

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 along with etude books).

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. 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 lunch breaks between rounds.**

No audible electronic communication devices are allowed in the audition room. **New this year:** No electronic tuners are allowed in any wind or percussion audition room. You may have to watch carefully, especially in the percussion rooms, to see that no one is using an electronic tuner (inaudible metronomes are allowed to set tempos prior to performing the etude, but must be turned off before starting to play). You may need to remind judges that they are to put cellular phones, pagers, etc. on silent mode during the auditions. It would also be a good idea to remind auditioning students about the policy in their instructions. See the Holding Room Guidelines regarding student use of these devices at Area.

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.

See **Percussion Audition Guidelines** regarding percussion auditions. For winds, 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 - if you must use a word to clarify the alphabetical letter, use the NATO Phonetic Alphabet) - and ask the student if they wish to warm up using a one-breath warm up. The Monitor will then instruct the student to play the scales in order 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, then leave the room (students may use their own copy of the audition music, their own book, 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 one-breath warm up is allowed). Should a student fail to appear to play the fast etude and all others have completed the audition, the Monitor will inform the judges who shall give the student not appearing a total point value of "0" on **Form 3** and auditions are considered complete. Percussion auditions will be held in three rounds (see **Percussion Audition Guidelines**).

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