

ATSSB Monitors' Instructions

Each monitor packet should contain a **Form 1** (if audition letters are not assigned by computer) and an **Audition Instruction Sheet** (to be placed on the stand).

If audition letters have not been assigned by computer, the Monitor will assemble all Area candidates in one place and have them draw for letters, then register their draw on **Form 1**.

Do not at any time announce that the judges are taking a break of any kind. Should judges need a break and must leave the room, only tell the students to cover their audition letter and that auditions will resume shortly. **There will be no meal breaks between rounds.**

No *audible* electronic communication devices are allowed in the audition room (they may use them to inaudibly set tempos but must turn them off before starting to play). You may need to remind judges that they are to put cellular phones and other electronic devices on silent mode during the auditions. It would also be a good idea to remind auditioning students about the policy in their instructions. Electronic media is allowed in lieu of printed etudes or scales.

During the auditions and while any student is in the audition room, there is to be no contact between judges and the auditioning student. The Monitor is to instruct each student that, should a question arise, the student is to raise their hand and the Monitor will escort the student from the room to address the question. The Monitor will convey questions, etc. to the judges out of the students' presence should the need arise. Judges have been instructed to not look at each other, talk to each other, etc. while the student is in the room. If comments about the student or the audition are to be made, judges and Monitor are to wait until the student is out of the room. After the auditions are over and you leave the audition room, please remember that you are not to discuss the auditions or what was said or done in the audition room with anyone, especially auditioning students or their directors.

Each student will come into the room one at a time, at which time the Monitor will instruct the student about questions, then announce the student's audition letter to the judges - "This is letter **1A**" (DO NOT IMPROVISE or vary from this procedure unless judges ask for clarity of audition letter, at which time the NATO Phonetic Alphabet will be utilized; i.e. "This is letter **1-Alpha**") - and ask the student if they wish to warm up (the warmup varies between winds and percussion). The Monitor will then instruct the student to play the scales in order (or tune the timpani) as listed on the **Audition Instruction Sheet** which has been placed on the stand for each student to see, along with a copy of the scale sheet (the student may use their own scale sheet). After all scales have been played, the Monitor will instruct the student to play the slow etude in its entirety (a one-breath warmup is allowed here also), then leave the room (students may use their own copy of the audition music, their own book, electronic media in lieu of printed etudes or scales, or the etude book that is provided in the room - make sure it stays in the room). Should a student forget a scale at Area, the Monitor is **not** to remind them about it.

Should the student experience an instrument malfunction during the playing of the warm-up or scales, the student may have the instrument checked for mechanical problems and return to the audition room before the end of that round. Once a student sounds the first note of the etude, the student must continue to play and be scored.

After all students in that section have performed scales and the slow etude, winds will return in the same order (if at all possible) to play the fast excerpt (another warmup is allowed). Should a student fail to appear to play the fast etude and all others have completed the audition, the student not appearing shall be given a total point value of "**0**" on **Form 3** and auditions are considered complete. Percussion auditions will be held in one round. See the Unified Percussion Audition Instruction Sheet for details.

After auditions are completed and judges are tabulating their scores and rankings, the Monitor is free to leave (there will be no callbacks).