

All-West Auditions Room and Hall Monitor Instructions

*There shall be one (1) monitor in the hallway outside each judging room. (Hall Monitor)

*There shall also be one (1) monitor in the room with the auditioning student and the judge. (Room Monitor.)

* Make sure that at no time do judges see or hear the auditioning student speak. Do not speak the student's name even in the hallway before or after the audition to maintain the integrity of the process.

Audition Procedures

1. Auditioning students should report to the appropriate information table no less than 15 minutes prior to their scheduled audition time. Students who arrive after their scheduled audition time must have approval from the executive board before proceeding with the audition process. The student shall approach hall monitor and check-in. The hall monitor will check the student off the audition roster. The student will then sign the sequencing sheet. The hall monitor will then **carefully write** (and bubble in below) **the student ID number** on the scantron card.

2. Hall Monitor will instruct the student to:

- a. Say nothing and make no identifiable sounds. They should not even clear their throat. The student will be allowed 15 seconds to warm-up if they so choose.
- b. Remain next to the music stand after the audition. The room monitor will escort them out.
- c. Sign the audition card at the conclusion of the audition process in the case of single audition room.
- d. Initial the audition card after leaving the first room, and then sign the audition card after completing the audition if there is a second room.
- e. Leave the audition area.

3. The Room Monitor will:

- a. Deliver the scantron card to the judge as the student is escorted into the room. The student may sit or stand to audition.
- b. Instruct the student that they may use their own copy of the prepared music for the audition.
- c. Be in visual contact with both the judge and the student during the audition.
- d. Check to make sure the judge is ready, and then inform the student to begin. The student will have 2 minutes to perform the prepared music. If more than one audition room is used, skip to letter: G. For single room auditions, continue on to letter E.
- e. Instruct the student to perform the appropriate scales per the WTSBOA By-Laws.
- f. Allow the student to have 30 seconds of silent preview prior to performing the sight-reading, with the exception of Percussion. ***Percussion sight reading procedure:** the student will be given 20 seconds to preview the timpani sight reading excerpt and then perform, then 20 seconds to preview the mallet sight reading excerpt and then perform, and then 20 seconds to preview the snare sight reading excerpt and then perform.

- g. After the 2 minutes allowed audition time, the student will return to the hallway monitor and initial the back of the scantron card.

h. Escort the student to the hall monitor, who will escort them to the next audition room. The next room monitor will follow the identical procedures, as listed above, for the student to perform scales and sight-reading.

- i. Once finished with the sight-reading, collect the scantron card from the judge and escort the student to the hallway. **Make sure the judge has** **Signed the card in the comment area on the back. ** Marked all appropriate scoring lines. ** Made all erasures complete.
- j. The student will sign the back of the scantron card only after completing the entire audition including prepared music, scales and sight-reading.

Critical: DO NOT HANDLE ANY OTHER COMPUTER CARDS at this point. There is NO way to identify the forms yet. You MUST keep the correct scantron card with the right student!! DO NOT allow the student to see the front, scored side of the scantron.

The Hall Monitor will then:

- a. Place the student's ID label on the back of the computer card.
- b. Tell the student to return to the warm-up room. The student should NOT stay in the judging hallway.
- c. Turn the computer card face down in a stack and wait to be taken to the tally room. A designated director will take the completed scantron cards to the tally room.

Note:

Do apply the student's label, until the student exits the final audition room at the conclusion of the entire audition. All monitors should help keep order in the hallways. Students should not play their instruments in the hallway. Monitors should be pleasant and helpful but will not discuss scores, or give last minute sight-reading tips or scale choices to any student.

After the final audition prior to lunch, the monitors will store all audition materials in the tally room before breaking for lunch and until auditions resume. After the conclusion of the final audition of the day, monitors will bring all audition materials to the tally room awaiting final check out.

Keep completed scantron forms and blank scantron forms separate at all times.