

NHASTA Fall Orchestra Festival 2024 at Keene State College

Teacher Information and Checklist

Dear String Teacher,

I would like to invite you to participate in the NHASTA Fall Orchestra Festival at Keene State College, to be held on **October 19, 2024**. The festival is open to students in grades 9-12 (during the 2024-25 school year), including home-schooled students of the same age. Students may come from either private teaching studios or school programs. Participation is not limited to New Hampshire residents and recommending teachers do not have to be ASTA members.

Purpose and Description:

The Fall Orchestra Festival is designed to provide high school aged students with an accessible but challenging orchestral experience and to introduce string students to the program, facilities, faculty, and students at Keene State College. At this point in time, we plan to run at least one festival string orchestra. If we have enough students register to form a second orchestra, we will create one. A concert will be given that evening at 7:00 pm.

Registration:

Registration for the festival is handled via teacher recommendation, and all students who are recommended by you will be placed in Fall 2024 festival orchestra(s). Teacher recommendations and student registration forms and fees (\$25 per student) are *due to NHASTA by June 14, 2024*.

Please distribute copies of the Student Information Letter & Fact Sheet, Registration Form, and Emergency Information Form to eligible students you would like to recommend. Have students return all forms and the \$25 payment to you. If you wish, families can make checks payable to "NHASTA". Please note there is a blank on the Student Fact Sheet where you can write your own due date for students to return their forms and payment to you. Once collected, please send these forms and fees to NHASTA at the address below.

Then, please complete your Teacher Recommendation online, using Google Forms. (Instructions and hyperlinks are given below. Paper copies are available upon request from David.Upham@unh.edu). We will use teacher recommendations to form the orchestra(s) and select appropriate repertoire. You will be notified about the students' orchestra placements and sent a link to the music over the summer months. *Please note that we are asking students to provide you with an email (student or parent) that the festival organizers will use to also send information and music directly to the students.* Teachers will also continue to receive the same information as well.

The "Teacher Checklist" below will help guide you through the registration process. School groups that need to pay the registration fees with one school check may make arrangements for extra time by contacting me directly at David.Upham@unh.edu.

Repertoire and Orchestras:

As teacher recommendations form the basis for the selection of repertoire, the program will be finalized after June 14th. Pending sufficient registrations, two orchestras will be formed, including a Chamber Orchestra that will play more challenging repertoire and a Festival Orchestra that will play more accessible repertoire. After the formation of the orchestra(s) and the selection of appropriate repertoire, NHASTA will notify you via email, during the summer, about your students' placements. Music will also be sent to you in August to distribute to your students. Please ensure that students have the music well-prepared in advance of the festival.

Festival Day Logistics

There are no additional expenses to be paid by students beyond the \$25 registration fee other than meals, which are not provided as part of the festival. Information about food service options will be made available in the fall. Likewise, transportation to and from the festival will need to be arranged by parents and/or teachers. A letter with complete details regarding meals, parking, schedule, concert dress, etc., will be sent to you in the fall.

We hope you will consider registering your students for the 2024 NHASTA Fall Orchestra Festival at Keene State College. If you have any questions, please contact me at David.Upham@unh.edu. Thank you for your time and consideration!

Sincerely,

David Upham,
NHASTA Fall Orchestra Festival Coordinator

Teacher Recommendation Process ~ Checklist

- 1) Distribute the following information to eligible students you would like to recommend.
 - a. Student Information Letter & Fact Sheet (Add your own “due date” to the Fact Sheet)
 - b. Registration Form & Emergency Information Form
 - c. The \$25 registration fees may be sent to NHASTA as a bundle of individual family checks, or gathered by you into one check. **Make checks payable to “NHASTA”.**

Be sure to notify students of the date you would like these forms returned to you.

- 2) After all interested students have returned their forms and fees to you, please verify the student and parent signatures and prepare to mail them to NHASTA at the address below.
- 3) Complete your Teacher Recommendation Forms online.
 - a. Recommending Teacher Info. Click here: <https://forms.gle/7spU9hn5xxucuzbb8>
Complete this form only once to enter your own personal information.
 - b. Student Recommendations. Click here: <https://forms.gle/k5JqqET4JgxsGSY98>
Complete this form multiple times, once for each student you recommend.
 - c. If you have questions/problems, or would prefer paper recommendation forms, please contact me at David.Upham@unh.edu.
- 4) Mail the students’ Registration Forms, Emergency Information Forms, and \$25 for each student to the address listed below, **postmarked on or before Friday, June 14, 2024.**
 - a. Please be sure that all checks are made payable only to “NHASTA”.
 - b. School groups submitting a single check must also include a full list of students the school check is paying for.
- 5) Over the summer months, you will receive an email with the student orchestra placements. Music will be sent to you in August for distributing to your students. instructions for downloading their orchestra music.

Mailing Address:

David Upham
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30 Academic Way
Durham, NH 03824