

All-West Auditions Judge & Room & Hall Monitor Instructions



General Info:

- There shall be ONE monitor in the hallway outside each judging room
- There shall be ONE monitor in the room with the auditioning student and the judge
- Judges should not see or hear the auditioning student
- 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

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Auditioning Students...

- Auditioning students should report to their REGISTRATION TABLE no less than 15 minutes prior to their scheduled audition time (this is different for string auditions)
- Students who arrive after their scheduled time must have approval from the Executive Board before proceeding with the audition process
- If a student makes it to the audition room (even if it appears that they are late), they get to audition. These issues are handled at the registration table.
- The student shall approach the Hall Monitor and check in
- The Hall Monitor will check the student off the Audition Roster
- The student will sign the Sequencing Sheet
- The Hall Monitor will then carefully write (and bubble in below) the Student ID Number on the Scantron Card

Hall Monitors will instruct the student to...

- Say nothing and make no identifiable sounds. (The student will be allowed 15 seconds to warm-up if they choose)
- Remain next to the music stand after their audition. The room monitor will escort them out
- **Sign the audition card** at the conclusion of the audition process (in the case of a single audition room)
- **Initial the audition card** after leaving the first room, and then sign the audition card after the completing the audition if there is a second room
- Leave the audition area

Room Monitors will...

- Deliver the Scantron Card to the judge as the student is escorted into the room. (Students may sit or stand to audition)
- Instruct the student that they may use their own copy of the prepared music for the audition
- In Percussion Rooms: students may not have an electronic tuner for the timpani (they may have a pitch pipe)
- Be in visual contact with both the judge and the student during the audition
- Check to make sure the judge is ready, and then inform the student to begin (They have TWO minutes to perform the prepared music. At the end of TWO minutes, cut the student off.)

For SINGLE Room Auditions:

Single Rooms:

Middle School:

Double Reed/Bass Clar., Horn, Trombone,

Baritone/Tuba

High School:

Double Reed/Bass Clar.

Jazz:

ALL

- Instruct the student to perform the appropriate scales
 - Chromatic Scale is FIRST
 - Place the correct scale rotation slip on the stand for each student.
 - You have MULTIPLE scale rotation slips in the event that one “walks away” with a student
- Allow the students to have 30 seconds of silent preview prior to performing the sight-reading.

For MULTIPLE Room Auditions:

Multiple Rooms:

Middle School:

**Flute, Clarinet, Saxophone, Trumpet,
Percussion**

High School:

**Flute, Clarinet, Saxophone, Trumpet,
Horn, Trombone, Baritone/Tuba,
Percussion**

- After the two minutes allowed audition time, the student will return to the Hallway Monitor and initial the back of the Scantron Card
- Escort the student to the next audition room. The next room monitor will follow the same procedures for scales and sight-reading (previous slide)

AFTER Sight-Reading...

- Room Monitor will 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, and made all erasures complete
- The student will sign the back of the scantron card only after completing the ENTIRE audition (prepared, scales, and sight-reading)
- **IMPORTANT:** Do NOT handle any other scantron cards at this point. There is NO way to identify 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

Final Steps:

- The Hall Monitor will place the student's ID Label on the back of the Scantron Card.
- IMPORTANT: Do NOT apply the student's label until the student exits the final audition room
- All monitors should help keep order in the hallways
- Monitors should NOT discuss scores, give last minute tips or scale hints to any students
- Make sure the student leaves the judging hallway
- **Turn the Scantron Card face down in a stack and wait for them to be picked up and taken to the Tally Room by a designated director**
- **When all students have auditioned, WAIT for a designated director to pick up your final scantrons**
- After the final audition of the day, monitors will bring all auditions materials to the Tally Room awaiting final check out

After Auditions:

- Directors **MUST** stay until the end of auditions to pick up the SCORES. Scores will be placed in a folder with each school's name

JUDGING PROCEDURES

- Do not talk to the students
- Do not be seen by the students (stay behind screen)
- If you need to leave the room for a break, let the monitor know
 - Monitors: have all students in the hallway turn and face the wall until judge is back in the room
- Please do not discuss scores with ANYONE (this includes all monitors and other judges)
- Once the scantron leaves your room, scores are final.

JUDGING PROCEDURES: The Performance

- The best player of the day may be first or last, so do not hold your scores expecting to hear someone better
- Do not compare scores. Mark each line on the merit of the performance.
- Students have 15 seconds to warm up when they enter the room, if they choose
- For prepared music: students have 2 minutes to perform. The Room Monitor will keep track of this. You **MAY NOT ASK** the monitor to cut a student's performance time.

JUDGING PROCEDURES: Scales

- Follow the Scale Rotation Sheet
- Bands Only: Chromatic Scale is the first to be played
- Bands Only: Scales should be played in the rhythm of quarter note, followed by eighth notes (except for chromatic)
- Judge Folders have a MASTER COPY of all the scale rotations. The students will only see a slip listing their correct rotation. You have extra copies of these slips in your folders, as well.

JUDGING PROCEDURES: Sight-Reading

- Student has 30 seconds of silent preview
- Room Monitor will keep track of time

JUDGING PROCEDURES: The Scantron Card

- Each line has shaded areas indicating ratings of ONE through FIVE with the highest score (I) on the right side of the card
- Within each rating, there are 10 possibilities for refining the score. The shaded area divides each grade going from left to right. (V on the left and I on the right).
- Low is on the left. High is on the right.
- Make sure all lines have a bubble
- Erase clearly
- Don't forget to sign your name on the back

