

Note to Band Directors

Please read ALL of the following information prior to beginning the online nomination process for The Ohio State University Middle School Honor Band.

Nominations

- You may nominate **up to four 7th grade musicians AND up to four 8th grade musicians** from your school (*i.e.* a maximum of 8 students from any one school).
- Nominations may **only** be made by a student's band director.
- Please ensure that each of the students nominated are **both interested and available** for the entire festival (7:30 a.m. to 6 p.m.).
- **You will need to nominate the students from your school as part of a single online submission, so please gather all information prior to starting the online registration/nomination process.**
- You will need the following information for each student you are nominating prior to using the online system:
 - Student's first and last name
 - Student's home mailing address
 - Parent/guardian's first and last name
 - Parent/guardian's phone
 - Parent/guardian's email address - please be sure this information is accurate.
- You will be asked to categorize each student you are nominating as a "Solo" or "Section" musician, according to your assessment of the role in which s/he would be most successful in this one-day festival.
- You will also be asked to rank each student you are nominating by grade level. The ranking will remain confidential and will not be shared with students and/or parents/guardians. While it is unusual to "rank" your students in this way, this information will absolutely guide the selection process for the festival.
- The parent/guardian of each student you nominate will automatically receive an email confirming their child's nomination and providing a link to information about the Honor Band event. This communication will NOT contain either ranking (1-4) or rating information ("Solo" vs. "Section" musician). We will direct them to you with questions and also provide an email address for the Middle School Honor Band Festival Administrator at Ohio State.

Selection and Notification

- **AT LEAST ONE student from each school WILL be selected for participation in the Ohio State Middle School Honor Band Festival.** In order to balance instrumentation, however, it may not be possible to guarantee that a student you rank as "1" will be accepted. We recognize that the selection process is an important and sensitive issue for you, your students, and parents/guardians. Thank you for entrusting the selection process to us, and know that we will always work in a thorough and sensitive way when making selections for both bands.
- You will be contacted via email by **Tuesday, January 16, 2018** with information as to which students from your school have been selected for participation in the Honor Band Festival. **At that time, we will ask your assistance in collecting all required forms and payments for**

each selected student from your school. Until mid-January, please email all questions regarding the MS Honor Band Festival to Mr. Tom Cook, Festival Administrator at MSHonorBand@osu.edu.

- The parent/guardian of each student you nominate will also receive an email by **January 16, 2018** with information regarding the status of their child's nomination – either "Selected" or "Alternate" (no student will be identified as "Not Selected").

Form / Payment Collection

- Access to electronic copies of permission and health forms will be included in the parent email of students selected for the festival, with instruction to **return those completed forms and payments to you as the band director.** We will then ask your assistance in collecting those forms and payments, and returning them as a group to our office by postal mail in a very timely fashion. Only receipt of the completed forms and payment will confirm the involvement of a selected student. Thank you in advance for your assistance with this important part of the festival.

Music and Final Festival Details

- Music will be sent to all participating students and directors electronically approximately 3 weeks prior to the event. **We ask all participating directors to ensure that their students are confidently prepared for the festival in order to nurture a positive experience for all involved.**
- Communication regarding festival details (driving and parking information, schedule, performance information, etc.) will be shared via email with parents of selected students and you as the band director. Our goal is to make the entire experience – for the student, parent/guardian, and you, the educator – an exceptionally rich and positive one. We realize that communication plays an important role in meeting that particular goal.

We are very much looking forward to receiving your nominations through the online registration/nomination process soon. Please contact us directly with any questions you have regarding the Ohio State Middle School Honor Band Festival.