



Dear Parent or Guardian:

Congratulations! Your child has been selected to participate in the 2022 Florida Elementary Music Educators Association Central Regional Festival. This is quite an honor and we hope that it is an enjoyable and memorable experience for you and your child.

A “Reminder for Parents and Participants” list is included with this letter to help you make the necessary arrangements for your child. You may invite family and friends to the concert on Saturday evening. You will note in the information packet that you need to stay in or nearby the rehearsal with your child, throughout the day.

Please remember that children who are not in the FEMEA Central Regional Festival are not permitted in the rehearsal area, and that non-participating school age children are not allowed in the UCF School of Performing Arts, except to attend the concert.

Please be sure to check the rehearsal schedule to plan meals and healthy snacks for your child. Please note that students must either bring lunch and dinner with them or must leave the School of Performing Arts to find lunch/dinner at a dining option on-campus (or off-campus, if preferred). You will only have one hour for each lunch and dinner break and you will be given a list of possible on-campus dining options at morning registration. We want them at their best for focus and performance. 100% attendance is required so have them in place and ready a minimum of ten minutes before the start time for each rehearsal.

If you have any questions, please do not hesitate to contact your music teacher.

Sincerely,

Meghan Alfaro

FEMEA Southern Regional Festival Coordinator
District 3 Chair

FEMEA Southern Regional Team

Laura Allgood

District 8 Chair

Jacob Reedy

District 5 Chair

Ernesta Chicklowski

Past-President

Madison Schafer

District 4 Chair

PARTICIPATION REQUIREMENTS

Participants must:

- be a 4th or 5th grade student, with unchanged voice, currently attending an elementary school and chosen by FEMEA through All-State auditions.
- be recommended by the music teacher and principal.
- agree to wear white blouse/button-down shirt, black dress pants or slacks with pockets (no jeans), and black low-heeled (no high heels) dress shoes for the concert performance.
- agree to participate in *all* rehearsals and the concert to be held in Orlando at University of Central Florida on **Saturday, October 22, 2022**.
- have already signed the Regional Participant's Contract which specifies appropriate conference behavior.

Participant's Parent/Guardian must:

- agree to pay all lodging, food, and transportation costs.
- agree to serve as a chaperone for the child for the duration of the rehearsals and concert or designate an adult guardian (other than the music teacher) to serve as chaperone.
- agree to provide the child with a white blouse/button-down shirt, black dress pants/slacks with pockets (no jeans), and black low-heeled (no high heels) dress shoes for the concert performance.
- have already signed the Regional Participant's Contract and returned it to your music teacher.
- sign and return any forms that your child's music teacher may require. This includes any permission forms required by your county.

REHEARSAL AND PERFORMANCE SCHEDULE

Students must participate in *all* rehearsals and the concert. Times are subject to change.

Central Regional Student Schedule

8:30 - 9:00 am	Registration at UCF Visual Arts & Design Building (Registration table inside main lobby, music teacher must be present)
9:00 - 10:30 am	Orff Rehearsal 1 at UCF Theater Building T107
9:00 - 10:45 am	Chorus Rehearsal 1 at UCF Visual Arts & Design Theater
10:30 - 10:45 am	Orff Students Break 1
10:45 - 11:00 am	Chorus Break 1
10:45 - 12:00 pm	Orff Rehearsal 2
11:00 - 12:30 pm	Chorus Rehearsal 2
12:00 - 1:00 pm	Orff Lunch Break - on your own
12:30 - 1:30 pm	Chorus Lunch Break - on your own
1:00 - 2:45 pm	Orff Rehearsal 3
1:30 - 3:15 pm	Chorus Rehearsal 3
2:45 - 3:00 pm	Orff Break 2
3:15 - 3:30 pm	Chorus Break 2
3:00 - 4:00 pm	Orff Rehearsal 4
3:30 - 4:30 pm	Chorus Rehearsal 4
4:00 - 5:00 pm	Orff Dinner Break - on your own (option to change into concert attire, if desired)
4:30 - 5:30 pm	Chorus Dinner Break - on your own (option to change into concert attire)
5:00 - 5:30 pm	Orff Dress Rehearsal on Stage - Theater
5:00 - 5:30 pm	Chorus Change into Concert Attire
5:30 - 6:00 pm	Combined Choir & Orff Dress Rehearsal on Stage - Theater
6:00 - 6:30 pm	Chorus Dress Rehearsal on Stage - Theater
6:00 - 6:30 pm	Orff Change into Concert Attire
6:30 pm	Doors Open in Performance Hall
7:00 pm	Performance in Performance Hall

PLEASE NOTE: A parent or guardian other than the music educator is required to accompany each child to the rehearsal site and to supervise the child at all non-rehearsal times. This includes restroom breaks and meals.

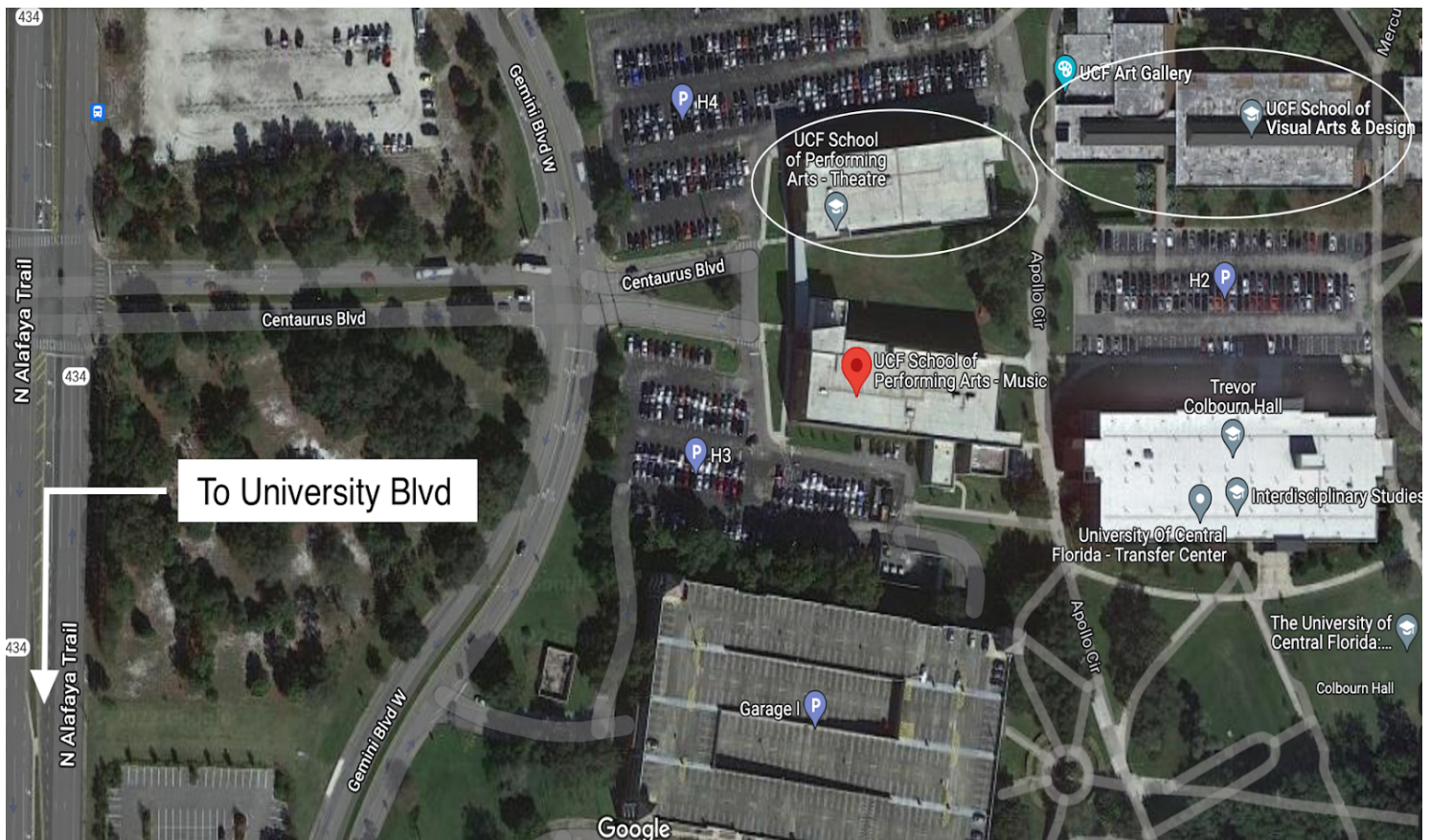
REMINDERS FOR FEMEA CENTRAL REGIONAL PARENTS:

- _____ Did you fill out a school or county form for out-of-county field trips which your music teacher may have provided for you? Each county has different requirements, so this form may not be required of you.
- _____ Did you complete the online participation waiver and inform the music teacher?
- _____ Do you have Orlando hotel arrangements for at least one night, unless you are within commuting distance to the rehearsal and performance site? You will need to be in Orlando and at the UCF School of Performing Arts Music Building by 8:30 am on Saturday, October 22, 2022. **Allow yourself up to 20 minutes for parking and walking to the School of Performing Arts (see parking map attached).**
- _____ Have you made sure that your child has the required clothing to perform?
- _____ Have you made arrangements to meet the music teacher in Orlando before you come to the FEMEA Central Regional Festival registration area in the UCF School of Performing Arts? The music teacher registers for the child.
- _____ Have you made arrangements to either bring your student's lunch and dinner, or go out to eat (on-campus options list with map will be provided at the morning registration area)?
- _____ Is there a designated adult (other than the music educator) to serve as a chaperone for the child for the rehearsals and concert?
- _____ Have you made arrangements for children in your party who are not FEMEA Central Regional Festival participants? *It is a FEMEA policy that the only children allowed in the UCF School of Performing Arts during rehearsals are the participants.*

REMINDERS FOR FEMEA SOUTHERN REGIONAL MUSICIANS:

- _____ Did you sign the Regional Participant's Contract and return to your music teacher when you auditioned?
- _____ Do you have concert clothes: white blouse/button-down shirt, black dress pants or slacks with pockets (no jeans) and black low-heeled dress shoes?
- _____ Are you ready to learn, memorize, and then perform all your music in just one day?
- _____ Did you pack a pencil and water bottle for the rehearsals?

UNIVERSITY OF CENTRAL FLORIDA PARKING AND VENUE MAP



Rehearsals – Orff rehearsal room is located in the Theatre Building: Room T107. Chorus rehearsal room is located in the Visual Arts & Design Building: Theater.

Concert - Concert will take place in the Visual Arts & Design Building: Theater.

Parking – You may park for free in the lots adjacent to the theaterfeme and music buildings, or in the parking garage.

Lunch & Dinner – There are many places to eat on University Blvd.

CHECKLIST FOR FEMEA CENTRAL REGIONAL TEACHERS

- _____ Check with Parent regarding completion of online registration or complete the registration yourself. If the parent does not complete the online waiver, [print one](#) and have it signed for presentation at the festival.
- _____ It is your responsibility to satisfy your county's requirements for overnight/off-campus trips. You may need to fill out special forms or secure special permission. Contact your music supervisor or your principal for information.
- _____ Notify Meghan Alfaro (see contact info below) about any students needing special accommodations.
- _____ Ensure that parents know they must make their own hotel reservations, if needing to stay overnight.
- _____ Remind your student(s) and parents to be aware of the schedule, to plan healthy eating, and not be late.
- _____ Arrange a meeting place in Orlando for you, your student(s), and their chaperone(s) as they may only register with the teacher. The registration lines will be arranged alphabetically by the music teacher's last name.
- _____ Bring the following information with you to Orlando and keep it with you at all times:
 1. The name of the hotel(s) housing your student(s), if applicable.
 2. The parent names, home addresses, cell phone, and home phone numbers of your student(s).
- _____ Provide the parents of your student(s) with your cell phone number.
- _____ At registration sign up for a time to monitor the rehearsals as required. Plan on at least monitoring two rehearsal times through-out the day, at a minimum.

ALL STUDENTS, CHAPERONES, AND MUSIC TEACHERS MUST BE IN ORLANDO AT THE UNIVERSITY OF CENTRAL FLORIDA ON SATURDAY, OCTOBER 22, 2022 FROM 8:30 AM UNTIL THE END OF PERFORMANCE AT APPROX. 7:45 PM.

Music teachers **MUST** check their students in at the rehearsal site on **Saturday before 9 am**. If you know that you cannot be present at registration, please do not send your students. It is confusing and disturbing for children and parents when the teacher is not present to answer questions and assist the students in starting rehearsals. If you have a last-minute emergency, it is your responsibility to contact another teacher who will be attending FEMEA Central Regional and make arrangements for that teacher to be responsible for your children. Teachers who fail to do this will not be allowed to participate in future FEMEA Regional and/or FMEA All-State ensembles and the principal will receive a letter describing the situation.

As soon as you know that any of your students will be unable to participate in FEMEA Central Regional Festival, it is your responsibility to contact the coordinator, Meghan Alfaro, immediately at centralregional@femea.flmusiced.org, or 727-644-9043.