Participants) and fees for the Solo and Ensemble contests to be submitted to contest managers is February 3, 2023. You will receive entry fees directly from the schools entering students in your contest. Note that schools are responsible to pay for the entries that they actually submit by the February 3, 2023 deadline.

IMPORTANT:

IHSA ENTRY POLICY III-C STATES THAT THOSE SCHOOLS OFFICIALLY ENTERED AND LISTED ON THE MUSIC ASSIGNMENTS THAT DO NOT SUBMIT ANY ENTRIES TO THE CONTEST MANAGER MUST PAY A \$100 PENALTY FEE FOR CONTEST WITHDRAWAL. PLEASE KEEP A CAREFUL RECORD OF EACH SCHOOL LISTED ON THE ASSIGNMENT SHEET FOR YOUR CONTEST THAT DOES NOT SEND ANY FINAL ENTRIES/FEES TO YOU AND LIST THE SCHOOLS ON YOUR FINANCIAL REPORT IN THE PROPER PLACE. THE IHSA WILL THEN PURSUE COLLECTION OF THE PENALTY FEES.

3. **DEFICITS:** In the event any contest incurs a deficit, the IHSA shall guarantee to the host school only the expenses authorized on the approved budget.
4. **DIVISION OF SURPLUS FUNDS:** In the event entry fee receipts exceed the approved contest expenses, the surplus shall be divided as follows: 60% to the IHSA and 40% retained by the host school.
5. **CONCESSIONS:** Provision of arrangements for food concessions will be the option of each individual host school. IHSA will assume no financial responsibility for food concessions and will not share in food concessions revenues in any manner. The proceeds from all food concessions shall be retained by the host school.
6. **OTHER FINANCIAL GUARANTEES:** Neither the IHSA nor the host school shall assume responsibility of any kind for expenses incurred by a participating school.
7. **JUDGES FEES:** Judges for the Solo/Ensemble contest shall be compensated at a rate of \$30 per hour plus IHSA mileage. Any judge who drives more than 70 miles round trip to the site of a State Final Music Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

EMPLOYMENT OF JUDGES

1. Employ judges to meet the requirements of Solo/Ensemble Article XI of the IHSA Music Solo/Ensemble Terms & Conditions.
2. Whenever a judge is employed to do the equivalent of one-half day of judging, the program should be so arranged to enable him/her to do all his/her judging in either the morning or afternoon, if possible.
3. No judge should be asked to adjudicate more than fifty (50) solos and/or ensembles in a day.
4. Please obtain judges from as near the contest center as possible.
5. Be sure to assign judges only to those events for which they are qualified.
6. A list of certified judges can be found in the online music program.
7. Print and send a copy of the current Terms and Conditions which can be found on the Music page of the IHSA website, as well as samples of the judging ballots to each judge you employ (These can be found in this manual). Be sure each judge reads Page 1 of the Manual as well as the specific rules pertaining to the events he/she will adjudicate.
8. Indicate the event number and the school code number or letter on each adjudication sheet. The adjudication sheets should be given to the judges shortly before the contest. Explain to the judges that the most frequent complaints we receive concerning their work is that they do not go into enough detail in their remarks. Urge them to write thorough critiques of all performances and not to consider their personal likes or dislikes or preferences of music literature in their evaluation of contest performances.
9. A meeting with the judges should be scheduled approximately thirty (30) minutes prior to the beginning of the contest. Judges will be given their adjudication sheets and assignments and may have questions concerning the program. At this time, the manager may give instructions for procedures such as returning the adjudication sheets, and filling them in completely. A script of INSTRUCTIONS TO SOLO/ENSEMBLE ADJUDICATORS will be provided by the IHSA Office and should be read and discussed with the judges at this meeting. The process of awarding the Best of the Day Award should be discussed at this meeting as well.
10. All judges shall be required to complete online registration and certification prior to the adjudicating of contest(s). They will need to go to <http://www.tourneywire.com/music> and complete the registration and certification.

ASSIGNMENT OF SCHOOLS AND FINAL ENTRIES

The Assignments for the IHSA Music Solo/Ensemble State Contests can be found on the IHSA web site only.

You are to receive the following items produced from the Online Entry System from each school entered in your contest:

School Information Sheet for the contest in which the school is participating. This should include all basic information about the school (i.e., address, phone, email), the music directors and their entries.

Individual entries –Each school should also send you a printed copy of their entries for you to use as backup.

*Each school should send you a check or money order for event fees in addition to a printed copy of their entry.

REMEMBER: A school is committed to pay for the entries they submit to the contest manager.

PIANO AND OTHER EQUIPMENT:

The number and type of events entered in your contest will determine the numbers of pianos you will need. If no other source is available, it may be necessary to rent pianos through a music dealer in your area.

All pianos used should be tuned before the contests. Pianos are to be tuned to concert pitch (A-440). Note that the cost of renting, transporting and tuning pianos is a proper charge to be listed as a contest expense. Every effort should be made to secure this service at the least possible cost.

It would probably be advisable for you to be able to locate some extra music stands, possibly an extra piano, and other supplies for which a need may arise, and have these items available at short notice.

AWARDS

As noted in S/E Article X of the IHSA Music Manual, medals shall be awarded to all soloists and members of ensembles (including student directors) receiving a Division I Rating. All medal order forms (Division 1 and Division 2) must be sent directly to A & M Products. The IHSA has second place medals available for purchase through A & M Products. **The medal order form will be printed out by the contest manager using the contest software. The order form can also be found in the Manual on the IHSA website. The address for A & M Products is on the medal order form.**

Medals shall also be available for purchase by students acting as accompanists for ensembles or instrumental choirs winning a Division I rating. Such medals may be purchased through A & M Products by the competing school of the student entitled to the award. The cost of medals is \$2.05 each. When ordering, please state "Accompanist Medals" and enclose payment with your order. ***No medals are awarded for "comments only" entries.***

SWEEPSTAKES AWARDS will be distributed from the IHSA Office as soon as all results can be tallied and verified, following the completion of the Organization contests. They will be sent directly from the manufacturer to the winning schools. (See S/E Article X-C of the Solo/Ensemble Terms & Conditions.) Medallions will be available for purchase by each qualifying school and shipped directly from the manufacturer to the schools.

The Manager's version of the Online Entry System will automatically figure Sweepstakes points and print out a Medals order form once the ratings have been entered.

NOTE: PLEASE COMPLETE AND SEND THE SWEEPSTAKES TALLY SHEET TO THE IHSA OFFICE NO LATER THAN THE WEDNESDAY FOLLOWING THE COMPLETION OF YOUR CONTEST. DO NOT KEEP IT PENDING COMPLETION OF OTHER REPORTS.

INTERPRETATION AND APPLICATION OF RULES

Study and become thoroughly familiar with the IHSA Terms and Conditions governing the State Music Contest. Strictly enforce all rules (See S/E Article VIII). Please be sure that no school has more total entries in any category than is allowed in the Terms & Conditions (See Articles III-E, VIII-A and VIII-B). Also note there are special requirements for those students entering piano solos (See Article VIII).

FOLLOWING THE CONTEST

When your contest is over, the following items **MUST BE SENT TO THE IHSA OFFICE**:

1. The Tally Sheet will be generated by the online Manager's program.
2. Financial Report – complete in the manager's software program, in the Schools Center or a copy can be found in the Manual for Managers which is on the Music Menu page of the IHSA website.
3. Report of Judges' Fees - Retain duplicate for your file
4. List of judges used.

School and Individual Entry Information should be retained until the end of the school year.

Please do not hesitate to e-mail ccarr@ihsa.org or sknoblach@ihsa.org or call the IHSA Office at (309) 663-6377 for any help in planning the contest. We sincerely hope that your contest will be successful in every way and I want to take this opportunity to thank you for all the time and effort you expend in managing this contest for us.



TIMETABLE/CHECKLIST FOR CONTEST MANAGERS

The following is intended to be a guide in the planning of the Solo/Ensemble contest. Feel free to contact the IHSA at 309-663-6377 if you have any questions or concerns.

FOUR MONTHS PRIOR TO YOUR CONTEST

There will be a virtual manager's meeting on Nov. 2, 2022 at 2:00 p.m.. This meeting will allow you to talk first hand to the software developer and learn the fine points about using the software to manage your contest. We strongly encourage you to attend this meeting.

THREE MONTHS PRIOR TO YOUR CONTEST

Confirm contest on school calendar and meet with representatives of school administration and staff (faculty, custodial, secretarial and cafeteria) to explain the very large scope and work involved with the contest. **THE COOPERATION OF YOUR SCHOOL IS IMPERATIVE IF THE CONTEST IS TO RUN SMOOTHLY AND BE A LEARNING EXPERIENCE FOR THE STUDENTS INVOLVED.**

Communicate with attending schools, alerting them of special needs or situations at the site. Communication should also include email address (available from the manager's software <http://tourneywire.com/musicmanager>) and what time you are available to take calls. Emails are a very effective and efficient way of communicating with your schools. It is suggested that you set up an Email group of these schools. **Reminding schools to have their information in by the deadline date of February 3, 2023 would be good information to include.** Please make sure your attending schools have a clear understanding of the online entry process.

Make contact with persons for a contest committee and consult with them regarding prospective judges.

Contact prospective judges. Obtain them from as close to your site as possible. Communicate with last year's manager and seek their advice based on their contest experience.

Make contacts and arrangements for piano rental and tuning.

TWO MONTHS PRIOR TO YOUR CONTEST

Determine rooms needed for contest centers and warm-up areas. Check with last year's manager for how many rooms and judges were used last year.

Check on the manager's software to make sure schools are entering in a timely manner. E-mail or call schools that have not made their entries to remind them of the deadline.

Practice using the manager's software to become familiar with all of the tools provided for you to schedule your contest.

SIX WEEKS PRIOR TO YOUR CONTEST

Determine what equipment will be necessary for your contest, e.g., risers, percussion equipment, stop watches, etc.

Continue to monitor the school's entries through the manager's software and finish hiring judges as needed.

Make arrangements for hospitality room, if you plan to have one. (Remember, IHSA does not fund hospitality rooms.)

FIVE WEEKS PRIOR TO YOUR CONTEST

Begin making your contest schedule through the manager's software.

Contact all necessary workers required by your contest room chairmen, secretary, office help, runners, etc. Select some highly competent and dependable volunteers to assist you in contest management.

Contact all local restaurants, notifying them of possible heavy traffic.

Make arrangements for concessions at your contest.

Finalize judge employment. Communicate time and location of arrival.

THREE WEEKS PRIOR TO YOUR CONTEST

Make arrangements for tuning and moving pianos.

Review your master schedule according to the entries submitted by the schools assigned by the IHSA office. Contact your judges by e-mail from the manager's software regarding any needs, your schools, maps and possible joint travel.

Be sure your tentative budget form has been sent to the IHSA office for approval.

TWO WEEKS PRIOR TO YOUR CONTEST

Duplicate your program and provide two copies to each competing school prior to the contest. (Make sure you include registration information, directions to the school, parking instructions, etc.). Your contest schedule should be finished and should be available for schools to see on the manager's site.

Make signage and posters for displaying ratings according to your master schedule.

Assemble the Judges packets into program order and number so the sheets and your program coincide.

Notify the local news media with press releases.

ONE DAY PRIOR TO YOUR CONTEST

Meet with all volunteers and workers and go over specific assignments, locations, and times needed.

Assign student helpers to meet each bus to give directions to homeroom locations, etc.

Alert custodial staff of the contest, indicating its help will be needed to move equipment, put up risers, etc., not to mention cleaning up after the contest.

Have all pianos moved or delivered.

Place necessary stands and equipment in rooms.

Provide a solid table and a comfortable chair in each room for the judge.

Put up any necessary signs for location of centers, restrooms, lunchrooms, etc.

CONTEST DAY!!!!

Make sure all centers and warm-up rooms are open.

Check on attendance of all workers.

Be available to offer any advice or information needed.

MONDAY AFTER YOUR CONTEST

See to the return of all pianos and borrowed equipment and furniture.

The online manager's software will generate the Tally Sheet for your contest.

ONE WEEK AFTER YOUR CONTEST

Collect all outstanding bills and submit the Financial Report to the IHSA office.

The entries you receive from the schools should be kept at your school until the end of the school year.

REMINDER: Please complete and send the Contest Financial Report to the IHSA office.

The following is intended to be used as a guide in the planning of a music contest, and would have to be tailored to fit a particular host school's facilities. If you find any of the sample materials usable for your contest, feel free to duplicate them or modify and reproduce them as needed. Keep in mind that because of the many students and teachers involved, problems are going to arise which cannot be covered in an outline such as this and you, as the manager, must be prepared to make decisions on them. You can only do this by being thoroughly familiar with the IHSA Music Contest Manual for Schools and Managers. Feel free to contact the IHSA office in Bloomington at (309) 663-6377.

I. PRE-CONTEST PREPARATION

Items to be considered immediately upon finding that you have been assigned the responsibility of running a music contest.

Facilities

1. Select your contest committee from the music teachers in the schools that will be assigned to your contest. Try to enlist the aid of the contest manager from the previous year in your area. His/her advice can be quite valuable.

2. Ascertain potential adjudicators and hire approximately the number that you will need. Remember that nearly thirty other contest managers will be doing the same, and good judges are not as easy to find as you might imagine. Recognize the fact that the most difficult categories to fill are flute, double reeds, and percussion, and look for those immediately. The IHSA will provide a list of adjudicators that will help upon request. The IHSA provides a sample adjudicator contract. You may duplicate it, making changes/adaptations, if necessary, to fit your individual contest situation. Obtain your judges from as close to your contest site as possible to minimize travel costs.
3. Survey your building(s) for the most logical arrangement of contest rooms, including warm-up and home room areas. If possible, avoid having contest rooms back to back. A vacant room between contest rooms will act as a buffer zone. If this is not possible in some areas, arrange to set up the rooms so that the contestants are as far away from each other as possible. Have school maps available. It is also best to try to set up areas as follows:
 - a. Vocal rooms area
 - b. Woodwind rooms area
 - c. Brass rooms area (isolate from others)
 - d. Percussion rooms area (isolate, but use regular room)
Avoid use of gym
 - e. String rooms area
 - f. Warm-up rooms (as many as possible)

The music department can often act as a warm-up area for a large number of entries. While the ultimate would be a warm-up room for each contest room, this is very difficult to follow. Approach it as closely as possible. Avoid using a gym for any type of contest room, if possible. Your gymnasium is usually the most logical place for a combined home room. (The percussion contest is sometimes placed in a gymnasium, but it should be remembered that percussionists deserve the same type of room as given to the other entries.) The bleachers can be divided into sections and schools can be assigned to a particular section depending upon the number of entries.

4. Piano Rental: Contact the host from last year to see who they rented from and how many pianos were needed. Try local music stores for possible rental. Start early on acquiring pianos, especially if another contest is near your school. You may find that rental, transportation and tuning of pianos can be worked out as a package with the company, or you may have to deal with each process individually. Regardless, pianos will be a substantial expense, so start early and shop diligently to obtain the best possible deal. Consider contacting local churches, neighboring Jr. High and Elementary schools to borrow pianos.

The use of electronic pianos is strongly recommended in most practice and contest rooms. Technology has advanced a great deal in this area and electronic pianos are not only very practical in most cases, but they can also save contests a considerable amount of money.

II. THE CONTEST

When the school assignments are posted on the IHSA website:

School codes are assigned automatically by the electronic entry program.

When individual school information arrives:

1. Check information:
 - a. Double check the information sheet supplied by each attending school.

After the entry deadline and you utilize the manager's software program:

- b. Check for violations of contest rules. (Maximum number of soloists or ensembles, personnel violations, etc.)
 - c. Check the amount due from each school and see that the proper fees are paid. Event and penalty fees are explained in Article IV of the Music Terms and Conditions. (You are responsible for collecting the entire amount shown on the form supplied by the IHSA.)
2. CHECK FOR STUDENTS WITH MULTIPLE ENTRIES!
3. Dealing with late entries:

The IHSA approved penalties for those schools whose entry information arrives after the approved deadline. Those penalties are listed in the Music Terms and Conditions (Article IV) and are as follows: Information 2 days late \$50 penalty; 3 days late \$100 penalty; and information more than 3 days may not be accepted (discretion of the manager). You are to use the form in your Managers Manual to indicate schools that should be assessed this penalty. Site Managers will be responsible for the collection of these fines. Please reflect this amount on your Financial Report.

III. PREPARING THE ROOM SCHEDULES AND THE CONTEST PROGRAM

1. Follow directions in the information provided in the Managers Program.

IT IS VERY IMPORTANT that you send programs to each entered school at least two (2) weeks before contest day. Please make sure your schedule is complete two weeks before contest and is available online. Use the e-mail system on the manager's web site to announce when the schedule is available to the schools attending your contest. This information is needed to facilitate planning for transportation, personal schedules, etc. (IF YOU DO NOT HAVE THE COMPLETE PROGRAM READY AT THIS TIME, PLEASE AT LEAST SEND EACH SCHOOL A COPY OF ITS STUDENTS' SCHEDULES.)

2. Extra copies of the individual room schedule will be needed for posting of results, and for office use.

IV. PREPARING ADJUDICATOR ENVELOPES

1. Prepare a large manila envelope with the room number and adjudicator's name for each contest room.
2. Insert judges ballots produced by the managers program in the proper adjudicator's envelope.
3. Include a copy of the room schedule, scratch paper, and pencils. Also, it would be a good idea to place a copy of the rules for the contest or at least a copy of the page entitled "Penalties".

V. CONTEST OFFICES

1. Main office — This will be an office designated as the "Contest Office" and should be manned by the person or persons with an adequate knowledge of the contest set-up and the IHSA Manual for Schools and Managers to answer any questions that may (and will) come up. Cancellations, substitutions, etc., are handled here.

Individual school envelopes containing the adjudicator's sheets are given out from this office at the end of the day. Lost and found is also handled here

This area needs to be large and have plenty of room to adequately complete the many aspects of the contest. If possible, divide the office into five areas:

2. The first three offices would be used as processing rooms for vocal, wind/percussion, and strings, respectively.
3. In each of the above mentioned rooms you will need:

Personnel: Three or four adults in each room.

Supplies: Computer with internet access the manager's software for tabulating results online. Two copies of the official schedule for each room.

Procedure:

- a. The adjudication sheets will be brought to the contest offices by the contest room clerks. They are immediately checked for the following:
 - 1) Accuracy in addition. (Final numerical score determines rating.) Errors are referred to the judges for correction.
 - 2) Completion. All sheets must have written comments by the judge. Blank sheets are to be returned to the judge to be completed.
- b. Enter ratings into the Managers Program as per instructions in the manual.
- c. After the adjudication sheets are processed by one of the other offices, they are brought to this room for final processing. The individual sheets are taken to the proper school envelope, the rating recorded on the sheet on the front of the envelope, and the adjudication form placed in the school's brown envelope.

VI. CONTEST WORKERS

To run a successful contest, you will need a great deal of help. If you have been assigned a contest, it is assumed that your administration will give you its full help and support in this endeavor. Its approval and endorsement will help when working with other faculty, custodial and cafeteria staff. The last two groups are integral to a successful contest. Contact your chief custodian and cafeteria supervisor early. Do not come to them the week of the contest and ask for the impossible. Equipment will have to be moved and food ordered if you plan to use the cafeteria. SEE THESE PEOPLE EARLY!

A parent booster group can serve as a reservoir of adult help for contest. Adults should be used as:

1. Hall monitors
2. Warm-up room monitors

3. Contest office workers
4. Information booth attendants
5. Parking lot attendants (especially when the buses arrive)
6. Concession/Cafeteria workers (it is best to use many of the regular cafeteria staff, since they will know the kitchen, where supplies are, and have the keys to everything). Student workers can also be helpful on contest day. Selected music students, not necessarily involved in the contest, can serve as:

Contest room chairman: Locate and announce contestants. Keep the contest going. Close door during performances.

Room Clerk: Assist the judge, get contestants' music to the judge and return it after the performance. Keep pencils sharpened. Post results outside the door approximately every 30 minutes. Take adjudication sheets to the office. This does work if the students are properly instructed.

Timekeeper: Indicate to the judge and contestant when allotted time has elapsed. Assist the judge in the clerk's absence from the room.

Information booth/program sellers: The students will know the building and can really help here.

VII. INSTRUMENT REPAIR

Your local music dealer may be kind enough to supply a repairman for the day. His name in the program may serve as payment for the day. The IHSA does not underwrite this cost.

VIII. NURSE'S STATION

Try to have this office close to the main office if you feel a nurse on duty is necessary. If there is an emergency, the contest manager may be needed to make a major decision.

IX. EDUCATING THE CONTEST WORKER (STUDENT AND ADULT)

Once the contest workers have been secured and scheduled, set up a general meeting for all workers the week of contest. At this time, many last minute questions can be answered. This will give the adults an opportunity to see the area they will be working in. At this meeting, expectations and work responsibilities can be discussed and questions answered. It would also be a good idea to have name tags for the workers that will indicate they are a person in authority in the area they are working.

X. CONTEST SET-UP THE NIGHT BEFORE

1. Decide what equipment you need in the various rooms. If you have to move anything from a room, write it down on the chalkboard in the specific room. This will serve as a reminder of what has been moved.
2. Adjust the rooms for best contest performance.
3. Get the needed stands and pianos in the various rooms. Double check percussion needs.

XI. CONTEST FOLLOW-UP

1. Return all equipment to the proper place at the close of the contest. Get a large crew of workers.

2. Fill out all the needed forms for the IHSA and fax to the IHSA office at 309-663-7479.
3. Pay all bills and finalize the financial report to the IHSA.
4. Please DO NOT SEND the Entries to the IHSA office. Retain these until the end of the school year.

COMMON SENSE PREVAILS

Following is a summarized list of suggestions from previous contest managers which you may find to be of help in making your contest run as smoothly as possible.

1. Assign rooms carefully. Consider: space needs, equipment needs, noise pollution and traffic patterns.
2. Designate someone to be your assistant manager — YOU WILL NEED ONE! To best utilize an assistant: a. Keep him/her fully informed of all contest plans. b. Give him/her authority to make decisions.
3. **IT IS VERY IMPORTANT that you mail or e-mail and make available online programs to each entered school at least two (2) weeks before contest day.** This information is needed to facilitate planning for transportation, personal schedules, etc. (IF YOU DO NOT HAVE THE COMPLETE PROGRAM READY AT THIS TIME, PLEASE AT LEAST SEND EACH SCHOOL A COPY OF ITS STUDENTS' SCHEDULES.)

ON CONTEST DAY

1. Schedule enough support workers so that each one is able to take breaks several times during the day. Increases morale and decreases errors.
2. Schedule workers' meetings so they can then attend the judges' meeting and be introduced to the judge(s) they will work with throughout the day. This provides opportunity for getting acquainted and discussion of how each judge prefers to handle details, etc.
3. Have someone with authority in the Contest Headquarters Room at all times to work with school music directors wanting to see ratings, points earned, etc.
4. Appoint one person to do nothing but post results.
5. Use chalkboards in contest rooms! They are great for judges' names, assigned workers, room inventories, time schedules, etc.
6. Obtain a Master Key if you don't already have one. There will be at least one door that needs to be locked/unlocked and you won't be able to find a custodian.
7. Make a telephone available for incoming calls and have a knowledgeable person on duty to answer it. Publish this phone number on the program schedules, sent in advance, to the music directors.
8. Have several persons available to meet the buses arriving from the various schools. They are most helpful, especially to first time visitors to your school, in giving directions to contest headquarters, homerooms, etc. YOU'LL EARN LOTS OF PR POINTS!



IHSA Online Music Program Information for Managers

You will be directly emailed login information to manage your music contest. You will also receive a more detailed user's manual via email as the contest setup period approaches.

The online music program will come pre-loaded with all events assigned to your site. You will then begin the process of scheduling your contest. Here is a basic overview of those steps.

1. **Selecting Judges:** Judges will be selected from a list of all judges that have completed the online rules certification process. You will then send out contracts, select which students they will be judging, and assign them the physical room they will be judging in.
2. **Scheduling the performance times for each entry:** The online program will do this for you, with the option to move entries earlier or later. The program will warn you if your adjustment creates a conflict for a student or accompanist.
3. **Printing schedules for the schools in attendance.** Schedules for judges and accompanists will also be available for viewing and printing.
4. **Printing adjudication sheets for each entry,** probably directly from your web browser.
5. **You will enter all ratings online during the day of the contest,** and results will tabulate automatically.
6. **Print lists for each school in attendance for use on contest day as comment sheets are completed and collected for each school.**
7. **Print Medal Order Forms and final results list for each school when they have completed their day at your contest.** Make sure you have access to a printer (and perhaps a backup) on the day of the contest – along with plenty of paper! Also, make sure the computers you are using can print to the printer!
8. **The Sweepstakes sheet can be printed after the contest.**
9. **Print a copy of the IHSA Tentative Budget and Financial Report to complete.**

The software is web-based so you will be able to use MULTIPLE computers.

If you have any questions about the online judge certification, music registration, scheduling, tabulation, or results analysis programs you can contact:

Ben Stewart
musicsupport@tourneywire.com

School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Tammy Craig at 309-663-6377, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Royalty Report: For a downloadable pdf of the Royalty Report go to http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf

Click on link for downloadable form

<http://www.ihsa.org/documents/forms/2022-23/22-23SoloEnsembleAdjudicatorContract.pdf>



Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

Music Solo/Ensemble Adjudicator Contract

I hereby agree to judge in the
IHSA State Music Contest to be held at High School on Saturday, March 4, 2023.

I understand that my fee is to be a flat rate of \$30 per hour plus IHSA mileage which is \$.30 per mile in excess of 70 miles round trip.

Name:

Signature:

Address:

City: Zip Code:

Home Phone:

Business Phone:

E-mail:

The above contract extended by: Contest Manager

School Phone:

Home Phone:

MAIL OR FAX ONE COPY TO:

Manager's Name:

Mailing Address:

Fax Number:



Instructions to Adjudicators

The managers of the Music Contests are obligated to acquaint all judges with the following instructions:

1. It is imperative that each judge arrives at the place of judging at least one-half hour before the first event—earlier if so requested by the local manager. Local managers have been requested to call pre-contest instructional meetings for all adjudicators.
2. Each judge must make written comments concerning each performance. The written comments should focus on the strengths and weaknesses of each performance with suggestions for improvement or commendations included. These comments should be as detailed as time will permit.
3. Each judge should study carefully the standards of adjudication on the adjudication sheet and assign Division I ratings only to such contestants as measure up to these standards.
4. No plus or minus signs are to be added to the final rating. Standard adjudication blanks will be supplied by the IHSA Office.
5. Each judge is to bear in mind that each contestant and each group is classified in one of five school classifications and that special consideration should be given to the classification (AA, A, B, C and D) of the school represented. An adjudicator should not expect a Class A performance from a Class D entry. As an example—vocal organizations from schools in Classes B, C and D will not be required to perform four-part music.
6. The choice of appropriate selections, suited to the performers' capabilities and in keeping with the classification of the schools they represent, is a factor in determining the ratings to be awarded. However, judges are not to consider their personal likes, dislikes or preferences of music literature in their evaluation of contest performances.
7. The attention of judges is especially directed to S/E Article VIII-E of this rules book for detailed explanation of the penalties to be enforced for various violations of the contest rules.
8. It is the responsibility of the contest room chairperson to see that all ribbons and medals worn by soloists and members of ensembles are removed. Judges shall, however, not permit performance to begin until such medals or ribbons are removed.
9. In the organization contests in which three (3) judges are used, the judges shall not confer with each other about their evaluations of performances as they reach decisions on ratings.
10. All regulations of the Illinois High School Association as printed in the music book are to be strictly observed.
11. Separate written comments may be made to “directors only” if appropriate. The “director only” comments are in addition to the regular adjudication forms.

12. Judges are to use forms as vehicle for communicating critique. They are to refrain from demonstrating or providing instruction, etc.
13. Judges shall award Division I ratings to only those competitors manifesting the very highest level of achievement. Indiscriminate awarding of Division I ratings must be avoided.
14. Schools may enter students as a “sweepstakes entry”, or “non-sweepstakes entry”, or “comments only entry”. Comments only entries do not receive numerical or divisional ratings. Judges are to treat non-sweepstakes entries the same as sweepstakes entries.
15. Best of the Day Award is required of each Solo/Ensemble judge. See S/E. Article X- D for details.
16. Selections with vulgar, foul and inappropriate language will be disqualified from the Music Contest.
17. All judges shall be required to complete online registration and certification prior to the adjudicating of contest(s). They will need to go to <http://www.tourneywire.com/music> and complete the registration and certification.
18. Public domain is allowed provided the director lists the exact internet address for their score. A copy of the score is required and should be made available to the contest manager and judges.



TENTATIVE BUDGET INFORMATION

SITE MANAGERS PLEASE NOTE: A tentative budget expense form is enclosed and must be completed and returned to the IHSA Office for review and approval before **February 6, 2023**. Please fax a completed copy of the budget form to the Illinois High School Association at (309) 663-7479 by the deadline of **February 6, 2023**. **If the IHSA does not contact you then your tentative budget is approved. If there are concerns the IHSA will contact the manager directly.**

The Illinois High School Association Board of Directors does not approve expense items that are of a permanent nature and may be retained for further use by the host school. The IHSA does not underwrite the cost of cafeteria personnel. If you are planning to have the school cafeteria/concessions open for services of any kind, it must be a self-supporting venture.

The IHSA does not approve expenses for hospitality areas. Any volunteer/judge/director hospitality area may not be reflected on the IHSA budget.

Judges for the Solo/Ensemble contest shall be compensated at a rate of \$30 per hour plus IHSA mileage. Any judge who drives more than 70 miles round trip to the site of a State Final Music Contest shall be reimbursed a travel allowance of \$.30 per mile in excess of 70 miles round trip. Reimbursement shall be directly from the IHSA office, upon the judges' submission of a travel report form to be provided by the IHSA through the contest managers.

Sincerely,

Susan M. Knoblauch
Assistant Executive Director
Illinois High School Association

Click on link for downloadable form

<http://www.ihsa.org/documents/forms/2022-23/22-23SoloEnsembleTentativeBudget.pdf>



Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

2022-23 Tentative Budget for IHSA Music Solo and Ensemble Contest

Solo and Ensemble Contest to be held at: High School

Address City Zip Code

ESTIMATED EXPENDITURES

JUDGES EXPENSES: Number of Hours Judged x Judges Hourly Rate Total Judge Expense \$

PIANO EXPENSES:

Total number of pianos needed for contest:

Number rented:	<input type="text"/>	@	\$ <input type="text"/>	each	=	\$ <input type="text"/>
Transportation Charges:	<input type="text"/>	@	\$ <input type="text"/>	each	=	\$ <input type="text"/>
Tuning Charges:	<input type="text"/>	@	\$ <input type="text"/>	each	=	\$ <input type="text"/>
Total Piano Expenses						\$ <input type="text"/>

OTHER EXPENSES (Itemize):

Custodial	\$	<input type="text"/>
Secretarial	\$	<input type="text"/>
Supplies	\$	<input type="text"/>
Security	\$	<input type="text"/>
Miscellaneous	\$	<input type="text"/>
Total Other Expenses		\$ <input type="text"/>

Total Piano and Other Expenses \$

Manager's Stipend \$

GRAND TOTAL OF ESTIMATED EXPENSES \$

Signature of Manager

Signature of Principal/Official Representative

Mail one copy of this tentative budget to the Illinois High School Association, 2715 McGraw Drive, Bloomington, IL 61704 or fax it to (309) 663-7479 or email it to Carol Carr at ccarr@ihsa.org, on or before February 6, 2023, and keep one copy for your files.

Click on link for downloadable form

<http://www.ihsa.org/documents/forms/2022-23/22-23SoloEnsembleRptJudgeFeesExpense.pdf>



Report on Judges Fees and Expenses

Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

Solo and Ensemble Contest to be held at:

High School

Address

City

Zip Code

Date contest held:

Name and Address of Judge Be sure to fill in complete address and events judged	Wind	String	Percussion	Vocal	Flat Fee of \$30 per hour	Number of Hours Judged	Total
Example: John Doe 2715 McGraw Dr. Bloomington, IL 61704 H: 309-663-6377 W: 309-663-7479 email: Jdoe@aol.com		X			\$30	6	\$180



Music Solo/Ensemble Financial Summary

Illinois High School Association
 2715 McGraw Dr., Bloomington, IL 61704
 Phone: 309-663-6377
 Fax: 309-663-7479

Solo and Ensemble Contest to be held at:

High School

Address

City

Zip Code

Date contest held:

School	Did Not Participate	No. Of Entries That Completed	Entry Fees Paid By School	Penalties Assessed	Penalties Collected	Total Paid By School	Total Unpaid Fees



Illinois High School Association
 2715 McGraw Dr., Bloomington, IL 61704
 Phone: 309-663-6377
 Fax: 309-663-7479

2022-23 Financial Report for IHSA Music Solo and Ensemble Contest

Solo and Ensemble Contest to be held at:

High School

Address

City

Zip

RECEIPTS

Number of Solos	<input style="width: 80%;" type="text"/>	@ \$10.00 each = \$	<input style="width: 80%;" type="text"/>	
Number of Ensembles	<input style="width: 80%;" type="text"/>	@ \$15.00 each = \$	<input style="width: 80%;" type="text"/>	
Number of Ensembles	<input style="width: 80%;" type="text"/>	@ \$20.00 each = \$	<input style="width: 80%;" type="text"/>	
Late Entry Penalty Fees		\$	<input style="width: 80%;" type="text"/>	
TOTAL RECEIPTS			\$	<input style="width: 80%;" type="text"/>

IMPORTANT: IHSA Entry Policy now states that those schools officially entered and listed on the Music Assignment Sheets that do not submit any entries to the contest manager must pay a \$100.00 penalty fee for contest withdrawal. Please be sure to list below any school listed on the Assignment Sheet for your contest that did not send any final entries/fees to you. Our office will then pursue collection of the penalty fees.

School	<input style="width: 95%;" type="text"/>	City	<input style="width: 95%;" type="text"/>
School	<input style="width: 95%;" type="text"/>	City	<input style="width: 95%;" type="text"/>
School	<input style="width: 95%;" type="text"/>	City	<input style="width: 95%;" type="text"/>

EXPENDITURES

A. JUDGES FEES (per attached Report I)		\$	<input style="width: 95%;" type="text"/>
B. MANAGER'S STIPEND		\$	<input style="width: 95%; text-align: center; value: 200.00;" type="text"/>
C. PIANO EXPENSES			
Total Number Of Pianos Needed For Contest	<input style="width: 80%;" type="text"/>		
Number Rented	<input style="width: 80%;" type="text"/>	@ \$	<input style="width: 80%;" type="text"/>
		= \$	<input style="width: 80%;" type="text"/>
Transportation Charges		= \$	<input style="width: 80%;" type="text"/>
Tuning Charges		= \$	<input style="width: 80%;" type="text"/>
		Total Piano Expenses	\$ <input style="width: 80%;" type="text"/>
D. OTHER EXPENSES	<input style="width: 95%;" type="text"/>	= \$	<input style="width: 80%;" type="text"/>
	<input style="width: 95%;" type="text"/>	= \$	<input style="width: 80%;" type="text"/>
	<input style="width: 95%;" type="text"/>	= \$	<input style="width: 80%;" type="text"/>
		Total Other Expenses	\$ <input style="width: 80%;" type="text"/>
TOTAL ALL EXPENSES (A, B, C, D)			\$ <input style="width: 80%;" type="text"/>

NET INCOME (DEFICIT) \$

40% Of Net Income to Host School \$

60% Of Net Income to IHSA \$