



Dear Parent or Guardian:

Congratulations! Your child has been selected to participate in the 2023 Florida Elementary Music Educators Association Southern Regional Festival, featuring Chorus, Orff, and the first ever Regionals Modern Band Ensemble! This is quite an honor and we hope that it is an enjoyable and memorable experience for you and your child.

A “Reminder for Parents and Participants” list is included with this letter to help you make the necessary arrangements for your child. You may invite family and friends to the concert on Saturday evening. You will note in the information packet that you need to stay in or nearby the rehearsal with your child, throughout the day.

Please remember that children who are not in the FEMEA Southern Regional Festival are not permitted in the rehearsal area, and that non-participating school age children are not allowed in the Southeastern University campus buildings, except to attend the concert.

Please be sure to check the rehearsal schedule to plan meals and healthy snacks for your child. Please note that students must either bring lunch with them or must leave campus to find lunch at a dining option. You will only have 30 minutes for lunch, so consider picking up lunch early if you are not bringing your own. We want the students at their best for focus and performance. 100% attendance is required so have them in place and ready a minimum of ten minutes before the start time for each rehearsal.

If you have any questions, please do not hesitate to contact your music teacher.

Sincerely,

Meghan Alfaro

FEMEA Southern Regional Festival Coordinator
FEMEA President-Elect

PARTICIPATION REQUIREMENTS

Participants must:

- be a 4th or 5th grade student, currently attending an elementary school and chosen by FEMEA through All-State auditions.
- be recommended by the music teacher and principal.
- agree to wear white blouse/button-down shirt, black dress pants or slacks with pockets (no jeans), and black low-heeled (no high heels) dress shoes for the concert performance. Modern Band students wear their best “rock clothes.”
- agree to participate in *all* rehearsals and the concert to be held in Southeastern University in Lakeland, FL, on **Saturday, October 21, 2023.**
- have already signed the Regional Participant’s Contract which specifies appropriate conference behavior.

Participant’s Parent/Guardian must:

- register and pay all lodging, food, and transportation costs.
- agree to serve as a chaperone for the child for the duration of the rehearsals and concert or designate an adult guardian (other than the music teacher) to serve as chaperone.
- agree to provide the child with a white blouse/button-down shirt, black dress pants/slacks with pockets (no jeans), and black low-heeled (no high heels) dress shoes for the concert performance for chorus/drums. Modern band will be your best rock clothes (skirts/shorts/dresses must be no more than 2 inches above the knee).
- have already signed the Regional Participant’s Contract and returned it to your music teacher.
- sign and return any forms that your child’s music teacher may require. This includes any permission forms required by your county.

REHEARSAL AND PERFORMANCE SCHEDULE

Students must participate in *all* rehearsals and the concert. Times are subject to change.

Southern Regional Student Schedule

8:00 - 8:30 am	Registration at Southeastern University - Buena Vida East Building
9:00 - 11:30 am	Chorus/Orff/Modern Band Rehearsals
11:30 - 12:00 pm	Chorus Lunch
11:45 - 12:15 pm	Orff/Modern Band Lunch
12:00 - 2:15pm	Chorus Rehearsal
12:15 - 2:00 pm	Modern Band Rehearsal
12:15 - 2:25 pm	Orff Rehearsal
2:30 - 3:30 pm	Combined Rehearsal in Bush Chapel
3:30 - 4:30 pm	Break/Snack/Change into Performance Clothes
4:30 pm	Doors Open to Audience in Bush Chapel
5:00 pm	Performance in Bush Chapel

PLEASE NOTE: A parent or guardian other than the music educator is required to accompany each child to the rehearsal site and to supervise the child at all non-rehearsal times, including breaks and meals. Breaks are built into the rehearsal schedule and will be posted outside each rehearsal room the day of the event.



Scan here to register and pay,
or visit <https://www.femeamember.org/southern-registration-form>

REMINDERS FOR FEMEA SOUTHERN REGIONAL PARENTS:

- _____ Did you fill out a school or county form for out-of-county field trips which your music teacher may have provided for you? Each county has different requirements, so this form may not be required of you.
- _____ Did you sign the Regional Participant's Contract and waiver online?
- _____ Do you have hotel arrangements for at least one night, unless you are within commuting distance to the rehearsal and performance site? You will need to be in Orlando and at the Southeastern University Buena Vida East Building by 8:00 am on Saturday, October 21, 2023.
Allow yourself up to 20 minutes for parking and walking, and registration.
- _____ Have you made sure that your child has the required clothing to perform?
- _____ Have you made arrangements to meet the music teacher in Lakeland before you come to the FEMEA Southern Regional Festival registration area at Southeastern University? The music teacher registers for the child.
- _____ Have you made arrangements to either bring your student's lunch, or go out to eat (on-campus options list with map will be provided at the morning registration area)?
- _____ Is there a designated adult (other than the music educator) to serve as a chaperone for the child for the rehearsals and concert?
- _____ Have you made arrangements for children in your party who are not FEMEA Southern Regional Festival participants? *It is a FEMEA policy that the only children allowed in the Southeastern University buildings during rehearsals are the participants.*

REMINDERS FOR FEMEA SOUTHERN REGIONAL MUSICIANS:

- _____ Did your parent sign the Regional Participant's Contract and waiver online?
- _____ Do you have concert clothes: white blouse/button-down shirt, black dress pants or slacks with pockets (no jeans) and black low-heeled dress shoes?
- _____ Are you ready to learn, memorize, and then perform all your music in just one day?
- _____ Did you pack a pencil and water bottle for the rehearsals?

Southeastern University Parking and Campus Map

Important Campus Locations

Parking	North Parking Lot
Buena Vida East Building (6 on the map)	Check-In and Rehearsals
Bush Chapel (3 on the map)	Performance Location



Scan to view a map of the campus,
or visit <https://seu.edu/about/location/campus-map/>

CHECKLIST FOR FEMEA SOUTHERN REGIONAL TEACHERS

- _____ Ensure all participating students parent/guardian has completed payment/registration.
- _____ It is your responsibility to satisfy your county's requirements for overnight/off-campus trips. You may need to fill out special forms or secure special permission. Contact your music supervisor or your principal for information.
- _____ Notify Meghan Alfaro (see contact info below) about any students needing special accommodations.
- _____ Ensure that parents know they must make their own hotel reservations, if needing to stay overnight.
- _____ Remind your student(s) and parents to be aware of the schedule, to plan healthy eating, and not be late.
- _____ Arrange a meeting place in Lakeland for you, your student(s), and their chaperone(s) as they may only register with the teacher. The registration lines will be arranged alphabetically by the music teacher's last name.
- _____ Bring the following information with you to Lakeland and keep it with you at all times:
 1. The name of the hotel(s) housing your student(s), if applicable.
 2. The parent names, home addresses, cell phone, and home phone numbers of your student(s).
- _____ Provide the parents of your student(s) with your cell phone number.
- _____ Plan on monitoring rehearsal times through-out the day and be available as needed to address any potential problems that may arise.

ALL STUDENTS, CHAPERONES, AND MUSIC TEACHERS MUST BE IN LAKELAND AT SOUTHEASTERN UNIVERSITY ON SATURDAY, OCTOBER 21, 2023 FROM 8:00 AM UNTIL THE END OF PERFORMANCE AT APPROX. 6:00 PM.

Music teachers MUST check their students in at the rehearsal site on **Saturday before 8:30 am**. If you know that you cannot be present at registration, please do not send your students. It is confusing and disturbing for children and parents when the teacher is not present to answer questions and assist the students in starting rehearsals. If you have a last-minute emergency, it is your responsibility to contact another teacher who will be attending FEMEA Southern Regional and arrange for that teacher to be responsible for your children. Teachers who fail to do this will not be allowed to participate in future FEMEA Regional and/or FMEA All-State ensembles and the principal will receive a letter describing the situation.

As soon as you know that any of your students will be unable to participate in FEMEA Southern Regional Festival, it is your responsibility to contact the coordinator, Meghan Alfaro, immediately at meghan@femea.flmusiced.org or 727-588-6030.