

# Dauphin County Middle School County Chorus Guidelines for Teachers, Hosts and Co-Hosts (Updated March 2025)

## 1.0 Host Duties

- 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 (Justin Hollenberg) 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 (Justin Hollenberg) 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 year. 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 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 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.

The total number of pieces should be 5. The voicing for the pieces should be SAB, with a careful eye on the low range demands for the boys.

- 2.2 The Middle 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.
- 2.3 The Middle 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.

2.4 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, 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 MS County Chorus Host, the MS County Chorus Co-Host and the general chairman. Clint Funk 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. (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 - Seven Sorrows  
2026 - Millersburg  
2027 - Milton Hershey  
2028 - Lower Dauphin  
2029 - Middletown  
2030 - Holy Name  
2031- Susquehanna Township  
2032 - Upper Dauphin  
2033 - St. Joan of Arc  
2034 - Hershey Christian  
2035 - Infinity Charter

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 Clint Funk by February 1st.