

ASSOCIATION OF TEXAS SMALL SCHOOL BANDS
All-State Band Tryout Procedures and Guidelines
In Affiliation with the Texas Music Educators Association

February 2019

I. STUDENT ENTRY AND REGISTRATION PROCEDURES

- A. The Official registration for ATSSB all-region auditions is www.tmea.org. Charms is an aid to assist in registration but directors must check their uploads for proper registration and classification assignment. A mistake with a Charms-based entry is not a valid basis for appeal.
- B. Each Region shall be responsible for establishing instrumentation of its All-Region Band.
- C. Each Region shall select alternates for the Area Auditions if sufficient numbers are available.
- D. Any audition that is involved in the selection (or elimination) of All-State Band members must include excerpts from each of the etudes listed in the Prescribed Audition List for the current year. Regions are required to select audition etudes and scales for high school and middle school region auditions by September 1 preceding the audition year with no changes after that date.
- E. Any student entered in any level of the audition process must meet all eligibility requirements. It is assumed 4A students are auditioning for the ATSSB All-State Symphonic Band on the ATSSB 4A Track and 1A, 2A and 3A students are auditioning for the ATSSB All-State Concert Band on the ATSSB 3A Track unless the student has completed and signed a track selection cover page on which the student has selected a different Track (including the TMEA 5A or 6A Track); after the entry to the first audition leading to possible membership in a Texas All-State Band, no change can be made in the track selected, regardless of advancement or loss thereof.
- F. All contest deadlines will be 14 days prior to the day of auditions.
- G. The late and final online entry deadline will be seven days prior to the day of auditions. Corrections to an existing student entry may be made between 13 and 7 days prior to auditions without penalty, but a student entry added less than 14 but more than 7 days prior to the contest will result in an additional 100% student late fee. A campus entry begun less than 14, but more than seven days prior to the contest, will be assessed a 50% additional campus fee charge and 100% student fee charge. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process. Directors will be allowed to add or change student entries the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed. All fees must be paid or supported by a school purchase order prior to the start of auditions.
- H. Students may audition at the Region level only if their head director is a current Active member of ATSSB and TMEA. ***It is the Region Coordinator's responsibility to verify membership before certifying region entries and allowing students to audition.***
- I. Region Audition Hosts may exclude visitors and spectators from the halls adjacent to the tryout rooms to maintain privacy and control noise levels.
- J. Each student's director (or a qualified proxy) MUST be in attendance at the auditions. Each school should bring adults to the auditions to help monitor student behavior.
- K. Student registration should begin no later than 30 minutes prior to the beginning of the auditions. No student will be allowed to register once the auditions have commenced. An exception will be made and late registration approved only by the Region Coordinator because of travel problems, accident, etc. **BUT IN ANY CASE:** no student will be allowed to register who arrives after the second round has begun.

II. DUAL CERTIFICATION

Students may qualify for Area auditions in both Wind/Percussion and Vocal, and then choose the one in which to audition. Each director/member sponsor documents which students wish to audition in both the Wind/Percussion and Vocal Divisions on the web-based Official Entry Document, which is submitted to the TMEA Region Chair. The student must complete the Area Declaration Form, which must also be signed by a parent or guardian and both Divisional Directors/Sponsors of that student. The form must then be submitted by fax to the TMEA Region President by December 15 in order that an alternate may be notified. The TMEA Region President shall forward all Area Declaration Forms to the TMEA Area Chairs and the TMEA state office, which will then notify ATSSB of vocal choices.

III. OPTIONAL USE OF RECORDED AUDITION

A live audition is preferred, but if a football playoff game should cause a student to miss auditions completely, regions may allow the student to audition via a recorded audition. No other reasons for recording will be considered other than a football playoff game scheduled so that a student would be unable to attend a live audition due to travel or game time constrictions. The audition software allows for morning and afternoon time slot preferences, so if the playoff game is scheduled for the afternoon or evening and the student could make a morning audition, then recording is not an

option. The use of recordings must be specifically approved by each region prior to the audition year and must be so noted in the region rules on file with the state office. The following procedures shall be followed:

1. Plans shall be made to make the recordings during the school week prior to auditions (no more than five calendar days prior to the scheduled live auditions). A CD recording is preferred but not required.
2. The etude cuts and scales shall be selected by the Region Coordinator and announced to the student(s) immediately before the recording is to begin.
3. Recording shall be done under the supervision of the Region Coordinator or his/her designee (usually the student's principal — but not the student's band director, although the director may be present during the auditions).
4. The recording shall be done 'live' in one take with pauses between scales and each etude for the student to breathe, empty water, adjust reeds, etc. — but not leave the room.
5. The recording shall be delivered to the Region Coordinator prior to region auditions who would make arrangements for playback equipment to be available in the audition room.
6. The same scales and etude cuts shall be announced to the students prior to the beginning of auditions as usual.
7. When the student's audition number comes up, the monitor shall play the recording.

IV. SELECTION AND ASSIGNMENT OF ADJUDICATION PANELS

- A. The Region Coordinator shall be responsible for securing judging commitments from each director with students involved in the auditions. This should be done using audition entries. Any cancellations or other changes shall be handled through the Region Coordinator. It is the canceling director's responsibility to provide the Region Coordinator with a competent proxy for the judging assignment.
- B. Each Region Coordinator (or proxy) must attend the Region auditions. In the event of a dispute over procedures, etc., the Region Coordinator shall attempt to resolve the dispute. If a Region Coordinator or proxy is not in attendance, the Region Audition Host shall have the authority to attempt to resolve disputes. Any dispute not resolved to the satisfaction of all parties must go through the ATSSB appeals process.
- C. Each adjudication panel at the Region level shall have five members. A variance may be requested for less than five members on a panel but only at junior high auditions in which no director on a three-member panel hears his/her own student audition.
- D. At a judges' meeting held during the time students are registering to audition, the Region Coordinator or the designated Audition Host shall finalize each adjudication panel. The ATSSB Judges' Instructions shall be gone over in detail, utilizing the judging forms provided by the ATSSB Executive Secretary.
- E. Every effort should be made to balance panels. It is not necessary that each judge be a specialist on the instrument being judged, but it is suggested that each judge be comfortable judging that family of instruments - woodwind, brass or percussion. It is also suggested that, if at all possible, no two directors from the same school should be on the same panel. If at all possible, 3A-down judges should be on the 4A panels and 4A judges should be on the 3A panels.
- F. Each audition room should have an adult monitor to help maintain decorum in the room, to help the auditions stay on schedule, and to serve as a way for communication to occur between the student and the judges. The Region Coordinator or Region Audition Chair shall go over the Monitors' Instructions with Monitors before auditions begin.
- G. If a judge becomes ill during the course of auditions, the judge should try to finish the current round. They will then be replaced with another director (reviewing judges ranks and ratings). If the judge cannot possibly complete the first round, replace the judge, review the judge's ranks and ratings, then complete auditions.

V. AUDITION PROCEDURES

- A. Each student shall be given a registration or audition letter. The FileMaker Pro software will be used at all levels for entries and auditions to insure speed and accuracy in randomly assigning audition letters and processing results. If for some reason the computer program is not able to be used, each room monitor must have students draw a letter, then record names and schools on Form 1 before auditions can proceed, which will take a considerable amount of time.
- B. The audition process shall be as follows. Students may take their own copy of the audition music into the audition room or use the books provided. At Area, all students will be placed in a holding room with immediate access to the audition room. When auditions are ready to begin, students in the holding room must stop playing, the first student scheduled to audition (with the exception of percussion; see IVB2 below) will enter the audition room and the next student to audition will sit in a chair or stand (the On Deck Station) outside the audition room. After the first student has auditioned, they will return to the holding room, the second student will enter the audition room, and the third student will occupy the On Deck Station. After a certain number of students have auditioned, all students in the holding room will be allowed a 30-second warmup. The 30-second warmup is to be based on the number auditioning in each section: with ten or

more students, the warmup is allowed every five students; with nine or fewer students, the warmup is allowed halfway through the round. After the first round, the holding room will be given another 30-second warmup, then the first student scheduled to audition (beginning $\frac{1}{2}$ down the audition list to the next even number) will enter the audition room and the next student to audition will occupy the On Deck Station outside the audition room. After the students finish the second round, they are to leave the audition area and go to the Posting Area (not return to the holding room) and the student in the On Deck Station will enter the audition room and the next student will occupy the On Deck Station. After a certain number of students have auditioned (determined by the total number of auditioning students as described above), all students in the holding room will be allowed a 30-second warmup.

1. Wind instrument students will enter the room one at a time and will perform the required scales as written and etude excerpts (a form on the music stand should have instructions for the allowed warmup and list the scales in concert and written pitch). The only warmup allowed is a one-breath warmup before the first scale is played (double bass may bow the first note of the first scale no longer than approximately five seconds); any additional notes played before any other scale may result in loss of points. At Area, all scales shall be performed in the following order: (concert pitch) G, C, F, B \flat , E \flat , A \flat , D \flat , and chromatic. After each student has performed the scales and the slow etude (before which they may once again play a warmup), they will again enter the room one at a time beginning $\frac{1}{2}$ down the audition list to the next even number to perform the fast etude. A one-breath warmup is also allowed before the playing of the fast etude (double bass may bow the first note of the etude no longer than approximately five seconds). Should a student fail to appear to play the final etude and all others have completed the audition, the student not appearing shall be given a total point value of 0 for the round missed.
2. Percussion students must place all of their percussion audition equipment in the audition room prior to the start of auditions. The first round will be snare drum, the second mallets, and the third timpani. Students may take their sticks and mallets with them to the holding room.
 - a. The first round will be snare drum.
 - i. The first 5 students will be allowed in the audition room for a 30-second warmup timed by the Monitor.
 - ii. After the warmup, all but the first performer will exit the room, then auditions begin.
 - iii. If the individual student wishes to warm up, they may play a long roll for approximately five seconds.
 - iv. After the warmup (if any) and the judges indicate they are ready, the student will play the snare drum etude (the student may use the provided book or use their own music), then leave the room.
 - v. After five students have auditioned, the next five will be allowed in to warm up (see section IVB2ai above).
 - vi. This continues until all students have performed the first round (snare drum).
 - b. The second round will be mallets beginning $\frac{1}{3}$ down the audition letters.
 - i. The first 5 students will be allowed in the audition room for a 30-second warmup (timed by the Monitor).
 - ii. After the warmup, all but the first performer will exit the room, then auditions begin.
 - iii. If the individual student wishes to warm up, they may play a long roll on the first note of the etude for approximately five seconds.
 - iv. After the warmup (if any) and the judges indicate they are ready, the student will play the mallet etude (the student may use the provided book or use their own music), then leave the room.
 - v. After five students have auditioned, the next five will be allowed in to warm up (see IVB2bi above).
 - vi. This continues until all students have performed the second round (mallets).
 - c. The third round will be timpani beginning $\frac{2}{3}$ down the audition letters.
 - i. The first 5 students will be allowed in the audition room for a 30-second warmup (timed by the Monitor).
 - ii. After the warmup, all but the first performer will exit the room, then auditions begin.
 - iii. The Monitor will lower all tuning pedals to the floor.
 - iv. Each student will be given 30 seconds to tune the timpani from at least one pitch audible to the judges, with timing done by the percussion monitor.
 - v. After the tuning process, the student shall touch each drum from lowest pitch to highest pitch to demonstrate to the judges the resulting pitches before beginning the etude.
 - vi. No audible or electronic tuning device may be used to re-tune timpani during the

- performance of an etude.
- vii. Judges will be instructed to adjudicate tuning as a part of the audition as they see fit.
 - viii. If the individual student wishes to warm up, they may play a long roll on the first note of the etude for approximately five seconds.
 - ix. After the individual warmup (if any) and the judges indicate they are ready, the student will play the timpani etude (the student may use the provided book or use their own music), then leave the room. The Monitor will lower all pedals to the floor again for the next student.
 - x. After five students have auditioned, the next five will be allowed in to warm up (see section IVB2ci above).
 - xi. This continues until all students have performed the third round (timpani).
- C. Should the student experience an instrument malfunction during the playing of the warmup (or scales for winds), the student will have up to ten minutes after the last audition of that round to return and play in that round. The audition room monitor will be responsible for timing and placing the student back into the audition rotation. Once a student sounds the first note of the etude, the student must continue to play and be scored.
- D. No one except the monitor and the judges may be in the room while each student auditions. Screens must be used to assure that anonymity is maintained. Metronome markings should be closely observed so as to maintain the intent of the music. Inaudible metronomes are allowed in the audition rooms to set tempos, but may not be used while the etudes or scales are being performed. Should a student fail to appear for the second round (or third round for percussion) and all others have completed the audition, the student not appearing shall be given a point value of 0 for the round missed.
- E. Students may not talk, text, record, or communicate electronically in any way in the audition room, although students may use electronic media in lieu of printed music if they bring their own equipment (a book is provided on the stand for students).

VI. RANKING THE STUDENTS

- A. The five-member panels shall use the forms provided by the ATSSB Executive Secretary or generated by the software for tabulating raw scores. Care should be taken to avoid mathematical errors. The monitor and the panel chair have the primary responsibility of insuring accuracy. Math will again be checked in the tabulation room before results are posted.
- B. Interpretations and discrepancies in the music often occur and judges should be open-minded about possible printing and editing errors. However, metronome markings should be closely observed so as to maintain the intent of the music, so more consideration should be given to the student who conveys the musical intent by performing within the listed range of tempos. Judges should reduce the score of a student who chooses to perform outside the range of tempos so as to maintain the integrity of the selection.
- C. At the close of auditions, the computer software will rank all students in chair order with the student selected as best ranked 1, the next-best 2, etc.
- D. The Olympic scoring system shall be used in the software whereby the high and low ranking among the five judges for each audition letter shall be discarded and the remaining three rankings combined so that the audition letter with the lowest total rank points will be awarded first chair. In any case where there is a tie, all contestants who are tied shall be awarded a place before going on to another contestant or place.
- E. If there is a tie in the low total for any number of audition letters, the tie shall be broken by the software with the “judges’ preference” system using all five judges’ ranks. For example, the two audition letters below received an identical sum of rankings:

| LETTER | JUDGE #1 | JUDGE #2 | JUDGE #3 | JUDGE #4 | JUDGE #5 | SUM |
|--------|----------|----------|----------|----------|----------|-----|
| A | 1 | 2 | 5 | 3 | 7 | 10 |
| B | 2 | 4 | 2 | 5 | 4 | 10 |

It should be noted that Judge #1, Judge #2 and Judge #4 ranked letter A above letter B while Judge #3 and Judge #5 ranked letter B above letter A, resulting in:

| LETTER | JUDGE #1 | JUDGE #2 | JUDGE #3 | JUDGE #4 | JUDGE #5 | SUM |
|--------|----------|----------|----------|----------|----------|-----|
| A | 1 | 1 | 2 | 1 | 2 | 4 |
| B | 2 | 2 | 1 | 2 | 1 | 5 |

The winner of the “judge’s preference” (letter A) being placed above letter B at the point of the tie in the overall rankings of the entire section.

- F. In any case where a tie occurs, all contestants who are tied shall be awarded a place before going on to another contestant or place.
- G. In case of multiple ties (three or more with the same total of points), use judges’ preference of all five judges to

determine which student should be either first or last of the three, then break the remaining two-way tie in the previously described manner (see E):

| LETTER | JUDGE #1 | JUDGE #2 | JUDGE #3 | JUDGE #4 | JUDGE #5 | SUM |
|--------|----------|---------------|---------------|---------------|----------|-----|
| A | 9 | 10 | 5 | 9 | 6 | 24 |
| B | 7 | 7 | 10 | 5 | 10 | 24 |
| C | 5 | 9 | 8 | 10 | 7 | 24 |

If this should happen, all three should be ranked using judges' preference:

| LETTER | JUDGE #1 | JUDGE #2 | JUDGE #3 | JUDGE #4 | JUDGE #5 |
|--------|----------|----------|----------|----------|----------|
| A | 3 | 3 | 1 | 2 | 1 |
| B | 2 | 1 | 3 | 1 | 3 |
| C | 1 | 2 | 2 | 3 | 2 |

In this example, Letter C had the fewest first-place points, so would be placed in third chair in this three-way tie and the other two chairs ranked by the remaining judges' preference (letter B winning over letter A). The three chairs tied in this instance would be ranked B-A-C.

- H. If a student auditions at the Region level on two or more instruments then decides to advance to Area on one, omit the other position, then recalculate (do NOT mark the other position "DNA" before recalculating).
- I. If regions are granted a variance to have separate panels hear scales and etudes, scoring shall be as follows: Scale rankings shall be weighted as one-third and etude rankings shall be weighted as two-thirds. If there are three panels - one hearing scales, one hearing the slow etude, one hearing the fast etude - then all three scores shall be weighted as one-third of the final ranking. If there is a tie in the rank points that results in a loop, preference shall be given the student who scores higher in the etude room(s). It has been determined that there should be no ties if there is a three-judge panel in each of the three rooms, but it is possible to have a tie (even a loop) if there is a five-judge panel in which the high and low is discarded. If that happens, preference shall be given the student with a higher ranking in the etude room(s).
- J. Since the computer program is being utilized, Form 2, Form 3 and Form 4 are all that judges need to complete because the computer will throw out high and low, break ties and complete the rankings. If the computer program is not used for some reason, the chair must complete Form 5, Form 6 and Form 7.
- K. A room shall be designated as a tabulation area that is off-limits to everyone except staff and the panel chair whose scores are being checked. They must double-check math and clerical information for accuracy and then prepare the results for posting.
- L. Results shall be posted with the following statement on each page: "Tabulated audition results shall be available for inspection by directors (but not students) for 30 minutes following the posting of the last section of the audition. At the end of this period, tabulated results are final. This 30-minute period should serve as a final period for directors to investigate any problems that might arise concerning results."
- M. Posted results should list all students in final chair order with the chairs selected for All-Region Band and with the chairs selected for advancement to Area so noted. At Area, posted results shall list all students who auditioned in final chair order with the chairs selected for All-State Band so noted. The posted rankings (not including judges' scores) may be duplicated and distributed to participating directors and may be published on the region website as results so long as individual judges' rankings or scores are not posted. Individual judges' rankings shall be available in the contest area for directors only. No pictures may be taken nor any audio or video recordings made in the room(s) where judges' scores are displayed for directors to check. No copies of the judges' ranking or scores shall be made available to directors, students, parents, or administrators outside of this room, including posts on web pages, social media or in print.
- N. Any variance in the above procedures for Region auditions only must be submitted to the Executive Secretary prior to June 1 of the year preceding auditions. All requests will be reviewed by the Executive Committee and a report of approval or disapproval will be given the Region Coordinator prior to August 1 of the year preceding auditions. Each Region Coordinator must have a copy of the region audition rules and procedures in their personal files and on file with the Executive Secretary. Once a region receives approval for a variance, no further request need be made unless a change is requested.

Additional Procedures and Rules for AREA AUDITIONS

I. STUDENT ENTRY PROCEDURES

- A. Each Region Coordinator shall have certified the following maximum number of students to the Area Auditions. Regions are required to pay the \$25 Area fee for each student certified to Area based on the number selected at region auditions. No one may audition on an electronic synthesized wind, percussion or stringed instrument.:

3A TRACK (1A, 2A and 3A only):

- 4 FLUTES (only 2 shall be certified to State from Area) must audition on flute, not piccolo
- 7 B♭ CLARINETS (only 5 shall be certified to State from Area)

- 3 B♭ BASS CLARINET (only 1 shall be certified to State from Area)
- 3 E♭ ALTO SAXOPHONES (only 1 shall be certified to State from Area)
- 5 TRUMPETS (only 3 shall be certified to State from Area) - must audition on cornet or trumpet, not flugelhorn
- 4 FRENCH HORNS (only 2 shall be certified to State) - must audition on concert French horn, not a mellophone
- 4 TENOR TROMBONES (only 2 shall be certified to State from Area) - must audition on a slide trombone, not a valve trombone or baritone
- 3 BARITONE-EUPHONIUM (only 1 shall be certified to State from Area)
- 4 TUBAS (only 2 shall be certified to State from Area) - must audition on a concert tuba or sousaphone
- 4 UNIFIED PERCUSSION (snare drum/mallets/timpani) (only 2 shall be certified to State from Area)
- 4A TRACK** (includes 1A, 2A and 3A that have submitted a Track Selection Form indicating this Track prior to auditions)
 - 6 FLUTES (only 4 shall be certified to State from Area) must audition on flute, not piccolo
 - 9 B♭ CLARINETS (only 7 shall be certified to State from Area)
 - 3 B♭ BASS CLARINETS (only 1 shall be certified to State from Area)
 - 3 E♭ ALTO SAXOPHONES (only 1 shall be certified to State from Area)
 - 6 TRUMPETS (only 4 shall be certified to State from Area) - must audition on cornet or trumpet, not flugelhorn
 - 4 FRENCH HORNS (only 2 shall be certified to State) - must audition on concert French horn, not a mellophone
 - 5 TENOR TROMBONES (only 3 shall be certified to State from Area) - must audition on a slide trombone, not a valve trombone or baritone
 - 3 BARITONE-EUPHONIUM (only 1 shall be certified to State from Area)
 - 4 TUBAS (only 2 shall be certified to State from Area) - must audition on a concert tuba or sousaphone
 - 4 UNIFIED PERCUSSION (snare drum/mallets/timpani) (only 2 shall be certified to State from Area)

OPEN TRACK (1A, 2A, 3A and 4A):

- 2 E♭ ALTO CLARINETS (only 1 shall be certified to State from Area)
- 2 E♭ or B♭ CONTRABASS CLARINETS (only 1 shall be certified to State from Area)
- 2 OBOES (only 1 shall be certified to State from Area)
- 2 BASSOONS (only 1 shall be certified to State from Area)
- 2 B♭ TENOR SAXOPHONES (only 1 shall be certified to State from Area)
- 2 E♭ BARITONE SAXOPHONES (only 1 shall be certified to State from Area)
- 2 BASS TROMBONES (only 1 shall be certified to State from Area) - must audition on a slide trombone, not a valve trombone or baritone
- 2 DOUBLE BASSES (STRINGED BASSES) (only 1 shall be certified to State from Area) - must audition on an acoustic double bass (string bass), not an electronic equivalent
- B. If an originally certified student becomes unable to attend the auditions (because of illness, academic ineligibility, etc.), it shall be the responsibility of the Region Coordinator of the student that is a DNA to certify a new candidate from the same region to the Area Coordinator.
- C. Each student's director (or a qualified proxy) MUST be in attendance at the auditions. Each school should bring at least two adults to the auditions who should make themselves available to monitor student behavior.
- D. A student may be certified and audition on only one instrument at Area.
- E. Student registration should begin no later than 30 minutes prior to the beginning of the auditions. No student will be allowed to register once the auditions have commenced. An exception will be made and late registration approved only by the Area Coordinator because of travel problems, accident, etc. BUT IN ANY CASE: no student will be allowed to register who arrives after the first round has been completed.
- F. No student may audition at the Area level unless the \$25 Area fee has been paid. If a student is certified for membership in the ATSSB All-State Band and he/she desires accommodations in the Hyatt Regency, the director involved must complete the housing forms at Area, then complete the reservations online through the TMEA website by the following Tuesday. Student forms must also be downloaded for completion and signatures, notarized, then brought to State (students will not be seated in the All-State Band without forms properly signed and notarized).

II. SELECTION AND ASSIGNMENT OF ADJUDICATION PANELS

- A. The Region Coordinator shall be responsible for securing judging commitments from each director with students involved in the Area auditions. This should be done at the Region auditions. Any cancellations or other changes shall be handled through the Region Coordinator, who must provide the Area Coordinator with the number of judges/monitors that shall constitute that Region's fair share of judges.
- B. Each Region Coordinator (or proxy) must attend the Area auditions. In the event of a dispute over procedures, etc., the Region Coordinators in attendance shall constitute a committee (with the Area Coordinator having the ultimate authority) and all shall vote or otherwise agree on the resolution of the

dispute. If a Region Coordinator or proxy is not in attendance, the remaining Region Coordinators and the Area Coordinator shall have the authority to resolve disputes. Any dispute not resolved to the satisfaction of all parties must go through the ATSSB appeals process.

- C. Each adjudication panel at the Area level shall have five members which shall not include Region Coordinators (Region Coordinators are required to remain in the tabulation room until auditions are completed and results considered final). If at all possible, 3A-down judges should be on the 4A panels and 4A judges should be on the 3A panels.
- D. At a judges' meeting held during the time students are registering to audition, the Area Coordinator shall finalize each adjudication panel and shall go over the ATSSB Judges' Instructions in detail, utilizing the judging forms provided by the ATSSB Executive Secretary or printed from the software so as to remain consistent with other Area audition procedures.
- E. Every effort should be made by the Area Coordinator to balance panels. Each panel should be as geographically balanced as possible. It is not necessary that each judge be a specialist on the instrument being judged, but it is suggested that each judge be comfortable judging that family of instruments - woodwind, brass or percussion. If two or more judges are from the same region, no two can be from the same school.
- F. Each audition room shall have an adult monitor to help maintain decorum in the room, to help the auditions stay on schedule, and to serve as a way for communication to occur between the student and the judges. The Area Coordinator shall go over the Monitors' Instructions with Monitors before auditions begin.

III. AUDITION PROCEDURES

- A. See the Region Audition Procedures. Students in the 3A Track will audition first; after a short break, the same panel will hear the 4A Track. Flutes, clarinets, trumpets and percussion (if the host school can accommodate percussion) will have a separate 3A Track panel and a separate 4A Track panel.
- B. Areas will also utilize holding rooms for auditioning students. The rooms will be near the audition room and auditioning students will be required to congregate in the holding rooms during auditions and may not leave (with exceptions noted below) until auditions are complete. Students will leave the room one at a time to audition in the audition room. Students in the holding room may not play their instruments when auditions begin except as follows:
 - 1. After a certain number of students have auditioned, all students in the holding room will be allowed a 30-second warmup. The 30-second warmup is to be based on the number auditioning in each section: with ten or more students, the warmup is allowed every five students; with nine or fewer students, the warmup is allowed halfway through the round. After the first round, the holding room will be given another 30-second warmup, then the first student scheduled to audition will enter the audition room and the next student to audition will occupy the On Deck Station outside the audition room. After the students finish the second round, they are to leave the audition area and go to the Posts Area (not return to the holding room) and the student in the On Deck Station will enter the audition room and the next student will occupy the On Deck Station. After a certain number of students have auditioned (determined by the total number of auditioning students as described above), all students in the holding room will be allowed a 30-second warmup.
 - 2. Students are encouraged to bring snacks and water into the holding rooms. They may also bring material for personal use (books, homework, etc.) that do not require others for participation (single use only).
 - 3. Students may bring iPods or mp3 players with ear buds or headphones only - no speakers.
 - 4. Students may not write on chalkboards or dry erase boards in the holding rooms and should leave the room as they found it, taking all trash and items they brought.
 - 5. One student will be in the audition room with the next to audition standing or sitting immediately outside the audition room (an On Deck Station) to facilitate the process.
 - 6. Audition rooms should not be adjacent to the holding rooms where possible. If they are, students should be discouraged from making disparaging remarks about performances taking place.
 - 7. In the holding room, cell phones may be used for texting but no calls are to be made or answered unless there is an emergency; all telephones should be on silent or vibrate.
 - 8. Students are allowed a rest room break if requested. If they miss their place in the audition lineup, they will be inserted whenever they return. If they have not performed in the first round and do not return before the end of that round, they may not return for the second; if they leave in the second round before performing and do not return before the end of the second round, they receive a second round score of zero ("0").

IV. RANKING THE STUDENTS

See the Region Audition Procedures.