

**Dauphin County Middle School County Chorus Guidelines for Teachers, Hosts and Co-Hosts**  
**(updated March 2011)**

1.0 Host Duties

*Amy Burghdorf of Susquehanna Township High School will act as the Host.  
Here is her contact information:*

*Amy Burghdorf  
Susquehanna Township High School  
3500 Elmerton Avenue  
Harrisburg, 17109  
717 657 5117  
aburghdorf@hannasd.org*

- 1.1 The Middle School County Chorus Host will make all facility arrangements for accompanist auditions.
- 1.2 The Middle School County Chorus Host will make all facility arrangements for the Friday rehearsal.
- 1.3 The Middle School County Chorus Host will make lunch arrangements for all students and staff for the Friday rehearsal.
- 1.4 The Middle School County Chorus Host will make all arrangements for teacher refreshments for the Friday rehearsal.
- 1.5 The Middle School County Chorus Host will provide the Middle School County Chorus Co-Host a copy of this document one year before they are scheduled as a Co-Host.
- 1.6 The Middle School County Chorus Host will work together with the Middle School County Chorus Co-Host and the High School County Chorus Host (Amy Burghdorf) to establish the date, location and start time of accompanist auditions. The Middle School County Chorus Host will be in charge of reporting this information to the general chairman by January 1<sup>st</sup> of the festival year.
- 1.7 The Middle School County Chorus Host will work together with the Middle School County Chorus Co-Host and the High School County Chorus Host (Amy Burghdorf) to establish a start time and a finish time for the Friday rehearsal. The Middle School County Chorus Host will be in charge of reporting these times to the general chairman by January 1<sup>st</sup> of the festival year.
- 1.8 The Middle School County Chorus Host will provide the Middle School County Chorus Co-Host any pertinent lunch and/or facility information.
- 1.9 The Middle School County Chorus Host will provide the Middle School County Chorus Co-Host with a blank guest conductor contract by January 1<sup>st</sup> of the festival year.
- 1.10 The Middle School County Chorus Host will work with the Middle School County Chorus Co-Host to ensure that all arrangements are made according to the guidelines established in this document.

2.0 Co-Host Duties

- 2.1 The Middle School County Chorus Co-Host will be in charge of finding a guest conductor for the festival. The Middle School County Chorus Co-Host will be in charge of submitting the completed guest conductor contract to the general chairman by the first day of the festival month. Also a copy of the completed guest conductor contract should be submitted to the Middle School County Chorus Host by the first day of the festival month. General Chairmen:

Cristal Sheaffer, address: Milton Hershey School Senior Hall—PO Box 830 Hershey , PA, phone: 717 520 2874, e-mail: sheafferc@mhs-pa.org)

Clint Funk, address: Halifax HS 3940 Peters Mountain Road, Halifax PA 17032, phone: 717 877 6140, e-mail: funkc@hasd.us

The Middle School County Chorus Co-Host will be in charge of introducing the guest conductor at the concert. The Middle School County Chorus Co-Host will be in charge of securing overnight accommodations for the guest conductor in applicable situations.

- 2.2 The Middle School County Chorus Co-Host will submit the conductor bio, program order, instrumentalists' names and accompanists' names to Susan Geesey and the Middle School County Chorus Host by February 14<sup>th</sup> of the festival year. (Susan Geesey's address: **Sue Geesey, 3912 State Route 225, Elizabethville, Pa.,17023**, e-mail: geeseys@udasd.org)
- 2.3 The Middle School County Chorus Co-Host will be responsible for a rehearsal CD or CDs which should be mailed to all directors by September 1<sup>st</sup> of the year preceding the festival. If possible, the CD or CDs should feature individual voice part recordings for each song and separate accompaniment recordings.
- 2.4 The Middle School County Chorus Co-Host will be in charge of working with the guest conductor to find instrumentalists as needed.
- 2.5 The Middle School County Chorus Co-Host will be in charge of mailing or e-mailing two letters. These letters should be mailed to directors, host, general chairman, Susan Geesey and the guest conductor.

Letter #1 (to be mailed by June 1<sup>st</sup> of the year before the festival) should include:

Contact information for M. S. County Chorus Host, the M. S. County Chorus Co-Host and the general chairman. Lisa Meyer is the general Chairman.

Music List with order numbers, voicing, composer/arranger and publisher.

Clear instructions on how to obtain any pieces that are out of print.

Location of Accompanist Auditions

Start Time for Accompanist Auditions

Location of County Chorus

Start Time of County Chorus

Saturday Rehearsal Schedule (if available)

Reminder of directors meetings. (H. S. directors meet at 9 A.M. on Friday. M. S. directors meet at 9 A.M. on Saturday.)

*The Schedule of Co-Hosts should be included in both letters*

Schedule of Co-Hosts:

2009 Middletown	2017 Lower Dauphin
2010 Holy Name of Jesus	2018 Middletown
2011 Susquehanna Township	2019 Holy Name
2012 Upper Dauphin	2020 Susquehanna Township
2013 Hershey Christian	2021 Upper Dauphin
2014 Infinity Charter School	2022 Hershey Christian
2015 Seven Sorrows BVM	2023 Infinity Charter
2016 Millersburg	2024 Seven Sorrows

Letter #2 (to be mailed by January 1<sup>st</sup> of the year of the festival) should include everything in letter #1 AND:

Lunch menu and cost for both days of the festival. Cost may be an approximate in some situations.

Name of the Guest Conductor

Reminder to send all names to Susan Geesey by February 14<sup>th</sup>.

- 2.6 The Middle School County Chorus Co-Host will be in charge of collecting permission/acceptance/medical forms from the directors the day of the festival. Medical Forms should be given to the nurse. Permission/Acceptance Forms should be given to Cristal Sheaffer or Clint Funk.