

Jazz Audition Procedure Checklist for Region Coordinators

- 1) Students should only audition on the part labeled “For Audition”. For instruments that have 1st and 2nd parts, students must audition on the first part. For the improvisation piece, this should be labeled “C Instruments Audition Part”, “Bb Instruments Audition Part”, etc. Piano, Guitar, and Bass Guitar should all read from the “C Instruments Audition Part”.
- 2) Students advancing a CD to the Area Jazz listening must record with the Performance CD accompaniment tracks. These tracks should be labeled “Audition Cuts for _____” on the Performance CD. Using any other tracks to record from the Performance CD will result in disqualification at the Area listening.
- 3) All auditions should be run using the Filemaker Pro jazz template. ***Even if no region audition is required***, all students must be certified using the Filemaker Pro jazz template.
- 4) CD’s for those students being certified to the Area Jazz listening should be recorded in one session and at the same site.
- 5) At the end of the region jazz audition, the Region Coordinator should have all CD’s for the Area listening (including a backup set) as well as form 9.
- 6) At the end of the region jazz audition, the Region Coordinator should send the following to the State Jazz Coordinator:
 - a) A CD for each student certified to the Area Listening. Each CD should have the students Name, Instrument, and School listed clearly on the CD.
 - b) A backup CD for each student certified to the Area Listening. Each backup CD should have the students Name, Instrument, and School listed clearly on the CD.
 - c) An original form 9.
 - d) Check made payable to ATSSB for all students that are certified to Area Jazz.
- 7) At the end of the region jazz audition, the Region Coordinator should email the Filemaker Pro jazz file using the email links provided.
- 8) All materials must be received by the State Jazz Coordinator by the second Saturday in October.