



## *Pennsylvania Music Educators Association*

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Dear Colleague:

My name is Tim Eick, PMEA All-State Chaperone Coordinator. The 2025 PMEA Annual Conference and All-State Festival in the Poconos will be here before we know it. To help maintain a safe environment for our students, PMEA requires at least 30 chaperones for the All-State Festival, all of whom must be PMEA members. We will have three (3) additional spots that will be labeled as equipment managers.

Each chaperone is responsible for approximately 25 students throughout the event and equipment managers are responsible for moving equipment from the host schools to the convention center in preparation for the ensemble performances. As a thank you for serving in this capacity, each chaperone/equipment manager is provided with free conference registration, shared lodging (2 per room in a room with 2 queen beds) and meals with the students throughout the event. In addition, chaperones are eligible to receive Act 48 hours for guest conductor observation as well as any conference sessions attended, upon completion of the appropriate paperwork.

### ***What are the responsibilities of a chaperone?***

*The [PMEA All-State Chaperone Form \(www.tinyurl.com/pmeachap\)](http://www.tinyurl.com/pmeachap) allows you to specify up to five choices of ensembles for which you wish to chaperone. As always, we try to accommodate your first choice. Once the ensembles have been assigned, the head chaperone for each ensemble will create shifts from the All-State student schedule. During your shifts you will be at the rehearsal of the assigned ensemble to provide whatever assistance is needed. When it is not your shift you are free to roam around the conference and attend sessions, listen to performances, etc. We ask that all chaperones make themselves present for when their ensemble is scheduled for dinner, taking roll on the bus, and the nightly room checks. (2 chaperones per room). Once everyone is back at the hotel, it is the same as any of your music trips, a nightly meeting will be held with chaperones to discuss the agenda for the following day. Pertinent information is then relayed to the students during lights out and room checks. Wake-up calls start the next morning and we are on our way with another day. It's that easy!!*

### ***When are chaperones required to be at the convention and when are we able to leave?***

*We are asking chaperones to arrive at the Kalahari Resort by 5 pm on Wednesday, April 9 (student registration ends at 6 pm). We ask all chaperones to assist in the preparation tasks prior to the ensemble performances on Friday and Saturday and to assist in the collection of music following the performance. Once that is complete, you are free to go!*

### ***When will we know if we are selected to chaperone?***

*We are hoping to confirm the majority of our chaperones shortly after March 1. We understand that not all of the Region festivals will have taken place by that deadline. The earlier you sign up, the more likely you will be assigned your first choice ensemble. Once your administration approves your attendance and you sign up as a chaperone, consider yourself in! Be sure to let your administration know that, by serving as a chaperone, you will be able to attend the conference at no cost to you or them, other than the cost of a substitute.*

Should you have any further questions, please feel free to reach out to me at [pmeachap1@gmail.com](mailto:pmeachap1@gmail.com)

Sincerely,  
Tim Eick  
PMEA All-State Chaperone Coordinator