



Dear Director,

Congratulations on your selection to either perform or appear as a demonstration group at the 2018 CMEA Clinic/Conference. This year's conference is going to be an exciting one and your participation will play a key role in this annual program.

We have worked very hard to schedule all groups to reduce any conflicts with the overlap of clinics and allow time for passing from one session to the next. We hope this will allow audience members the opportunity to remain in attendance for the entire performance. It is important to note the following performance venue changes from past conferences due to construction at the hotel. All orchestras and jazz groups originally scheduled into the main building-main ballroom will now be performing in Colorado Hall D/E. All general music sessions and performances on Thursday only will be in the mezzanine level of the main building (Lake Terrace Dining room for performances), and move to Rocky Mountain Ball rooms in the west building on Friday and Saturday.

On the clinic/conference tab of the CMEA web site you will find important forms regarding your appearance at the conference. I encourage you to review this information carefully and return the required forms by the due date to ensure your appearance goes smoothly at the conference. The most important form is the Badge and Ticket order form, which is due on January 9, 2018. Jolesch Enterprise is the photographer for our performing groups. They will email each director with information on their services and the process to order photos in the coming weeks. Forms and information regarding concert recordings with Box5 Productions will be posted on the web site by December 30, 2017. You will receive additional updates periodically that will be referred to through email as "Performing Group Memo".

Prior to the conference you will receive a separate communication from the chair of the council who scheduled your performance at the conference. This communication will include information on warm-up, parking, bus drop off information, and details regarding your performance space. If you should need to communicate with your contact prior to this letter arriving, you may contact the appropriate individual listed below.

College and University Council- Sean Flanigan, Chair- flanigan@coloradomesa.edu General Music Council- Janice Osburn, Chair- jan@ridafa.be Instrumental Music Council- Casey Cropp, Chair- ccropp09@gmail.com Vocal Music Council- Matt Doty, Chair- MATJDtcher@aol.com
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The CMEA Board would also like to remind you to register for the conference by January 2, 2018 at 12:00 pm and make sure you have made arrangements for lodging at the Broadmoor Hotel as soon as possible as we will have no access to hotel rooms in the main building this year. You may find the appropriate forms on the CMEA web site at cmeaonline.org.

In closing, we are looking forward to your performance at the 2018 conference and hope preparations are going well for your appearance. If we can be of further assistance you may contact us through email at office@cmeaonline.org.

Sincerely,

A handwritten signature in black ink that reads "William M. Kohut". The signature is written in a cursive style with a horizontal line underneath.

William M. Kohut
CMEA Operations Director