

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

1.0 Host Duties

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

*Justin Hollenberg
Susquehanna Township High School
3500 Elmerton Avenue
Harrisburg, 17109
717 657 5117
jhollenberghannasd.org*

- 1.1 The High School County Chorus Host will make all facility arrangements for accompanist auditions.
- 1.2 The High School County Chorus Host will make all facility arrangements for the Friday rehearsal.
- 1.3 The High School County Chorus Host will make lunch arrangements for all students and staff for the Friday rehearsal.
- 1.4 The High School County Chorus Host will make all arrangements for teacher refreshments for the Friday rehearsal.
- 1.5 The High School County Chorus Host will provide the High School County Chorus Co-Host a copy of this document one year before they are scheduled as a Co-Host.
- 1.6 The High School County Chorus Host will work together with the High School County Chorus Co-Host and the Middle School County Chorus Host to establish the date, location and start time of accompanist auditions. The High School County Chorus Host will be in charge of reporting this information to the general chairman by January 1st of the festival year.
- 1.7 The High School County Chorus Host will work together with the High School County Chorus Co-Host and the Middle School County Chorus Host to establish a start time and a finish time for the Friday rehearsal. The High School County Chorus Host will be in charge of reporting these times to the general chairman by January 1st of the festival year.
- 1.8 The High School County Chorus Host will provide the High School County Chorus Co-Host and the general chairman any pertinent lunch and/or facility information.
- 1.9 The High School County Chorus Host will provide the High School County Chorus Co-Host with a blank guest conductor contract by January 1st of the festival year.
- 1.10 The High School County Chorus Host will work with the High 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 High School County Chorus Co-Host will be in charge of finding a guest conductor for the festival. The High School County Chorus Co-Host will be in charge of introducing the guest conductor at the concert. The High School County Chorus Co-Host will be in charge of securing overnight accommodations for the guest conductor in applicable situations.
- 2.2 The High 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 High 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: funkcl@hasd.us

The High School County Chorus Co-Host will submit the conductor bio, program order, instrumentalists' names and accompanists' names to Clint Funk and the Middle School County Chorus Host by February 1st of the festival year.

The High 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 1st 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 High School County Chorus Co-Host will be in charge of working with the guest conductor to find instrumentalists as needed.

2.4 The High School County Chorus Co-Host will be in charge of drafting two letters. These letters should be mailed or e-mailed to directors, host, general chairman, and the guest conductor.

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

Contact information for H. S. County Chorus Host, the HS County Chorus Co-Host and 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. (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:

2025 - Central Dauphin

2026 - Covenant Christian Academy

2027 - Halifax

2028 - Lower Dauphin

2029 - Millersburg

2030 - Milton Hershey

2031 - Susquehanna Township

2032 - Upper Dauphin

2033 - Middletown

2034 - Central Dauphin East

Letter #2 (to be mailed by January 1st 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 Clint Funk by February 1st.