2020 NAfME All-National Honor Ensembles
November 5-8, 2020
Orlando, FL

2020 ALL-NATIONAL HONOR ENSEMBLES
PROGRAM INFORMATION SHEET

STUDENT REGISTRATION
Students must register and submit payment in full for the 2020 All-National Honor Ensembles by Friday, August 14, 2020 to reserve their spot. If a student is receiving financial support through their school district and/or state Music Educators Association, they must notify ANHE staff in advance via email, HonorEnsembles@nafme.org.

Student Registration Information
The registration fee for the 2020 All-National Honor Ensembles program is $899.00 per student. This includes:
- **Hotel:** 3 night's accommodation at the Gaylord Palms Resort & Convention Center (Thursday, Friday, and Saturday nights)
- **Meals:** Thursday - Dinner, Friday - Breakfast and Lunch, Friday - Dinner is on their own in the park, Saturday - Breakfast, Lunch, and Dinner, Sunday - Breakfast
- **Transportation** from the Orlando International Airport (MCO) to the Gaylord National Palms Resort & Convention Center between 9:00 AM and 3:00 PM on Thursday, November 5, 2020
- **Disney Park Pass,** which is required for each student

Register for the All-National Honor Ensembles
Payment Option #1: Credit Card
*Use this option for all partial or full credit card payments. The student registration fee must be paid in full by Friday, August 14, 2020.*
1. Click HERE to register (coming in July)
2. Select “Myself”
3. Select ANHE Student Registration
4. Enter student information
5. Proceed to the next step
6. Select YES from the Credit Card drop down menu
   - Select NO from the Purchase Order drop down menu
   - Select NO from the Check drop down menu
7. Complete billing information for the credit card being used
   - If using a personal credit card, please fill out your personal information
   - If using a company/school credit card, please fill out the organization’s information
8. Select the Student Registration option
9. Read through and check the box in acknowledgment of the Terms of Agreement
10. Select Confirm Selections

TO PAY IN FULL NOW
*DO NOT use this option if you are making a partial payment.*
11. Select Pay Now
12. Enter Payment Information
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TO PAY BY PHONE OR MAKE A PARTIAL PAYMENT
*Use this option if the student(s) is receiving financial support through their school district and/or State Music Educators Association and they wish to make the payment via credit card.

11. Select Finish and Pay Later
12. Select Pay Online Later
13. Once a confirmation page is generated, select “Print Receipt” at the bottom of the page
   a. An invoice will be generated that can be used with payment if necessary
   b. A confirmation email will also be sent to the student with an option to “View Invoice”
14. Call the NAfME membership department to process your partial and/or full payment over the phone: 703-860-4000

Payment Option #2: School/School District Purchase Order
*Use this option if the student(s) is receiving financial support in the form of a Purchase Order from their school district. All Purchase Orders must arrive by Friday, August 14, 2020.

1. Click HERE to register (coming in July)
2. Select “Myself”
3. Select ANHE Student Registration
4. Enter student information
5. Upload the copy/file of the purchase order or any other billing documentation
6. Select YES from the Purchase Order drop down menu
   o Select NO from the Credit Card drop down menu
   o Select NO from the Check drop down menu
7. Complete billing information for the Purchase Order being used
8. Select the Student Registration option
9. Read through and check the box in acknowledgment of the Terms of Agreement
10. Select Confirm Selections
11. Select Final Steps

TO MAKE A PARTIAL PAYMENT BY PHONE
*Use this option if the student(s) is receiving partial financial support through their school district and/or State Music Educators Association and you are paying the remaining balance with a credit card.

12. Select Finish and Pay Later
13. Select Pay Online Later
14. Once a confirmation page is generated, select “Print Receipt” at the bottom of the page
   o An invoice will be generated that can be used with payment if necessary
   o A confirmation email will also be sent to the student with an option to “View Invoice”
15. Call the NAfME membership department to process your partial payment over the phone: 703-860-4000

TO PAY BY MAIL
*Use this option when mailing the purchase order or check.

12. Select Pay by Mail
13. Once a confirmation page is generated, select “Print Receipt” at the bottom of the page
   o An invoice will be generated that can be used in conjunction with a PO or check
   o If printing is not available at the time of registration, a confirmation email will also be sent to the student with an option to “View Invoice”
14. Send to:
   National Association for Music Education
ATTN: All-National Honor Ensembles
PO Box 61
Lewiston, ME 04243-0061

Include a copy of the invoice
If applicable, also include a note with the check that mentions if the student is receiving full and/or partial financial support through their school district and/or State Music Educators Association, including their contact information.

Payment Option #3: Check (must arrive by August 14, 2020)
1. Click HERE to register (coming in July)
2. Select “Myself”
3. Select ANHE Student Registration
4. Enter student information
5. If paying in full by purchase order or any other billing documentation, upload the file. Otherwise, proceed to the next step
6. Select YES from the Check drop down menu
   a. Select NO from the Credit Card drop down menu
   b. Select NO from the Purchase Order drop down menu
7. Complete billing information for the Check being used
8. Select the Student Registration option
9. Read through and check the box in acknowledgment of the Terms of Agreement
10. Select Confirm Selections
11. Select Final Steps
12. Select Finish and Pay Later
13. Select Pay by Mail
14. Once a confirmation page is generated, select “Print Receipt” at the bottom of the page
   a. An invoice will be generated that can be used in conjunction with a PO or check
   b. If printing is not available at the time of registration, a confirmation email will also be sent to the student with an option to “View Invoice”
15. Send check to:
   National Association for Music Education
   ATTN: All-National Honor Ensembles
   PO Box 61
   Lewiston, ME 04243-0061
   Include with the check a copy of the invoice
   If applicable, also include a note with the check that mentions if the student is receiving full and/or partial financial support through their school district and/or State Music Educators Association, including their contact information.

ANHE CANCELLATION POLICY
1. If a student cancels 60+ days in advance of the event, they will receive a full refund of $899.00 minus a $50.00 administrative processing fee.

2. If a student cancels 30-60 days in advance of the event, they will receive a partial refund of $350.00.
3. If a student cancels less than 30 days in advance of the event, they will not receive a refund unless there is a death in the immediate family (parent, sibling, or grandparent) or a documented medical emergency, in which case NAfME will provide a partial refund of $300.00.

*Notification Clause:* ANHE staff should be notified immediately if any student should have delayed or cancelled transportation, illness, or other emergency. Failure to do so will result in the student forfeiting their participation in the program and refund.

*Weather Policy:* Refunds cannot be made due to extreme weather conditions. Should flights be delayed or cancelled, students must arrive onsite by 9:00 AM on Friday, November 6, 2020. ANHE staff must be notified in writing immediately of any changes to transportation. Should students fail to arrive by this deadline or notify staff appropriately, they will forfeit their participation in the program and refund.

REQUIRED FORMS
Forms MUST be submitted via Submittable.

- **Student Contract - Due Friday, August 14**
  - Print and sign hard copy – [click HERE](coming in July)
  - Submit hard copy online via Submittable – [click HERE](coming in July)
- **School Acknowledgement Form - Due Friday, September 18**
  - Print and sign hard copy – [click HERE](coming in July)
  - Submit hard copy online via Submittable – [click HERE](coming in July)
- **Student Transportation Form - Due Friday, September 18**
  - Submit online via Submittable – [click HERE](coming in July)
  - No hard copy required
- **Student Medical Form - Due Friday, September 18**
  - Submit online via Submittable – [click HERE](coming in July)
  - Hard copy submission required ONLY for Arkansas and New York residents – [click HERE](coming in July)

HOTEL INFORMATION
All-National Honor Ensembles students and chaperones are required to stay onsite at Gaylord Palms Resort & Convention Center in Orlando, FL. Student rooms are double occupancy. 2 students, 2 beds. ANHE staff will assign students their room reservations. Roommate requests cannot be honored.

Students MAY NOT room with parents or other family members unless it is for medical purposes, in which case a doctor’s note must be provided. Please see the **Student Medical Form (coming in July)** for more information.

Chaperones will each receive their own room. ANHE staff will make all chaperone reservations.

Families and/or directors accompanying their students may stay at the Gaylord Palms Resort & Convention Center. Use the ANHE room block to receive a discounted room rate: [https://book.passkey.com/go/NAFME2020ANHE](https://book.passkey.com/go/NAFME2020ANHE).
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SCHEDULE
Review the 2020 All-National Honor Ensembles tentative schedule [HERE].

MEDICAL FACILITIES
There will be an EMT on site 24 hours/day as well as a staffed Medical Clinic.

STUDENT ARRIVAL AND DEPARTURE
*Students must arrive at the Gaylord Palms Resort & Convention Center on Thursday, November 5 no later than 3:30 PM ET. Flights must arrive at MCO by 2:30 PM.

- Students MUST be present for all rehearsals and meetings. Late arrivals are not permitted. If a student needs to fly in a night early, they will need to pay for their own hotel reservation and must notify ANHE staff in advance.
  - Registration will take place between 2:00 - 4:00 PM.
  - Students will have a mandatory rehearsal from 4:00 - 6:45 PM.
- Transportation from the airport will be provided by Destination MCO Transportation.
  - Family members and/or Directors accompanying students are permitted to ride Destination MCO Transportation if they are staying at the Gaylord Palms Resort.
    - Bus transportation is included in the group chaperone fee for directors who are selected as such (see “Chaperones” section below).
  - Per the ANHE Student Contract, students may not depart from the Gaylord Palms Resort until Sunday, November 8 after 12:30 PM, following the conclusion of the final concert. 
  
  **Return air travel should not be scheduled before 3:00 PM to allow for travel time from the resort to the airport.**

- The final concerts — split between two days — showcase of the talent of many students in a variety of ensembles. Students whose final performances are on Saturday evening are required to attend the final concerts on Sunday out of respect for their fellow musicians who have worked very hard and deserve to be recognized in the same way. Students will not be released to parents until the conclusion of the final concert (12:30 PM) on Sunday, November 8.

STUDENT CHECK-IN
Student check-in will take place from 2:00 - 4:00 PM on Thursday, November 5. Students will meet their chaperones, receive room keys, schedules, and badges.

CHAPERONES
Parents may escort students but will not be eligible to serve as group chaperones. Only Directors whose students were accepted to the 2020 All-National Honor Ensembles are eligible to be group chaperones. To apply, visit surveymonkey.com/r/2020ChaperoneApp and submit an application by Friday, July 31.

Group chaperones are required to attend all student events. The group chaperone fee is $300.00 and includes:

- **Hotel:** 3 night’s stay at Gaylord Palms Resort (Thursday, Friday, and Saturday nights).
- **Meals:** Thursday - Lunch and Dinner, Friday - Breakfast and Lunch, Friday - Dinner is on your own in the park, Saturday - Breakfast, Lunch, and Dinner, Sunday - Breakfast.
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- **Transportation** from the Orlando International Airport (MCO) to the Gaylord Palms Resort & Convention Center between 9:00 AM and 3:00 PM on Thursday, November 5.
- Access to the [NAfME National Conference](#) sessions, as their schedule allows.
- **Disney Park Pass**, which is required for each chaperone.
- NOTE: All Chaperones MUST attend a chaperone orientation webinar held approximately 2 weeks before the event and MUST attend a chaperone meeting/brunch that will take place on Thursday, November 5 at the Gaylord Palms Resort at 11:30 AM

**MUSIC**  
Students are expected to come with their music learned and prepared to rehearse. Practice sheet music will be emailed to both the students and their directors mid-September. **Students are expected to bring their printed practice sheet music (and pencils!) to rehearsals.**

**INSTRUMENTS**  
**Students must bring their own instrument and accessories** (reeds, strings, mutes, cello and bass rock stops, etc.). Stands will be provided for both rehearsals and concerts. Please mark all equipment with your name, phone number, and mailing address. Percussionists will be notified as to what equipment will be necessary to bring. Please use every precaution to protect your equipment and luggage. NAfME and the 2020 All-National Honors Ensembles accept no responsibility for lost, damaged, or stolen articles. Your belongings are your responsibility. **NAfME will not be responsible for the rental or acquisition of instruments.**

**ATTIRE**  
**Rehearsal Dress**  
Clothing is expected to be appropriate, adhering to the student’s school’s requirements. This includes fully covered upper torso. No pajamas. No spaghetti straps or short shorts. The rehearsal spaces will be air conditioned, students should consider bringing a jacket and/or sweatshirt.

**Acceptable Concert Dress**  
- white dress shirt  
- long plain black tie  
- plain black jacket  
- trousers or plain black suit  
- sleeved (capped, 3/4 length, or full length) black blouse with floor-length black skirt  
- sleeved (capped, 3/4 length, or full length) floor-length black dress  
- skirts or dresses should be worn with black hose  
- black dress shoes: no boots, clogs or sneakers. Please wear flats NOT heels.

**CONCERTS**  
- All concerts will take place in the Osceola Ballroom at the resort.  
- **The cost of admission is $10 per person. Tickets can be purchased onsite with CASH ONLY.**  
- The Modern Band, Mixed Choir, and Jazz Ensemble concerts will take place from 7:00 – 9:30 PM on Saturday, November 7.  
- The Guitar Ensemble, Symphony Orchestra, and Concert Band concerts will take place from
PARENT ACTIVITIES
Parents may register for the 2019 ANHE Parent and Guest Activities Package, specifically geared towards the parents of this year's ANHE students. Attend sessions on advocacy and music education as a career, receive access to the fourth-annual ANHE college fair event, as well as complimentary tickets to the final concerts (a $20 value). The fee is $60 per person. The deadline to purchase (coming in July) an activities package is Friday, October 23.

DIRECTOR ACTIVITIES
Join your fellow music educators at the NAfME National Conference, where you’ll come together to lead the direction for music education, engage with each other as colleagues, and inspire one another to guide music students to excellence. Don’t miss powerful sessions and the chance to connect with music educators from around the country. Register (coming soon) to attend “Amplify 2020: Bringing the Future into Focus.” Early bird discounts available through September 18, 2020.

ADDITIONAL QUESTIONS?
Email: HonorEnsembles@nafme.org