

FLORIDA ELEMENTARY MUSIC EDUCATORS ASSOCIATION



Dear Parent/Guardian:

Congratulations! Your child has been selected to participate in the 2025 Florida Music Education Association All-State Orff Ensemble. How exciting to be a part of this unique high-quality 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. Please be sure that all money and forms are sent to your music teacher by the due date. **All fees and forms sent from the music teacher must be postmarked by October 25th.** *All fees are non-refundable.* You may invite family and friends to the concert on Friday, January 10, 2025. They will need to purchase a ticket for \$20(subject to change) each. These will be available in the Convention Center the day of the concert in the registration area. You may also purchase them with your registration through your music teacher.

Students and teachers will be engaged in many aspects of music during this conference. There will be many sessions taking place and the Exhibit Hall will be filled with a wide array of music products. We encourage you to take advantage of this opportunity and visit sessions or exhibits that interest you.

Everyone in the Tampa Convention Center must wear a conference badge **at all times**. This includes teachers, chaperones, spouses and students. Wearing your conference badge will enable you to take full advantage of the Exhibit Hall and sessions you may wish to attend. Your child’s music teacher will issue this badge to you in Tampa.

You will note in the information packet that you need to stay in or nearby the rehearsal with your child. To make this time more pleasant for you, you may wish to bring something to do. Reading, crossword puzzles or anything that can be done quietly and in a small space will be suitable. Unfortunately, free WIFI is not provided within the convention center.

Please remember that children who are not in the Orff Ensemble are not permitted in the rehearsal area, and that non-participating children are not allowed in the Convention Center except to attend the concert. You must make arrangements for other children before coming to the Convention Center.

Please be sure to check the rehearsal schedule to plan meals and healthy snacks for your child. We want them at their best for focus and performance. 100% attendance is required so have them in place a minimum of ten minutes before the start time.

Hotel rooms sell out quickly in Tampa; be sure to make your reservations early. Talk with your teacher about possible options.

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

Sincerely,

Lisa Hewitt and Rosemary Pilonero

FMEA All-State Orff Ensemble Coordinators

PARTICIPATION REQUIREMENTS

Participants must:

- practice and be able to play assigned parts from memory on **Thursday, January 9, 2025**.
- agree to wear black dress pants or slacks with pockets (no jeans or leggings), and black low-heeled (no high heels) dress shoes for the concert performance. A t-shirt will be provided for each child for the concert.
- agree to participate in *all* rehearsals and the concert to be held in Tampa from **Thursday, January 9, 2025**, through the concert on **Friday, January 10, 2025**.
- review the Participant’s Contract which specifies appropriate conference behavior.

Parent/Guardian must:

- agree to pay all **FEMEA** fees: \$55.00 All-State materials fee before the **October 25th** postmark deadline.
- agree to pay **FMEA** conference fees: \$75 for your child and one chaperone free, second chaperone will need to pay (your child’s music teacher will let you know how to do this). Your child’s music teacher will register you and the students.
- agree to 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 black dress pants/slacks with pockets (no jeans), and black low-heeled (no high heels) dress shoes for the concert performance.
- sign and return any forms that your child’s music teacher may require. This includes any permission forms required by your county.

GENERAL REHEARSAL AND PERFORMANCE SCHEDULE

Students must participate in *all* rehearsals and the concert. A more detailed schedule will be given before the event..

Thursday, January 9, 2025	
10:15am - 10:55am	Teachers will check-in with parents and students for rehearsal at the Tampa Convention Center (TCC), West Hall 2nd floor
11:00am - 1:30pm	Rehearsal, West Hall TCC
1:30 pm - 2:00 pm	Break (lunch/restroom/healthy snack/drink)
2:00 pm - 5:15 pm	Rehearse
5:15 pm - 5:30 pm	Break
5:30 pm - 6:00 pm	Run-through of concert
Friday, January 10, 2025	
8:30 am - 10:30 am	Rehearsal in TCC first floor
10:30 am - 10:45 am	Break
10:45 am - 12:45 pm	Rehearse/Sound Check in Ballroom A-B-C TCC
12:45 pm - 1:10 pm	Break
1:10 pm - 1:20 pm	Report to starting place on stage
1:30 pm - 2:00 pm	Concert, Ballroom A-B-C TCC

It is suggested to have a good breakfast before 8:30 am rehearsal on Friday.

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. This includes restroom breaks and meals.*

REMINDERS FOR PARENTS

- _____ Did you send the \$55 Materials Fee to the music teacher in time to make the **October 25th** postmark deadline?
- _____ Did your child's music teacher inform you how to pay the Conference fee?
- _____ 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.
- _____ Do you have Tampa 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 Tampa by 10:00 am on Thursday, January 9, 2025. **Allow yourself up to an hour for parking and have cash available for parking fees.**
- _____ Have you made sure that your child has the required clothing to perform? (black pants, black shoes)
- _____ Have you made arrangements to meet the music teacher in Tampa before you come to the All-State Orff registration area? The music teacher registers for the child.
- _____ 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 All-State participants? *It is an All-State policy that the only children allowed in the Convention Center during rehearsals are the participants.*

REMINDERS FOR ORFF MUSICIANS:

- _____ Did you sign the Participant's Contract and return to your music teacher?
- _____ Do you have concert clothes: black dress pants or slacks with pockets (no jeans) and black low-heeled dress shoes?
- _____ Did you memorize your music?
- _____ Did you pack your music for the rehearsals in Tampa?

***Please bring any music printed from the links provided to turn in on Friday,
as required from our copyright agreements.***

CHECKLIST FOR TEACHERS

- _____ Celebrate the success of your student!
- _____ Send the ***Congratulations and Acceptance Letter*** home with each selected student. Share it with your principal and school community!
- _____ Collect the Materials Fee (\$55) for each student.
- _____ To pay the **Materials Fees**, log into FMEA website>scroll down and click *Enter All-State Auditions*> on the right hand side, click **Materials Fee Invoice** to pay your fees. Follow the instructions on this page for payment either by [credit card](#) or check. If paying online, you must include your receipt of payment with your paperwork. [Upload Digital Submission/Online Payment Confirmation Here](#)
- _____ Make copies of these forms and keep the copies for your records, if you are mailing them.
- _____ Mail or send the **Materials Fee** and the **Materials Fee Invoice**, and **Participant Contracts** **postmarked by October 25th to avoid your students' exclusion from the All-State Orff Ensemble**, to the address on the Materials Fee Invoice. **Music cannot be accessed until this has been received.**
- _____ It is your responsibility to satisfy your county's requirements for overnight trips. You may need to fill out special forms or secure special permission. Contact your music supervisor or your principal for information.
- _____ Notify Lisa Hewitt or Rosemary Pilonero about any students needing special accommodations as soon as possible..
- _____ Pre-register for the conference. Forms will appear in the *Florida Music Director* and online at www.flmusiced.org. **Include your student and parent registration with yours.** Send this money to **FMEA** with your conference registration form. Ticket information can be found in the *Florida Music Director* and online. Only adults with proper conference identification will be allowed to observe rehearsals. Children who are not participating in the Orff Ensemble will not be allowed in the Convention Center except to attend the concert.
- _____ Send housing information home to the parents of your student(s). This information will be in the *Florida Music Director* and online. They must make their own hotel reservations.
- _____ Remind your student(s) and parents to be aware of the schedule, plan healthy eating, and not to be late.
- _____ Arrange a meeting place in Tampa for you, your student(s) and 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 Tampa and keep it with you at all times:
 1. The name of the hotel(s) housing your student(s).
 2. The parent names, home addresses, cell phone of your student(s).
- _____ Provide the parents of your student(s) with a way to communicate with you either by cell phone, or app
- _____ **Sign up for a time to monitor the rehearsals as required.** Plan on an hour minimum.
- _____ Be on hand to help move instruments after Thursday's rehearsal, to stage on Friday morning, and after the concert. More hands make less work! Thank you!

ALL STUDENTS, CHAPERONES AND MUSIC TEACHERS MUST BE IN TAMPA FROM THURSDAY, JANUARY 9 BEFORE 11:00 AM THROUGH THE CONCERT ON FRIDAY, JANUARY 10, 2025.

Music teachers MUST check in with FMEA and pick up badges **before 10:15 AM on Thursday**. Music teachers MUST check their students in at the rehearsal site on **Thursday by 10:50 am**. If you know that you cannot be present at registration, please do not send your children. 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 All-State and make arrangements for that teacher to be responsible for your children. This must also be approved by your administration. Teachers who fail to do this will not be allowed to participate in the 2026 All-State Orff Ensemble and the principal will receive a letter describing the situation.

As soon as you know any of your children will be unable to participate in All-State, it is your responsibility to contact the coordinators, Lisa Hewitt/Rosemary Pilonero, at orff@femea.flmusiced.org