

District Representatives

Instructions for Reporting Event Locations and Chairs

Information is Due by September 30th

Please follow these simple directions:

1. Click the following link:
http://www.vmea.com/index.php?option=com_breezingforms&ff_form=9&ff_page=1
The form will appear
2. Pull down type of event Band. Chorus, Orchestra, Elementary
3. Fill out requested information including your email address
4. Fill out **ALL** event information for each event
Start Date and End Date
Pull down type of event
Event Finance Reporting Chair and Email
Event Location
Phone
Event Location Address, City and Zip
5. If the event is combined such as MS & HS Choral Festival list as combined
6. Fill out a form for **Each Event** from the following list:

Band

All-District Band Auditions MS
All-District Band Auditions HS
All-District Band Auditions Combined
All-District Band MS
All-District Band HS
All-District Band Combined
Band Assessment MS
Band Assessment HS
Band Assessment Combined
Solo and Ensemble - File separately if held separately from
Orchestra
All-District Jazz Auditions MS
All-District Jazz Auditions HS
All-District Jazz Auditions Combined
All-District Jazz MS
All-District Jazz HS
All-District Jazz Combined
Jazz Festival
Marching Band Assessment by site
All VA Auditions
All VA Event

Choral

All-District Chorus Audition MS
All-District Chorus Audition HS
All-District Chorus Audition Combined
All-District Chorus MS

All-District Chorus HS
All-District Chorus Combined
All VA Chorus Audition
All VA Event
Choral Assessment MS
Choral Assessment HS
Choral Assessment Combined
Solo and Ensemble (If none file title and state NONE)
Honors Choir Auditions
Honors Choir Event

Orchestra

Sr. Regional Orchestra Audition
Jr. Regional Orchestra Audition
Sr. Regional Orchestra Event
Jr. Regional Orchestra Event
District Orchestra Audition
District Orchestra Event
Orchestra Assessment MS
Orchestra Assessment HS
Solo and Ensemble – File separately if held separately from Band
All VA Auditions
All VA Event

Elementary

VMEA Grant Event
All District Elementary Chorus
All VA Elementary Chorus

- Fill out **ALL** information as requested for each event
- **Scroll down to bottom of the page and click “SUBMIT”**
- **PLEASE Complete a Form for Each Event in your District**

You have now successfully registered all events in your district, **HOWEVER,**

- Should there be changes in the location or chair of the event merely go to this form again and resubmit the new information. Add the word **CHANGE** at the end of the event.
- Should an event **not take place** send an email to:
vmeaoffice@verizon.net and we will make the change for you.
- Should your district not schedule an event such as Choral Solo and Ensemble please enter under that event – **NONE**

Thanks for keeping the information current and correct for VMEA reports and for insurance purposes.