

# **DISTRICT ALL-STATE AUDITIONS**

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# **ALL-STATE AUDITIONS**

## **A. ADVANCE PREPARATIONS**

1. Members should have been made aware (probably at the last District Meeting) of the requirements for auditioning for All-State Orchestras. These requirements are posted each year in April for the following year. The requirements should also be distributed at your first District meeting to new directors in your District.
2. Secure site for Auditions. Use the FOA HOST SITE AGREEMENT and AUDITIONS SITE REQUIREMENTS to prevent misunderstandings.
3. Set deadline for receipt of applications and checks. Checks for the auditioned group should be made payable to your District. Checks for the Honors Orchestra should also be made payable to your District.
4. You, the District Chairman has the prerogative to set a one-time cut-off deadline since the turn-around time to get the auditions scheduled is so short.

**NOTE:** Strictly enforce deadlines. Set a postmarked and "in-your-hands" deadline  
Fine \$200.00 for the next seven (7) days. After that none are accepted.

5. All applications should be filled out online and then printed out for the appropriate signatures.
6. Make sure you have several flash drives to upload auditions to in case there is a problem
7. Secure directors to assist with recording the auditions and reading of the scripts. Or, secure the services of a professional recording company if your District wishes.
8. You should receive a packet from the Executive Director in late August/early September containing the following:
  - Scripts for auditions
  - Any last-minute instructions
9. From the local site chairperson, secure a map of the city, school campus, school phone numbers and location of the rooms in which the auditions are being held. Copies of these should be emailed to each participating school. **Schedule specific times for each student auditioning!**
10. No later than 1 week prior to the auditions, email each participating school letting them know the schedule is posted, along with appropriate instructions and any necessary maps. (See sample AUDITIONS INSTRUCTIONS LETTER)

## B. Information & Recording Instructions

### General

The following guidelines are designed to help in organizing, setting up and following through with the fastidious task of All-State Auditioning. Accuracy is the reason for the following suggestions. Every year we end up with unidentified recordings. Please follow these instructions.

### Before You Start

For All Districts, the All State section on the MPA online in your District Chair section will create all the list, labels, and information you will need. Make sure that you register your students in your school's section **not the** District Chair section of the MPA on line.

### Supplies Needed for auditions

1. 3x5 index cards
2. Avery Mailing Labels (MPA online lists the #)
3. One flash drive per audition room

### Collecting Forms and Money

You will be collecting two (2) sets of forms along with registration fees; one set for the Auditioned Orchestras and the other set for Honors Orchestras

### Honors Orchestras

Keep these forms separate from the Auditioned Orchestras. Each form can have up to four students nominated. **The fee for Honors Orchestra is payable to your District.** Payment must be in the form of a Booster or School check, or money order. Do not accept PO's, personal checks, or cash. The fee is a flat rate, whether there is 1 name or 4 names the fee is the same.

Each student nominated must have the two (2) permission slips attached to the nomination form; the Parental Agreement Form and the FMEA Concert Participant Form (see the website). If either form is missing that schools' application will not be considered valid.

**Once you have all the forms (application and permission forms), go to track and scan Participant Contracts. Scan all bar codes into the MPA online All State Administration area. Once this is done the student will show up on the Honors consideration page**

### Fees for Honors Orchestras

You will mail all Honors applications, permission slips, and checks to the Executive Director of FOA. **NO SIGNATURE REQUIRED!** These forms are usually due 2 weeks after you have completed your Districts auditions. Please write one check for each orchestra a 7/8 honors check and a 9/12 honors check.

## 7-12 Auditioned Orchestras

Keep these forms separate from the Honors Orchestra. Each school's application will contain all the names of students that are auditioning. (7/8, 9/10, 11/12) There will be separate forms for each group. (See website for application) Each application will have 2-4 pages. Make sure the principal and the director have signed the first page at the bottom. (If there are no signatures, the forms will be returned to you.) **The State fee for auditions is payable to your district.** If your district charges for recording etc., then add that fee to the State fee and that is the total you should collect from your directors for each student that is auditioning.

Each student auditioning must have the **two (2) permission slips** attached to the application form; the Parental Agreement Form and the FMEA Concert Participant Form (see the website). If either form is missing, that school will not be able to audition that student. Make a copy of each school's application (all pages) for you to keep as a record. Send the original applications to the Executive Director remember your postmark deadline.

**Once you have all the forms (application and permission forms), go to track and scan Participant Contracts. Scan all bar codes into the MPA online All State Administration area. Once this is done the student will show up on the Audition consideration page**

### Fees for the Auditioned Orchestras

You are to collect all fees and they should be made payable to your District. Payment must be in the form of a Booster or School check, or money order. Do not accept PO's, personal checks, or cash. Make a photocopy of each school invoice with the check and attach to the deposit record. Deposit all checks into your District bank account. Then take the total # of students auditioning x (state fee) and send one check from your District for the whole amount to the Executive Director along with the total number of auditionees in each group.

**You will then mail all applications and permission slips along with one check made payable to FOA to arrive by the deadline to:**

The Executive Director of FOA

### **NOTE: Do not mail anything signature required.**

UPS, FED EX and the US POST OFFICE will leave items at the door but you must mark the box and sign the mailing label so they have permission to leave packages at the door.

## C. IMMEDIATELY PRIOR TO AUDITIONS

1. Be sure that you have all materials for running the auditions office, to include:
  - Forms for recording pertinent information
  - Master List
  - A copy of all the All-State Auditions requirements
  - Copies of sight-reading music and the recording script with the specific scales listed
  - Microphones and Mic stands/cords

2. Contact the local site chairperson and once more carefully go over the SITE REQUIREMENTS LIST with him/her. This can help avoid “surprises” upon your arrival at the site.

## **D. AT THE AUDITION SITE**

1. Arrive early enough to check all facilities arrangements and equipment.
2. Set up the office
3. Meet with the monitors to give them any instructions regarding the logistics and administration of the auditions. Also impress upon them the necessity for absolute accuracy in the assignment of numbers on the tape and the auditions list. Have them double check all recordings to be sure the auditions were recorded properly.
4. Some reminders about conducting the Auditions
  - Have Directors and students register as they arrive
  - Monitor the operation of the audition rooms to answer questions and try to assure that the procedures are being consistently applied.

### **Audition Day**

Have students check in at the registration table. Hand them their 3x5 card and ask them to verify all the information on the card:

group they are auditioning for  
instrument they play  
spelling of their name

If something is not correct, have them hand correct it right on the spot **(on that card)**.

Send the student with their card and instrument to the warm up room. Tell them to report to their audition room 5 minutes before their scheduled time. Have them give there 3x5 card to the person recording.

Did you ever wonder why your last chair player who is not prepared for the audition makes the group; this is probably the reason “incorrect information or procedures”?

While the student is warming up, if there was a mistake on his/her card regarding the group they are auditioning for or instrument, you can make the changes right there in the All State program. If a student’s name is misspelled you need to find the director and have them login into their student information section and correct the spelling.

### **After Auditions**

At the end of auditions, you should have two stacks of cards those from the students that auditioned (these should be turned in by the people doing the recordings, and those from the DNA’s or did not appear.

Next take the DNA stack and go into the MPA on line program and mark them DNA from your master list. This is very important that this be done as soon as auditions are over.

Finally, before you upload your flash drives into the All State program make sure you spot check to make sure that everything is recorded. Once you are sure then upload all the files.

**Accuracy cannot be stressed enough in dealing with these auditions. Every year we end up with missing recordings. Make sure that your people that are recording listen to each audition to make sure it is on the FLASH DRIVE!!!**

### **Audition Requirements and Sight Reading**

All scripts (7/8, 9/10, 11/12) and scale requirements for each instrument, along with the sight-reading material will be mailed to each District Chair usually the two weeks before auditions. If you have more than one room running auditions at the same time you will need to make the necessary photocopies. Please keep all requirements confidential and under lock and key. Destroy all sight-reading materials when auditions are completed.

## **ALL-STATE AUDITIONS SITE REQUIREMENTS**

### **A. AUDITIONING ROOMS**

1. Number of rooms may vary depending on the number of persons auditioning and the time available.
  - Rooms must be separated enough to prevent sound transfer
  - Adequate A/C in each room
2. Equipment needed for each room:
  - 1 Professional-quality stereo cassette recorder/ player and microphones
  - 1 metronome
  - 1 Music stand
  - 1 Desk/table and chair for monitor
3. Warm-up Room
  - 1 room away from the auditioning rooms to prevent sound transfer
  - Adequate A/C System

### **B. LOCATION SITE**

1. Office
  - Convenient to all performance areas and accessible to directors, chaperones, etc.
  - Adequate lighting, with working A/C system
  - Space for 2 - 3 workers, plus equipment
  - 2 long tables with several chairs
  - 1 small table for computer and printer
2. Restroom unlocked, adequate supplies

### **C. SIGNS**

- Identify each room (warm up, rest rooms, concessions, recording rooms)
- Directional signs to all areas

### **D. TIMES FACILITIES NEEDED**

1. This may vary according to District needs.

**E. RENTAL/CUSTODIAL FEES**

1. Determine (**in advance**) all fees that will be charged - either an exact or approximate amount. See HOST SCHOOL SITE AGREEMENT

**F. CONCESSIONS AND FOOD** (Optional)

1. Make arrangements to have drinks, snacks available to visiting students, directors, parents and visitors. (Located some distance away from performance sites)

**G. MAPS**

1. Make 30 or so copies of a site map showing the specific rooms where events will take place and have them available at the office.
2. Post the map at the site.

**H. EXTRA PERSONNEL NEEDS**

1. ROOMS - Enough monitors provided with scripts and necessary materials to administer the auditions in each room. These should be orchestra directors or professional musicians.
2. OFFICE - Two (2) runners always
3. GENERAL - Security Personnel (if needed)

**Florida Orchestra Association - HOST SCHOOL SITE AGREEMENT**  
**ALL-STATE AUDITIONS**

\_\_\_\_\_  
(Current Date)

Thank you for volunteering to serve as a Host Site for the Florida Orchestra Association District \_\_\_\_\_ **ALL-STATE AUDITIONS** on \_\_\_\_\_ 20\_\_\_\_. We are pleased that your school/facility is willing to accept the responsibility of sponsoring this very special event.

The goal of the Florida Orchestra Association is to assist in the professional growth of our members, to improve music education, and to provide musical opportunities for all students in Florida. In accordance with this philosophy, it is our desire to include as many schools/sites as possible in our activities.

Listed below are a number of physical necessities and financial responsibilities for this event which are to be made available by the Host Site, and which are to be agreed upon by the Host Site Officials and the District \_\_\_\_\_ Chairperson or his/her representative. \*\*

*The Host will be responsible for providing the following at no cost to the District: [If no, indicate approximate cost,]*

	<u>Yes</u>	<u>No</u>	<u>Approximate Cost</u>
Security personnel (if desired by the district)	_____	_____	_____
First-aid station with personnel (if desired by district)	_____	_____	_____
Custodial Services	_____	_____	_____
Rest Rooms - unlocked with adequate supplies	_____	_____	_____
Concession stand (if desired by the district)	_____	_____	_____
____(Number) rooms - soundproof (for auditions)	_____	_____	_____
Adequate A/C system	_____	_____	_____
Warm-up Area (not to disturb the audition area)	_____	_____	_____
Bus and automobile parking - space and/or services	_____	_____	_____
Registration office	_____	_____	_____
Refreshments for Directors	_____	_____	_____
Other _____	_____	_____	_____

\*\* Any or all fees to be incurred by the Florida Orchestra Association District \_\_\_\_\_ must be agreed upon by both parties before this Agreement will be validated. No surprise or extra expenses will be paid by the FOA District. Any expense to the Florida Orchestra Association District due to damage occurring during these Auditions must be reported on the day of the event. An inspection of any damages must be made by the District Chairperson (or his/her representative) and a Host Site Official, and liability for those damages must be mutually agreed upon.

If you feel that your facility can fulfill these FOA ALL-STATE AUDITIONS site requirements, please sign, date and return a copy of this Agreement to the District Chairperson by \_\_\_\_\_. Upon receiving your signed copy of this Agreement, he/she will contact you to discuss the details of these Auditions. You will receive additional information concerning the number of schools in attendance, the number of students in attendance, times facility is needed, etc.

If these or any other questions need to be answered before that time, please write or call (phone number) \_\_\_\_\_.

FOR THE DISTRICT:

(NAME) \_\_\_\_\_

(POSITION) \_\_\_\_\_

\_\_\_\_\_  
(Signature of Person Representing District)

FOR THE HOST SITE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Person Representing Host Site)



## **AUDITION INSTRUCTIONS LETTER**

[Sample email to District Members before All-State Auditions]

September \_\_\_\_, 20\_\_

Greetings to Fellow Orchestra Directors:

Enclosed is the schedule for the All-State Auditions to be held at:

\_\_\_\_\_ (school or other location)

\_\_\_\_\_ (address)

\_\_\_\_\_ (date and time)  
(map enclosed?)

Students and Directors should arrive **at least** 45 minutes prior to the starting time for the **auditions** to allow ample time to register, locate rooms and warm-up.

REMEMBER: Directors **must** be members of FOA/FMEA/NAfME **at the time applications for the All-State Orchestras are submitted**. Students whose director is not a member of FOA/FMEA/NAfME, will not be permitted to participate in the All-State process.

Directors **must** accompany and register their students.

{In this space, explain the PROCESS your District uses to register and audition students.}

Directors *with students auditioning* should be prepared to assist with the audition process.

Take this time to review the audition requirements and procedures with each of your students so that they can have every possible advantage to have a good audition. Be sure they are adequately PREPARED!

Musically yours,

Chairperson, District \_\_\_\_\_

**FLORIDA ORCHESTRA ASSOCIATION  
NOTIFICATION FORM**

*(Use this form as a receipt for each school)*

Your application for All-State Auditions has been:

Date \_\_\_\_\_

**Approved** \_\_\_\_\_

Check # \_\_\_\_\_ has been received for the amount of \_\_\_\_\_  
***Give this form to you bookkeeper if a receipt is required.***

**Denied** \_\_\_\_\_

**Your registration form has been denied. Please correct the following items checked below and resubmit your entry forms by the published deadline.**

\_\_\_\_\_ Registration Form was not typed.

\_\_\_\_\_ The number of students listed on your Registration Form does not match the amount of your check.

Students \_\_\_\_\_ \* \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ Only Booster checks, School checks or Money Orders may be accepted.  
P.O.'s will not be accepted.

\_\_\_\_\_ FOA Parental permission forms and FMEA concert participation forms were not included with your registration.

\_\_\_\_\_ Your registration was received late.

\_\_\_\_\_ A separate check is required for your late fee.

\_\_\_\_\_ Director/Principal signature(s) are required.

District \_\_\_\_\_  
Chairperson \_\_\_\_\_