

INVITATIONAL PERFORMANCE SUBMISSION INFORMATION SHEET

Rationale:

Mansfield ISD is recognized nationally for the superior quality of the student ensembles produced by our music program. The district supports and encourages directors to pursue invitational performance opportunities from time to time. The purpose of this pre-approval process is to ensure that principals, assistant superintendents, and officials from the Fine Arts and Finance departments are aware and in support of these activities prior to the submission of any application form or performance recording.

Further, this process will provide the director with a clear determination, prior to making such a submission, of the level of financial support that can be expected from the district, should an invitation be received. Due to ongoing school finance and local budgeting issues, the ability of Mansfield ISD to fully fund travel for the purpose of invitational performances is limited. This pre-approval process is designed to bring a level of equity to the approval and funding process.

Consideration Criteria:

Sponsoring Organization –

Preference will be given to educational associations in the areas of music, administration and school board relations with a Texas or National level exposure. This would include, but is not limited to, Texas Music Educators Association, Midwest International Band and Orchestra Clinic, Music Educators National Conference, American Choral Directors Association, Texas School Boards Association, National School Boards Association, Texas Elementary School Principals Association, and Texas Secondary School Principals Association.

Performance invitations should be issued from the sponsoring organization directly, not through a third-party travel and entertainment coordinator. Performances of this sort should be a standard part of the conference program and/or a central focus of the mission of the organization. Invitations from commercial organizations, such as Disney Tours, Tournament of Roses Parade, or Carnegie Hall will not be approved.

UIL State Marching Contest is the only tiered marching competition that is supported by Mansfield ISD. Participation in other tiered marching competitions will not be allowed. (Ex. Bands of America)

Performance/Demonstration Particulars –

Consideration will be given to the type and style of presentation being proposed by the sponsoring organization and/or the school sponsors. Concert performances that highlight student performance ensembles will be considered more strongly than presentations in which students function as a demonstration group for the illustration of a teacher-directed session.

Other Considerations –

Invitational performance locations should be within the contiguous United States.

The presentation of an invitational performance should not require students to be out of class for more than 2 instructional days and should not conflict with district, state or national testing opportunities for students.

Preparation for invitational performances should not limit the regular curricular offerings within the program, either those of the students in the invited ensemble, or those in other ensembles within the program.

An individual ensemble may accept only one invitation to perform in any two-year period. No submission will be approved for a given ensemble in the year following an invitational performance.

Funding:

Mansfield ISD is committed to supporting performance ensembles that participate in the TMEA honor group submission process. Directors submitting a recording to TMEA should follow the TMEA application procedures below. Travel expenses for TMEA invited groups will be provided by the district for the traditional two-day, one-night excursion to San Antonio.

Ensembles preparing submissions to other organizations (state or national) should be prepared to conduct fundraising activities, in accordance with district guidelines, for any invitational performance related travel.

No campus organization (band, choir, or orchestra) may request district funding for invitational travel in consecutive years, regardless of the diversity of ensembles receiving such invitations. Directors are cautioned to consider which ensembles apply for such performances so as not to unduly favor or limit the opportunities available to students in all segments of their campus program.

Provided by School District:

- Transportation (Ground) – Airfare may be considered depending on the location of the event.
 - Includes: students, directors, chaperones, and campus administration traveling with the group
- Hotel – the fine arts office will make housing arrangements (one night) for all students, directors, chaperones, and campus administrators traveling with the group.
- Meals – Student, employee, and chaperone meals (up to 2 days)
- Concert Programs – The cost of programs not to exceed \$7500.00

Not Provided by School District:

- Concert Programs – Amount over \$7500.00; the director may wish to order concert programs over \$7500.00. However, the club/group/organization is responsible for any cost over \$7500.00 for the concert programs.
- Uniforms other than the district provided uniform
- Honorariums or travel expenses for guest conductors/soloist. This includes cluster teachers conducting on the concert.

Application Procedure:

Prior to the submission of a performance application or recording to any entity, the director must complete the attached Information Sheet for review and approval. Submissions made and/or invitations received without prior approval will not be cleared for travel or funding.

A copy of the application form and any additional information regarding the sponsoring organization, application procedure, performance requirements, etc should be attached to the Submission Information Form for review by those in the review/approval sequence. A discussion of the purpose and benefit of this performance to the program and the district is encouraged.

For submissions, following Director of Fine Arts approval, the submission will be sent to the Assistant Superintendent of Student Services for review and approval and discussion of funding at the cabinet level. A copy of the form with all signatures and funding level should be copied to: Deputy Superintendent, Assistant Superintendent of Student Services, Assistant Superintendent of Curriculum and Instruction, Assistant Superintendent of Business & Finance, Superintendent of Schools, Campus Principal, Director of Fine Arts and the Ensemble Director.

It is understood that information related to dates, cost, and other travel details, are strictly approximate at the time this form is completed. Directors must make a good faith effort to estimate approximate costs and number of students and chaperones involved. Upon receipt of a performance invitation, the director shall submit (in Eduphoria) the standard Overnight Trip Approval Form with actual cost details included.

Directors shall work with the approved district travel vendor, their principal, and the Fine Arts Department to determine realistic cost estimates for travel, lodging, meals, and other costs associated with such a trip. Travel arrangements must be made through the approved district travel vendor if district funds are provided. The attached form is designed to prompt the various expenses typical of such travel as a guide.

Timeline:

It is recommended that this form be submitted to the campus Principal a minimum of 10 business days prior to the submission deadline. Directors must allow adequate time to acquire all necessary approvals. Directors are advised to plan well ahead of the submission deadline to allow sufficient time for review of this information. Submissions and invitations received without prior approval will not be cleared for travel or funding.

It is recommended that a copy of the completed approval form be submitted to the sponsoring organization along with any application documents to show proof of district support for the submission.

Invitation Performance Submission Process

