

BRANCH CHAIR INSTRUCTIONS & FORMS

USE ONLY THE FORMS ON THIS WEBSITE!

AS BRANCH CHAIR:

- **Familiarize yourself** with these instructions and forms, the CT Policy, *CT Syllabus*, and student workbooks. **You are the source of Composers Today information for your Branch!**
- **CAN'T FIND A FORM? Click on each program: Evaluations, State Contest, Symposium, and YCG for instructions and forms.** We also hope to have each form, linked and appear in blue print through out these instructions.
- **Mark your calendars** with important deadlines so you won't forget, and **announce** them in your meetings and put them in your Branch Newsletter. No one else will do this!
- Be available to **answer questions** and help new CT teachers.
- Understand the way the categories in the Evaluations relate to the CM levels.
- Attend Convention Composers Today Information and Branch Chair meetings, and CT Convention recitals.

MONTHLY RESPONSIBILITIES

OCTOBER

- **Read and re-read** your job instructions. **Do as much ahead of time as you can.**
- Briefly **explain** the main projects, events, and deadlines of the CT program in your **Branch Directory, newsletters, and meetings.**
- **Announce deadlines for teachers: February 15th (actual deadline)** for Evaluations and Young Composers Guild, **March 30th (actual deadline)** for State Contest, **April 15th (postmark)** for Symposium.
- **Schedule a workshop** to help teachers who are new to the program get started teaching composition and improvisation.
- Give a **brief overview** of the CT Policy, *CT Syllabus*, and the *Craft of Composition Workbooks* (syllabus and workbooks available for sale from the State Office).
- **Have sample copies** of the policy, syllabus, and workbooks on hand for teachers to look over. Your branch may want to help you purchase the syllabus and workbooks.
- Announce the need for **donations** (tax deductible) to the CT program at meetings and in your newsletter. Encourage individuals, your branch, and businesses to contribute. Remind teachers again in April (tax time!). Checks can be made out to *MTAC*, and marked for Composers Today and sent to the State Office.
- **Urge your branch to add an annual donation to CT in their budget.**

NOVEMBER-DECEMBER

- **Familiarize yourself with the forms and instructions for teachers.** Help teachers get the information and forms off the website.

JANUARY

- **Announce in your Branch newsletter:**
 - to have teachers contact you if they have any students submitting for Evaluations. Remind them that you need to know the number of submissions by February 10th.
 - to check the information and get forms on the website.

- **that compositions for the Evaluations must be received by you by Feb. 15th** not mailed that day (you may set an earlier deadline if you feel you will need more time).
- to make as many copies of forms as needed for their students.
- any Branch fees they need to include for Contest and Evaluation applications.
- Remind teachers that they have to send in **2 identical copies** of tapes/CD's/DVD's (levels 3 and up for the Evaluations and all State Contest entries) one for each judge. The recordings will not be returned so keep a "studio copy".
- Secure a **location** for your Branch CT **recital** (late May or June) for all your Evaluation and State Contest composers. You may want to include Improvisation as well.

Deadlines are critical in order to have everything back to the teachers in time to re-work compositions, if desired, before entering the Contest. All subsequent activities rely on meeting these deadlines. Please respect these dates.
—Do As Much Ahead Of Time As Possible—

FEBRUARY

YOUNG COMPOSERS GUILD

- **Deadline 15th: Postmarked** deadline for applications.
- **Teachers send the following directly to the YCG Chair.**
 - Compositions! (and tapes/CD's)
 - 3 copies of the composition
 - **Young Composers Guild Application Form**
 - 3 tape recordings of the composition
 - a check for \$50 made payable to MTAC
 - 2 **YCG Adjudicator Comment Sheets**

EVALUATIONS

- **Deadline 10th:** Notify the Adjudicator Chair immediately if your branch has 10 or more submissions. If you have fewer than 10 submissions, and you are not sure if you will end up with 10 or more, contact the Adjudicator Chair and let them know.
- **Actual Deadline 15th:** receive compositions from teachers, which means they must be mailed earlier.
- If you know of any electronic instrument, voice, string, or woodwind entries in your branch, let the Adjudicator Chair know that as well. She will assign qualified evaluators for each branch and region based on your unique requirements.
- If your branch **charges a small branch fee** to cover expenses such as a facility rental for a Branch CT recital and copies of forms and postage. These funds are kept in the branch. Do not send this fee to the State Office and do not include it in the summary sheet totals. This is a branch expense and will only appear on the individual teachers registration form.

for Branches with 9 or less compositions

- If you **unexpectedly receive 10 or more compositions immediately call the Adjudicator Chair**, and leave a message stating:
 - Your name and Branch
 - How many entries in each category

- If any entries are written for instruments other than piano (i.e. electronic, voice, orchestra, film score)
- Skip to “Evaluations for branches with 10 or more compositions.”
- ❑ **Count all measures** of each composition to be sure that all measures are counted correctly.
- ❑ **Check** both copies of everything submitted to be sure it is **accurate** and **completed** as instructed.
- ❑ You must **correct any errors** and **collect any additional fees** from the teachers such as fees based on number of parts or additional fees for longer pieces that may have been overlooked.
- ❑ Give all **entry fee checks** to your Branch Treasurer and get **one Branch check** made out to MTAC to cover the entire amount submitted by all teachers. Send the check with the compositions, or have the Branch Treasurer send the check, directly **to your Regional Chair** (North or South). **DO NOT SEND THE CHECK TO THE STATE OFFICE.**
- ❑ Complete the “**CT Evaluation Branch Summary**” form leaving the bottom portion (“Assigned Evaluators”) blank, and make a copy for your Branch files.
- ❑ Make a copy of each teacher’s “**Evaluation Registration Form**” One copy is for your Branch files the other is sent to the Regional Chair (North or South)
- ❑ **Postmarked Deadline 18th**: Send to your Regional Chair along with a large, stamped return envelope:
 - compositions
 - one Branch check (or a note specifying the amount and stating your Branch Treasurer is sending one ASAP),
 - “CT Evaluation Branch Summary” form,
 - all teachers’ “Evaluation Registration Forms”
- ❑ You **don’t** have to order certificates, they will be sent to you
- ❑ Make copies of the “**Adjudicator Assessment Form**” – two for each participating teacher.

for Branches with 10 or more compositions

- ❑ If you have 10 or more entries you will have received the names of the adjudicators assigned to your branch from Adjudicator Chair. If you haven’t, call immediately.
- ❑ If for some reason you receive less than 10 compositions still follow these instructions and send compositions to the Evaluators you were assigned.
- ❑ If you receive more than one composition from the same student, inform the Adjudicator Chair so they can assign a different adjudicator for each composition.
- ❑ Make copies of the “**Evaluator Instructions**”, one for each evaluator.
- ❑ **Count all measures** of each composition to be sure that all measures are counted correctly.
- ❑ **Check** both copies of everything submitted to be sure it is **accurate** and **completed** as instructed.
- ❑ You must **correct any errors** and **collect any additional fees** from the teachers such as fees based on number of parts or additional fees for longer pieces that may have been overlooked.
- ❑ Give all entry fee checks to your Branch Treasurer, and **get one Branch check** to cover the entire amount submitted by all teachers made out to MTAC, or have the Branch Treasurer send the check directly to the Evaluations Finance Chair. **Do not send the Branch check to the State Office!**
- ❑ Divide the compositions equally between the evaluators assigned to your Branch.
- ❑ If your branch has been assigned **more than two evaluators** then do the following:

- Separate the compositions by categories, determine which pair of evaluators will do which categories (each composition is evaluated by two evaluators).
- Divide the number of measures as evenly as possible between the pairs of evaluators. Be careful not to overload them. Follow any instructions from the Adjudicator Chair for special situations concerning evaluators' requests.
- Fill out the "**CT Evaluation Branch Summary**" form
 - On the bottom portion (Assigned Evaluators) total the number of entries, list the categories (ex.2, 4, 5), and total the number of measures each evaluator will do, and put the amounts opposite their name in the appropriate columns.
 - Make a copy for your Branch files.
- **Deadline 18th: Send packet of compositions** by first class mail (with **NO SIGNATURE REQUIRED**) or overnight express, or hand deliver to the evaluators. **The PACKET TO EVALUATORS SHOULD INCLUDE:**
 - Friendly Cover Letter introducing yourself and providing your name, address, phone number, email, and Branch name.
 - Compositions! (and tapes/CD's)
 - "Evaluator Instructions" sheet
 - Large, adequately stamped, self-addressed envelope for the return of the compositions to you by March 10th
 - Notify the Evaluators that the manuscripts have been mailed.
- **Send the following to the Evaluations Records/Finance Chair:**
 - Copy of the Evaluation Branch Summary form
 - Copies of each teacher's Evaluation Registration forms
 - A Branch check or a note saying that your Treasurer is sending one ASAP
- You don't have to order certificates. They will be sent to you.
- Make copies of the "**Adjudicator Assessment Form**" – two for each teacher

MARCH

Evaluations Results for Branches with 9 or less compositions

- **Deadline 18th:** You should receive the compositions back from the Regional Chair
- Read over evaluator's comments and **complete the Adjudicator Assessment Form** for each evaluator.
- **Quickly return** a packet to each teacher, and include the following:
 - Compositions with attached evaluator comments
 - Certificates (should have received from Evaluations Finance Chair)
 - Evaluator bios (should have received from Adjudicator Chair)
 - 2 copies of the "Evaluator Assessment" forms for teachers to complete
 - Instructions to get Symposium information and forms off the internet
- **Send Thank You notes to each Evaluator**

Evaluations Results for Branches with 10 or more compositions

- **Deadline 15th: Return of Compositions** Evaluators must have returned all compositions to you by this time. **Call** the Evaluator if you haven't received them.
- Confirm with Evaluators that they did return their **signed contract** to the State Office.
- Read over Evaluators' comments and complete the "**Adjudicator Assessment Form**"
- **Quickly return** the following to the teachers:
 - Compositions with attached evaluator comments
 - Certificates (should have received from the Evaluations Finance Chair)
 - 2 copies of the "Evaluator Assessment forms" for teachers to complete
 - Evaluator bios (should have received from the Adjudicator Chair)

- Instructions of get Symposium information and forms off the Internet.
- **March 30th** send the following to the Adjudicator Chair
 - Your Assessment forms for each Evaluator
 - **CT Evaluation Branch Summary** Form
- **Send Thank You notes to each Evaluator.**

STATE CONTEST

- **Actual Deadline 30th: Receive Compositions from teachers**
- **Review rules** for State Contest.
- **Count all measures** of each composition and check to be sure that all measures are counted correctly.
- Check the listed **divisions** to be sure they are **right** and the amount of **money** is **correct**.
- You must **correct any errors** and **collect any additional fees** from the teachers
- Give all entry fee checks (personal checks) to your Branch Treasurer and **get one Branch check** to cover the entire amount submitted by all teachers made out to MTAC. **Do not send check to the State Office. Send directly to the State Contest Chair.**
- **Check** both copies of everything submitted to be sure it is **accurate** and **completed** as instructed.
- **Be sure the Performance Requirement Agreement form has been signed.**
- Check that the **TWO identical tapes/CD's** are clearly labeled with the Composition title and the pen name of the composer.
- Make sure **verification of birth date** has been included for divisions 1-5
- Fill out the **“State Contest Branch Summary”** form
- **Make copies** of the “State Contest Branch Summary” form and each **“State Contest Registration Form”** for your files.

APRIL

STATE CONTEST

- **Postmark Deadline April 3rd:** Branch Chair send by this deadline (**with no signature required**) to the State Contest Chair:
 - The “State Contest Registration Form” for each entry.
 - the “State Contest Branch Summary”
 - Two copies of each **composition** with **“State Contest Adjudicator Comment Sheet”** attached.
 - **Two identical tapes/CD's per composition**, if submitted, rubber banded together.
 - Large, adequately stamped, self-addressed envelope for the **return** of the **compositions** to you by **May 15th**
 - One **branch check (no personal checks – even if only one entry!)** for the total entry fees.

*If there is no branch chair, or only one teacher entering, he/she may send the above items directly to the State Contest Chair. The teacher should notify the Branch Chair (or President if no Branch Chair) that they are doing so. The “State Contest Registration Form” and “State Contest Branch Summary” must be completed and sent in with the entries. Even with 1 entry get a Branch check from your Branch Treasurer, **no personal checks!**

SYMPOSIUM

- **Postmarked Deadline April 15th : Application for Convention Composers Symposium**
 - These applications do not go through the branch chair but are **sent in by each individual teacher to the Symposium Chair.**

Note: If a composer is awarded an **Honorable Mention, at the State Contest** he/she will be able to play (or have someone play) his/her piece at the Contest Winners Recital. If they would prefer to play at one of the Symposium recitals instead then the Symposium application form must have been submitted by the April 15 deadline. Composers will **perform on only one CT convention program** in any case.

MAY

STATE CONTEST

- **May 1st State Contest winners may be posted on the MTAC website – be sure and check. It is urgent to get this info to winners.**
- **Deadline 15th: State Contest Results**
 - State Contest Chair, returns compositions and judges choice of winners and honorable mentions to Branch Chair (or individual teacher). It is urgent that **Branch chairs get this information to the teachers immediately.**
 - Winners must perform (or have their pieces performed) at the convention in order to receive their prize money. Honorable mentions are invited to perform at the convention but are not eligible for any scholarships.
- **Deadline 30th:** Send the **Adjudicator Assessment Form** to the Adjudicator Chair.

MAY or JUNE

- Present your composers in a Branch Composers Honor Recital, or give them special recognition in the regular Branch recital. You may also want to include Improvisation students.

JUNE

SYMPOSIUM

- **Deadline June 1st: Symposium results**
 - Results will be on the MTAC website after June 1st. Click on **2005 Convention**. Performers will be listed after CM performers.
 - Symposium Chair will return results on the forms to teachers. Selected students must perform (or have their piece performed) at the convention.

JULY

Plan to attend the Composers Today Branch Chairs Meeting at the Convention. Invite teachers to attend the CT recitals and Improvisation Celebration.

EVALUATOR INSTRUCTIONS

For the Evaluations

Return Compositions by March 10th to Branch Chair

Purpose

The Composers Today Evaluations is the **non-competitive** part of our program. Our purpose is to encourage creativity in our students and teachers. It is *very important* that your **comments be tactful and positive** so as not to crush the fragile flower of creativity. Remember you are dealing with young children much of the time. Advisory and corrective statements must be done in a positive and gentle way. **Use words appropriate for their age.**

General Comments

Each student composition is in a category according to the student's level of study based upon the MTAC Certificate of Merit Program. This program divides the student's progress into 10 levels, starting with the "Preparatory" and proceeding through levels 1-9 and ending with the "advanced" level. The Composers Today evaluation categories are the following:

- **CATEGORY 0 – pre Certificate of Merit (very young beginner).** Demonstrates very basic knowledge of music theory with minimal skills in notation, single part writing, or very simple harmony likely guided by ear.
- **CATEGORY 1 – CM Levels Preparatory and Level 1 (beginner).** Demonstrates basic knowledge of music theory with skills in notation, identifying interval sizes, basic major and minor triads, and basic major and minor keys. Music may be composed in binary and ternary forms with short well-written phrases. Basic 20th c. concepts may be used.
- **CATEGORY 2 – CM Levels 2 and 3 (late beginner-early intermediate).** Demonstrates knowledge of all keys, identifying intervals and its quality, major and minor scales and triads, primary triads, Dominant 7ths, developing phrases with logical cadences, simple composition devices such as sequence, imitation and repetition, and the Sonata Form.
- **CATEGORY 3 – CM Levels 4 through 6 (intermediate-early advanced).** Demonstrates understanding of basic functional harmony, expanded harmonic vocabulary, expanded use of composition devices with well-constructed phrases, larger forms, possible thicker harmonic voicing, basic modulation and tonicization, with some intermediate 20th c. possibilities.
- **CATEGORY 4 – CM Levels 7 through advanced.** More sophisticated harmonic progressions. Advanced skills in melody writing and development. Modulation, tonicization and Chromaticism. May include various elements of 20th concepts, bold approach in use of dissonance, advanced forms, counterpoint.
- **In addition, we have two teacher categories:**
- **CATEGORY 5 – A "teaching piece" composed by a teacher**
- **CATEGORY 6 – An advanced piece composed by a teacher**

Evaluator Rating and Comment Sheet (attached to each composition)

This page forms the very heart of the Composers Today Program. It is the attention you pay to this page that will determine the quality and type of learning experience that our students and teachers have. **Please make a copy of this sheet when you are done and keep in case compositions get lost and we need your evaluation.**

I. RATING: Please rate the composition on the basis of the composer's use of the 12 areas designated here, with an 'O' for Outstanding, 'G' for Good or 'N' for Needs Improvement, 'NA' for not applicable. Try to address each area, unless that area was simply not dealt with for obvious musical reasons, i.e. not using "Contrapuntal Techniques" in a homophonic piece. However, the use of contrapuntal and various 20th century devices should be encouraged in your written comments. If evaluating a film score, comment on each cue as it pertains to each scene. Rate each cue according to its merit. A cue sheet should be provided.

II. OVERALL QUALITY RATING: This is a numerical rating from 5+ to a 1. A 5+ would be equivalent to an A+, 4 would equal to a B, etc. **Only those with an overall rating of a 4 or 5 will be selected for the Symposium held at our annual convention.** The compositions should demonstrate skill in all or most of the musical areas listed. If you feel any of the pieces are worthy of a performance, be sure you give it a higher rating of a 4 or 5. (Remember, **this is not a competition**, so it is possible for several pieces to be awarded a good rating.) **1's and 2's are rarely given;** this would be equivalent to a "D" or "F" grade. Always make sure that the score you give is reflective of your comments and reflective of the sum of individual ratings.

III. EVALUTOR COMMENTS: They must be **legible!** Always be **tactful** and **encouraging**. Make not only general, but also **specific comments**, mentioning what you were particularly impressed with, or felt needed special attention. **Use age appropriate words.** Explain the reasons for the ratings given and comment on problem areas. Feel free to comment on the score itself. **Don't be overly critical.** Avoid commenting on the creative process. We want to encourage students to compose using any standard approach with which they feel comfortable expressing themselves. Avoid commenting on subjective notation practices. If necessary make recommendations, keeping in mind there might be alternative notation practice. However, do comment about standard notation practices. Best practice, "If you are not sure, don't comment on it". If possible please type your comments.

Note: Computer printouts are accepted for all ages, and the composer must do all the work. **Computer printed manuscripts are not to be given an advantage in evaluations over the hand written manuscripts** since all students don't have the advantage of a computer program.

EXCEPTION: Categories 5 and 6 may engage copyists or computer notation experts.

Thank you so very much for your interest in the Composers Today Program. Your time and expertise means so much to each student and teacher.

ADJUDICATOR ASSESSMENT FORM
(make copies for teachers as needed/one per evaluator)

Branch/Region _____
Year _____

Check One: CT Evaluator
 State Contest
 YCG

Evaluator/Judge _____

Assessment of Evaluator

Efficient? _____ Made _____ Positive _____
Deadline? _____ Comments? _____
Helpful _____ Comments too _____
Comments? _____ brief? _____
Comments appropriate for age/level of _____
composer? _____

Legible? _____ Comment Sheet completed properly? _____
Specific areas of improvement _____
needed? _____

Other: _____

Would you want this judge/evaluator in the future? _____
Would you recommend this evaluator for State _____
Contest? _____

Any comments about CT Evaluations/State Contest/YCG in general

YCG/State Contest ONLY

Worked well with other judges? _____

Your Name _____
Branch/Regional/Contest Chair/Teacher

Date _____

Please mail by: CT Evaluations—March 30 State Contest—May 30	To: CT State Adjudicator Chair
---	--------------------------------

CT EVALUATION BRANCH SUMMARY

DEADLINE FEBRUARY 18TH

Year _____

Branch _____ Chair _____ Phone _____

Address _____

List Teachers alphabetically	No. of entries	No. of measures	Total Fees
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Totals			\$

Branches with 10 or more entries complete below.

Assigned evaluators alphabetically	Number of Compositions Evaluated	List Categories Evaluated	Total # Measures Evaluated
1.			
2.			
3.			
4.			
5.			
6.			
7.			

***Deadline February 18th** for Branches with 9 or less entries. Mail to: North or South Regional Chair
Deadline February 18th for Branches with 10 or more entries. Mail to: Evaluations Finance Chair
You may make additional copies of this form as needed.