

**DISTRICT  
CHORUS  
AUDITIONS  
PROCEDURES  
MANUAL**

***District XI***

## TIMELINE

- MAY:**
- Reserve the audition date and rooms on the school calendar.
  - Inform district as to the date of auditions.
  - Determine who will be the host school for the event, and who will be its event host and chair.
- AUGUST:**
- Contact/send contracts to judges (12). Judges may be choral directors from other districts, retired choral directors, voice teachers (not of any students auditioning), college or community choral directors - they may not be choral directors of those students auditioning.
  - Send out information to District about audition piece (last year's All-State audition piece).
  - Confirm with Student Activities the rooms that are reserved for the auditions.
  - Contract sight-singing composer. The sight-reading parameters are listed in **addendum II**.
- SEPT:**
- Locate or create sound files for the song and sight-singing.
  - Create budget for the event.
  - Send out information sheet to the teachers (see **addendum I**), including a copy of the student contract (found in the VCDA manual) for their convenience.
- OCT:**
- Obtain contracts from all the judges and sight-reading composer along with any necessary W-9's.
  - Collect contracts and audition fees from all participating schools.
  - Check number of contracts against each school's registration sheet and make sure that there is a contract for each auditioning student,

- along with the correct amount of money in fees.
- Deposit checks in school account (titled "District Chorus").
- Submit paperwork from judges to school financial administrator.  
(Be sure to make copies for your own records and for back-up.)

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- Make check payment requests for the judges and sight-reading composer.
- Send out Sign-Up Genius to parents for volunteers to work the event and/or donate food to the hospitality room.
- E-mail the following to the judges:
  1. Copy of audition song
  2. Copy of adjudication rubric
  3. Judges' guidelines sheet (see **addendum III**)
  4. Audio files and pdf's of song and sight-reading instructions for them to download to an electronic device of their choice, which they will bring them to the auditions.
- Have students sign up to volunteer for the host team and/or for set-up. Meet with them during the school day to review procedures.

**NOV:**

- Inventory items for auditions:
  1. Signage
  2. Supplies for audition rooms (see **addendum IV**)
  3. Formatted sign-in sheets for auditions day
  4. Pre-formatted individual adjudication sheets with voice part and audition number to coincide with sign-in sheets.
- Obtain checks for judges.
- Send reminder e-mail to judges with pertinent information.
- Create master list of volunteers – where and when.

**NOV – DAY BEFORE AUDITION:**

- Set up six audition rooms – student volunteer team assists.  
The 6 audition rooms are: S1, S2, A1, A2, T1&2, B1&2.
- Set up registration station.
- Post all signage.
- Volunteer parent team sets up hospitality room.

- Make name tags for all volunteers, teachers and judges.
- Photocopy audition song and sight-reading exercise sheets.

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**NOV – DAY OF AUDITION:**

- 6 - 8 am**
  - Open building.
  - Turn on copy machine.
  - Set up cafeteria with sound system, piano for warm-ups, and concession area – this is the warm-up and holding room for all students auditioning and any parents who accompany them.
  - Set up registration station, including name tags for volunteers.
  - Post any remaining signage, check sound equipment in each audition room.
  - Unlock tabulation room so tabulator can set up.
  - Parent volunteers bring in food and finish setting up hospitality room.
  - Place copies of audition song and sight-reading examples in each room.
- 8 am**
  - Meet with teachers to review registration procedures.
  - Meet with lead students.
- 8:15 am**
  - Student room hosts arrive, go to audition rooms.
  - Finalize any loose ends of set-up.
- 8:30 am**
  - Meet with judges in hospitality room. Review procedures with them while they have breakfast, which we provide.
  - Check in with all audition room student hosts to be sure they're in place.
  - Teachers at registration site – REGISTRATION OPENS (all the teachers from our district register the students).
- 8:50 am**
  - Escort judges to audition rooms, make sure that they are introduced to room hosts and settled in, including connecting their devices with the recordings to the speakers provided in each

room.

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- 9-11:30 am** -BLOCK 1 auditions  
(from time to time, collect completed adjudication forms and run them to tabulation room)  
-REGISTRATION CLOSES at 9:30 am
- 11:30-12:25** -LUNCH BREAK FOR JUDGES (give them signed contracts and checks)
- 12:00 pm** -Second REGISTRATION OPENS
- 12:30-3 pm** -BLOCK 2 auditions  
-REGISTRATION CLOSES at 1:00 pm
- 3-5 pm**
- Tear down and clean hospitality room.
  - Tear down audition rooms and signage.
  - Tear down cafeteria.
  - Finalize tabulations.
  - Close up tabulation room.
  - Turn off copy machine.
  - District teachers meet, review scores, make delegate choices based on the scores, looking for natural cut-off points for each voice part. Also decide on alternates for each voice part.
- NOV/DEC – EVENT WRAP-UP:**
- Finalize event report – reconcile with finance administrator.
  - E-mail auditions results (spreadsheet) to all participating schools.
  - Write thank-you-notes to judges.
  - Send event report to VMEA treasurer.

**ADDENDUM I**

**2019-20 DISTRICT XI CHORUS AUDITION INFORMATION**

Date: **Saturday November 9th, 2019**

Location: Centreville High School

6001 Union Mill Rd.

Clifton, VA 20124

Times: **Students will be randomly assigned to one of the following audition time blocks:**

**Block A** 9:00 – 11:30 a.m. **(Registration begins at 8:30 and will close at 9:30)**

Lunch Break 11:30 am – 12:30 pm

**Block B** 12:30 – 3:00 p.m. **(Registration begins at 12:00 and will close at 1:00)**

**Registration will close at 9:30 AM for block A and 1:00 PM for block B**

**Special Time Requests:** Requests for special audition times must be documented by the following:

**Note from parent/guardian** explaining the reason for the request and including the specific time block requested.

**Siblings may request the same block. That is reasonable.**

Fees: \$11.20 per student

Please submit one SCHOOL or BOOSTER check covering all audition fees for your students. No personal checks will be accepted. Checks should be made payable to **Centreville High School or CVHS**.  
Electronic

Registration: Due NO LATER THAN October 18<sup>th</sup>.

Forms: Each student must submit a completed and signed District Chorus Commitment Form. No student will be assigned an audition time without this form. All commitment forms and fees are due to Lynne Babcock **NO LATER THAN END OF SCHOOL DAY on FRIDAY NOVEMBER 1<sup>st</sup>, 2019.**

Audition Selection: *Whither Must I Wander* – For all audition materials, **CLICK HERE**

To register your students

-CLICK HERE-

**Link to Online Registration**

**DISTRICT CHORUS IS SCHEDULED FOR FEBRUARY 13, 14 and 15, 2020.**

**PLEASE HAVE STUDENTS CHECK THEIR CALENDARS TO BE SURE  
THEY CAN COMMIT TO THESE DATES!**

**ADDENDUM II**

**DISTRICT CHOIR AUDITIONS SIGHTSINGING GUIDELINES**

1. Keys:

District 10: Sop/Ten - Eb, Alto/Bass - C

District 11: Sop/Ten – F, Alto/Bass – C

District 12: Sop - G, Alto – D, Ten – F, Bass - C

2. Common time, four measures in length
3. Begin and end on tonic
4. Primarily step-wise motion, skips no larger than a third to occur at simple points of rhythm.
5. Skips will be do-mi or mi-sol only.
6. Note values used – whole, dotted half, half, dotted quarter, quarter, and eighth notes
7. Overall structure – ascending and descending
8. The highest note used in any example will be “la” and the lowest note will be “ti”.

## ADDENDUM III

### DISTRICT XI JUDGING GUIDELINES

Thank you for judging! District Chorus Is an important event and these auditions provide a valuable learning experience. We are grateful for your help.

\*\*\*Auditions will be held on **Sat., November 11, 2017**

\*\*\*Please arrive no later than **8:20 am**. The schedule this year is:

**Block A – 9:00 am – 11:30 am**

**Lunch – 11:30 am – 12:30 pm**

**Block B – 12:30 pm – 3:00 pm**

\*\*\*You will be paid **\$180.00**.

\*\*\*You will be provided with **breakfast, lunch and snacks**.

### GENERAL INSTRUCTIONS

1. These are “blind” auditions. Students should not see you and you should not see them.
2. To remain impartial, you must not know any information about the student. Should anyone make a comment about personal characteristics, school, etc., please ask them to stop.
3. Please try to finish the score sheet as soon as the student is done sight-reading. The numbers on the sheet are your first priority. Should you choose to write comments, please be brief and constructive. **DO NOT** slow the pace of the auditions to write comments. *Also, please check with one another before you finalize your scores, to make sure that the scores are at least somewhat consistent. If your scores vary radically, the students auditioning will not be able to learn benefit from your score sheets.*
4. Please be careful of what you say during the audition. Students tend to assume that all comments, laughter, etc. is directed at them!
5. YOU will be running your own sound in the audition rooms. You will be sent the sound files to load onto your phones, which you will operate during the audition. This will ensure that you are the only people to hear the auditioners. We'll run you through this process once we've escorted you to your audition rooms.

### JUDGING THE PREPARED PIECE

1. A student may start over once.
2. Do not give the student any vocal cues.
3. Do not give zeros unless the student does not attempt the piece.

### JUDGING SIGHT-SINGING

1. Any method may be used as long as the notes/rhythms are correct. Do not give the student any verbal (spoken or sung) help in singing the example.
2. Before beginning the example, students may sing (out loud) a scale or note pattern to establish pitch.
3. During study-time, students may very softly hum or sing the example until it is time.
4. A student may start over only ONCE. If they ask to start over, tell them yes, but remind them that



they may only start over once. A student may earn a perfect score if they start over in measure one, but if they start over after singing more than one measure, they should not receive a perfect sight-singing score.

5. If a student claps or “taps” the rhythm only, DO NOT give points for pitch, only rhythm. The maximum number of points for rhythm is half of the total possible points.
6. Do not give a perfect score unless it was 100% perfect.
7. DO NOT give zeros unless they did not attempt the example. Please note on the score sheet if they did not attempt the example. Minimal points may be given to recognize effort. Zeros are devastating to someone who tried.

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## **ADDENDUM IV**

### **AUDITION ROOM SUPPLY LIST**

#### **SET-UP CREW:**

1. Long table (if available) **OR** round table from cafeteria **OR** 2 desks
2. 2 chairs at the table/desks
3. 4 music stands (2 for music and 2 for sheet)
4. Desk or stool, on which to put the speakers for the sound station
5. 1 sheet, clipped with clothespins to 2 music stands, perched on 2 chairs (duct tape the stands to the chairs)
6. 1 stapler and 1 box of staples
7. Staple remover
8. Mechanical pencils
9. 2 calculators

#### **MRS. BABCOCK**

10. 2 Copies of audition music on judges table
11. 2 Copies of SS on judges table
12. Copies of music and SS on audition music stands
13. Sound Station
14. Voice part signs outside each room