

Director Reminders

WTSBOA Solo & Ensemble Festival Saturday, April 18, 2026

Elmore Park Middle School 6330 Althorne Rd, Bartlett, TN

Items to be prepared prior to Solo & Ensemble:

- Copy the current TBA judge's adjudication forms for each student. They are posted on the WTSBOA website under Member's Only, Forms and Minutes, then Solo & Ensemble. (wind solo form, wind ensemble form, percussion solo form, percussion ensemble form)
 - Please make sure the student's name is listed on each judge's form.
 - Please list the school on each judge's form.
- Make sure each student has a copy of their song with the measures numbered for the judge. (One copy for the student and one for the judge) A copier will not be available on campus.
- Please label a box with your school's name and bring it with you to collect the judge's sheets. If you teach at more than one school, you can label multiple schools on the same box.

Please remind your students and band families prior to Solo & Ensemble:

- Only directors and performing students are allowed in the building for their warm-up and performance.
 - Parents, guardians, and all others accompanying the performers will need to wait outside the building. Students should leave immediately following their performance.
- Please encourage students to carpool as parking will be limited. Only the front school entrance will be available for use at this event. All other entrances will be secured and unavailable for use.
- Students must have a copy of the current TBA judge's adjudication form and copy of their music, with measures numbered, for the judge. Please require that your student's name AND school name are on each judge's form to help with the sorting process.
- Smoking and alcoholic beverages are prohibited on all Bartlett City Schools property. All Bartlett City Schools rules apply and as always, safety comes first.

On the day of the event:

- Directors must sign in on the sign-in form in the library, at least 15 minutes prior to your scheduled performance time. Students will not be allowed to perform until their director has signed in on the form.
 - Directors must be on site the entire time while their students are on campus.
 - Directors may NOT leave until all their students have departed Elmore Park.

- Place the box labeled with your school's name on a table in the library to collect the judge's sheets. If you teach at more than one school, you can label multiple schools on the same box.
- At the school's assigned time, directors should escort their students to the judges' rooms. Directors are responsible for lining students up outside of the judge's rooms, distributing students among the judges, and monitoring student behavior during your assigned time block.
- Directors may pick up judges' sheets and medals in the library in your labeled box at the end of your performance time block. Please allow 30-45 minutes minimum after the final person performs to pick up sheets and medals.
 - Check your judge's forms before you leave to make sure you have every student's form.
 - Also, please check to make sure the correct color medals and correct number of medals are stapled to the form, if applicable.
 - If you leave before receiving all forms for your school, there will be a delay in getting those items to you over the next two weeks due to TNReady testing. Please check carefully so that you have everything you need prior to leaving.

Notes about the warm-up room, judging rooms, and hospitality the day of the event:

- All students will warm-up in the cafeteria at the tables. No students are allowed on the stage. As you enter the building, you will go straight until the hall ends. The cafeteria will be on the left at the end of the hall.
- Percussion will have 3 rooms located in the school. These rooms will be down the hall to the left as you enter the building. The large percussion room will have a concert snare drum, bells, xylophone, bass drum, 4 timpani, marimba, and chimes. The other two percussion rooms will have a concert snare drum, xylophone, and orchestra bells only. Remember that you must bring your own sticks, mallets, percussion accessories, and other percussion equipment needed for your percussion ensembles.
- Woodwinds will have 9 rooms located in the school. These rooms will be down the hall to right as you enter the building. We will have instrument signs posted in the hallways and by the doors.
- Brass will have 9 rooms located in the school. These rooms will be down the hall to the left as you enter the building. We will have instrument signs posted in the hallways and by the doors.
- Hospitality will be in the library, to the left as you enter the building, and will be available to all directors only. Please understand lunch is only provided for the judges, chairs, and board.