

ATSSB AREA COORDINATOR'S CHECKLIST

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

- _____ You should get an Area link from TMEA which contains all of the information you will need to run auditions. Assign judges, rooms, monitors, etc., for the auditions. You should use the forms generated by the audition software but ATSSB forms are available at the following URL (accessible when all files are updated):
<https://www.atssb.org/files/AREA/JudgeForms.25.pdf>
- _____ YOU MUST MAKE SURE THAT THE HEAD DIRECTOR OF EACH STUDENT AUDITIONING IS A PAID MEMBER OF ATSSB AND TMEA AND IS EITHER PRESENT TO ASSIST JUDGING OR HAS SOMEONE THERE IN THEIR PLACE BEFORE AUDITIONS BEGIN. You should also make sure to send Area information to not only every student auditioning, but also to Region Coordinators and Executive Committee members in your Area.
- _____ You should be prepared to provide all forms and materials needed for the auditions. You should have the official ATSSB forms for adjudication from which you should make adequate copies (available online at <https://www.atssb.org/files/AREA/JudgeForms.24.pdf>), including:
 - _____ Scale Worksheet
 - _____ Audition Instruction Sheets (Wind, Timpani, Mallets, and Snare Drum)
 - _____ Form 1 (students sign-in, audition letter form)
 - _____ Form 2 (judge's scoring form - they keep score of each student, totaling their scores)
 - _____ Form 3 (judge's tabulation form - on which they place each student depending on each student's total score from Form 2)
 - _____ Form 4* (judge's rank order form - they 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, then totals the remaining rank points)
 - _____ Form 6* (chairman's tabulation form - he puts the audition letters on this form according to the total rank points 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). *FORMS 4, 5, 6, and 7 ARE NOT NECESSARY IF USING THE TABULATION FILE without malfunctions.
 - _____ Form 12 (use this form to report fees collected, euphoniums BC or TC, contrabass Eb or Bb, and the number of students certified to the All-State Band)
 - _____ Housing. Follow the Housing Guide regarding housing.

Note that the FileMaker Pro program can print the forms you need, including 1, 2 and 3 if you choose to do so.
- _____ Make sure that judges are not able to see, or communicate in any way with, students as they audition. You should select monitors, then **go over the Monitor's Instruction Sheet with them** (this has been neglected some in the past, leading to appeals due to Monitors not following procedures). In the judges' meeting prior to auditions, you should **go over the Judges' Instruction Sheet with them** (this has been neglected some in the past, leading to appeals due to Judges not following procedures - or intervening when Monitors err or when circumstances require a pause in the judging to consult the Area Coordinator).
- _____ Have someone check each audition room for tablets, cell phones or other electronic devices that might make sounds during the auditions: "No electronic devices shall be allowed in the audition room other than tuners and metronomes. However, electronic media may be used in lieu of printed music during the audition."
- _____ 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.
- _____ You should have someone available to: 1) collect the \$25 Area fee (most regions pay this fee with one check); 2) assist with Housing questions; 3) pass out Area patches (be sure to document this - additional area patches are expensive to order after the fact); 4) and **give them the Executive Secretary letter** (<https://www.atssb.org/files/AREA/Congrats2025.pdf>) which contains the URL from which they download chair audition excerpts and a URL with links to information they will need for All-State - **or post the QR CODE** for them at check-out (<https://www.atssb.org/files/AREA/QR-Code-for-2025-ATSSB-All-State.png>). **Ask this person to verify contrabass as Eb or Bb and euphonium as BC or TC**, make a note of that data and send it to the Executive Secretary along with the checks and Form 12.
- _____ Fill out Form 12 with the number of students auditioning, the total amount of fees collected (and enclosed) and send it along with Form 10 (if not using the software) to the Executive Secretary. Send a copy of Form 10 (if not using the software) and Form 12 to the President. Send a copy of Form 10 (if not using the software) to the State Chair Auditions Coordinator. Submit your Area Reimbursement Form (remember that the total reimbursement request cannot exceed \$5 per student certified to Area). Keep all other forms and related papers in a safe place for one year! If you should have any other questions regarding audition procedures, call the Executive Secretary.

Any and all forms may be sent electronically, either through the reporting software or by scanning and attaching to an email. The only physical mailing that should have to be done is the checks sent to the Executive Secretary (do not require a signature - if tracking is needed, use Delivery Confirmation).