



## **Colorado Music Educators Association Conference Performing Group Directors Memo #1**

Happy New Year!! It is now January and we are just a few weeks away from the conference. Below are some important reminders for performing group/demonstration group directors. I ask that you review this information very carefully. You will receive two more CMEA reminders prior to your performance.

### ***Request for Wrist Bands and Tickets***

If you have not yet sent your request, please do so ASAP. A copy of the request form can be found on the CMEA web site under the "Clinic/Conference" tab. **The tickets have arrived today and packets will be assembled and mailed by January 16<sup>th</sup> to the address you provided on your form.**

### ***Early Registration and Hotel Reservations***

Early registration deadlines have now past. The Broadmoor still has a few rooms available on Thursday night and Friday night. If you failed to complete early registration a CMEA Executive Board Member will contact you and you will need to complete registration on site at The Broadmoor Hotel before your group performs. Remember, on-site registration lines are very long, plan accordingly.

### ***Group Photographs***

Group Photos will be taken at the conclusion of your performance. These photographs are available from Jolesch Enterprises. There is no order form for students/parents as all orders are done on line after the event at the Jolesch Enterprises web site, [joleschenterprises.com](http://joleschenterprises.com). Directors and students will have an opportunity to complete an "email signup" form at the event. This will be the form student's and parents fill out so Jolesch can send an email to a link to look at the pictures. The only orders taken in advance are from directors that want to order a large quantity of prints at the discounted price, in advance. All directors should have received emails about this process directly from Jolesch Enterprises.

### ***Professional Recordings***

Box 5 Media will be reaching out to you for your performance information to secure copyright approval. Make sure that you respond to their request in a timely manner.

### ***Bus Drop off and pick-up location***

Buses will drop off and pick-up on 1<sup>st</sup> Street and Lake Avenue. A Broadmoor Security Officer will be directing buses to the proper location.

### ***Parking***

Parking will be in the parking garage adjacent to Broadmoor Hall. The cost of parking is \$10.00 for the day with in/out privileges. There are hourly options up to \$10.00 that are also available in the garage. Valet parking is \$29.00 and over night parking in the garage is \$18.00.

It is important to let families who are attending your performance know that parking in the adjacent hotel neighborhood is **not allowed** and vehicles can be ticketed or towed.

### ***Food***

Food cannot be ordered from outside vendors and brought onto hotel property. This is a violation of the agreement that CMEA has with the hotel. There will be lunch concessions available in the exhibit hall and many Broadmoor Properties serve lunch.

### ***CMEA Performance Awards***

It is not too late to order performance medals or patches for your students. An order form is included with this email and is posted on the CMEA web site under the conference tab. A performance award order form is also available on the CMEA web site under the “Clinic-Conference” tab.

***Information in the next memo will contain warm-up information for instrumental and vocal groups.***

***Look for your next directors on our about January 8<sup>th</sup>.***