

2011 MMEA-WD JUNIOR AUDITION REGISTRATION

Saturday, December 3, 2011 Snowdate: Sat. 12/10 @ Westfield State College

INSTRUCTION BOOKLET – PLEASE READ!

TABLE OF CONTENTS

- Page 1 – Overview of Process: Completing and Mailing Documents**
- Page 2 – Fees and Deadlines**
- Page 3 – Endorsement Forms**
- Page 4 – Double / Multiple Auditions/Making Ensemble Choice**
- Page 5 – Examples of completing the Ensemble Preference**
- Page 6 - Director Responsibilities and Designated Supervision Form**
- Page 7 – Completing the Online Registration Form**
- Page 8 - Home Schools**
- Page 9 – Audition Scheduling/ Special Requests**
- Page 10 – Audition Day**
- Page 11 – Directions to the audition site**
- Page 12 – What to expect AFTER the auditions**
- Page 13 – Festival rehearsal and concert expectations - IMPORTANT**

Page 1 - PROCESS FOR REGISTERING STUDENTS

1. Download the 2011-2012 MMEA-WD Junior Audition Registration Form.
2. Download the Student Endorsement Form
3. Complete the registration form and SAVE it to your computer (it is in Excel).
4. Pass out Endorsement Forms, have students complete and return – obtain all signatures

IMPORTANT NOTE: Many forms are illegible. PLEASE ask student to PRINT CLEARLY and PLEASE CHECK the forms!!

5. E-MAIL the REGISTRATION form as an attachment to Deb Salli at:

sunmuse59@comcast.net

(you MUST do this by the deadline)

6. Print the registration form and MAIL it, along with ONE check or P.O. and all Endorsement Forms to:

**MMEA-WD
Deborah Salli
86 Sunapee Street
Springfield, MA 01108**

7. INDIVIDUAL STUDENT CHECKS WILL NOT BE PROCESSED!!

Yes, you MUST e-mail AND snail mail materials.

FYI: Your e-mailed form allows the quick copy and paste of student information, making sure that the way YOU input it is the way it is entered in the system...so please BE ACCURATE.

You will find detailed instructions on how to complete forms on upcoming pages.

PLEASE NOTE: ALL materials and payment MUST be postmarked and received electronically by NOVEMBER 18th in order for students to be considered registered!

Page 2 – Deadlines and Fees

DEADLINES

Regular Registration Deadline = Friday November 18th

Late registration = November 19-25th

Your mailing MUST BE POSTMARKED by these above deadlines. All mailing envelopes are reviewed for postmark and retained for future reference.

No registrations will be accepted postmarked after November 25th. There are no walk-in registrations.

NOTE: It is strongly recommended that Directors hand-carry mailings to the Post Office.

FEES and PAYMENT

A registration fee of \$11.00 is required FOR EACH AUDITION

A registration fee of \$21.00 is required FOR EACH LATE AUDITION (\$11 + \$10 late fee)

MULTIPLE AUDITIONS – require the appropriate fee, ie;

A student is auditioning for Chorus as an Alto, and also for Orchestra as a violinist. This is a Double Audition (see page 4) and requires a fee of \$22.00 as well as TWO endorsement forms (see page 3)

ONE SCHOOL CHECK or Purchase Order is acceptable. Director's personal checks are not preferred, however, they are also acceptable.

DO NOT SEND INDIVIDUAL STUDENT CHECKS! THEY WILL NOT BE PROCESSED.

ALL payments for ALL students must be postmarked by the deadline and mailed with endorsement forms to:

**MMEA-WD
Deborah Salli
86 Sunapee Street
Springfield, MA 01108**

Questions regarding fees should be directed to Deb Salli @ sunmuse59@comcast.net

NOTE: Some Directors may have secretarial staff organizing and/or completing materials/forms. If this is the case, PLEASE MAKE SURE YOU DOUBLE CHECK the information and keep track of the mailing. Again, it is recommended that the mailing be hand-carried to the post office when possible.

The Endorsement Form serves multiple purposes. It provides us with information on the student and school, indicates the student's ensemble choice, and serves as documentation of parental permission, student acceptance of expectations, educator acceptance of responsibilities, and administrative support.

PLEASE READ the form so you understand what all parties are signing. Many issues and conflicts can be eliminated by fully understanding the expectations of all participants prior to auditions.

1. Download the Endorsement form from the web page.
2. Print multiple copies.
3. An Endorsement Form must be completed for each student. **If you have a student who is doing a DOUBLE or TRIPLE AUDITION (see page 4), you must copy the original form and submit a separate endorsement form FOR EACH AUDITION (see details below) A separate folder is prepared for each audition and a form is required in each folder.**

How to Complete the Endorsement Form

1. Give each student ONE form.
 2. Student circles their current grade level.
 3. Student fills in name, gender, date, home address and phone, school address/phone
IMPORTANT NOTE: Many forms are illegible. PLEASE ask student to PRINT CLEARLY and PLEASE CHECK the forms!!
 4. **Student makes performing group choice (PLEASE – see page 4/5 for details!)**
 5. Student signs after reading the endorsement
 6. Student brings home form for parent signature and returns completed
 7. Educator signs each form
 8. Principal MUST sign every form
 9. **It is STRONGLY RECOMMENDED** that once the form is completed and signed by all parties, the educator then make a copy of each form for his/her own records before it is mailed - this will save you a problem if the form is lost
4. Put all completed forms in the mail with ONE SCHOOL CHECK or P.O. and mail to
MMEA-WD
Deborah Salli
86 Sunapee Street
Springfield, MA 01108
5. If you have ANY questions about completing forms, please contact Deb Salli at sunmuse59@comcast.net, or (413) 285-4503.

Page 4 – DOUBLE or MULTIPLE AUDITIONS

What is a double audition????

Let's start off with what is NOT a double audition....

When an instrumentalist (such as a clarinet, flute, trombone) auditions with one piece of music, they could be selected for either the Concert Band or the Orchestra. In this case, the student simply indicates their PREFERENCE of ensemble...first and second choice. This is NOT a double audition. It is simply a single audition that requires the student to indicate their ensemble preference if they score in the parameters.

Conversely, a violinist would play in the Orchestra, but not in the Concert Band, so a SINGLE violin audition would not require a preference at all – it is naturally assumed they are auditioning for Orchestra. If the same violinist also did a second audition on flute, a preference would then be required in case that student were accepted into both ensembles per their score.

A DOUBLE AUDITION, therefore, is when a student has actually learned the audition piece for two different instruments and will audition TWICE.

Examples of DOUBLE AUDITIONS: (There are NO double voice auditions!)

- **Student is auditioning for Chorus as a Tenor AND on flute for Band or Orchestra
- ** Student is auditioning for Concert Band on Alto Sax and Jazz Band on Jazz Alto Sax
- ** Student is auditioning for Orchestra on Viola and Chorus as Soprano

Example of TRIPLE AUDITION:

- **Student is auditioning for Jazz Band on Jazz Tenor Sax, Concert Band on Alto Sax, and Chorus as a Tenor Voice

As you can see, this can get confusing, so it is CRITICAL that you REGISTER these students and complete the endorsement form ensemble preference as ACCURATELY as possible. This is how...

How does this relate to ENSEMBLE CHOICE/PREFERENCE on the Endorsement Form??

1. Chorus students – If a Chorus student is ONLY auditioning for Male or Treble Chorus, this is EASY! Simply circle “Male Chorus” for boys, or “Chorus” for girls. Only ONE Endorsement form is necessary.
2. Instrumentalists – Instrumentalists auditioning on an instrument that could be accepted for either Band or Orchestra must list their first and second choice. For example, Lisa Goodwin, flute audition, circles “Orchestra” for first choice and “Concert Band” for second choice. This is NOT a double audition (see above), but simply a SINGLE audition requiring an ensemble choice be made. Only ONE Endorsement form is necessary.
3. **DOUBLE or TRIPLE Auditions** – see description above. On the Endorsement form, it is critical that the student complete ONE form indicating the order of ensemble choice should they make both or all three ensembles. The Director should then simply COPY that Endorsement form once for a double audition and twice for a triple audition. **Please see examples on Page 5**

Page 5 – Ensemble Preference (I’ve highlighted and bolded the choices)

Examples of how to complete the performance choice area of the form in various situations....

1. Student is auditioning ONLY for Male Chorus.

		Performing Group			
<u>Choice</u>		<u>(For each choice, circle your preference)*</u>			
First:	Chorus	Concert Band	Orchestra	Jazz Ensemble	Male Chorus
Second:	Chorus	Concert Band	Orchestra	Jazz Ensemble	Male Chorus
Third:	Chorus	Concert Band	Orchestra	Jazz Ensemble	Male Chorus

2. Student is auditioning ONLY on Flute.

		Performing Group			
<u>Choice</u>		<u>(For each choice, circle your preference)*</u>			
First:	Chorus	Concert Band	Orchestra	Jazz Ensemble	Male Chorus
Second:	Chorus	Concert Band	Orchestra	Jazz Ensemble	Male Chorus
Third:	Chorus	Concert Band	Orchestra	Jazz Ensemble	Male Chorus

In this case, it is clear that the first choice is Orchestra – one endorsement form/one fee required

3. Student is DOUBLE auditioning for Concert Band on Alto Sax, and Jazz Band on Jazz Alto Sax

		Performing Group			
<u>Choice</u>		<u>(For each choice, circle your preference)*</u>			
First:	Chorus	Concert Band	Orchestra	Jazz Ensemble	Male Chorus
Second:	Chorus	Concert Band	Orchestra	Jazz Ensemble	Male Chorus
Third:	Chorus	Concert Band	Orchestra	Jazz Ensemble	Male Chorus

In this case, the Director would simply COPY the form once and send both copies in the mailing. It is clear that the first choice is Jazz, and second choice is Concert Band. Two endorsement forms/two fees required.

4. Student is auditioning for Treble Chorus (girls)

		Performing Group			
<u>Choice</u>		<u>(For each choice, circle your preference)*</u>			
First:	Chorus	Concert Band	Orchestra	Jazz Ensemble	
Second:	Chorus	Concert Band	Orchestra	Jazz Ensemble	
Third:	Chorus	Concert Band	Orchestra	Jazz Ensemble	

In this case, it’s clear that the girl is auditioning for Treble Chorus. One endorsement form/one fee

8. Student is TRIPLE auditioning on Alto Saxophone, Jazz Alto Saxophone, and Alto in the Chorus (highly unlikely...)

		Performing Group			
<u>Choice</u>		<u>(For each choice, circle your preference)*</u>			
First:	Chorus	Concert Band	Orchestra	Jazz Ensemble	
Second:	Chorus	Concert Band	Orchestra	Jazz Ensemble	
Third:	Chorus	Concert Band	Orchestra	Jazz Ensemble	

In this case, the student’s 1st choice is Concert Band, 2nd choice is Chorus, 3rd choice is Jazz. The Director would make 2 copies of this form and send all 3 copies in the mailing. 3 fees required.

**Page 6 – DIRECTOR RESPONSIBILITIES
And DESIGNATED SUPERVISION**

Students MUST be participating in a school music program, and be sponsored by an active, paid member of The Music Educator’s National Conference (MENC).

Please read the following taken from the Endorsement Form...

MENC MUSIC EDUCATOR'S ENDORSEMENT: As director of this student's performing group, I will prepare this applicant for audition and Festival participation and **will be responsible for the direct or substitute supervision of this student at all times. In the event** that I can not directly supervise students, I will secure proper supervision and will provide the district with a *Designated Supervision Form*.
I understand that without designated supervision, the above named student will not be allowed to audition.

When you sign the Student Endorsement Form, you are acknowledging the above responsibility.

Bottom Line....

1. As the Director/Music Educator registering and sponsoring students for events related to this Festival, including auditions and rehearsals, **YOU** are responsible for **ACCOMPANYING** any and all students to all said events, and remaining with them at all times.

2. If you are unable to accompany students to the audition, you MUST download the *Designated Supervision Form(DSF)*, complete it, and send it preferably in advance, to Deb Salli, or at least have it hand carried with the designated supervisor on the day of auditions. NOTE: Your Principal’s signature is required on this form so it is highly recommended, unless in cases of last minute emergencies, that you PLAN AHEAD.

3. FYI.....Even if you have ONE student, you are still expected to accompany that student. **A parent can not replace you UNLESS you fill out the DSF.**

4. NEVER give a student a Coordinator’s or Manager’s e-mail or phone number in order to resolve a conflict. **It is the educator’s responsibility to trouble shoot issues** with the appropriate person in charge. Contact information for each area can be found on the website.

5. If you have any questions regarding the registration process, **please feel free to call the Auditions Coordinator, Deb Salli at (413) 285-4503. She will be happy to help you.**

6. At the auditions, we will ask for your cell phone number in case we need to contact you during or after the audition process.

7. FYI – especially for “newbies”...if your student(s) has been accepted, you will need to register them, once again, for the actual Concert/Festival and....

8. You will find more information regarding #7 in a Director Packet sent to you after the auditions. When you receive the packet, **BE SURE TO READ** the letter enclosed! (just a heads up)

Page 7 – Completing the Online Registration Form

School: Enter your school name only once. Home school students - enter "Home School/Last name"

Last Name/First Name: Please check spelling carefully. First letter capital, all others lowercase.
PLEASE DO NOT USE ALL CAPITAL LETTERS!!

Please be accurate!! This is copied and pasted.

Grade: List current grade level

Instrument/Voice: Use the following choices:

PLEASE READ – DO NOT ENTER ANY INSTRUMENT THAT DOES NOT APPEAR BELOW

PLEASE...use the word “Jazz” in front of all jazz instruments, PLEASE use the words “Double Bass” for an orchestral audition and “Jazz Bass” for jazz. Sticking to the instrumentation below will make the registration process clearer for the Coordinator and more accurate for your student.

<u>Winds/Percussion</u>	<u>Vocal-Girls</u>	<u>Jazz</u>	<u>Strings</u>
Flute	Soprano I	Jazz Alto	Violin
Oboe	Soprano II	Jazz Tenor	Viola
Bassoon	Alto	Jazz Bari	Cello
Clarinet		Jazz Trumpet	Double Bass
Bass Clarinet	<u>Boys</u>	Jazz Trombone	
Alto Saxophone		Jazz Piano	
Tenor Saxophone	High	Jazz Guitar	
Bari Saxophone	Middle	Jazz Bass	
Trumpet	Low	Jazz Drums	
F Horn			
Trombone	(please use		
Bass Trombone	only these)		
Euphonium Bass Clef			
Euphonium Treble Clef			
Tuba			
Percussion			

Height: Vocal auditions ONLY. Please list in inches.

DA: If this is a double audition, please indicate with an asterisk. List each of the auditions on a new line.

***Preference: CRITICAL! It is essential that the first (and/or second) choice of the student be ACCURATE here, and MATCH the Student Endorsement Form. PLEASE SEE PAGE 4 and 5 for details. PLEASE take care to ensure there are no discrepancies between the registration form and the endorsement form, in order for the ensemble Managers to properly place students.**

*Student preference will be taken into account, however, District needs are considered first.

AFTER COMPLETING YOUR FORM, YOU MUST SAVE IT TO YOUR COMPUTER, AND THEN SEND AS AN ATTACHMENT TO sunmuse59@comcast.net

Attention Home Schools: MENC membership is required by either the listed music educator or a parent.

Visit www.menc.org for membership information.

A music educator's endorsement (endorsement form) is still required for Home School students. **MULTIPLE AUDITIONS** require multiple endorsement forms (an endorsement form for each audition).

You are responsible for the direct or substitute supervision of your students at all District activities. In the event that you are not able to directly supervise students, you must designate proper supervision and will provide the district with a Designated Supervision Form. You understand that without designated supervision, students will not be allowed to participate in the Festival.

Page 9 – Audition Schedule/Special Requests

The following is information that will make the scheduling process run more efficiently.

1. **Schools with multiple Directors/programs** – It is extremely helpful for ALL registrations to be received electronically at or around the same time, especially when large numbers of students are involved.

2. Regarding #1, it is even more critical if Directors from the same school or city/town are traveling to the auditions together and hope to secure auditions for the entire group within the same time-frame.

3. **Regarding schools with multiple Directors/programs and PAYMENT** – PLEASE be accurate and clear when sending in payment. In this case, “more is more”. The more information provided on the check or purchase order, such as the Director’s name, school name, specific group (Orchestra, Chorus, etc.), # of registrations...the better and more accurately we can keep track of payments for larger districts with several programs.

4. Auditions will be scheduled **AS THEY ARE RECEIVED ELECTRONICALLY.**

5. **Special requests for audition times** will be honored **WHEN POSSIBLE**, and only when given a reasonable amount of time to do so. **DO NOT have students/parents call or e-mail the Coordinator regarding a change in audition time.** This is not acceptable. It is the Director’s responsibility to handle any conflicts, issues, concerns, or questions.

Please be patient. The Coordinator will make every effort to honor requests. The easiest way to ensure success is to plan ahead and send your request as soon as possible, however, there are only so many “early” and “late” time slots. Keep in mind, Jazz auditions are every 15 minutes and there is less leeway for moving these around last minute.

6. It is recommended that educators discuss possible conflicts with students well in advance of the auditions in order to allow time to handle any conflicts effectively.

7. Emergencies and unforeseen circumstances arise and whenever possible will be handled on a case by case basis.

8. **THERE ARE ABSOLUTELY NO SUBSTITUTIONS OF STUDENTS after the deadline, OR CHANGING OF INSTRUMENT/VOICE PART!** After the deadline, if a registered student is unable to audition, the fee is forfeited.

Page 10 – Audition Day

1. **ARRIVE at Westfield State College** in plenty of time to sign-in, pass out score sheets and warm-up before your first audition time. (More information on score sheets below)
2. When you enter Wilson Hall, the sign-in table will be immediately to your left. Director/Supervisor should sign-in with Bill Love or Dan Albert and receive materials – including an Attendance Sheet and two score sheets for each audition
3. **Please be sure to provide your Cell Phone number.** This is important in the event that we need to contact you during or after the auditions. This is not common, but is occasionally necessary. P.S. – turn it on. ☺
4. **SCORE SHEETS – PLEASE READ** – It is critical that each student get the appropriate score sheet with the appropriate Code and Number assigned to them...found on the attendance checklist. This initial process is where many mix-ups occur. The area will be busy and noisy, however, you should find a place to carefully hand out these forms and double check to be sure you have given the correct sheets to each student.

There will be a “Solo” score sheet and a “Sight-Reading” score sheet. (percussion have more)

PLEASE TELL THE STUDENTS NOT TO SWITCH FORMS! Yes, this has happened. It is suggested that you explain to them that they **MUST** use their own score sheet in order that the final result is accurately recorded.

5. Have the students put their **INITIALS** at the top of each score sheet. They must hold on to the score sheets until they are called into the audition rooms. They should hand the score sheet to the adjudicator in both the Solo room and the Sight-Reading room.
6. **TAKE ATTENDANCE** on the checklist. Indicate those absent with an “A”. **ABSENTEE SCORE SHEETS SHOULD BE LEFT IN THE FOLDER.** Return the attendance sheet and folder to the desk.
6. Occasionally a form will be found in the trash. A student may get nervous and opt out of the audition without advising the Director. **PLEASE CHECK** with each student before departing the audition site. The administration must account for every form before leaving the site.

Page 11 – Directions to the audition site at Westfield State College

Please refer to the college website for directions to the campus...

<http://www.westfield.ma.edu/map-directions>

You can also download a map of the University from this website.

The University is on Western Avenue.

Registration is in Wilson Hall.

Follow the directions to Western Avenue.

Parking is located in the commuter parking lot that is on the right, immediately following the Second Congregational Church (when approaching from downtown Westfield)

- or on the left after passing the WSU Public Safety Complex (when approaching from Russell).

PLEASE CALL the Auditions Coordinator at (413) 285-4503, if you need assistance, run into trouble, or will be late arriving.

Page 12 – What to Expect After Auditions

1. Audition scores are tabulated as they come in from the adjudicators. They are double checked for accuracy
2. After tabulation, they are recorded on a spreadsheet and sorted
3. The results for acceptances are completed the day of auditions
4. Packages with a letter to Directors, a *Preliminary Result sheet, all score sheets, and other information are put together at the audition site and prepared for mailing early the following week. You should receive this packet between mid and end of the week. Only ONE packet is sent to a school, regardless of the number of Directors in that building.
5. The letter has critical information about **registering for the Festival, process for appealing any incorrect results (it does happen, so please do review score sheets – and PLEASE READ THE LETTER.

* It is “preliminary” until the appeal process deadline, at which time any corrections will have been made and a “Final Results” sheet e-mailed to Directors

**** You MUST register all accepted students for the Festival using an online form. The process is similar but much simpler. The fee is \$20 for each student.**

Page 13 – Festival Rehearsals and Concert Expectations

IMPORTANT: Please make sure that each student has READ the endorsement form and understands completely what they are signing. The form clearly states: “...my failure to fulfill these responsibilities will disqualify me from participation in MMEA sponsored festivals/concerts for the remainder of the current academic year and the following academic year.”

The MMEA-WD Executive Board has strict policies in place and is clear on this position. The intention is to impart a consistent and effective standard for all students in order that the musical experience be of the highest quality. Students should understand that they have been carefully placed in an ensemble and each individual is a key component to that ensemble.

Many students are active in athletics, school clubs and organizations, other ensembles, etc. Conflicts do arise with athletic events, performances, other auditions, family obligations and so on, however, **these are NOT acceptable reasons to be absent from ANY PART of a rehearsal or from the performance.**

Educators should explain the responsibilities and the consequences for failure to fulfill them.

Therefore: Students are expected to arrive ON TIME and be in attendance at the ENTIRE rehearsal/concert performance.

Any questions concerning this policy may be directed to Bill Love, Chairperson