

- _____ Mail entries on or before the deadline (get a receipt or use Certified Mail) with all forms completed and signed and entry fees enclosed or hand-deliver them by the deadline. Remember that penalties for late entries will be automatically applied, so do them early or be prepared for a penalty.

- _____ Make travel plans well in advance of the audition, allowing plenty of time to arrive for registration and director meetings.

- _____ Carefully read over the audition procedures listed in the current PAL Update (<http://www.atssb.org/auditions.asp>). Take the time to understand them so you can explain to your students how the process works. Should they then encounter anything unusual in auditions, they can immediately report the abnormality to the Region Audition Chair before starting the audition (i.e., students asked to play scales not required or octaves not listed, asked to play more of an etude than is required, judges talking among themselves or addressing the student during auditions, judges not using screens, etc.).

- _____ If you are assigned to judge, do your best, then go immediately to the contest office and check over the results for your students, reporting abnormalities (if any) as soon as you discover them. Once you leave the audition site, you accept all results as final.

- _____ Make travel and lodging plans (if needed) for the clinic/concert. Arrive early and stay for the entire clinic to help your students as needed. Read all information from the clinic host regarding arrival times, meals, rehearsal and concert dress requirements, rehearsal conduct expectations, etc., and convey this to your students. If you do not receive information in a timely manner, contact the Region Coordinator (or Clinic Host if known).

- _____ If you have a student certified to Area, make immediate plans for travel, lodging, meals, etc., then secure the Area fee for each (to be mailed or taken to Area). In lieu of taking the fees to Area, some Regions collect the fees and/or pay the Area total in one check (check with your Region Coordinator for details). There are no forms required for Area auditions. Should you have students make All-State, you will receive an email from TMEA with a username and password with which your students can download the Medical Release (to be signed and notarized) and the Code of Conduct (to be signed) - both of which are required at Student Registration at state.

- _____ If a student becomes ineligible or ill and will be unable to attend the region clinic or the Area auditions, you must immediately notify your Region Coordinator so the alternate can be called to take your student's place.

- _____ If you have a student selected for the ATSSB All-State Band, make sure you make arrangements for lodging before leaving Area. See the Housing Guidelines in the online December Newsletter for details (will not be available until December 1).

- _____ At All-State in San Antonio, keep tabs on your student(s), making sure they are taken care of for meals and after rehearsals. Make sure they know and follow all rules (Student Code of Conduct they and you will have signed) and stay safe in San Antonio. Go to their rehearsals as often as you can - be seen there.

- _____ If you are interested in submitting one or more of your contest tunes into the ATSSB Outstanding Performance Series, make sure you carefully read all of the entry procedures and requirements - especially regarding submissions (individual recordings edited to remove announcements, etc.) and labelled correctly. Send the entry/entries with all forms completed and signed along with the entry fee(s) to the person and address listed in the OPS column of the March Newsletter when it is published (listed by region). You can keep tabs on the progress of the OPS process online through your region's webpage (in the right sidebar of the main ATSSB site (<http://www.atssb.org>)).

- _____ If you ever have questions regarding ATSSB, the audition entry process, audition procedures, or anything else for which you cannot find answers online, feel free to call your Region or Area Coordinator, any ATSSB Officer, or the State Office at any time. If you would like to become involved at the region, area or state level (as a band organizer, etc.), let an officer know or send an email to the Executive Secretary (atssb@att.net).

Best wishes for a successful year.