

# Music USA Festivals Directors Handbook





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# MUSIC USA CONTACT INFORMATION

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Music USA Festivals: 1-800-654-3018

Festival Only: EMERGENCY Cell Phone: 305-393-0114.

**Using the “emergency cell phone” please contact us if you’re running late to the festival!**

# FESTIVAL INFORMATION

## Performance Times:

- Performance times are assigned once all forms are turned in and invoices paid in full.
- If you have a preferred time, please feel free to make that request.
- Reminder that all forms and final payments are due no later than 45 days PRIOR to your event. Refer to the payment schedule included on your invoice.

## Performance Time Limits:

***Choral Ensembles = thirty (30) minutes.*** This includes warm-up, set-up, performance, and adjudication. Please plan accordingly. We recommend arriving warmed-up if possible, and/or spending no more than 5 minutes on warm-up.

***Instrumental Ensembles = forty (40) minutes.*** This includes warm-up, set-up, performance, and adjudication. Please plan accordingly. We recommend arriving warmed-up if possible, and/or spending no more than 5 minutes on warm-up.

\*We recommend choosing **no more than** three (3) pieces of repertoire per group, with a maximum of 5 minutes per piece.

***Performance times are strictly enforced. There is not a warmup area at Universal Orlando®. Warmup is done on stage and is immediately followed by your performance.***

## Stage Setup:

Our on-site Universal staff will assist with stage setup. **Stage plots must be sent PRIOR to the festival.** Additionally, please delegate your own staff/students to assist the Universal staff, to expedite set up.

## Equipment Supplied/Sounds System:

- Three (3) microphones for Instrumental and Choral groups
- Four (4) timpani
- Four (4) octave marimba
- Xylophone
- Glockenspiel
- 1.5 Octave Brass Chimes
- Electronic piano with 88 weighted keys
- Concert bass drum
- Crash Cymbals
- Concert Triangle
- Tambourine
- Gong
- Sleigh Bells
- Assorted Mallets (***STRONGLY*** recommended that you bring your own)
- Music stands
- Risers for the choir performance area.
- Limited case storage available. Cases should be kept on the bus or in an emergency stored along the wall of the performance venue

## Recordings and Photos:

We are proud to say we have an in-house photographer for our festival. Please feel free to take your own photos/videos, but rest assured you will receive high quality photos and recap videos from us about two weeks after your performance.

We also receive audio recordings from the soundstage technicians of Soundstage 33. This provides a great opportunity for you to listen back to your performance after it takes place. These also can take up to two weeks to receive.

You will gain access to a drop box folder with your ensembles recordings, pictures, and videos. These are private links that get sent solely to the Director of your ensemble, and it is up to their discretion on what they should choose to share with students and chaperones.

## Changing Facilities:

The restrooms in *Soundstage 33* may be used as a changing facility.

- We recommend that you wear “park clothes” to your performance. Due to construction and limited space, this allows us to save time all-around and our judges do not penalize for attire.

*Make sure you have your bus at Soundstage 33 **one (1) hour** prior to your performance. Buses must drop off their groups and exit the soundstage as parking is limited. Please ensure you take everything you need to perform off of your buses. Groups will enter back into Universal Studios with their tickets and buses will stage as pre-arranged with the Director.*

## Festival Escorts:

Music USA Festivals staff will be at each performance location to escort you and your group to and from the performance location. Look for our **blue** polos! *\*Please note everyone **MUST** scan their ticket to gain entrance to the park. No exceptions.\**

## Clinics:

A highlight of Music USA Festivals is our adjudication and clinics. Our adjudicators provide a clinic for every ensemble performing at our festival at the conclusion of their performance. The purpose of this clinic is to provide the adjudicator with an opportunity to discuss and rehearse the group on any areas of weakness as well as reinforce areas of strength for the group. We strive to create a positive learning experience for all. Please inform a Music USA staff member if you wish to forgo the clinic.

*Please note that clinic time may be sacrificed or shortened if you exceed the warm-up and performance time limit.*

## Adjudicators' Scores:

Please have your musical scores ready for your Festival Escort to collect. Do not forget to list any soloists playing during the selection. We suggest that you designate a chaperone to collect the music scores after adjudications.

- Three original scores should be provided for all three judges for all concert performance groups (one score for each judge per piece of music, ex. 3 pieces of repertoire would amount to 9 scores total.)
- In some cases, because of improvisation, scores may not be available for jazz ensembles, show choirs, or percussion ensembles.
- Scores are not necessary for marching events.
- Each score should have numbered measures.
- Directors are advised to acquaint themselves with the restraints and responsibilities set forth in the Federal Statutes governing copyrights. Music USA Festivals disclaims all liability in actions resulting from the unlawful reproduction of parts and/or scores of music.

## Awards Ceremony:

The awards and trophies presented by Music USA Festivals provide an incentive for the students in the various performing organizations to strive for musical excellence in their performances while being adjudicated by some of the nation's finest musicians and music educators. As a reward for these efforts and accomplishments, Music USA Festivals presents distinctive and impressive trophies that are sure to provide many years of pride and fond memories.

Any group who entered soloists may also give them an opportunity to also be entered in the competition and allow them to be recognized. Judges may pick outstanding soloists for the competition day who will also receive a special medal upon being chosen.

We request that you send two (2) student representatives from each school to report to the front and accept awards when your school's name is called.

## Overall Grand Champion Awards:

Grand Champion Trophies are presented to the highest scoring High School, Middle School, and Elementary School, regardless of class, in Instrumental, Choral, Parade, and Auxiliary categories.

- There must be a minimum of 3 performing groups in each category for there to be a Grand Champion awarded.
- To be eligible for Grand Champion the entire performing group must attend the Grand Awards Ceremony.

## Classifications:

Groups are classified by school enrollment:

- Open
- Elementary School
- Middle School
- High School A-enrollment below 600
- High School AA-enrollment 601-1100
- High School AAA-enrollment 1101-1499
- High School AAAA-enrollment 1500 – 2499
- High School AAAAA-enrollment 2500+

## Categories

Mixed Choir	Orchestra	Jazz Band
Women's Choir	Steel Drum Band	Flag Teams
Men's Choir	Drumline	
Show Choir	Percussion Ensemble	
Jazz Choir	Guitar Ensemble	
Chamber Choir	Marching Band	
Mixed Choir	Color Guard	
Women's Choir	Drill Team	
Men's Choir	Dance	
Madrigal Choir	Rifles	
Gospel Choir	Majorette	
Concert band	Pom Pom	

# DIRECTIONS FOR CELEBRITY CIRCLE

## Arrival:

1. Groups arriving with twenty (20) or more people must be on buses. *(Groups with less than 20 people see below)*
2. Please allow ample time for security screening. Every person entering the festival must be screened **and** have their tickets scanned before being allowed entrance. (You will pass through a metal detector and items will be wand scanned. Please make sure to empty your pockets.)
3. Music USA will email bus placards.
4. Please print one per bus, in color is preferred.
5. **Please put the name of your school in the front window of bus and equipment trucks driving backstage.**
  - a. Tape to the lower left side of the windshield so it is clearly visible.

## Departure:

1. Once the bus(es) have been reloaded with instruments/cases/etc. Groups should retrieve any personal items they want to take into the parks off the bus(es), as the bus(es) will be leaving.
2. Groups will enter the parks through our “VIP” entrance : **Celebrity Circle**
3. Bus and Car Parking Directions to/from **Celebrity Circle** after your performance can be found on the last page.

## Cars/Personal Vehicles

Cars and personal vehicles are not allowed backstage.

All parents must be on the bus(es) and have tickets to Universal Studios and come through that park to Soundstage 33. If your group is arriving by individual vehicles, they should park in the regular parking garage and meet in front of the “arches” of Universal Studios Florida. A Music USA or Universal Event staff will then meet you and guide you to the Celebrity Circle entrance. Please be sure to have your tickets and wristbands on your person at **ALL** times.



# CELEBRITY CIRCLE DIRECTIONS:

*\*NOT FOR LONG TERM PARKING\**

## FROM NORTHEAST:

- Take Interstate 95 South to Interstate 4 (I-4) West
- Take Exit 74B off I-4 West (Universal Studios Exit)
- At Hollywood Way, Make a **LEFT** (Second traffic light)
- Turn **RIGHT** at Turkey Lake Road (Fourth traffic light)
- Veer **RIGHT** on Vineland Ave (After third traffic light)
- Turn **RIGHT** at Universal Blvd (Third traffic light)
- Take your first **RIGHT** onto Celebrity Circle

## FROM FLORIDA'S TURNPIKE:

- Take Florida's Turnpike to Exit 259
- Follow the signs for Interstate 4 (I-4) West
- Take Exit 74B off I-4 West (Universal Studios Exit)
- At Hollywood Way, Make a **LEFT** (Second traffic light)
- Turn **RIGHT** at Turkey Lake Road (Fourth traffic light)
- Veer **RIGHT** on Vineland Ave (After third traffic light)
- Turn **RIGHT** at Universal Blvd (Third traffic light)
- Take your first **RIGHT** onto Celebrity Circle

## FROM KISSIMMEE & TAMPA AREA:

- Take Interstate 4 (I-4) to Exit 75A (International Drive)
- At the end of the ramp, make a **LEFT** onto Universal Blvd
- Turn **LEFT** onto Hollywood Way (Second traffic light)
- Turn **RIGHT** at Turkey Lake Road (Fourth traffic light)
- Veer **RIGHT** on Vineland Ave (After third traffic light)
- Turn **RIGHT** at Universal Blvd (Third traffic light)
- Take your first **RIGHT** onto Celebrity Circle

## HOLLYWOOD WAY TO UNIVERSAL BOULEVARD:

- At Universal Blvd Traffic Light – Turn **LEFT**
- Stay **STRAIGHT** on Universal Blvd
- Make a **U-TURN** at Vineland Road Traffic Light
- This takes you back on Universal Blvd (in the other direction)
- About 100 feet, Turn **RIGHT** and Head **STRAIGHT** on the Celebrity Circle.
- *If you turn or pass Hard Rock Hotel on Universal Blvd – you have gone too far*
- You'll come to a Security Fence Gate with an Officer staffed there for clearance.

## PARKING GARAGE ADDRESS:

6000 Universal Blvd  
Orlando, FL 32819  
407-363-8223

