

Site Manager's Manual For

INSTRUMENTAL AUDITIONS

Audition Date 10/15/2011

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NEW FOR 2011

Audition Day is Saturday, October 15

CLARIFICATION OF PROCEDURES FOR PERCUSSION AUDITIONS

NMEA understands that percussion auditions often present a special challenge. The following guidelines are offered in an attempt to standardize auditions across the state and offer the best possible equipment for use during auditions.

Audition sites should try to provide the best possible equipment for timpani and mallet percussion auditions. However, the audition sites must work with the equipment available. NMEA recommends that the following procedures be followed:

- A full size marimba should be used if possible (xylophone may be substituted if this is the only instrument available).
- Four standard size timpani should be available.
- The timpani and mallet percussion should be maintained properly. Timpani should be tuned to the correct range.
- If you are not comfortable working with percussion equipment NMEA recommends that a local percussionist be asked to check your equipment prior to auditions. NMEA can help locate such individuals – contact Matt Sheppard at mvsheppard@cox.net or Neal Schnoor at neschno1@wsc.edu.
- Feel free to borrow percussion equipment from other schools if necessary.
- Please include specific information about the percussion available in your communications with directors.
- You are encouraged to set up a time for percussionists to work with equipment prior to the auditions. For example, the percussion equipment may be made available from 7:00 am to 8:00 am on the morning of auditions; or, you may invite percussionists to stop by your school on a day prior to auditions. (Be sure to communicate these times to the directors at your site.)
- Schools may bring their own instruments but they should get permission to do so from you prior to auditions. (Moving large percussion instruments may necessitate removing center posts from doorways, etc.) NMEA recommends scheduling percussion auditions in a room that has easy access.
- Audition sites should NOT provide any drum sticks or mallets, snare drums, or drum sets. All schools are responsible for providing this equipment.

The following statement is printed in the Wind-Percussion Auditions Manual:

Special Information for Percussion Auditions:

- Audition sites will have timpani and mallet percussion instruments in the best working order possible. However, they must work with the instruments they have, which may be different than what you are used to using.
- Any director who has concerns about the quality of equipment available should contact the site chair at their audition site well before the day of auditions.
- Schools may choose to bring their own instruments. If this is done schools should contact the site host before the day of auditions to determine if this step is necessary and make all other arrangements necessary.
- All students auditioning on timpani will be expected to tune the instruments without the use of tuning gauges. All tuning gauges will be removed or covered before a timpani audition begins. (This applies regardless of whether the student uses the timpani provided or brings their own instruments.)
- The host sites will not provide timpani or keyboard percussion mallets. All students should bring their own mallets.
- Host sites will not provide snare drums or drum sets for use during auditions.

2011 POINTS OF EMPHASIS

1. Use the “Audition Site Expense Voucher Form” (page 32) to request reimbursement to your school or your program’s activity account. Use the “Direct Payment Form” (page 34) for checks to all individuals or businesses that require an individual check issued by NMEA. (There is no need to list the names and addresses of judges or instrumental auditors on both a “Direct Payment Form” and the “Audition Site Expense Voucher.”)
2. All scales and snare drum rudiments must be played without using music. We are asking that the music stand be turned to face away from the student during this part of the audition. Please be sure to visit with your room workers so they understand this procedure.
3. The digital recorders have replaced the old tape recorders. Please take time to become familiar with their operation before the day of auditions. Plan to have a training session with the helpers who will be working as instrumental audition auditors.
4. Door monitors must ask auditioning students to check their application for accuracy before they enter the audition room. Each student should check their form for the following information:
 - Correct spelling of their name – including their middle initial and “badge name”
 - Correct HOME mailing address (**this is essential – insist that the student check the mailing address – including PO Box number if applicable**)
 - Correct year in school – 10, 11, or 12

Students should make any changes directly on the application form and then sign the form. The student will take the application form (white sheet) and the judge’s form (yellow sheet) into the audition room and give both sheets to the auditor. (Please leave the two sheets stapled together throughout the audition process.)

5. Just as in past years, directors may “late” register students for up to 14 more days (September 23 this year) with the payment of a substantial fee. If you set up your schedule before September 23, make sure you leave some open slots to accommodate those students who may be registered late.

ITEMS OF NOTE/CONCERN

- Please visit with all judges (vocal) and room workers (instrumental) so they understand that they **CANNOT** make any changes in a student's voice classification or instrument. Should they be asked to make such a change or "fix a mistake" they should stop the audition immediately and contact you or the NMEA site representative. Only the audition site chair and the NMEA site representative can make this change – not the judge or room worker.
- Students who audition on Flute, Bb Clarinet and Oboe will have already indicated if they want to be considered for Piccolo, Eb Clarinet or English Horn. Their audition "instrument" on the registration will show that they are auditioning on two instruments. These students will complete a total audition on the flute, Bb clarinet or oboe: major scale, chromatic scale, two etudes and the music excerpt. They then will play an additional excerpt on the second instrument.
- Please instruct your room workers to turn the music stand so it faces away from the student while that student plays scales or snare drum rudiments/jazz patterns. These parts of the audition must be played without the use of any music.
- If you have JAZZ BASS auditions at your site, please be sure that the digital recorder is placed so it records the student without difficulty. You should also experiment with the placement of the CD player so it does not cover the sound of the bass.
- Please remove (or cover) timpani tuning gauges. Not all sites use such devices and it is important to have every site's timpani auditions as equal as possible.
- Student workers are no doubt an important part of your audition site work force. **Please place them only in roles where they do not have access to audition results.** In the past, students occasionally have passed on information to peers regarding their audition status/placement. It is important that we do everything possible to avoid these situations.
- Because the auditions are recorded and audition numbers guarantee anonymity for the judge, instrumental schedules **CAN** be posted with names. This should help keep the auditions on a personal and professional level.
- As noted elsewhere in this manual, please use a random means of assigning audition times. **It cannot appear that site schools are receiving an advantage via the schedule.**
- **Make sure audition room auditors are directed to follow the script EXACTLY. Audition sites should only be referred to by letter, NOT LOCATION. This is needed to preserve the anonymity factor so the judges do not know what region auditions are from. THIS IS ONE OF THE AREAS OF GREATEST CONCERN. PLEASE VISIT WITH ALL OF YOUR ROOM WORKERS AND EMPHASIZE THAT THEY SHOULD READ THE STATEMENT EXACTLY AS PRINTED ON THE STUDENT'S FORM. THEY SHOULD NOT STRAY FROM THE SCRIPT IN ANY MANNER!**

INSTRUMENTAL AUDITIONS

I. INTRODUCTION

On behalf of Nebraska's music students and educators, **thank you** for agreeing to host and manage the NMEA All-State auditions. If you have any questions concerning this material, please contact:

Matt Sheppard
Chair of Auditions
16024 Parker Street
Omaha, NE 68118
Work Telephone: (402) 390-6464
Home Telephone: (402) 963-0556
Fax: (402) 390-6454
mvsheppard@cox.net

You will be working closely with the Chair of Auditions as well as the NMEA Secretary-Treasurer in preparation for the audition day. This year's date for all auditions is Saturday, **October 15**.

As in the past, directors may "late" register students for up to 14 days past the September 9 deadline with the payment of a late fee. If you set up your schedule before September 23, make sure you leave some open slots to accommodate those students who may be registered late.

Many site managers have hosted a site for several years, and have a firm understanding of what is required to manage an audition site. **However, please take time to review this manual EVERY year. It is essential that all audition sites use exactly the same procedures.**

II. MATERIALS YOU WILL RECEIVE FROM NMEA

Following is a list of materials and equipment that you will need and/or find helpful in managing your audition site. Most of these items will be sent to you approximately two weeks after the All-State application deadline.

You will receive from the Auditions Chair:

- A. A binder with cover letter, Instrumental & Vocal Site Manual. (Site manuals are also posted on the NMEA website.)
- B. Jazz audition accompaniment on CD.
- C. CD player for Jazz Audition accompaniment playback.
- D. Copies of the Etudes & Excerpts that are to be performed.
- E. Scales and rudiments and the order of performance will arrive one week before auditions.

You will receive from the NMEA Secretary-Treasurer:

The digital recorders! Be sure to take the time to learn how to use these recorders. (See pages 15 and 16.) These recorders are available now! Please send NMEA Secretary/Treasurer Bryan Johnson a message that indicates how many recorders you will need. (You will need one recorder for each instrumental audition room, plus one extra.)

To be sent by e-mail:

- (About September 13) A preliminary list of the number of auditions estimated at your site. This information may be used to block out room use, confirm the number workers needed, etc.
- (About September 23) An Excel spreadsheet that contains the information needed to build the schedule: Name of student – ID number – Instrument – School – School/Director contact information – Special scheduling requirements.
- Notice of any cancellations, additions, changes, etc. Please remember that additions can occur until the second deadline (September 23). Changes in instruments may occur anytime – even on the day of auditions. (A special procedure is necessary before an audition day change may occur. Please see page 8 for complete details.)

The following will be sent by mail:

- All-State application forms, pre-printed and attached to judging forms.
- A list of students from each school who will complete an audition at your site (each school is on a separate sheet of paper). This list will be attached to the student applications.
- A “Master Envelope” for each instrumental audition room at your site. You will need one envelope per room. This envelope has a form attached to the front that is filled out by the room worker as the auditions take place. This envelope also serves as a collection envelope for the paperwork of completed auditions.
- A “Cancellation Envelope” for each instrumental audition room at your site. You will need one envelope per room. This envelope has a form attached to the front that is filled out by the room worker and the door monitor and lists all students scheduled for that room that canceled or are no shows. This envelope also serves as a collection envelope for the paperwork of canceled auditions.

The instrumental audition applications will look exactly like the chorus audition applications except the chorus judge’s forms are blue and the instrumental judge’s forms are yellow.

III. PREPARING THE PHYSICAL SITE

Please note the following recommendations regarding your preparations:

- A. Use the band room for percussion and jazz auditions
- B. Secure 5-6 other rooms for wind and string auditions (4-7 rooms will be needed for vocal auditions)
- C. Have a good piano in the room used for JAZZ PIANO auditions.
- D. Cover or remove tuning gauges from timpani.
- E. Be sure the room used for JAZZ BASS is large enough to allow for the set-up. The digital recorder needs to be placed close enough to the bass and far enough from the CD player to allow for proper recording.
- F. Use the central office as your headquarters
- G. Use the auditorium or other large room(s) for warm-up
- H. Prepare a registration table for directors and students
- I. Consider creating a hospitality room for directors and sponsors
- J. Be sure to create signs that point the way to audition rooms

IV. CREATING THE SCHEDULE

A. Create the schedule

Using the spreadsheet you receive from the Secretary/Treasurer, compile a list of audition times, buildings and rooms for the instrumental auditions – Wind, Percussion, Strings, and Jazz. Remember to build in breaks for the room workers and to accommodate last minute changes and any “late” registered students. The spreadsheet will include the student’s information (name, instrument, school, director) and the assigned ID # that you will use throughout the audition process. Remember to check for students who will complete multiple auditions to avoid conflicts.

Arrange the audition schedule at six (6) minute intervals including jazz auditions. 8:00 a.m. is the standard start time for your schedule. The Chair of Auditions will assign a “Site Letter” for each audition site. This “site letter” is to be used on all forms that relate to the audition site. Your site will be A, B, C, D, E, F, G, H, I, J or K.

B. Using Mailings from Secretary-Treasurer

Please send information, schedules, etc. by email. The spreadsheet that you receive from the Secretary/Treasurer will contain email addresses for all directors. You will also receive a complete email master list for your use.

C. Email a copy of the audition schedule to schools ASAP.

Email a schedule of auditions to directors of each school auditioning at your site. Include with this schedule any special information you need to provide (for example, directions to the school, materials available at your school, etc.). In your cover letter to the directors please include; “Please report cancellations as soon as possible”.

D. Handling requests for schedule changes/site relocation

Undoubtedly you will be asked by your participating schools to adjust your schedule for special problems and situations that arise after the schedule is finished. Try to work it out with the director if it does not disrupt your time schedule. Use your judgment on fairness. Contact the auditions chair for any unusual/questionable requests. Situations often arise where a school outside of your site area may, for many different reasons, seek to attend your audition site. **All site reassignments must be finalized through the Chair of Auditions.**

ANY CHANGES IN A STUDENT’S APPLICATION OR CHANGES FROM ONE INSTRUMENT TO ANOTHER MAY BE COMPLETED, BUT THEY REQUIRE THE PAYMENT OF A SPECIAL FEE. IF YOU ARE ASKED TO MAKE A CHANGE OF ANY KIND PLEASE CONTACT THE NMEA SECRETARY/TREASURER. DO NOT MAKE ANY CHANGES UNLESS AUTHORIZED BY THE NMEA SECRETARY/TREASURER.

STUDENTS ARE ALLOWED TO CHANGE FROM ONE INSTRUMENT TO ANOTHER – EVEN AS LATE AS THE DAY OF AUDITIONS. This change will be made upon payment of a \$30.00 fee. (Please note that this fee has increased from \$20.00 this year.) This fee should be paid at the time of the audition (attach the check or cash to the student’s forms). If payment is not made at the audition site the school will be billed and the student will not be eligible for selection to All-State until the payment is made. If a request for a change is made at your site, please follow this procedure: (The NMEA representative at your site may handle these tasks.)

1. Call the NMEA Secretary/Treasurer at (402) 380-2278 (cell) or (402) 685-5302 (land line) and get approval BEFORE you make the change.
2. Mark the change CLEARLY on the student’s application form and the judge’s form.
3. Collect the \$30.00 processing fee or make arrangements for billing.
4. If necessary, move the student (and paperwork) to the correct audition room. (This is usually not necessary for instrumental auditions.)
5. Have the student complete the audition whenever a time slot is available.
6. Process the paperwork with the rest of the auditions for that room. You may wish to attach a note to the paperwork that indicates that a change has been made.

V. HIRE ROOM AUDITORS/SELECT STUDENT HELPERS

A. Select auditors for each audition room.

It is advantageous to select auditors that have some knowledge of music, especially when problems arise. The auditor for Jazz Band auditions must be especially adept since the auditions require operation of a CD player as well as a digital recorder. Audition auditors will be paid \$30.00 minimum and \$15.00 per hour for each hour beyond two (2) hours. Schedule a meeting with the auditors and discuss their job (before the auditions). This is especially important as they must be adept at operating the digital recorders and must understand how to process the paperwork. **Please emphasize to all auditors that they must follow the script printed at the top of the audition application form. They must read the statement printed in red at the top of the student's application form EXACTLY AS PRINTED!**

Be sure to familiarize the auditors with the audition procedure. Go over the materials in this manual (pages 16-31) with all auditors.

B. Recruit student helpers to assist with auditions.

Student helpers can help at the Registration table to answer questions and receive any cancellation information. It is also the student helpers' responsibility to notify the audition site manager of all cancellations. **Each audition room should have a student helper located outside the door to the room.**

Responsibilities of door monitors:

- Keep the audition room running as smoothly and as close to the schedule as possible.
- Have auditioning students check their application form for accuracy. Each student needs to check to be sure their name is spelled correctly, their year in school is correct and their home mailing address is correct. Have the student make any necessary corrections on the application form and sign that form.
- Give the audition forms to the students to carry into their audition and give to the auditor.

The door monitor should always follow the schedule as set by you.

The door monitor is also responsible for maintaining an environment that does not interfere with the audition recording process.

C. Identity Verification Procedure in the Audition Room

The auditor (inside the audition room) will ask each student their name and verify that the student has presented their own application and judge's form (two sheets stapled together).

The auditor will transfer information from the student's application form to the audition form attached to the front of the "Master Envelope." (See page 13 for details.)

Upon completion of the audition put the paperwork in the "Master Envelope".

PLEASE BE SURE THAT THE TWO PAGES OF PAPERWORK REMAIN STAPLED TOGETHER THROUGHOUT THE ENTIRE AUDITION PROCESS.

VI. OTHER PRE-AUDITION DAY TASKS AND “MUST-HAVE” INFORMATION

A. Place the correct envelopes in each audition room (A large blue and a large yellow envelope with the master form or cancellation form taped to the front.)

The NMEA Secretary/Treasurer will ask you for the number of instrumental audition rooms used at your site. He will mail you two envelopes for each room: (1) a blue “Completed Auditions” envelope to collect paperwork for completed auditions, and (2) a “Cancellation” envelope to collect paperwork for cancellations and no shows. Each envelope will have a form attached to the front that will be completed by the room auditor and the door monitor as the auditions proceed.

These envelopes are collected at the finish of auditions by the NMEA site representative and are returned to NMEA. Do not discard any applications forms for cancellations, etc. All paperwork needs to be returned to NMEA. Please do not give any of these envelopes to anyone but the designated NMEA site representative.

B. Digital Recorders and CD Player (CD PLAYERS DO NOT RECORD!)

The Auditions Chair will be verifying that you have received your digital recorders and a CD player (for the Jazz audition playback) in early September. Please check equipment to be sure that all is in good working order. The number of machines you receive will be determined by the number of rooms you use for instrumental auditions. (Contact the Secretary/Treasurer if you need more digital recorders.) When auditions have been completed, report any faulty digital recorders to the Chair of Auditions and the Secretary/Treasurer. All paperwork and all digital recorders will be collected by the NMEA site representative at the conclusion of auditions.

C. Prepare material to be given to each tape auditor:

Instructions for Instrumental Auditors begin on page 16. Please familiarize yourself with these instructions so that you understand all duties of the auditors. Create a packet including these instructions for each Auditor, as well as all the necessary instructions as listed below.

1. Copy the script and instructions (starting page 18) that each tape auditor will read at each instrumental audition. Be sure you edit the script with the correct scale/ rudiment requirement. (Discuss this at your auditor meeting.) The Chair of Auditions will provide the scale, rudiment and any other requirements approximately one week prior to auditions.

Please note that all instruments may not be assigned the same concert scale.

2. Be sure each auditor has a copy of the etude(s) & excerpts for each instrument the auditor will be recording. The etude(s) & excerpts should be placed on a music stand in the audition room. **Note:** Wind and percussion instruments play two etudes. String instruments play one etude that is in two distinct sections. Harpists play one etude. When there are two etudes, both are to be played at the audition.

3. Be sure each auditor has a copy of the schedule for that room and the two collection envelopes.

VII. Other tasks to consider before audition day arrives:

- **Be sure to email schedules to participating schools as soon as possible.**
- **Make your instructional signs, direction signs, etc.**
- **Tape the schedules for each room outside the audition room.**
- **Make arrangements for a hospitality room for directors, bus drivers, sponsors, etc.**

VIII. AUDITION DAY TASKS

A. Post audition material

About one week before auditions the NMEA Auditions Chair will send you the selected scale(s) and rudiments to be used for this year's auditions. On the day of auditions, post the following information in the warm-up room before the auditions begin:

Order of Instrumental Auditions:

1. Scales or rudiments
2. Chromatic Scale
3. Etude 1, Etude 2, Etude 3 (for trumpet only)
4. Excerpt from All-State music.

B. Have an Early Morning Auditor/Door Monitor Meeting

1. Distribute envelopes and scripts. Discuss procedures and answer any questions. Stress that uniformity of auditions is vital to ensure statewide equality. Encourage them to keep the rooms running on time, but never at the expense of fair and equal auditions. REMIND THEM TO KEEP ALL APPLICATION MATERIALS STAPLED TOGETHER!
2. Fill in the blanks on the auditor scripts to indicate what concert scales / major, melodic minor scales for strings/ rudiments for the snare drum are to be played.
3. Remind the auditors of these points of emphasis: (1) Scales and rudiments must be memorized – turn music stand away from the student; (2) Read script for each student exactly as printed on the application form.

C. Keep things running smoothly and on schedule

D. After the Conclusion of Audition Activities

Following the auditions gather all the following material and give it to the Chair of Auditions via the designated NMEA representative **on the same day of auditions:**

1. **All digital recorders. Don't forget to return any extra recorders that were not used at your site.**
2. **Master Envelopes – Blue envelopes containing all of the original applications and judge's forms for the students who completed auditions.**
3. **Cancellation Envelopes – Yellow envelopes containing all of the original applications and judge's forms for canceled auditions and no shows.**
4. **A Copy of your 2011 Master Schedule.**

IX. EXPENSE VOUCHERS

Working with the choral audition site manager, prepare your expense voucher (found on pages 32-33 of this manual) to be sent to the Secretary-Treasurer of NMEA for reimbursement. If possible, please pay expenses from your school's activity account and submit a voucher for reimbursement. If this is not possible be sure to complete one copy of the form on page 34 for each person. Return these forms to NMEA, along with your Expense Voucher.

NOTE: PLEASE TRY TO HAVE EVERYTHING RETURNED TO THE SECRETARY/TREASURER BY NOVEMBER 1.

GOOD LUCK and THANK YOU

Again, many thanks for taking on this responsibility. Any suggestions for changes that you believe would improve our audition process are welcome and expected. Please present your suggestions to the Chair of Auditions.

**SAMPLE OF MASTER SHEET ATTACHED TO BLUE ENVELOPE
(YOU WILL BE SENT ONE ENVELOPE FOR EACH AUDITION ROOM)**

COMPLETED AUDITIONS

AUDITION SITE _____ Site Letter _____

AUDITION ROOM # _____ Digital Recorder # _____

Track # <small>(from the digital recorder)</small>	ID Number	Name of Student	School	Instrument	Comments
01	D – 5513 – Flute/Piccolo	Julie Flutist	Anytown High School	Flute & Piccolo	
02	D – 4387 – Flute	Susie Student	Othertown High School	Flute	
03	D – 5651 – Oboe	Debbie Student	Main Street School	Oboe	
04	D – 4546 – Flute/Piccolo	Mary Flutist	Anytown High School	Flute	Student did not play piccolo excerpt
05	D – 4311 – Bassoon	David Bass	Yourschool Academy	Bassoon	Student did not finish second etude

COMPLETE THIS FORM FOR ALL STUDENTS WHO PLAY AN AUDITION IN THIS ROOM.

The auditor will complete this form as the auditions take place. They should write the name of the each student who auditions as shown, along with the track number (from the digital recorder), the ID number, school and instrument. Any special information can be added in the “comments” space. (A typical comment may be something like “Student did not play the scheduled piccolo excerpt.”)

Students should be listed in the order that they audition.

Do NOT list students who cancel their audition or are no shows.

When audition is complete the paperwork (two pages stapled together) should be placed into this envelope. Please keep paperwork in the audition order.

**SAMPLE OF MASTER SHEET ATTACHED TO YELLOW ENVELOPE
(YOU WILL BE SENT ONE SUCH ENVELOPE FOR EACH AUDITION ROOM)**

CANCELLATIONS & NO SHOWS

AUDITION SITE _____ Site Letter _____

AUDITION ROOM # _____

ID Number	Name of Student	School	Instrument	Comments
D – 6732 – Oboe	Bill Student	Anytown High School	Oboe	
D – 6787 – Bassoon	Donald Smith	Othertown High School	Bassoon	
D – 8267 – Flute	Jennifer Jones	Main Street School	Flute	No show



COMPLETE THIS FORM FOR ALL CANCELLATIONS AND NO SHOWS.

The auditor and door monitor will complete this form on the day of auditions.

Write in the name, school, instrument, and ID number of all students who cancel their audition or are a no show. You do not need to enter this information in any particular order. Put the paperwork (2 pages stapled together) in this envelope.

DOOR MONITOR INSTRUCTIONS

(Please duplicate this page for each door monitor.)

Door Monitors should be outside of each audition room. Door monitor duties are:

- 1) Keep the audition room running as smoothly and as close to the schedule as possible.
- 2) Have auditioning students check their application form for accuracy. Each student needs to check to be sure their name is spelled correctly, their year in school is correct and their home mailing address is correct. Have the student make any necessary corrections on the application form and sign that form.

Be very careful that students have the correct form and do not separate the two pages. The students are often very anxious about the audition and do not notice if they switch paperwork with another student. Check the paperwork as they enter the room to be sure everything is correct. (These problems tend to occur most often during VOCAL auditions.)

- 3) Give the audition forms to the students to carry into their audition and give to the auditor.
- 4) Keep noise level down in hallways outside of audition rooms.
- 5) Monitor the master schedule posted outside the audition room. Cross out all cancellations and check off each name as their audition is completed.

Upon Completion of Auditions

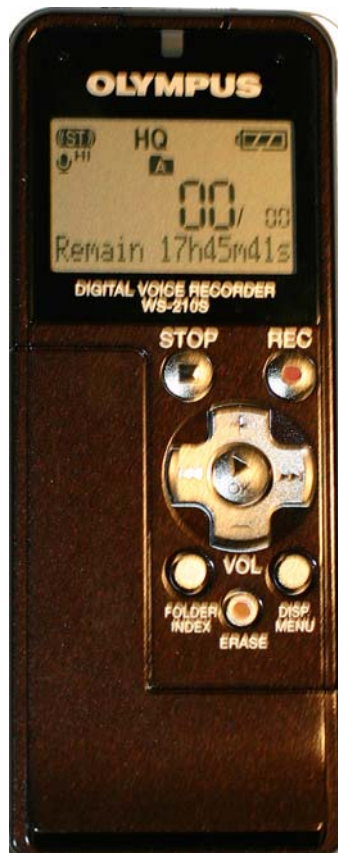
- 6) Collect the paperwork for all cancellations and students who did not show up for their audition. Mark each canceled application form with an obvious "X" or write "CANCEL" on the application form.
- 7) Work with the room auditor to complete the form taped to the front of the "Canceled Auditions" envelope. Put all paperwork for cancellations and no shows into that envelope and return to the site chair.

GENERAL INSTRUCTIONS FOR AUDITION AUDITORS (DUPLICATE THESE TWO PAGES FOR EACH ROOM AUDITOR)

All-State instrumental auditions are recorded digitally. Please read the following information very carefully.

BEFORE AUDITIONS BEGIN

Check the digital recorders to be sure they are set properly. Instructions are on page 35. The recommended setting is XQ – LO). Be sure that the Site Chair has given your Door Monitor the package of application forms for each student who is auditioning in your room. Each student should have a white application form with a yellow judging form stapled to it. (Please leave both pages stapled together throughout the audition process.)



Step 1

Check the digital recorder to see that it is functioning properly and you understand how it works.

Turn on the recorder by sliding the **HOLD** switch (located on the right hand side of the recorder and not visible in the photo on the left) DOWN. The screen will change to show what is on the photo to the left. [The screen should read **00/00** and folder A. The battery life is indicated by the icon in the upper right hand corner. The unit uses one standard AAA battery.]

← **HOLD SWITCH** is on the side of the unit. (Slide DOWN to turn on the recorder.)

Step 2

You should have a copy of the schedule of auditions for your room. **You also should have a “Master Envelope” and a “Cancellation Envelope”.** You will use the **Master Envelope** to record information on every student who auditions in your room and as a collection envelope for paperwork from all completed auditions. The **Cancellation Envelope** will contain all the paperwork from auditions that were not completed.

Step 3

Greet the student and ask their name – do your best to put the student at ease. The student will hand you their application form and judge’s form. (Remember to keep these pages stapled together.)

Verify the student’s name and information on the application and transfer this information to the form taped to the front of the “Master Envelope.” You will write the Track #, ID Number, Name of Student, School and Instrument. The Comments section is for anything unusual that might occur in the course of the audition. (For example: “student did not finish 2nd etude.”) **Please enter information in the order that students audition – the track numbers should be consecutive.**

Track # (from the digital recorder)	ID Number	Name of Student	School	Instrument	Comments
01	D – 5513 – Flute/Piccolo	Julie Flutist	Anytown High School	Flute & Piccolo	
02	D – 5410 – Bassoon	Bill Bass	Anytown High School	Bassoon	Restarted excerpt

Step 4

The student may warm-up to get acquainted with the sound of the room. They can do this while you are entering their information as mentioned in Step 3. Students may not warm-up between each segment of the audition. Have the student direct the sound of the instrument towards the recorder. (The recorder should be placed about 2 feet from woodwind and string instruments, 3 to 4 feet from brass instruments, and 4 to 5 feet from percussion instruments. Of course, these measurements are approximate and will vary depending on the size and acoustics of the room.)

Step 5

Start the recorder by pushing the **RED REC** button once. You will hear one beep and the light located above the Olympus logo will turn red. To **PAUSE** between sections of the audition press the **RED REC** button again. You will hear two beeps and the words “Rec Pause” will flash on the screen.

IMPORTANT: Use ONLY the **RED REC** button to start and to pause the recorder during the audition. Do NOT press the STOP button until the audition is completely finished. **If the STOP button is pressed at the wrong time the remainder of the audition will be on the next track. Should this occur please indicate it on the Master Envelope. That student will have multiple track numbers assigned to their audition.**

The photo on the left shows a recorder in use. It is recording an audition on Track 5. Notice that the light above the Olympus logo is red.

Step 6

At the end of each audition, listen to part of the audition just finished to be sure that the student's audition was recorded. If not, try to find the nature of the problem, solve it, and run the audition again.

To listen to the audition press the **OK** button ONCE. The playback will begin at the start of the audition – the light above the Olympus logo will be **green**. Pressing the **OK** button multiple times changes the speed of the playback from Normal, to Slow Play, to Fast Play, and back to Normal. The + and – switches increase and decrease playback volume. The >>> and <<< switches are fast forward and fast reverse through the selected track. There should be no need to select the track before playback. Pressing **OK** automatically plays back the track just finished. When you are satisfied that the audition was recorded successfully and you want to end the playback press **STOP**. The unit is now set to record the next audition.

DO NOT USE THE ERASE BUTTON! No audition should be erased for any reason. If, for any reason, an audition or a portion of an audition is recorded again just indicate that fact on the MASTER ENVELOPE.

If the audition was successfully recorded, place the paperwork in the **MASTER ENVELOPE**. Double check the information you listed on the chart taped to the front of the envelope.

SUMMARY OF DIGITAL RECORDER USE DURING AN AUDITION: (Be sure HOLD button is in DOWN position.)

- Press **REC** to begin
- Press **REC** to pause
- Press **REC** to restart after pause
- Press **REC** to pause
- Repeat steps listed above as often as necessary
- Audition is completed – Press **STOP**
- To playback – Press **OK** – (Playback speed is controlled using the **OK** button – press **OK** once to start playback, pressing **OK** repeatedly will move from *Normal Play* to *Slow Play*, to *Fast Play*, back to *Normal Play*.)
- To end playback – Press **STOP**

The recorder is now ready for the next audition.

RECORDING PROCEDURE AND SCRIPT – WIND INSTRUMENT AUDITIONS (Duplicate this script for each room that has Wind Instrument Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Wind Instrument Auditor's Script

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Instrument: ____." (For example: "This is audition site C, audition number 4321, Bb clarinet." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. **Turn the music stand!** Tell the student to "Play the _____ concert scale from memory." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play the chromatic scale from memory." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the chromatic scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.) **Turn music stand back!**
4. Tell the student to "Play Etude 1. You may use the copy that is provided on the music stand or your own copy." **Press REC to begin recording.** The student plays etude number 1. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
5. Tell the student to "Play Etude 2. You may use the copy that is provided on the music stand or your own copy." **Press REC to begin recording.** The student plays etude number 2. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
6. Tell the student to "Play the excerpt from the All-State music. You may use the copy provided or your own." **Press REC to begin recording.** The student plays the required excerpt. **Press REC to pause the recording OR press STOP to end the recording session. (Press STOP if this is the end of the audition.)**
8. **Optional:** The next part of the audition will be completed only by some students.
 - Students who audition on **flute** have the option to complete an extra excerpt on **piccolo**.
 - Students who audition on **Bb clarinet** have the option to complete an extra excerpt on **Eb clarinet**.
 - Students who audition on **oboe** have the option to complete an extra excerpt on **English Horn**.Give the student time to switch instruments. They may play a few seconds of music to be sure the instrument is ready. Then, tell the student to "Play the additional excerpt (for the second instrument) from the All-State music." **Press REC to begin recording.** The student plays the additional excerpt on the second instrument. **Press STOP to end the recording session.**
9. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
10. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions – Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – SNARE DRUM AUDITIONS (Duplicate this script for each room that has Snare Drum Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Snare Drum Auditor's Script

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

FOR SNARE DRUM

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Snare Drum." (For example: "This is audition site C, audition number 4321, Snare Drum." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. **Turn the music stand!** Tell the student to "Without music, please play the following rudiments, in order: _____." **Press REC to begin recording.** The student plays the selected rudiments without using music. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.) **Turn the music stand back!**
3. Tell the student to "Play Etude No. 1. You may use the copy that is provided on the music stand or your own copy." **Press REC to begin recording.** The student plays etude number 1. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
4. Tell the student to "Play Etude No. 2. You may use the copy that is provided on the music stand or your own copy." **Press REC to begin recording.** The student plays etude number 2. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
5. Tell the student to "Play the snare drum excerpt from the All-State music. You may use the copy provided or your own." **Press REC to begin recording.** The student plays the snare drum excerpt. **Press STOP to end the recording session.**
6. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
7. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – TIMPANI AUDITIONS (Duplicate this script for each room that has Timpani Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. Please follow this script exactly! Your voice will be recorded during the tuning part of the audition.

Timpani Auditor's Script

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

FOR TIMPANI

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Timpani." (For example: "This is audition site C, audition number 4321, Timpani." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**)
2. Tell the student to "Tune the Timpani to A and D". **The auditor does NOT record the actual tuning of the timpani.** (After the student is finished, go on to statement # 3.)
3. Tell the student to "Play each note from low note to high note." **Press REC to begin recording.** The student plays the notes they have tuned. **Do not stop the recording – go right on to # 4.**
4. Tell the student to "Play a roll on A from soft to loud." The student plays the roll. **Do not stop the recording – go right on to # 5.**
5. Tell the student to "Tune timpani to B flat and F." **Do not stop the recording – the judge wants to hear how efficiently and accurately the student retunes the timpani.**
6. Tell the student to "Play each note from low note to high note." The student plays the two notes. **Press REC to pause the recording.** (You may pause here to allow the student time to recover. Start the recorder again when the student is ready to tune the timpani for the next etude.)
7. **Press REC to begin recording the tuning of the timpani.** Tell the student to "Play Etude No 1. You may use the copy that is provided on the music stand or your own copy." The student plays etude number 1. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
8. **Press REC to begin recording the tuning of the timpani.** Tell the student to "Play Etude No 2. You may use the copy that is provided on the music stand or your own copy." The student plays etude number 2. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
9. Tell the student to "Play the timpani excerpt from the All-State music. You may use the copy provided or your own." (The student may tune the timpani before you begin recording.) **Press REC to begin recording.** The student plays the timpani excerpt. **Press STOP to end the recording session.**
10. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
11. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – MALLET AUDITIONS (Duplicate this script for each room that has Mallet Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Mallets Percussion Auditor's Script

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

FOR MALLET PERCUSSION

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Instrument: Mallet Percussion." (For example: "This is audition site C, audition number 4321, Mallet Percussion." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. **Turn the music stand!** Tell the student to "Play the ____ concert scale from memory." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the concert scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play the chromatic scale from memory." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the chromatic scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.) **Turn the music stand back!**
4. Tell the student to "Play Etude No. 1. You may use the copy that is provided on the music stand or your own copy." **Press REC to begin recording.** The student plays etude number 1. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
5. Tell the student to "Play Etude No. 2. You may use the copy that is provided on the music stand or your own copy." **Press REC to begin recording.** The student plays etude number 2. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
6. Tell the student to "Play the mallet percussion excerpts from the All-State music. You may use the copy provided or your own." **Press REC to begin recording.** The student plays the mallet percussion excerpts – there are two short segments and the recorder should NOT be paused between them. **Press STOP to end the recording session.**
7. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
8. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – STRING INSTRUMENT AUDITIONS (Duplicate this script for each room that has String Instrument Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

String Instruments Auditor's Script

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Instrument: ____." (For example: "This is audition site C, audition number 4321, Violin." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. **Turn the music stand!** Tell the student to "Play the ____ major scale from memory." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play the ____ minor scale from memory." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the minor scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.) **Turn the music stand back!**
4. Tell the student to "Please play the audition etude. You may use the copy that is provided on the music stand or your own copy. You may briefly pause between the two sections of the etude." **Press REC to begin recording.** The student plays the etude. **Press REC to pause the recording – do not pause between the two sections of the etude.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
5. Tell the student to "Play the excerpt from the All-State music. You may use the copy provided or your own." **Press REC to begin recording.** The student plays the required excerpt(s). **Press STOP to end the recording session.**
6. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
7. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – HARP AUDITIONS (Duplicate this script for each room that has Harp Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Harp Auditor's Script

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Instrument: Harp." (For example: "This is audition site C, audition number 4321, Harp.") Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. Tell the student to "Play the Harp Etude. You may use the copy that is provided on the music stand or your own copy." **Press REC to begin recording.** The student plays the etude. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play the excerpt from the All-State music. You may use the copy provided or your own." **Press REC to begin recording.** The student plays the required excerpt(s). **Press STOP to end the recording session.**
6. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
7. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

GENERAL INSTRUCTIONS FOR THE AUDITOR OF JAZZ BAND AUDITIONS

You will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Press pause between the segments of the audition for each student and check after each audition to make sure the student was recorded.

Be sure to read the general instructions for tape auditors listed on pages 16 & 17. Take care to become familiar with the operation of the digital recorders.

Step 1

Be sure that your door monitor has received a package of application forms (with judge's form attached) for each instrument that is auditioning in your room.

Step 2

Check to see that you have one CD player for the playback material and one digital recorder to record the student's audition.

Step 3

Check your CD player to make sure that it is working. Use the prepared CD that provides instructions and accompaniment for the etudes and excerpts for jazz auditions. Check the digital recorder to see that it is functioning properly.

Step 4

You should have a copy of the schedule of auditions for your room. You also should have a "Master Envelope" and a "Cancellation Envelope".

Step 5

Greet the student, doing your best to put the student at ease. The student will hand you their application form with the judge's form attached. Do not separate these pages.

Verify the student's name on the application and complete the form attached to the front of the "Master Envelope."

While you enter this information, the student can warm-up to get acquainted with the sound of the room. The student cannot warm-up between segments of the audition itself.

Step 6

Have the student direct the sound of the instrument towards the digital recorder. Be sure to place the CD player so the digital recorder picks up the student's sound, not the sound from the CD player. Be especially careful of the placement of the CD player and the digital recorder during the Jazz Bass auditions.

Step 7

Use the **RED REC** button to start and to pause the digital recorder. Do not press **STOP** until the audition is finished. **Please read pages 16 and 17 to become familiar with operation of the digital recorder.**

Step 8

At the end of each audition, listen to enough of the audition to be sure that student was recorded. Press **OK** once to start the playback of the audition just recorded. Press **STOP** to end the playback. If the audition was not recorded successfully, find the nature of the problem, solve it, and run the audition again. If audition successfully recorded, place the paperwork in the "Master Envelope" and prepare for the next audition. **Please do not use the DELETE button.**

Step 9

Work with the door monitor to keep track of all cancellations and no shows. Record those students on the front of the "Cancellation Envelope" and put their paperwork in that envelope.

Step 10

Return the digital recorder and both envelopes to your site chair. All digital recorders and paperwork are returned to NMEA. The CD player will stay at your audition site.

RECORDING PROCEDURE AND SCRIPT – JAZZ WIND INSTRUMENT AUDITIONS
(Duplicate this script for each room that has
Jazz Wind Instrument Auditions – except Trumpet)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Jazz Wind Instruments Auditor's Script – Saxophone, Trombone, Bass Trombone

Follow and announce the script **exactly** as follows: **[Remember to NEVER change an ID number!]**

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Instrument: ____." (For example: "This is audition site C, audition number 4321, Jazz Trombone." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. **Turn the music stand!** Tell the student to "Play the _____ concert scale from memory, as non-repeated swing 8th notes." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play the chromatic scale from memory, as non-repeated swing 8th notes." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the minor scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.) **Turn the music stand back!**
4. Tell the student to "Play the 1st Jazz Etude – Slow Blues in F. Play the melody the 1st time through and an improvised solo the second time." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays Slow Blues in F. **Press REC to pause the recording – pause the CD player.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
5. Tell the student to "Play the 2nd Jazz Etude – Bird Blues. Play the melody the 1st time through and an improvised solo the second time." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays Bird Blues. **Press STOP to end the recording session.**
6. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
7. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – JAZZ TRUMPET AUDITIONS (Duplicate this script for each room that has Jazz Trumpet Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Jazz Wind Instruments Auditor's Script – Trumpet

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Instrument: Jazz Trumpet." (For example: "This is audition site C, audition number 4321, Jazz Trumpet.") Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. **Turn the music stand!** Tell the student to "Play the _____ concert scale from memory, as non-repeated swing 8th notes." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play the chromatic scale from memory, as non-repeated swing 8th notes." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the minor scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.) **Turn the music stand back!**
4. Tell the student to "Play the 1st Jazz Etude – Slow Blues in F. Play the melody the 1st time through and an improvised solo the second time." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays Slow Blues in F. **Press REC to pause the recording – pause the CD player.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
5. Tell the student to "Play the 2nd Jazz Etude – Bird Blues. Play the melody the 1st time through and an improvised solo the second time." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays Bird Blues. **Press REC to pause the recording – pause the CD player.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
6. Tell the student to "Play Bird Blues – Etude # 3. Play one time only." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays Bird Blues – Etude # 3. **Press STOP to end the recording session.**
7. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
8. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – JAZZ PIANO AUDITIONS (Duplicate this script for each room that has Jazz Piano Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Jazz Piano Auditor's Script

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site _____; audition number _____; Instrument: Jazz Piano." (For example: "This is audition site C, audition number 4321, Jazz Piano." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. **Turn the music stand!** Tell the student to "Play the _____ concert scale from memory, as non-repeated swing 8th notes." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play the chromatic scale from memory, as non-repeated swing 8th notes." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the chromatic scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.) **Turn the music stand back!**
4. Tell the student "We will now record your *24 Measure Song*. Comp through the chord changes, one chorus only." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays *24 Measure Song*. **Press REC to pause the recording – pause the CD player.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
5. Tell the student to "Play *Blues in F*. The 1st chorus play the written melody while comping with the left hand. The 2nd & 3rd choruses play an improvised solo." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays the second etude. **Press REC to pause the recording – pause the CD player.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
6. Tell the student to "Play the excerpt as written." **Press REC on the digital recorder to begin recording. (There is no CD accompaniment.)** The student plays the excerpt. **Press STOP to end the recording session.**
6. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
7. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – JAZZ VIBES AUDITIONS (Duplicate this script for each room that has Jazz Vibes Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Jazz Vibes Auditor's Script

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Instrument: Vibes." (For example: "This is audition site C, audition number 4321, Vibes." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. **Turn the music stand!** Tell the student to "Play the _____ concert scale from memory, as non-repeated swing 8th notes." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play the chromatic scale from memory, as non-repeated swing 8th notes." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the chromatic scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.) **Turn the music stand back!**
4. Tell the student "We will now record your *24 Measure Song*. Comp through the chord changes, one chorus only." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays *24 Measure Song*. **Press REC to pause the recording – pause the CD player.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
5. Tell the student to "Play *Blues in F*. The 1st chorus play the written melody. The 2nd & 3rd choruses play an improvised solo." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays the second etude. **Press REC to pause the recording – pause the CD player.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
6. Tell the student to "Play the excerpt as written." **Press REC on the digital recorder to begin recording. (There is no CD accompaniment.)** The student plays the excerpt. **Press STOP to end the recording session.**
6. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
7. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – JAZZ GUITAR AUDITIONS (Duplicate this script for each room that has Jazz Guitar Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Jazz Guitar Auditor's Script

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Instrument: Guitar." (For example: "This is audition site C, audition number 4321, Guitar." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. Tell the student: "We will now record your *24 Measure Song*. Comp two times through the chord changes. The first time through, "chunk" in the style of Freddie Green. The second time comp freely." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays *24 Measure Song*. **Press REC to pause the recording – pause the CD player.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play *Blues in F*. The 1st chorus play the written melody. The 2nd & 3rd choruses play an improvised solo." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays the Blues in F. **Press STOP to end the recording session.**
4. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
5. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – JAZZ BASS AUDITIONS (Duplicate this script for each room that has Jazz Bass Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Jazz Bass Auditor's Script

Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Instrument: Jazz Double Bass or Electric Bass." (For example: "This is audition site C, audition number 4321, Jazz Electric Bass." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. **Turn the music stand!** Tell the student to "Play the _____ major scale from memory, as non-repeated swing 8th notes." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play the _____ minor scale from memory, as non-repeated swing 8th notes." (No scale sheets are allowed.) **Press REC to begin recording.** The student plays the minor scale. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.) **Turn the music stand back!**
4. Tell the student: "We will now record your *24 Measure Song*. Walk a bass line through the chord changes on one chorus only." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays the 24 Measure Song. **Press REC to pause the recording – pause the CD player.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
5. Tell the student to "Play three times through *Blues in F*. The first time through, walk a bass line. The second and third time though, improvise a solo." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays the Blues in F. **Press REC to pause the recording – pause the CD player.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
6. Tell the student to "Play the bass line written on page 2 of the Bass audition music." **Press REC on the digital recorder to begin recording – start the CD player.** The student plays the bass line. **Press STOP to end the recording session.**
6. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
7. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions

Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

RECORDING PROCEDURE AND SCRIPT – JAZZ DRUM SET AUDITIONS (Duplicate this script for each room that has Jazz Drum Set Auditions)

To begin, you will record your voice announcing only the letter of the site and the student's ID#. The remainder of the recording will be the student's performance. Please follow this script exactly!

Note: There is no accompaniment CD for Jazz Drum Set auditions. You do not need a CD player.

Jazz Drum Set Auditor's Script

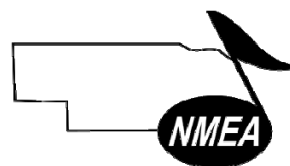
Follow and announce the script exactly as follows: **[Remember to NEVER change an ID number!]**

1. **Press REC (the RED button).** Read the auditor's statement into the digital recorder: "This is audition site ____; audition number ____; Instrument: Jazz Drum Set." (For example: "This is audition site C, audition number 4321, Jazz Drum Set." Do not identify your audition site or the student by name. **Press REC to pause the recording. PLEASE BE SURE TO READ THE AUDITOR'S STATEMENT EXACTLY AS IT IS PRINTED ON THE STUDENT'S APPLICATION FORM. DO NOT VARY FROM THIS SCRIPT IN ANY WAY.**
2. **Turn the music stand!** Tell the student to "Play the FAST SWING WITH STICKS style for 16 measures from memory." (No music allowed.) **Press REC to begin recording.** The student plays the rhythm style. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
3. Tell the student to "Play the JAZZ SHUFFLE WITH STICKS for 16 measures from memory." (No music allowed.) **Press REC to begin recording.** The student plays the rhythm style. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
4. Tell the student to "Play the SWING WITH BRUSHES for 16 measures from memory." (No music allowed.) **Press REC to begin recording.** The student plays the rhythm style. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
5. Tell the student to "Play the LATIN SAMBA WITH STICKS for 16 measures from memory." (No music allowed.) **Press REC to begin recording.** The student plays the rhythm style. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
6. Tell the student to "Play the LATIN BOSSA WITH STICKS for 16 measures from memory." (No music allowed.) **Press REC to begin recording.** The student plays the rhythm style. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.)
7. Tell the student to "Play the FUNK ROCK WITH STICKS for 16 measures from memory." (No music allowed.) **Press REC to begin recording.** The student plays the rhythm style. **Press REC to pause the recording.** (After the student is finished, give the student time to recover for the next segment but allow no warm-up.) **Turn the music stand back!**
8. Tell the student "Play the Jazz Drum Set Solo Excerpt." **Press REC to begin recording.** The student plays the drum set solo. **Press STOP to end the recording session.**
9. Thank the student for their audition. Be sure to listen to enough of the recording to be sure that the student was recorded. **(Press OK once to listen to the beginning of the audition. When you are satisfied that the audition was recorded successfully press STOP.)** If the audition was successfully recorded you are finished and the digital recorder is ready for the next audition.
10. Put the student's application form and the attached judge's form in the Master Envelope. Make sure the student's info is entered on the sheet attached to the outside of the envelope.

Upon Completion of Auditions – Indicate cancellations/no shows on the "Canceled Auditions" sheet and on the student's original application form. Put the paperwork for cancellations & no shows in the "Cancellation" envelope. Return both envelopes and the digital recorder to the audition site chair.

Nebraska Music Educators Association

All-State Auditions – Direct Payment Form



Audition Site: _____

Please check one box:

Site Chair Vocal Judge Instrumental Auditor Other: _____

Expenses: (Please itemize)

Vocal judge's honorarium _____

Instrumental auditor's honorarium _____

Mileage (\$0.505 per mile) _____

Other: _____

Other: _____

Other: _____

TOTAL: _____

Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone or Email: _____

Please submit expenses by November 1, 2011

**Nebraska Music Educators Association
PO Box 101
Oakland, NE 68045-0101**

EIN: 47-0650188

Telephone: (402) 685-5302 – Fax: (402) 685-6910 – Email: nmea@q.com

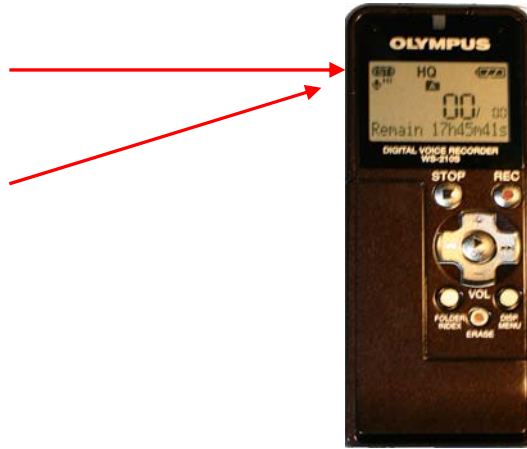
CORRECT SETTINGS FOR DIGITAL RECORDERS:

If your digital recorder looks like this (default setting):

They will need to be reset before the auditions begin.
Please follow the directions below.

Notice that HQ should be changed to XQ.
(instructions below)

Notice that HI should be changed to LO.
(instructions below)



1. Turn on recorder by moving Hold switch (on right side of unit) down.
2. Press and Hold the DISP. MENU button down for about one second. The unit will beep once and display the main menu screen.
3. The Menu should display REC MODE. Press OK.
4. The Menu should now display STEREO HQ. Use the toggle switch to the right (>>) or left (<<) hand side of the OK button to select STEREO XQ. Press OK. (Notice the very small difference in the labeling – you will be changing HQ to XQ.)
5. You are now back to the main menu displaying REC MODE. Press the toggle switch on the right hand side of the OK button (>>) one time.
6. The menu should now read MIC SENSE. Press OK.
7. The menu should read CONFERENCE. Press the toggle switch on the right hand side of the OK button (>>) one time.
8. The menu should now read DICTATION. Press OK.
9. You are now back at the main menu – it should read MIC SENSE. Press the DISP MENU button once.

The main screen should now be visible. At the upper right hand corner of the display screen the letters XQ should be visible. Below XQ there should be the icon of a microphone and the letters LO. The recording time available should be about 8h52m58s.