



Vocal Audition Procedure Appendix

PURPOSE

This *Audition Procedures Manual* has been developed to provide each TMEA Region Vocal Division with the necessary data to afford each student equal opportunity in the audition process at the secondary level. Its intention is to benefit everyone involved in the TMEA vocal audition process. The procedures contained in this manual have been compiled from information gathered from the existing Region Vocal Division handbooks.

PREFACE

The procedures published herein together with the information contained in the Vocal Division column of the *Southwestern Musician* shall serve as official notice to all TMEA directors and participants.

All persons involved in organizing, administering, or sponsoring a TMEA event should study and familiarize themselves with all procedures contained in this manual as well as the periodic updates and all information contained in the vocal division column of the *Southwestern Musician*. The Region Vocal Chair shall be provided annual training pertaining to the procedures outlined in this manual and is responsible for their interpretations at the Region level.

This manual shall be distributed to each Region Vocal Chair at the TMEA Region Vocal Chair meeting at TCDA each summer.

Revisions and updates of this manual shall follow periodically as its use is implemented and changes are deemed necessary.

Official interpretation of the *Audition Procedures Manual* shall be made by the TMEA Executive Board.

VOCAL AUDITION PROCEDURE APPENDIX

I. Long-Range Planning

A. All-State Choir Audition Definitions

1. There shall be no less than three and no more than four auditions during the entire All-State Choir selection process.
2. Each Region shall determine the number of students to be selected at the District and Region Choir auditions. The 3-audition format shall be called Region, Pre-Area and Area. The 4-audition format shall be called District, Region, Pre-Area and Area.
 - a. The District audition shall determine who is selected to participate in the Region audition. A TMEA District patch may be awarded to each student who is selected to continue in the Region audition.
 - b. The Region audition shall determine who is selected to participate in the Region Choir concert and continue in the next audition level (either Pre-Area or Area). A TMEA Region patch shall be awarded to each student who satisfies the requirements of Region participation. Only women will be allowed to audition for the Soprano and Alto parts. Only men will be allowed to audition for the Tenor and Bass parts.
 - c. The Pre-Area audition shall determine who is selected to participate in the Area audition which will select the All-State Mixed, Men's and Women's Choir members. No patch shall be awarded for the Pre-Area audition. Each Region may certify as many as five candidates on each voice part for the Area audition. Only women will be allowed to audition for the Soprano and Alto parts. Only men will be allowed to audition for the Tenor and Bass parts.
 - d. The Area audition shall determine who is selected to participate in the Texas All-State Choirs. Each Area shall certify the following number of students to the All-State Vocal Organizations.

<u>Voicing</u>	<u>Mixed Choir</u>	<u>Women's Choir</u>	<u>Men's Choir</u>
Soprano I	4	6	0
Soprano II	4	6	0
Alto I	4	6	0
Alto II	4	6	0
Tenor I	4	0	4
Tenor II	4	0	4
Bass I	4	0	4
<u>Bass II</u>	<u>4</u>	<u>0</u>	<u>4</u>
TOTAL	32	24	16

Chairs 11 and 12 of the women's sections shall be alternates to the Women's Choir. Chairs 9 and 10 of the men's sections shall be alternates to the Men's Choir.

An Area patch shall be awarded to each student who participates in the Area audition.

- e. A TMEA All-State patch shall be awarded to each student who satisfies the requirements of participation in the All-State Choirs.

B. Region Vocal Chair's Responsibilities for District/Region/Pre-Area/Area Auditions

1. Obtaining District, Region and Pre-Area audition personnel is the responsibility of the Region Vocal Chair or his designee. Audition personnel include: audition chair, site chair, tabulation chair, judges and any other necessary workers. Obtaining Area audition personnel is the responsibility of the Area Vocal Chair.

2. The production of the audition cut accompaniment recording is the responsibility of the Region Vocal Chair or his designee for all auditions prior to the Area audition. The TMEA All-State Accompaniment Recording will be the sole source for these cuts.
3. If a Region agrees to do so, the Region Vocal Chair may submit a Variance Request for his Region. Any requests for a variation, exemption or change to the TMEA Auditions Procedures Manual must be made to the State Vocal Chair by June 1. **See TMEA Audition Process, X.**
4. Additional Region Vocal Chair responsibilities include the items listed below:
 - a. Meet annually at the TCDA Convention to obtain pertinent information regarding all TMEA auditions.
 - b. Preside at the Fall Region vocal meeting.
 - i. Distribute information regarding auditions (dates, rehearsal notes, historical notes, deadlines for entry, fees information, rules policies, sites, audition cut accompaniment information, audition music and a step-by-step description of the student audition process the Region shall follow at each audition beginning with student registration and following through to the announcement of final results).
 - ii. Provide clinic/concert information for TMEA Region choirs.
 - iii. Provide clinic/concert information for TMEA performing choirs.
 - c. Prior to each audition, give notice to all directors of details pertaining to that audition in a timely manner.
 - d. Assist the Area Vocal Chair with the Area audition responsibilities.
 - e. Preside at the Spring Region divisional meeting.
 - i. Schedule all TMEA-related activities for the next school year at the spring meeting.
 - ii. Make preliminary plans for all TMEA-related activities for the next school year.
 - f. Meet annually at the TMEA and TCDA conventions to obtain pertinent information regarding all TMEA activities.
 - g. Preside at the Region meetings at the TCDA convention.

C. Certification of District/Region/Pre-Area/Area Candidates and Alternates

1. In order for a student to obtain certification to the Area audition, all Pre-Area music, with exception of Area designated music, shall have been auditioned, listed to be auditioned or performed on a District/Region concert. When students have prepared selections for the audition process, that music can then be certified without every selection actually being adjudicated. Regions do not need to audition all of the selections listed. However, students should not be made aware of any selections to be omitted in the actual audition process.
2. Any student who is selected for Pre-Area or Area, but is unable to participate in the District/Region concert due to a pre-approved, school-related conflict or extenuating circumstance, may acquire certification for the next level of competition by submitting a recording to or performing live for the Region Chair or his designee, his complete vocal part of any music certified only by the Region concert. The recorded audition shall be submitted or the audition performed at least 5 days prior to the next competition to allow ample time for the student to be certified by the Region Chair.
3. The Region shall be responsible for establishing and following procedures for using alternates for Region/Pre-Area auditions and for Region choirs.

II. Pre-Audition Preparation

A. Audition Material

1. Each Region shall determine the selection of audition material.
 - a. The audition material for each TMEA All-State Choir audition shall be selected from the All-State Choir literature.

- b. Each Region shall post all audition material for each level/round of auditions at least three weeks prior to said auditions.
 - c. The dissemination of this privileged information shall be handled with the highest professionalism.
 - d. The TMEA sponsor is ultimately responsible for knowing all audition material.
2. Each Region/State Vocal Chair or his designee shall be responsible for making the audition recording prior to each audition.
 - a. Audition cuts shall be determined by the Region/State Vocal Chair or his designee, making every attempt to select cuts of content and duration that shall adequately allow the students to display their musical preparation and ability.
 - b. The audition material shall enable a student to display his full capabilities as a singer. The tessitura of each voice part shall be a consideration.
 - c. The duration between audition selections shall be 7-10 seconds if more than one cut is used per audition.
 - d. The audition material shall be made from the All-State Accompaniment Recording from which all directors have equal access.
 - e. Quality recording equipment must be used when making the audition recording, with particular attention paid to pitch accuracy.
 - f. Back-up Accompaniment Recordings shall be available

B. Entry Regulations and Limitations

1. All Regions shall use the TMEA Auditions Process Entry Cover Sheet from the TMEA online entry process as the official entry form.
2. Regions may not limit the number of entries from one school without an approved variance.
3. Fees shall be determined by each Region as is necessary to cover expenditures associated with auditions and all related activities.
4. ~~Entry deadlines~~, Audition dates and reporting times shall be determined by each Region and posted on the Region website. **Entry deadlines will be assigned to each Region in accordance with the State Audition Entry Procedures**
5. The TMEA Vocal Division District/Region/Pre-Area Entry Form is recommended for use as a financial statement for each school's audition entries.

C. Audition Facilities and Equipment

1. The size of the audition site and number of rooms shall vary according to the number of students participating in the audition.
2. The following facilities shall be provided at each audition site. It is the Chair's responsibility to notify the Host of these requirements:
 - a. One large holding area, such as a cafeteria, shall be available for the registration and assembly of student participants (with a concession area).
 - b. A large room for the assembly of judges and directors.
 - c. A second holding area to separate the students who have completed their sightreading from those who have not (if applicable).
 - d. Eight non-adjacent rooms, or as many rooms as there are judging panels, for audition rooms. Each room shall have proper heating, cooling, lighting and ventilation. It is imperative that these rooms be free from outside noise or other disturbances which might hamper the fairness of the audition.
- e. ~~The use of any electronic device by anyone in the warm-up, holding and audition rooms is prohibited (i.e., cell phones, computers, pagers, portable music players, PDA's, etc.) until the conclusion of the audition.~~ **In accordance with state policy, electronic devices (including but not limited to phones, electronic games, computers, camera phones, and playback systems) may not be used or accessed by a student participant until results have been announced or posted. Failure to comply with this regulation may result in student disqualification. The Region may set up an adult-monitored "call station" where students may access their phones in emergency situations without penalty.**

- f. A tabulation room with a printer and a computer capable of running the TMEA audition software. TMEA Vocal Division Tabulation Procedures shall be followed carefully.
 - g. A lounge/concession area for the judges so that they will be separated from the students until the conclusion of the audition.
 - h. An audition warm-up room.
 - l. If a Region has a Pre-Area audition, every effort shall be made to simulate the Area audition. This shall include the use of the warm-up room prior to the singing audition.
3. The registration area shall include all of the items below:
 - a. Eight chairs
 - b. Long tables to accommodate eight sections
 4. The large holding area shall be equipped with the items listed below:
 - a. A public address system for all announcements and instructions
 - b. A keyboard for warm-up
 - c. A playback sound system if cuts are to be played in the holding area
 - d. A concession area
 - e. A sufficient number of chairs to accommodate the students who audition
 - f. Monitor's checklist for the announcer
 5. Each audition room shall be equipped with the items listed below:
 - a. A sign on each door identifying the section
 - b. Screens (all the way to the floor) to shield auditioning students from judges. Anonymity is required at all TMEA vocal division auditions. Verbal and visual contact shall not be made between students and judges.
 - c. One adjustable music stand in each audition room for use by the candidate
 - d. Sufficient chairs, desks and/or tables for the judges
 - e. A playback system set up with the speakers facing the singer so that the judges will be able to hear the student more easily
 - f. A sufficient supply of pencils for the judges
 - g. A sufficient number of judges' score cards in their packets or they may be brought in by the monitor as each student comes in to audition. Judges shall always double-check the audition number.
 6. A sufficient number of audition recordings that have been checked for fidelity
 7. A sufficient number of playback systems that are properly labeled and in good working order. Personnel shall be assigned to distribute them to audition rooms and return them at the end of the audition. Players shall play without distortion at a volume sufficient to be heard by singers and judges.
 8. Sufficient extension cords, tables, desks and chairs in judging, tabulation, registration and holding areas
 9. Signs for directions and room identification
 10. A lunch area for judges and workers, if necessary

D. Instruction of Workers - There shall be meeting(s) of key personnel prior to the day of the audition to outline their responsibilities and answer any questions, if necessary. The following is an outline of assignments which may be adapted to the specific requirements of each audition.

1. Playback set-up personnel shall have the responsibilities listed below:
 - a. Label all playback systems.
 - b. Compile a list of rooms in which each player is placed. Make sure each playback system is operable.
 - c. If a player does not function properly, or if there is a problem with the accompaniment recording, replace it with another from the tabulation office.
 - d. Remove the audition recordings and return these to the tabulation office when the auditions are complete.
 - e. Check off playback systems as they are picked up by directors. Make certain that all are returned.

2. Registration aides shall follow the procedures listed below:
 - a. Have each student show his name on the student registration form.
 - b. Have each student initial beside his name.
 - c. Issue the corresponding badge to the student. If a student's name is not listed, get clearance from the Region Vocal Chair before issuing a badge to that student.
 - d. Issue each student a copy of the cuts and the Information and Instructions for TMEA Vocal Division Auditions.
 - e. If requested, verify the information on the student information form and make any necessary corrections.
3. The director responsible for the judges' registration shall follow the procedure below:
 - a. Have each judge sign in and verify his assignment.
 - b. Give each judge a copy of the Information and Instructions for TMEA Vocal Division Auditions and the audition cut.
 - c. Report to the audition host or to the Region/Area Chair when all judges have signed in. If a judge does not appear, notify the Region/Area Chair immediately.
4. The director of student warm-up and cuts rehearsal shall follow the procedure below:
 - a. Conduct a brief warm-up once the registration process has been complete.
 - b. Explain clearly where each cut begins and ends.
 - c. Review the Information and Instructions for TMEA Vocal Division Auditions with the students.
 - d. Answer questions, clarifying information with the Region/Area Chair if necessary.
 - e. Play the accompaniment recording of each audition cut if the cuts are rehearsed together.
5. The announcer shall have the responsibilities below:
 - a. Call each student at the correct time.
 - b. Stay focused and do not be distracted. Timing is very important.
6. A designated director shall be assigned by panel chair as the playback system monitor. A judge will not serve in this capacity, only a designated director.
 - a. Review the operation of the playback system as soon as they are set up, making sure that the volume is adequate and does not distort the sound.
 - b. No volume checks shall be allowed during the audition. The judging panel and audio monitor are responsible for setting the volume level before the audition begins. Please listen to the entire accompaniment recording to determine the best level for all students. Do not change the volume level once the audition has begun.
 - c. Start the recording when the student is ready. Do not stop the recording regardless of what the student does, unless instructed to do so by the chair of the judging panel or unless there is technical difficulty with the playback system.
7. Judges shall follow the procedure below:
 - a. As soon as you arrive at the audition site, report to the meeting room set aside for you. From this point on, do not make contact with any student who is involved in the audition.
8. Tabulation chairs shall have the responsibilities below:
 - a. Review the TMEA Vocal Division Tabulation Procedures.
 - b. Make sure that all forms, equipment and supplies are located in their proper places.
 - c. Allow only authorized personnel in the tabulation office.
 - d. Supervise all work carefully, checking and double-checking every step for accuracy.
9. Section guides shall have the responsibilities below:
 - a. Make sure that each student gets to the proper room for his audition.
 - b. Make sure that each student is in place prior to his audition time.
 - c. Report any unauthorized student(s) in the audition area to the Region/Area Chair or the audition host.
10. Door monitors shall have the responsibilities below:
 - a. With the copy of the monitors' checklist, verify that the student is auditioning in the proper order.
 - b. Working with the section guides and the judges, use the smoothest procedure for getting the singer into the room properly.

- c. Keep the audition running on schedule by working with the section guides.
 - d. When the playback system is ready and the judges are in place, bring in each student in the proper order, announcing the audition badge number to the judges so that they can make sure they have the correct score card.
11. Tabulation monitors shall have the responsibilities below:
 - a. Pick up judging score cards at regular intervals from the audition rooms and deliver them to the tabulations office.
 - b. Keep the score cards in a large envelope and do not permit anyone to examine them.
 12. The corrections monitor shall return score cards that need signatures or corrections to the appropriate judge in each section.
 13. The Region/Area chair or audition host shall have alternate personnel available for any capacity should a worker have an emergency that would prevent the fulfillment of his duties.

III. Audition Procedures

A. Directors' Responsibilities

1. Attend every audition. Emergency situations shall be handled by the Region/ Area Chair.
2. Perform the audition assignment set forth by the Region/Area Chair.
3. Make arrangements for adult supervision of your students during the audition.

B. Registration of Students

1. Each Region may establish procedures to accommodate an individual student's special scheduling needs.
2. Each Region shall develop a registration system which includes the items listed below.
 - a. Each student will register individually according to section.
 - b. Each student will be assigned a random computer-generated audition ID which establishes audition order.
 - c. A student whose name is not listed must receive clearance from the Region Vocal Chair before receiving a badge.
 - d. Each participant shall receive the Information and Instructions for TMEA Vocal Division Auditions at registration.

C. Judging Score Cards

1. The Region/Area Chair shall provide judging score cards or tabulations sheets for each judge.
2. Regions may create their own score card or use the example of the TMEA Vocal Division Score Card. It is recommended that the criteria illustrated on the score cards be used in all of the auditions.

D. Judging

1. Five-member panels must be used in all high school auditions.
2. Judging panels are chosen by the Region/Area Chair.
3. Considerations for balanced judging panels shall include the items listed below:
 - a. Knowledge of the audition music
 - b. Experience and placement of students in previous TMEA auditions
 - c. The procedures for judging are listed below:
 - d. The Region/Area Chair shall designate a chair for each judging panel.
 - e. No volume checks will be allowed during the audition. The judging panel is responsible for setting the volume level before the audition begins. Judges should listen to the entire recording to determine the best level for all students. The volume level shall not be changed once the audition has begun.
 - f. There shall be no discussion between judges during the audition process.
 - g. Students shall be heard on the entire audition. Uniformity must be maintained in how the audition begins and ends.

- h. A judge may not assign duplicate scores during singing rounds – a raw score/rank conversion chart shall be utilized.
- i. Judges shall consider the entire audition performance before awarding a score.
- j. Judges shall remain actively involved in judging through each singer's entire audition.
- k. Each judge shall be charged with the responsibility of knowing and following the audition procedures.
- l. Every effort shall be made to be consistent from the beginning to the end of the audition.
- m. The judging panel chair shall ensure that the panel conducts itself in a professional manner throughout the audition.
- n. The same members of the judging panel must judge the same section throughout the entire audition.

E. Sightreading

1. Sightreading may be used at any level of audition but is mandatory at high school Pre-Area and Area auditions. The sightreading audition shall be 20% of the total score.
2. If possible, the sightreading audition shall be held separately from the prepared audition.
3. The level of difficulty shall parallel Oxford Folk Song Sight Singing Series, Book II.
4. The sightreading procedure shall be made available to participants' directors when audition information is distributed. The typical sightreading selection shall have no more than eight measures. The range of each voice part shall be considered when the key is selected for each section.
5. The sightreading exercise shall be written in one of the following key signatures: C, G, D, A, E, F, B-flat E-flat or A-flat major. There shall be no modulations.
6. The sightreading exercise shall be written in one of the following meter signatures: 2/4, 3/4 or 4/4.
7. Before the sightreading audition, all students shall be given these written instructions:

"You will be instructed by the audition recording to look at the sightreading exercise. The recording will play the tonic triad in broken fashion (do-mi-sol-mi-do-sol-do), followed by the starting pitch. A 30-second study period shall follow. You will be allowed to tap, chant, or sing during this study period. You will not be allowed to use any tuning device or any additional materials as aid during the study period or in singing the exercise. You may not write on the exercise for any reason.

At the end of the 30-second study period, the audition recording will play the tonic triad again in broken fashion (do-mi-sol-mi-do-sol- do), followed by the starting pitch. You will begin immediately to sing the exercise using your preferred method of sightreading (syllables, numbers, neutral syllables, or any combination). No additional study time is allowed.

If you start and stop over, the judges will judge you on what was your first attempt through the point where you stopped. The judges will resume judging with any new material you attempt for the first time. You will have only one chance to sing the exercise unless there is mechanical failure with the playback sound system."

8. Contest Chairs may not deviate from the above procedure at any level.

F. Sightreading Judging Procedure

1. On a separate sightreading worksheet, the exercise shall be printed numerous times.
2. Judges shall count the errors and subtract from the total number of available points, one point for rhythm and one point for pitch. They shall record their scores on the sightreading score cards.
3. A judge may duplicate scores during sightreading rounds.

4. Students shall not see the judge's sightreading worksheet. They shall see only the score recorded on the sightreading score card.

Note: *This process is meant as a point of reference from which to judge, not as an absolute system. The process works well when the students are fairly accurate and close to reading the exercise correctly. When a student has great difficulty in reading the exercise, the process breaks down and the judge shall make a value judgment to the best of his ability.*

5. A student who is legally blind shall be exempt from sightreading. His director shall provide the Region/Area Chair with proof of blindness in a letter from the student's principal and shall contact the Region/Area Chair before the audition begins so that adequate provision can be made.

Note: *The blind student's sightreading shall be the same as his final score on the prepared audition. For example, when a blind student's final ranking is third chair at the conclusion of the prepared audition, his sightreading rank shall also be third chair. If a tie occurs because five students receive perfect sightreading scores, the student's sightreading rank shall become seventh chair.*

Example:

CHAIR	FINAL SIGHTREADING RANK POINT (AREA LEVEL)
1	13
2	13
3	13 All are tied. (Rank points for first chair are distributed equally.)
4	13
5	13
6	10 2 nd highest
7 Blind Student	9 3 rd highest

Note: *The TMEA audition computer program calculates blind scores when the blind handicap field is selected.*

6. An obvious attempt by a student to avoid singing the melodic line by chanting the rhythm will result in a score of one.

G. Tabulation

1. The TMEA computer tabulation program was designed for use in the audition process. Regions are required to use this computer program in all auditions.
2. Student information shall be entered in advance of the audition. This information for any section may be mixed, and the program shall sort as needed. Random audition numbers are assigned, and registration forms printed in advance.
3. Area/Pre-Area TMEA Vocal Division Tabulation Procedures for Area Auditions
 - a. Deliver the score cards to a score card aide in the tabulation office.
 - i. Place the score cards in judge order 1-5, taking care to ensure that the student audition numbers are all the same.
 - ii. Score card aides will check to see that all judges' signatures are present and that a score has been entered in each space. If all are correct then they shall be stapled together in judge order.
 - iii. If signatures or scores are missing, the cards will be taken back to the audition room by the correction monitor for correction. Score corrections must be initialed by the judge on the score card.
 - b. Score cards will then be passed to the calculator personnel who will proceed as below:
 - i. The first calculator operator shall total each judge's scores on a 10-key calculator. The operator will initial the top score card.

- ii. The second and third operators will confirm the totals of the first operator and will add their initials to the top score card.
- iii. If a discrepancy is found, the process shall start over until all three operators agree.
- iv. Any score card with scores that are not clearly legible shall be given to the correction monitor to take back to the judge for correction. Score corrections must be initialed by the judge.
- v. Calculator operators are not needed for the sightreading portion of the audition.
- c. Score cards will then be taken to the tabulation area for entry.
 - i. A monitor will call out the scores and an operator will enter them while a third person verifies.
 - ii. The computer aide will initial the top score card after the scores have been entered.
 - iii. When all of a section is complete, the operator will print a score-verification sheet. The total number of students auditioning in each section is found on the registration form.
 - iv. Score cards must be placed in numerical order by audition number.
 - v. Check the score cards twice against the scores entered on the score-verification sheet for accuracy.
 - vi. Once all scores have been verified, print the final ranking.
- d. Score cards will then be taken to the identification area.
 - i. Registration forms will be available in this area.
 - ii. Write the student's school name clearly at the top of the first score card.
 - iii. Place score cards into large envelopes labeled with school name.
 - iv. Place copies of the results for the entire audition in each school's envelope.
- e. Subsequent auditions over the choral literature shall repeat steps a-d.
- f. The tabulation procedure for sightreading auditions will be conducted as follows:
 - i. Score card aides will collect the score cards and check them for judge's signatures and scores as described above.
 - ii. Staple the score cards in judge order and send them to the tabulation room.
 - iii. Tabulation personnel will follow the procedures in c 1-6.
 - iv. The identification of the score cards is the same process described in d.

H. Ties

1. In final tabulation, ties shall be broken by use of judges' preference, as described in Breaking of Ties in TMEA Vocal Division Auditions. If two or more contestants are tied by virtue of their receiving identical rank scores, the judges' preference system shall be applied.
2. When a tie occurs for the last place for membership in the All-Region Choir, it shall be the option of that Region to select both students for participation and, therefore, to increase that section by one person. Regions selecting this option must do so in advance of the audition.

I. Announcement of Results

1. Tabulated results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period the results are subject to the TMEA Appeals Process.
2. Posting of the results is mandatory.
3. Provide each director a written report which clearly shows the final ranking of all students in each section. This report may be generated via email.
4. Announce the results in a timely fashion upon completion of the audition process.

IV. Post-Audition Follow-Up

A. TMEA Auditions and Appeals Process

1. The TMEA Executive Board reserves the right to serve as an appellate committee on all matters concerning the All-State selection process and participation.

2. Once a student enters the TMEA audition process, he may be eliminated only by either: (1) the audition process itself, (2) the TMEA Appeals Process, or (3) the student's TMEA member sponsor.
3. Send Pre-Area results (hard copy) to TMEA by December 10th.
4. Email Pre-Area audition file to TMEA Deputy Director by December 10th and CC: to Information Technologist.
5. Be sure to complete and send all information/forms requested by the Area Chair by the designated date.

V. Information Pertaining only to the Area Audition

A. Area Chair Duties

1. Secure and prepare all forms/ materials needed in the Area audition. The following forms are to be printed from the TMEA website:
 - a. Region Directors Roster – one for each Region in the Area
 - b. Area Chair Audition Expense Form – fill out and give copies to the State President, State Vocal Chair and Region Vocal Chairs in the Area
 - c. Sample letters, memos and instructions
2. By **November 1st**, send a packet of handouts to each Region Chair with the following:
 - a. Region Chair memo requesting:
 - i. Area date/site
 - ii. Region fees
 - iii. List of all directors with students auditioning and their judging capabilities. (All information will be kept confidential), tabulators, monitors, etc.
 - iv. Request for calculators
 - v. Other pertinent information
 - b. Director information addressing:
 - i. Area date/site/times
 - ii. Area audition material
 - iii. Site maps
 - iv. Hotel information, if applicable
3. By **December 20th**, send a second email or letter to directors and judges, tabulators, monitors addressing the following:
 - a. Judging assignment
 - b. Date/site/times
 - c. Lunch arrangements
 - d. Audition repertoire
 - e. Reminder to be prepared to pay the \$15 cash All-State fee
 - f. Home (cell) contact information

B. Replacement of Area candidates (alternates) See TMEA Audition Process, VIII.

C. Rehearsal of cut

1. Grouped in vocal sections, the students will follow the student guide to their audition room where they will sing through the audition cuts twice. Judges will not be present. Students will return to the registration holding area where they will await the return of all sections.
2. Refer to the Audio Monitors' Instructions and the Section Guide's Instructions for clarification.

D. Audition: Singing and Sightreading

1. There shall be two auditions: singing and sightreading. The singing audition will be first, followed by the sightreading audition.
2. Each judge will complete his score card immediately after each student has sung.
3. Sightreading Instructions will be given to the students and judges. **See TMEA Audition Process, III. E. 7.**

4. After each candidate completes his sightreading audition, a section guide will escort him to the sightreading holding area. The candidate will remain in the sightreading holding area until all students have completed the sightreading audition.
5. The same panel of five judges shall evaluate each individual singer, using the criteria provided in the Sightreading Instructions.
6. Each judge shall complete the Judge's Score Card immediately after each student has sung, passing the signed score card to the judging panel chair. These cards are pre-printed and sent to you by TMEA.
7. The tabulation monitors will take the score cards to the tabulation office.

E. Verification of results

1. Follow the Vocal Division Tabulation Procedures.
2. Have the Region Chairs verify all results.
3. Sign the official results from each section.
4. Make sufficient copies of the final results of all eight sections and place in each participating school's envelope.

F. Announcement of audition results

1. Announce the name and school of each student selected as a member or alternate to the All-State Choir. Do this as quickly as possible after the tabulations procedure is completed for all sections.
2. Prior to making the announcement of audition results, the announcer shall:
 - a. Direct All-State members to report to the registration tables to pay their \$15.00 All-State membership fee.
 - b. Explain the importance of directors working together to combine All-State students four to a room prior to the online All-State Student/Chaperon Housing Entry Process..
 - c. Thank the host school and all audition workers.
 - d. Instruct directors to pick up their school envelopes before leaving the audition site.
 - e. Make any other necessary announcements before announcing the results.

G. Registration and payment of fees by All-State students

1. After the audition results for all sections have been announced, All-State members shall proceed to the registration tables to pay fees and receive All-State letters.
 - a. The All-State membership fee is \$15.00, payable ONLY IN CASH.
 - b. The registration aides will issue receipts for the All-State fees.
2. The registration aides will issue the Online TMEA All -State Student/Chaperon Housing Information.
 - a. Directors are encouraged to confer with each other to fill All-State student rooms prior to the online entry date.
 - b. Directors/sponsors of All-State students are responsible for securing housing via the Online All-State Student/Chaperon Housing process.

H. Post-audition follow-up

1. Initial report to state office
 - a. Compile a master printout of the final results for all eight sections.
 - b. Fax the master printout of the final results immediately to the State Vocal Chair at the TMEA headquarters. The fax number is (512) 451-9213.
 - c. **Email copies of the audition file(s) to TMEA Deputy Director and cc: to archive@tmea.org.**
2. Final check of buildings and equipment
 - a. Make certain that all equipment used in the audition is returned and that the building facilities are secured prior to leaving the audition site.
 - b. Check and return the items listed below:
 - i. All playback sound systems and calculators
 - ii. Piano
 - iii. Public address system

- iv. Screens
 - v. Desks, chairs and tables
 - c. Leave the buildings in acceptable condition and secured.
- 3. Completion of certification forms and payment of fees
 - a. Cross-check the final audition results and the Area Audition Final Report for accuracy. Keep one copy of the TMEA Area Audition Final Report for the files. In addition, the Area Chair shall send a copy of the TMEA Area Audition Final Report to each Region Vocal Chair and the State Vocal Chair.
 - b. Deposit all cash collected from the All-State membership fees into a TMEA Region bank account. Send a money order or a check written from the Region Bank account, payable to TMEA for the amount of \$1,080.00. This check shall be mailed to the TMEA office, along with the original Invoice sent by TMEA for Area fees and patches IMMEDIATELY following auditions (48 hours). Check for Area Fees – make payable to TMEA and check for Area patches – make payable to MEBE. Send to the TMEA Headquarters c/o TMEA Administrative Director
- 4. Final letters and reports
 - a. Complete the Area Chair's Audition Expense Form prior to the TMEA convention and send a copy to the State Vocal Chair and each Region Vocal Chair. Keep the original and all receipts for his/her records.
 - b. Send letters of acknowledgment to the host school and other persons who assisted in the audition. Remember that TMEA depends upon the support of many who are not members, and these shall be thanked for their support.

I. Evaluation

- 1. Area Chairs are invited to attend the Region Vocal Chairs meeting during the TMEA Convention.
- 2. During that meeting, each Area Chair shall present a brief evaluation of his audition and offer any suggestions. Provide a written report of these suggestions.
- 3. The State Vocal Chair may request the Area Chairs to conduct a more thorough evaluation of one or more aspects of the audition. Such an evaluation may involve input from the Region Vocal Chairs and the directors involved.