



Concerto Competition

Operations Manual 2021-2022

North State Chair: Omri Shimron, omri.shimron@csueastbay.edu

South State Chair: Dr. Michael Kirkorian, mikekrik@gmail.com

The CAPMT Concerto Competition is for highly motivated students and highlights the concerto repertoire. It is open to piano, string, wind, brass, and voice students of any age up to and including students attending a four-year college. The Concerto Competition offers a unique opportunity to compete with one movement of a concerto accompanied by piano. Preliminary Regional auditions are normally held in the North and in the South alternately. Regional winners will compete virtually in the State Finals via Acceptd on Saturday, March 19, 2022.

Categories, Performance Time Limits, & Application Fees

Proof-of-Age document or Proof-of-College Enrollment required. **Age determined as of the last day of each calendar year.**

Category A – 9 and under (10 minutes)

Category A – 12 and under (10 minutes)

Category B – 13-15 (12 minutes)

Category C – 16-18 (15 minutes)

Category D – 19-24 (15 minutes)

Application fee: \$50

Online Application Deadline: TBA

Application Form is available at the Concerto Competition page of the CAPMT website under CAPMT Student Programs. Applications will automatically be cancelled if payment is not received after 15 minutes.

Rules and Guidelines

- The website will be open to application TBA.
- Please read the current CAPMT Student Program Guidelines. Deviation from these rules may result in disqualification.
- Previous 1st place State Concerto Competition winners may NOT compete again in the same age category in succeeding competitions.
- *Concerto Repertoire:*
 - Students will perform one memorized concerto movement (with cadenza if applicable).
 - One movement works are acceptable (e.g. Liszt's Concerto No. 1 and Gershwin's Rhapsody in Blues). Attacca movements are allowed (e.g. 2nd and 3rd movements played attacca).
 - Performers will be stopped if the maximum allotted time is reached; this will not affect the outcome of the competition.
 - Students may NOT repeat repertoire in succeeding Concerto Competitions regardless of the results.
 - There can be **no repertoire changes at any point in the competition.**
- *Audition Format: Regional Level*
 - Students MUST provide their own accompanist.
 - Auditions at the Regional level will be held TBA.

- One student in each age Category of each instrument type from each Region may be selected to participate in the State Finals held virtually with video submissions due Saturday, March 19, 2022 by 6pm Pacific Time. For example, Category A may have a String winner and a Voice winner, and both winners may participate in the State Finals.
- **No ties are permitted**, but alternates may be designated if their performance is of comparable quality to that of the winners.
- *Competition Format: State Finals*
 - The Concerto Competition State Finals will be held virtually on Accepted on Saturday, March 19, 2022.
 - 1st, 2nd, 3rd, and Honorable Mention will be awarded per category. For example, there will be one winner per Category as listed above. **No ties are permitted.**
 - Awards for winners will be mailed.
 - Each State Winner will be invited to perform in the Winner's Concert during the CAPMT Conference TBA.
 - Written comments from the judges will be provided to all participants at all levels.

Regional Concerto Competition Dates & Location:

North

TBA

South

TBA

CAPMT State Finals:

Online via Accepted with videos due Saturday, March 19, 2022 by 6pm Pacific Time.

OPERATING MANUAL for CONCERTO CHAIRS (many of the following requirements are currently waived due to COVID-19)

Regional (North & South) Venue

- *Location:* Two Pianos needed. Who will tune the pianos prior to the competition?
 - *Warm-up/Practice rooms:* For participants, it is preferable to have practice rooms available, but sometimes this is not a possibility.
- *Date & Time:* consider other competitive program's schedule.
- *Parking:* consider the parking situation of the venue
- North chair will secure North venue. South chair will secure South venue.
- The venues should be secured as soon as possible.

State Finals Venue

- *Location:* Two Pianos needed. Who will tune the pianos prior to the competition?
 - Alternate between North & South.
 - *Warm-up/Practice rooms:* For State Finals, the venue should have practice rooms available for students to warm-up.
- *Date & Time:* same as CAPMT competitive program state finals
- Communicate with the VP of Student programs regarding venue, schedule, and winners' concert.

Finals Winners' Concert

- Possible to perform with an orchestra?
- Logistics: Rehearsal, concert date, location

Judges (Regional & State)

- *Two judges:* piano & collaborative piano background
 - If there are a significant amount of other instruments such as string, then invite a third judge with string background.
 - CAPMT may start a list of recommended judges. Ask for recommendations from the CAPMT board if needed.
 - Judges are paid \$55 per hour of video time rounded up to the half hour.
- *Invitation emails* should be sent to the judges individually once the date/time and locations are confirmed.
- *Judge's Contract:* Email the contract when judges confirm their participation.
 - Judges may return the contract via air-mail or e-mail (digital scan).
- Judges should be secured as soon as possible.
- Judges may ask for a list of repertoire in advance, but names of the participants should never be revealed to the judges.

Processing Application

Online Applications: CAPMT should email the chairs digital copies of the application soon after the deadline. All payments are made online.

- *Check the proof-of-age:* or proof-of-enrollment in college of all participants to make sure their age coincides with the proper age Category.
- *Check repertoire:* make sure contestants are not competing with the same repertoire as the previous year's competition.
- *Consent forms:* check to make sure all participants completed the CAPMT consent form.

Competition Schedule

- *Create Schedule:* Once you receive the list of participants, repertoire and timing of repertoire, create the competition schedule. Consider adding 2-3 minutes to each performer's repertoire time; planning for transition time between performers should keep the schedule on time. Also, plan on a 5-minute judges' deliberation session after each Category.
 - The schedule should be organized by Category and by instruments within the Category. For example: Category A Piano, Category A String, Category B Piano, Category B String, Category B Winds, etc.
- Create a practice room schedule if needed.
- *Email a complete schedule to all of the teachers.* Include information regarding check-in, warm-up/practice room availability, parking, winners are notified via email, results are emailed to all contestants, and the judges comments will be sent with award certifications. Remind teachers that accompanists who are using photocopies need to sign a "Music Release Form".
 - Bcc: the email addresses of the teachers. The teachers will then forward the Schedule to the parents and students.
- The schedule should be sent out *no later than* 3 weeks before the competitions (Regional & State). The sooner the better.

REGIONAL Preparation Logistics:

- *Judge Evaluation Form:* CAPMT will email the chairs the Evaluation Forms to print out. Print a set of the evaluation forms for each judge.
- *Judges' Check:* Request the Judges' check from the CAPMT Treasurer in advance. The checks are sent to the chair to give to the judges on the day of the competition.
- *Competition Schedule:*
 - *Check-in Copy:* Print 3-4 copies of the competition schedule with participant names for Check-in.
 - *Judges' Copy:* Create 1-2 copies of the competition schedule *without* participant names for the judges to reference during the competition.
- *Judges Deliberation-Winner's Sheet:* Print 2 copies of the Winner's Sheet. After judges deliberate, they will indicate the winners on this document.
- *Create Signs:* It is usually helpful to have signs for the day of the competition such as "Check-In", "Please do not enter, competition in progress", or "Warm-up Room".
- *Award Certificate:* CAPMT will email certificates to Chairs to fill out and distribute.
- *Food/Snacks:* If the competition runs through lunchtime, we provide lunch for the judges. Keep it simple. Provide bottles of water and refreshments.

Day of the REGIONAL Competition:

- Arrive at least an hour prior to competition time to set up.
- Make sure to set up for judges to sit and write. Give judges the Evaluation Forms and Winner's Sheet. Suggest that one of the judges be the time-keeper, or the chair may need to be the time-keeper. Ask the judges for their preference, but the chair ultimately needs to keep track of time.
- Set up a check-in table. Post signs and schedules.
- If there is a practice room, it is helpful to have another person to help monitor the rooms, escort students, etc. That way a person is always at the front desk and monitoring the competition performances.
- Reminder: the judges should not know the names of the participants and should only be referred to as participant numbers.
- The competition is in recital format so parents, teachers, and performers are welcome to sit in. Parents may video record their child's performance if they wish.

After the REGIONAL Competition:

- Email contestants with the results and congratulate them.
- Print award certificates.
- Mail judges' comment sheets and award certificates to the teachers.
- Send results to CAPMT immediately.

STATE FINAL Preparation Logistics:

- *Create State Final Competition Schedule and Warm Up Schedule.*
- *Email teachers the complete schedules, and other important State Finals information.*
- *Judges Evaluation Form:* The chairs will need to create the State Finals Evaluation Forms to print out. Use the template of the regional evaluation forms sent by CAPMT. Print a set of the evaluation forms for each judge.
- *Judges' Check:* Request the Judges' check from the CAPMT Treasurer in advance. The checks are sent to the chair to give to the judges on the day of the competition.
- CAPMT will email the event chairs with forms containing repertoire information such as evaluation sheets, application forms and certificates.
- Deadline for submitting competition results/information will be announced.
- *Winners' Checks:* Request the Winners' Checks from the CAPMT Treasurer in advance. The checks are sent to the chair to be given to the winners at the Award Ceremony.
- *Competition Schedule:*
 - *Check-in Copy:* Print 3-4 copies of the competition schedule with participant names for Check-in.
 - *Judge's Copy:* Create 1-2 copies of the competition schedule *without* participant names for the judges to reference during the competition.

- *Judges Deliberation-Winner's Sheet:* Print 2 copies of the Winner's Sheet. After judges deliberate, they will indicate the winners on this document. Reminder: There are no ties or alternates at the State Finals...only one winner per category.
- *Create State Finals Competition Program:* The State Finals is open to the public. Provide a competition program for the audience members; this may include performer names – just make sure the judges do not receive a copy.
- *Create Signs:* It is usually helpful to have signs for the day of the competition such as "Check-In", "Please do not enter, competition in progress", or "Warm-up Room".
- *Award Certificate:* All State Finalists will receive an Award Certificate during the Award Ceremony followed immediately after the State Finals Competition. Print all Award Certificates with participant names. Check with the VP of student programs if all competition programs will use the same Award Certificate Template.
- *Winners' Trophies:* Ask the VP of student programs if all the competitive programs will order the trophies at the same time or if the chair should order the trophies according to their own event. This needs to be planned months in advance.
- *Food/Water:* Check with the VP of student programs since all the competitive programs' State Finals will occur on the same day at the same location.
- *Volunteers for the day of the State Finals:* make sure to have at least 3 – 4 other teachers help with this event. Ask for everyone's cell phone numbers. Send a friendly reminder 2-3 days prior to the event letting volunteers know their duties and expectations. Considerations: 1. Performance door monitor (gives judges the music, time keeper), 2. Practice room monitor (time keeper, escort students), 3. Check-in desk, 4. If there is a backstage where students enter, a person needs to be back there with the participants.

Day of the STATE FINALS Competitions:

- Arrive at least an hour prior to competition time to set up.
- Make sure a set up for judges to sit and write. Give judges the Evaluation Forms and Winner's Sheet.
- Set up a check-in table. Post signs and schedules.
- Set up the Awards Ceremony trophies. Award certificates and monetary awards should be ready to handout at the Award Ceremony.
- Make sure the volunteers know their responsibilities.
- Reminder: the judges should not know the names of the participants and should only be referred to as participant numbers.
- The State Finals are normally in recital format and open to the public. Parents may video record their child's performance if they wish.

After the STATE FINALS Competitions:

- Email contestants and CAPMT the results.
- Chairs may request a Requisition Form and send it to the CAPMT Treasurer by email. The chairs can receive reimbursement for all items purchased specifically for the CAPMT Concerto Competition. Please keep all receipts and fill out a CAPMT requisition form.