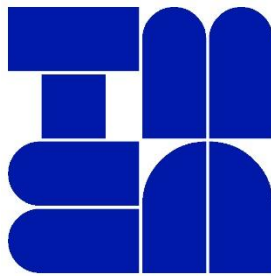


TMEA REGION 20
MARIACHI SUB DIVISION
A Subsidiary of the
Texas Music Educators Association
Region 20 – Orchestra Division



MARIACHI DIRECTOR'S HANDBOOK

2017 – 2018

Felipe Diaz Jr.
Mariachi Chairman
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MISSION STATEMENT

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

MISSION STATEMENT

Our mission is to enrich the lives of our diverse community by promoting the educational enhancement of the Mariachi Music Art Form through performance and competitions. We are committed to preserving the cultural traditions of the “Mariachi” and to help students succeed musically, academically and socially. We will offer a concert with musical and artistic excellence that will entertain, educate and engage the audience.

GOALS

- To provide professional growth opportunities
- To encourage interaction among music education professionals
- To foster public support for music in schools
- To offer quality musical experiences for students
- To cultivate universal appreciation and lifetime involvement in music
- To develop and maintain productive working relationships with other professionals

REGION MARIACHI CHAIRMAN DUTIES

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

Clinic/Concert

1. Complete and submit all necessary contracts & forms relative to the All-Region Mariachi Clinics and Concert.
 - a. Create spreadsheet to keep track of all financial transactions in reference to the region event.
 - b. Keep track of bank statements to provide a financial report 2 times a year via TMEA.ORG. (January & July)
 - c. Update region handbook, contracts and schedules for purpose of distributing.
 - d. Produce and distribute an Agenda/Schedule for all event days minimum one week prior to All-Region Mariachi Auditions.
 - e. Supply all forms & documents, in sufficient numbers, for the administration and execution of a successful audition. This includes folders for judges and monitors.
 - f. Hire All Region Audition Adjudicators & Monitors. Complete and submit all necessary contracts, payments & forms relative to the hiring, lodging, meals and transportation of the All-Region Mariachi Adjudicators.

5 Violin Adjudicators	5 Trumpet Adjudicators.
10 Armonia Adjudicators	11 Monitors (Host)
 - g. Hire 3 Mariachi Clinicians to direct HS Honor, HS & MS All Region Mariachi Ensembles. Complete and submit all necessary contracts, payments & forms relative to the hiring, lodging, meals and transportation of the All-Region Mariachi Clinicians.
 - h. Arrange for a company to record the All-Region Mariachi Concert. This company must be an approved TMEA Licensed Vendors. A current list may be found on the TMEA website.
 - i. Produce All-Region Mariachi Music & Folders for selected students to be handed out at the conclusion of the All-Region Auditions.

- j. Obtain a roster of students, listed by chair order, for the purpose of printing a program. Produce an All-Region Mariachi Concert Program available for distribution.
 - k. Order All-Region Mariachi Patches and contact a company to make available the sales of T-Shirts, Plaques, Pictures and other miscellaneous items relative to the All-Region Event.
2. Chair the Directors/Judges' meeting prior to the auditions. There will be a Roll Call and an explanation of forms and audition procedures during this meeting. Be sure to have the forms ready to distribute.

Required forms are the following:

- Judges Score Sheet
 - Audition Procedures
 - Scratch sheets of paper
 - Copies of the audition music (for judges & monitors) with highlighted excerpts.
3. Collect all Mariachi Director/Student Contracts for students that are selected to the All-Region Mariachi. Do this prior to handing out All Region Music folders.

All Region Music Folders must contain the following:

1. A copy of the All Region Mariachi Clinic/Concert schedule
 2. All Sheet Music as assigned to part.
 3. Blank sheet music for note taking.
4. Have a sign in and check out list. Sign in is to assure that all directors are present for their judging assignments and to hand out any necessary materials. Check out is to ensure that all directors pick up their folders, and turn in the Mariachi Director/Student Contracts.

AUDITION HOST DUTIES

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

1. Provide adequate sized and clearly labeled rooms/facilities.

Rooms/Facilities needed for All-Region Mariachi Auditions are as follows:

- 4 Audition Rooms Labeled - Audition Room 1, Audition Room 2 etc.
- Judge's Meeting/Lounge Room
- Tabulator's Room (Requires printer and internet access)
- Student Warm-Up Area (Large Room such as a school cafeteria)
- Restrooms

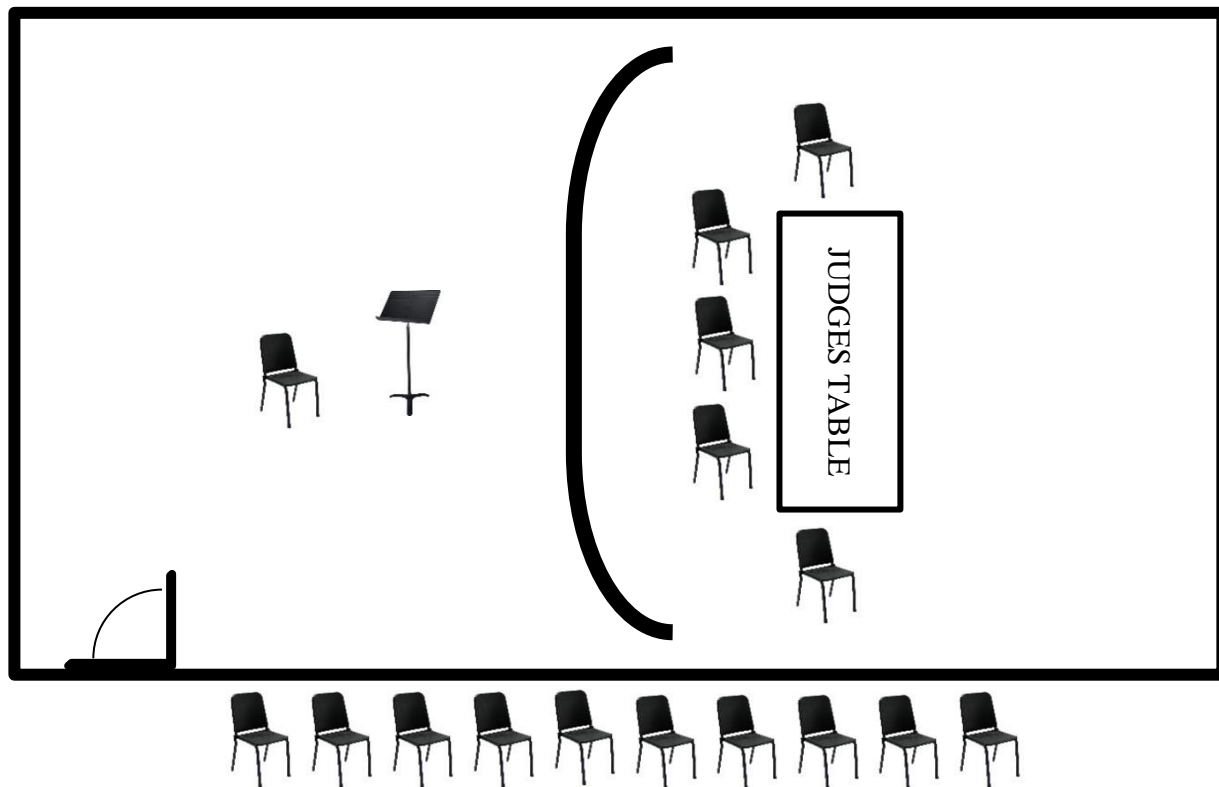
****As a result of the amount of entries this is subject to change at the chairman's discretion.***

2. Arrange for the availability of a Public Address System on all event days.
3. Provide a map of the event site including directions for bus loading/unloading areas, bus parking, main entrance, student warm up area, etc.
4. Provide 10 monitors
5. Work in conjunction with Mariachi Region Chairman to obtain, complete & submit any necessary forms relative to the All-Region Mariachi Auditions or Concert.
6. Have access to a printer/copier on all days of the All-Region Mariachi Event.
7. Provide a board in Warmup Room for posting audition results.

Prepare the audition room prior to start of the contest.

- a. Each room should have one judges' table with 5 seats.
- b. 1 Barrier wall (paper or cloth, minimum height of 8ft) that will completely cover the judges from the sight of the participants.
- c. 10 Chairs for participants placed outside of the room.
- d. 1 Music Stand with copies of the audition selections.

AUDITION ROOM SETUP



AUDITION WAITING AREA
(STUDENTS SIT IN ORDER)

MONITOR DUTIES

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

- 2 Registration Monitors
- 4 Room Monitors
- 4 Group Monitors

The **Registration Monitors (2)** will have a table located near the building's main entrance. The Registration Monitor is tasked with checking-in participants and handing out participant audition IDs

The **Room Monitor (4)** will serve as the lead judge's assistant as they will remain inside the audition room until the audition event is completed.

The **Room Monitor** is responsible for:

1. Keep a written log of students auditions for assigned room.
2. Communicating the lead judge's instructions to the participants
3. Communicating participants' questions or concerns to the judges
4. Delivering the judges' tabulations to the Tabulation Room at the conclusion of each audition event.
5. Observing that participants are following all rules and procedures.

The **Group Monitor (4)** will serve as the participants' host and will remain outside of the audition room until auditions are completed.

The **Group Monitor** is responsible for:

1. Gathering participant groups from warmup room and escorting them to audition room area.
2. Checking student names match audition ID
3. Informing the participants of audition rules and procedures
4. Observing that participants are following all rules and procedures.
5. Helping to maintain silence in the audition area

MONITOR PROCEDURES

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

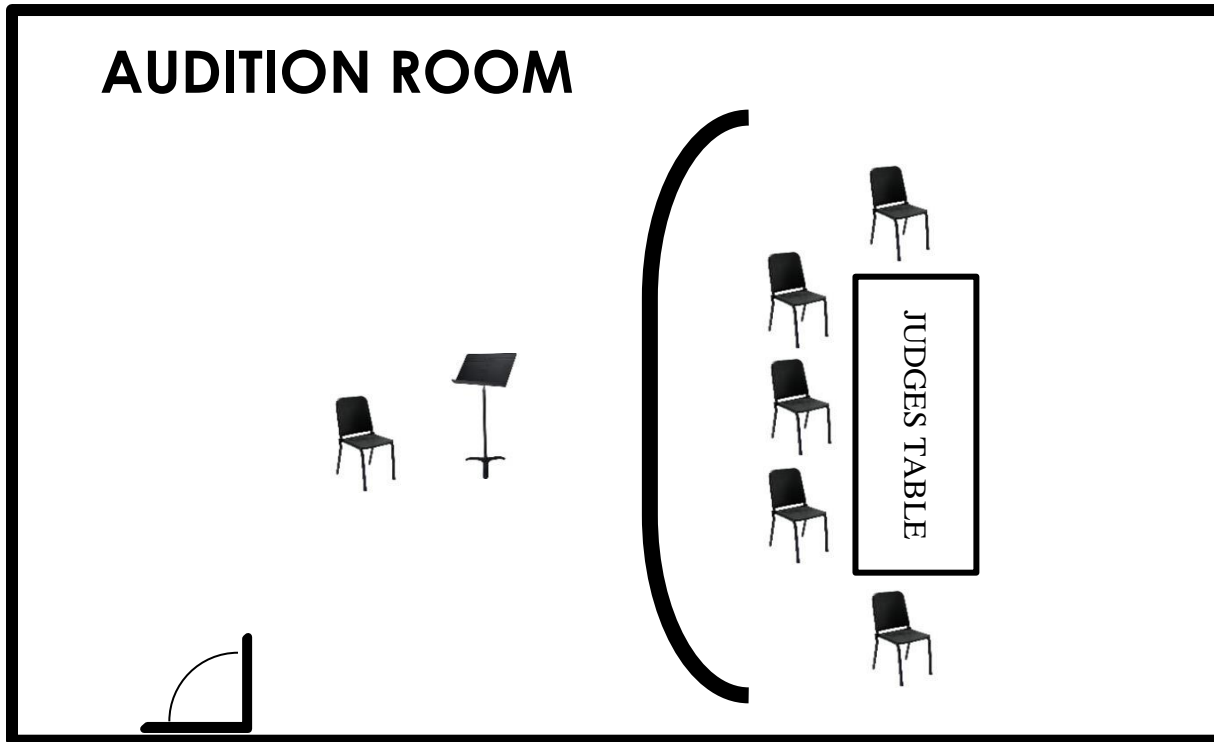
- All students will sign-in at the **REGISTRATION** table to receive their audition ID. They may then proceed to the warm up room to prepare for audition.
- The **GROUP MONITOR** will call for and gather up the 1st group of 10 students assigned to the monitor's audition room. (EXAMPLE: 10 HS VIOLINISTS)
- The **GROUP MONITOR** will double check that the students have the correct Audition ID.
- The **GROUP MONITOR** will then read the audition rules to this group.
- The **GROUP MONITOR** will then escort the students to the audition room waiting area.
 - o This will repeat until all of the students for that instrument audition have completed their audition.
- In the audition waiting area, students must remain quiet while awaiting their audition. The **ROOM MONITOR** will help monitor the area.
- On their turn, one at a time, each participant will enter the audition room. The **ROOM MONITOR** will call out the audition ID to the judges and when prompted the student will perform all audition selections in order.
- The **ROOM MONITOR** will note which students have completed their audition on the audition list.
- Once the student has concluded their audition, the student is free to quietly return to the warm up area and is dismissed.

This process will repeat until all of the students in that instrument group have completed their audition.

- Once all students for that Instrument Group have completed their audition, the **ROOM MONITOR** will retrieve the judges score sheets and deliver them to the tabulation room.
- The **GROUP MONITOR** will prepare the next instrument group.

AUDITION ROOM

REGION 20 MARIACHI DIRECTOR'S HANDBOOK



ROOM MONITOR

Monitors Audition Waiting Area & keeps track of which students Have completed their audition.



AUDITION WAITING AREA (STUDENTS SIT IN ORDER)



GROUP MONITOR

Gathers students by Instrument Groups, Checks Audition ID#s, Places them in order and Escorts them to the audition area.

AUDITION RULES

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

RULES SHOULD BE READ TO THE STUDENTS PRIOR TO STARTING AUDITIONS

1. PLEASE TAKE THIS TIME TO POWER OFF ALL PORTABLE DEVICES AND PLACE THEM IN A SECURE PLACE.
2. Anonymity is absolutely necessary for fairness to all participants. Once inside the audition room there will be **no talking or making of any sound what so ever that can lead to the identification of the participant.**
3. **Use of all electronics is prohibited** in the audition room with the exception of metronomes. **Metronome cell phone apps are also prohibited.**
4. A participant may choose to use a metronome *prior* (not during) to starting his audition as long as they only use the light function.
The metronome click will not be allowed.
5. When called into the audition room, the participant may play one note prior to playing the selection. The note may not be longer than 5 seconds.
6. If a participant has a question or concern they will need to ask the **Room Monitor**.
7. Disruptive students will be disqualified.

AUDITION RULE VIOLATION PROCEDURE

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

If the **Lead Judge or Room Monitor** observe any violation of the audition rules, The **Judge or Room Monitor** will wait until the participant has completed their audition. If the lead judge decides that there was a clear violation of the rules, the lead judge will ask the **Room Monitor** to escort the participant to line up outside of the audition room and to call on the Region Chairman. The Region Chairman will enter the room to discuss the incident with the Lead Judge and the **Room Monitor**. If both, the Lead Judge and the Region Chairman are in accordance that there was a clear violation of the rules then the participant who violated the rule will be disqualified. The remaining participants will then be allowed to resume the auditions.

SECTIONALS & WORKSHOP HOST DUTIES

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

1. Provide adequate sized and clearly labeled rooms/facilities.

- MIDDLE SCHOOL GROUP (Large Band Room w 28 chairs & stands)
- HIGH SCHOOL GROUP (Large Band Room w 28 chairs & stands)
- HONOR HS GROUP (Main Stage w 20 chairs & stands)
- Teacher/Clinician Lounge Room
- LUNCH ROOM for Saturday Workshop (Cafeteria)
- Boys/Girls Dressing Rooms
- Restrooms

****As a result of the amount of entries this is subject to change at the chairman's discretion.***

2. Provide an amplification system for the concert and dress rehearsal.

3. Provide a map of the event site including directions for bus loading/unloading areas, bus parking, main entrance, student warm up area, etc.

4. Assign 1 monitor per rehearsal room to serve as the clinician's assistant.

5. Have access to a printer/copier on all days of the All-Region Mariachi Event.

MARIACHI DIRECTOR DUTIES

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

1. Directors must abide by the following participant audition entry procedure.
 - a. Directors/Sponsors must be active TMEA Members.
 - b. Directors/Sponsors entering students in a TMEA Region, Area or All-State Audition must use the TMEA online audition entry system. www.tmea.org
 - c. All Registration Fees must be paid one week prior to the audition date.
 - d. Students may only register for one instrument group.
 - e. Sign and submit the TMEA REGION 20 MARIACHI DIRECTOR CONTRACT prior to All-Region Mariachi Auditions.
 - f. Have students & parents sign the TMEA REGION 20 MARIACHI STUDENT CONTRACT and submitted to director prior to All-Region Mariachi Auditions.
**Selected students will need to submit their form to the Region Chairman at the conclusion of the All-Region Mariachi Auditions.*

2. **All directors entering students in the All Region Mariachi Auditions must be present and available for judging and sectional assignments as assigned by Mariachi Region Chairman.**
 - a. *If unable to attend an All Region Mariachi Event, for any reason whatsoever, the director must notify the Region Chairman and provide an adequate replacement as a proxy to fulfill their assignment.*
 - b. *If a director does not have students participating in an event, the director is exempt from attending said event.*

3. Directors will need to screen all students to ensure they are adequately prepared for the All Region Mariachi Auditions.

4. Judges should bring calculators to the auditions to review and help avoid addition errors during judging. Tabulated audition results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period the results are subject to the TMEA appeals process.

5. Directors will need to review Audition Rules & Procedures with participating students and review any requests from the "Audition Host" relative to the event.

AUDITION INFORMATION

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

1. AUDITION REGISTRATION DEADLINE

Saturday, October 21, 2017

Register online at: www.tmea.org

Entry Fee: \$20 per entry **LATE REGISTRATION: \$40 per entry (TMEA)**

PAYMENT: Make Checks Payable to REGION 20 MARIACHI

MAIL CHECKS TO: **TMEA REGION 20 MARIACHI**

ATTN: Felipe Diaz Jr.

8927 ANGORA ST

DALLAS, TX 75218

For more info: feldiaz@dallasisd.org

****Multiple mariachi instrument auditions will not be allowed.***

2. AUDITION INFORMATION

LOCATION: Grand Prairie Fine Arts Academy

DATE: Saturday, November 4, 2017

TIME: 8:30am HIGH SCHOOL & 11:00am MIDDLE SCHOOL

The All-Region Mariachi ensembles will consist of one High School Honor Mariachi, one High School Mariachi and one Middle School Honor Mariachi.

3. The HS Honor Mariachi will consist of the following instrumentation.

9 Violins

3 Trumpets

2 Flutes

1 Vihuela

1 Guitar

1 Guitarron

1 Guitarra de Golpe

1 Harp

4. The HS and MS Honor Mariachi will consist of the following instrumentation.

12 Violins

4 Trumpets

2 Flutes

2 Vihuela

2 Guitar

2 Guitarron

2 Guitarra de Golpe

1 Harp

ALL REGION MARIACHI CLINICS & CONCERT DATES:

TUE. November 7, 2017 6-9pm

FRI. December 15, 2017 6-9pm

SAT. December 16, 2017 8:00a-12:00pm

SAT. December 16, 2017 3pm

Sectionals

Clinic/Rehearsal

Clinic/Rehearsal

Concert

W.E. Greiner MS

South Grand Prairie HS

South Grand Prairie HS

South Grand Prairie HS

AUDITION FORMAT

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

The audition format will be as follows:

- SELECTION 1: 1 Major Scale 65pts
- SELECTION 2: Song Excerpt 65pts
- SELECTION 3: Song Excerpt 65pts
- SELECTION 4: Song Excerpt or Technical Excerpt 65pts
- SELECTION 5: Vocal Selection 40pts

MARIACHI DIRECTOR/STUDENT CONTRACTS

REGION 20 MARIACHI DIRECTOR'S HANDBOOK

All Region Mariachi Director & Mariachi Student Contracts must be completed, signed and submitted prior to the start of the All Region Mariachi Auditions. Directors must oversee that the forms are completed and have all signatures as required.

Regulations

1. Director's will need to submit All Region Mariachi Director/Student Contracts for those students who are selected to the All Region Mariachi Ensemble.
2. Any unexcused absence from any rehearsal or the concert, will forfeit a student's right to earning an All Region Mariachi Patch and participating in the All Region Mariachi Concert.

Excused Absences

1. Severe personal illness accompanied by a note from your doctor.
2. Family emergency or death accompanied by a letter from parent/guardian.
3. A school sponsored UIL or other TEA approved organization event which your school administrator and your director feel is more important for you to attend accompanied by a letter from both.
4. College entrance tests (SAT, ACT, etc.). These are administered several times a year and you should schedule or reschedule them so as not to conflict with the Region Mariachi Clinic/Concert. If, however, your school administrator feels it would be impossible for you to take the exams on another date, you may be excused from the Saturday morning rehearsal only. You must bring a letter from your school administrator attesting to the fact.

DIRECTOR CONTRACT

I, _____ intend to have students audition for the 2017-2018 TMEA Region 20 Mariachi All Region Ensemble. I state that if any student(s) from my school are selected I am automatically committed to participating in the following events:

TUE. November 7, 2017 6-9pm	Sectionals	W.E. Greiner MS
FRI. December 15, 2017 6-9pm	Clinic/Rehearsal	South Grand Prairie HS
SAT. December 16, 2017 8:00a-12:00pm	Clinic/Rehearsal	South Grand Prairie HS
SAT. December 16, 2017 3pm	Concert	South Grand Prairie HS

As an All Region Mariachi Director, I consent to the following guidelines:

1. To prepare my students for the audition in regards to musical performance, behavior as a guest on another campus, and a positive attitude for participation regardless of outcome.
2. To participate in all Region 20 All Region Mariachi activities in which my students are participating. - See TMEA eligibility rules
3. To serve as an audition judge or provide an adequate replacement.
In the case a student is entered from a school that does not have a mariachi program, a qualified judge must be provided and approved by the region chair.
4. To check student eligibility as required by House Bill 272 and any local district policies and only bring only students who meet those eligibility requirements.
5. To notify the region chair, in writing, of students who must be withdrawn from region activities within 48 hours of ineligibility.
6. To model professional attire for the concert performance.
7. To arrange for adult supervision of my students at a ratio of 1:20

By signing this form, you agree to abide and adhere to the guidelines presented to you in this Mariachi Director's Contract. Failure to comply with the contract guidelines may result in report of professional misconduct filed with TMEA.

Director Name _____ Instrument _____

Home phone _____ Cell phone _____

School _____

Principal Name (print) _____

Principal Signature _____

Director Signature _____

***All directors must complete, sign and submit this form by mail or email to the address listed below, prior to the 2017-2018 All Region Mariachi Auditions.**

STUDENT CONTRACT

I, _____ intend to audition for the 2017-2018 TMEA Region 20 Mariachi. I state that if selected I am automatically committed to attending the following events:

TUE.	November 7, 2017 6-9pm	Sectionals	W.E. Greiner MS
FRI.	December 15, 2017 6-9pm	Clinic/Rehearsal	South Grand Prairie HS
SAT.	December 16, 2017 8:00a-12:00pm	Clinic/Rehearsal	South Grand Prairie HS
SAT.	December 16, 2017 3pm	Concert	South Grand Prairie HS

As a member of the Region 20 All Region Mariachi Ensemble, I consent to the following guidelines:

1. To be present and on time for all rehearsals and the concert. Depending on the seriousness of the infraction, more than 10 minutes late will result in loss of chair and/or removal from the All Region Mariachi Ensemble.
2. To bring all materials needed to participate in the All Region Mariachi Rehearsals & Concert
 - a. Sheet Music, Pencils, Recorder, Uniform, etc.
3. To have all my music memorized before the first rehearsal/sectional
4. To uphold the highest standards of attitude and conduct while participating in the All Region Mariachi Rehearsals & Concert.
5. To maintain academic eligibility as required by House Bill 272 and any local school district policies.
6. To fulfill all All Region Mariachi obligations or I will not be allowed to audition the following year.

By signing this form, you agree to abide and adhere to the guidelines mentioned in this Region 20 Mariachi Student Contract. Failure to adhere to the guidelines will result in immediate removal from membership in the All Region Mariachi.

Student Name _____ Instrument _____

Student Signature _____

Parent Name _____

Home phone _____ Cell phone _____

Parent Signature _____

School Name _____

(check one) Middle School High School

Principal Name _____

Principal's Signature _____

Director's Name _____

Director Signature _____

***All students must complete, sign and submit this form to their director/sponsor prior to the 2017-2018 All Region Mariachi Auditions.**

SUBMIT BY MAIL: ATTN: Felipe Diaz Jr. 8927 Angora St. Dallas, TX 75218

SUBMIT BY EMAIL: felidiaz@dallasisd.org