

**Dauphin County Elementary School County Chorus Guidelines for Teachers, Hosts and Co-Hosts**  
**(Updated March 2018)**

1.0 Host Duties

*Michael Campbell of Susquehanna Township will act as the Host.  
Here is his contact information:*

**Michael Campbell, Susquehanna Township, [mcampbell@hannasd.org](mailto:mcampbell@hannasd.org)**

- 1.1 The Elementary School County Chorus Host will make all facility arrangements for the Thursday evening rehearsal.
- 1.2 The Elementary School County Chorus Host will provide the Elementary School County Chorus Co-Host a copy of this document one year before they are scheduled as a Co-Host.
- 1.3 The Elementary School County Chorus Host will work with the Elementary 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 Elementary School County Chorus Co-Host will be in charge of finding a guest conductor for the festival. The Elementary 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 year. Also a copy of the completed guest conductor contract should be submitted to the Elementary School County Chorus Host by the first day of the festival year. General Chairman:

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

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

The Elementary School County Chorus Co-Host will submit the conductor bio, program order, instrumentalists' names and accompanists' names to Sue Geesey and the Elementary School County Chorus Host by February 1st of the festival year ([geeseys@udasd.org](mailto:geeseys@udasd.org)).

- 2.2 The Elementary School County Chorus Co-Host will be responsible for the production of practice recordings which should be submitted to the Dauphin County Chorus Webmaster by September 1<sup>st</sup> of the year preceding the festival. If possible, the practice recordings should feature individual voice part recordings for each song and separate accompaniment recordings.
- 2.3 The Elementary School County Chorus Co-Host will be in charge of working with the guest conductor to find instrumentalists as needed.
- 2.4 The Elementary 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, Sue 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 Elementary County Chorus Host, the Elementary County Chorus Co-Host and the general chairman. Clint Funk is the general Chairmen.

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

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

Calculate and communicate number of singers per school to accommodate a full choir of between 150 and 180 singers. (12 per voice part, approx.)

Location of County Chorus

Start Time of County Chorus

Saturday Rehearsal Schedule (if available)

Reminder of directors meetings. (HS directors meet at 10:45 AM on Saturday. MS directors meet at 9 AM on Saturday. Elementary directors meet at 12:45 PM Saturday)

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

Schedule of Co-Hosts:

2017 Lower Dauphin  
2018 Upper Dauphin  
2019 Seven Sorrows BVM  
2020 Infinity Charter  
2021 Derry Township  
2022 Susquehanna Township  
2023 Halifax  
2024 Middletown  
2025 Lower Dauphin  
2026 Upper Dauphin  
2027 Seven Sorrows BVM  
2028 Infinity Charter  
2029 Derry Township  
2030 Susquehanna Township  
2031 Halifax  
2032 Middletown

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 Sue Geesey by February 1st.