

ATSSB REGION AUDITION CHAIR'S CHECKLIST

*Use of the FileMaker Pro program will negate some of these instructions, but in case something happens to the program, all of these items must be addressed

- _____ After entries are received, organize entries by section so you can assign judges, rooms, monitors, etc. for the auditions. YOU MUST MAKE SURE THAT THE HEAD DIRECTOR OF EACH STUDENT AUDITIONING IS A PAID MEMBER OF ATSSB AND TMEA BEFORE AUDITIONS BEGIN. Otherwise, you must report the head director from that school to the Executive Secretary so a grievance can be filed on them to TMEA (you do not refuse students the right to audition). Remember that it is **required** that you use five-judge panels on the Region level because of the alignment with TMEA. Each student auditioning must submit a signed and completed track selection cover page if they are taking a track outside their school's classification. TMEA and ATSSB assume the student is taking the ATSSB Track assigned to their school (3A Track if the school is a Class 1A, 2A or 3A school and 4A Track if a color instrument or the school is a 4A school). You are to cross-reference this information with a list from your TMEA Region Band Chair if TMEA's auditions preceded yours to make sure students do not change their track once it has been selected or you are to send a list of students selecting the 5A or 6A Track to the TMEA Band Division Vice-President after your auditions.
- _____ You should be prepared to provide all forms and materials needed for the auditions. You must use the official ATSSB forms for adjudication (from which you should make adequate copies - forms with an asterisk* are not needed if using the FileMaker Pro audition file), including:
 - _____ **Scale Worksheet**.
 - _____ **Audition Instruction Sheet** (Wind, Unified Percussion).
 - _____ **Form 1*** (student audition letter form). Have students draw a letter (if not using a computer program to assign one), then have them fill in the requested information.
 - _____ **Form 2*** (judge's scoring form - they keep score of each student, totaling their scores).
 - _____ **Form 3*** (judge's tabulation form - used to place each student depending on each student's total score from **Form 2**).
 - _____ **Form 4*** (judge's rank order form - take the audition letters from **Form 3** and put them in chair order on this form, with the audition letter with the most points ranked first down through the audition letter getting the fewest points ranked last).
 - _____ **Form 5*** (chairman's composite rank form - he puts each judge's ranking on this page, then throws out high and low [if using a three-judge panel, he does not throw out a high and a low], then totals the remaining rank points).
 - _____ **Form 6*** (chairman's tabulation form - put audition letters are put on this form from **Form 5**).
 - _____ **Form 7*** (chairman's final ranking - he transfers the audition letters from **Form 6** to this form, with the audition letter with the fewest points ranked first down through the audition letter getting the most points ranked last)
 - _____ **Form 8*** (you use this to certify the instruments to Area - fill in all blanks!). If your region does not certify an instrument (not enough show up, etc.), draw a line through that instrument and print "NONE CERTIFIED" in the blank provided for student's name. Remember that a student may be certified on only one instrument to Area and must be in grades 9-12. Please indicate clef of instrument as needed. You need to fill in Director name and ATSSB/TMEA numbers only once.
 - _____ **Form 9** (use this form to provide the director's name, school and home mailing address that will be judging at Area - they need to select the instrument they would like to judge). Directors with students selected to advance to Area MUST be available to judge! Should you fill sections with judges and have others to assign, cross out instruments that are left and give the director's preference. Be sure to include assistants, middle school directors, etc. that will be going to Area that could be asked to judge should the need arise. You might inform the directors that if they do not sign up on this form, **they will be given a judging assignment depending on need.**
 - _____ **All-State Housing Information Sheets for students and directors** (to be given to students who qualify for Area and their directors)
- _____ Make sure that judges are not able to see, or communicate in any way with, students as they audition. You should select monitors, then instruct them in their duties using the **Monitor's Instructions** provided: 1) Escort each student into the room; 2) Announce their audition letter; 3) Have them play their scales in order (you should decide in advance which scales to use, if any - select from concert G, C, F, B \flat , E \flat , A \flat , D \flat , and chromatic); 4) Have them play the selected etude(s); 5) Have them leave the room. The Monitor is not to remind a student should a scale or etude be skipped.
- _____ Have an area free from distractions to receive all forms after judges have finished with a section. This area should be off-limits to students, parents, band directors, or anyone else not associated with your staff, parents or student runners and monitors. You should have someone available to pass out **the All-State Housing Information Sheet** to the Area candidates. Remind them **they will not be allowed to audition at Area** unless they have their \$25 fee paid at Area.
- _____ If not using the online reporting software due to Internet outage or other reasons, fill out **Form 11** with the number of students certified to Area and send it to the Executive Secretary. Include **Form 8A, 8B, 8C, 8D, and 8E**. Send a copy of **Form 11** to the President and your Area Coordinator. (include a copy of **Form 8A, 8B, 8C, 8D, and 8E** if not using the online reporting software). If your audition preceded TMEA's, make a list of the students who auditioned that selected the 4A or 5A Track and send a copy to the TMEA Band Division Vice-President (you should have received a similar list from the TMEA Band Chair if TMEA's audition preceded yours). Keep all other forms and related papers in a safe place for one year. Remember that your region must follow all audition procedures as outlined in the Prescribed Audition List. Should your region need to revise the way you handle auditions, you must submit a variance in writing to the Executive Secretary before June 1 preceding the audition year. You will be notified by August 1 as to approval or denial of the variance. Once a variance has been approved in your region, you will not need to submit another unless a change is desired.

If you should have any other questions regarding audition procedures, contact the Executive Secretary (atssb@att.net).