

Site Manager's Manual

# VOCAL AUDITIONS

**Audition Date 10/09/2010**

Revised 2010  
Matt Sheppard  
NMEA Chair of Auditions

What's New for 2010.....	page 2
Items of Special Concern.....	page 3
Introduction.....	page 4
II. Materials from NMEA Officers.....	page 5
III. Preparing the audition schedule and site.....	pages 6 & 7
IV. Audition Day Tasks – Before auditions begin.....	page 8
V. Audition Room Procedures – Voice Classification Changes.....	page 9
VI. Procedures on Audition Day – The Actual Audition.....	page 10
VII. Post-Audition tasks.....	page 11
VIII. Expense vouchers explanation.....	page 11
Sample Judging Form.....	page 12
Ranked Student Forms.....	pages 13-20
Unranked Student Forms.....	pages 21-28
Vocal Site Report Form.....	page 29
Expense Voucher.....	pages 30 & 31
Direct Payment Form.....	page 32

# NEW FOR 2010

- 1) There are only a few changes in Vocal Auditions for 2010. There is one new form you may use this year – a direct payment form. This form should be used whenever you need NMEA to write a check directly to an individual. Many schools no longer use activity accounts to pay all expenses with one reimbursement check sent from NMEA. If this is the case at your audition site, have each judge or audition worker complete the form and NMEA will reimburse them directly. (Please see page 32 for further details.)
- 2) **VERY IMPORTANT:** 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. After the form is signed the door monitor should remove the judge’s form (blue sheet) from the application. The student should take the judge’s form (blue sheet) into the audition room and hand it to the judge. The door monitor keeps the application form outside the audition room.**

**Please instruct your door monitors to leave both pages stapled together until just before the student enters the audition room. The students are often nervous in the minutes prior to their audition and they can inadvertently switch their paperwork with another student. LEAVE BOTH PAGES STAPLED TOGETHER UNTIL THE MOMENT THE STUDENT STEPS INTO THE AUDITION ROOM.**

- 3) **All vocal audition materials will be posted on the NMEA website at 4:00 p.m. central time on October 8.** This should eliminate the early morning rush/panic, and should equalize what was an advantage to those with a later audition time. It is asked that you continue to post the selections, but some of the urgency has been relieved.
- 4) Payment from NMEA was increased in 2008 to the following: Site Chairs are paid a total of \$400.00 per site (up from \$300.00). Judges are paid \$70.00 for the first 40 students + \$2.00 for each student above 40. Instrumental Audition Auditors are paid a minimum of \$30.00 + \$15.00 per hour after the first two hours.
- 5) **As in past years, directors may “late” register students for up to 14 more days (September 24 this year) with the payment of a substantial fee. If you set up your schedule before September 24, 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.
- **VERY IMPORTANT: POST ONLY TIMES AND ID NUMBERS OUTSIDE THE AUDITION ROOMS. DO NOT POST ANY INFORMATION THAT INCLUDES STUDENT'S NAMES, SCHOOLS OR NAMES OF DIRECTORS!**
- **Please visit with all vocal judges who judge ALTO.** If students are asked to audition on the selection *Tides of Ocean*, the first altos may sing EITHER the Alto part or the Soprano 2 part. If students are asked to audition on the selection *Psalms 23* (first 12 pages), the first altos may sing either the Alto part or the Soprano 2 part. All second altos should sing the alto line. (*Details will be sent to you by the Chorus Chair.*)
- All judges should be reminded that they CANNOT ask any student any questions concerning where they live or go to school, where they plan to attend college, who they study with, etc. All such questions are prejudicial to the fairness and anonymity of the audition. Judges must confine their remarks to a greeting before the audition begins and a thank you at its conclusion.
- The vocal judging forms will be sent to you by the **Secretary/Treasurer** and will already have the ID numbers and Voice Classifications pre-printed. These forms will be attached to each student's application. (A sample judge's form is included in this book.)
- The judge's reporting forms for each voice classification will be sent from the **NMEA Choral Affairs Chair**. These forms will list the maximum quota of students for each voice category for your site. (Sample forms are included in this manual.)
- 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.
- **Do not post a quota sheet.** It is felt that this often only causes confusion since final numbers of students accepted from the site changes depending on the final number of students who audition.
- Please use a random means of assigning audition times. **It cannot appear that site schools are receiving an advantage via the schedule.**
- **MAKE SURE THAT YOU HIRE JUDGES WHO HAVE NO APPEARANCE OF ANY CONFLICT OF INTEREST. JUDGES ARE NOT TO BE FORMER CLASSROOM TEACHERS OF AUDITIONEES OR THEIR PRIVATE INSTRUCTORS. IN ADDITION, MAKE SURE THAT THERE IS NO MARITAL OR IMMEDIATE FAMILY CONNECTION BETWEEN ANY JUDGE AND A VOCAL MUSIC DIRECTOR WHO HAS STUDENTS AUDITIONING.**

# Vocal Auditions Manual

## 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. The bulk of the audition applications for 2010 will be postmarked no later than Friday, **September 10, 2010**. This year's date for all auditions is Saturday, **October 9**.

As in the past, directors may "late" register students for up to 14 days past the Sept. 10 deadline with the payment of a late fee. If you set up your schedule before September 24, 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.**

Basically, we need the same final product as in years past – a judges sheet marked Ranked, Not Ranked or Cancellation/No Show, stapled with the student's application form, sorted into the proper envelope and submitted to the Auditions Chair.

## **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.

### ***A. From the NMEA Secretary-Treasurer***

The following will be sent by e-mail:

1. A preliminary list of the number of auditions estimated at your site. This information will be sent about September 14 and may be used to block out room use, confirm the number of judges and workers needed, etc.
2. The complete All-State student application data needed for your site. This will be an Excel spreadsheet and can be used to build your schedule.
3. Notice of any cancellations, additions, changes, etc. Please remember that additions can occur until the final deadline (September 24). Changes in voice classification may occur anytime – even on the day of auditions. (A special procedure is necessary before an audition day change may occur. Please see page 9 for complete details.)
4. A master list of the email addresses of all directors who have students auditioning at your site.

The following will be sent by mail:

1. All-State application forms (judging forms will be attached)
2. A list of students from each school who will complete an audition at your site (each school is on a separate sheet of paper and is attached to the applications from that school)
3. The All-State judging forms (each student's form will already have info pre-printed and will be attached to the application form).

**Please note that the vocal judging forms will be sent from the Secretary/Treasurer and will already have the ID numbers and Voice Classifications pre-printed.**

### ***B. From the Choral Affairs Chair***

1. Vocal Judges Reporting Forms that indicate the number of singers that are to be ranked numerically in each voice classification (see example forms on pages 13-20).
2. A letter to duplicate and give to each judge pertaining to judging expectations.
3. CD's containing the audition materials for each voice classification.

### ***C. From the Audition Chair***

1. One binder containing a cover letter and Audition Manuals
2. Green envelopes for placement of ranked and yellow envelopes for placement of non-ranked auditions (mid September)
3. A manila envelope to receive canceled/no show auditions (mid September).

### **III. PREPARING THE AUDITION SCHEDULE AND SITE**

#### *A. Create the schedule*

Using the spreadsheet you receive from the Secretary/Treasurer, compile a list of audition times, buildings and rooms for each voice category, remembering to build in breaks for judges. **REMEMBER TO LEAVE TIME SLOTS FOR “LATE” REGISTERED STUDENTS.** The spreadsheet will include the students' information (name, voice classification, school, director) and the assigned ID# that you will use throughout the process.

Site chairs should not list his/her students as last to audition. Please be sure you vary time slots assigned to each school from year to year. Avoid placing schools alphabetically. Undoubtedly you will receive requests from directors for special scheduling considerations. Please use your best judgment in trying to accommodate such requests. Building extra “empty” time slots into the initial schedule may give you some flexibility when these requests are made.

**The room schedule you create should be posted outside the audition room and should list only the student ID# and the audition time. Do not post student’s names or schools. In past years, some judges reportedly came out and looked at the schedule to see what school the students attend.**

**VERY IMPORTANT:** If you have to split a voice classification between two judges you will have to follow a special procedure. **THIS TYPE OF SCHEDULING IS STRONGLY DISCOURAGED AND SHOULD BE DONE ONLY WHEN NO OTHER SCHEDULING OPTION WILL WORK. CONTACT THE AUDITIONS CHAIR BEFORE PROCEEDING WITH THIS OPTION. YOU WILL NEED TO HAVE AN ADDITIONAL SET OF ENVELOPES FOR THE STUDENT APPLICATIONS.** When setting up your schedule for these rooms, sort and assign students by address. This will give us a random and most fair selection. Do not select by school. (Split the quota in half; always go up on quota if it is an odd number. Know that the top students from each of these rooms are eligible to audition for any solos to be presented in the all-state performance.) **Again – DO NOT PROCEED WITH THIS OPTION UNLESS YOU HAVE RECEIVED APPROVAL TO DO SO FROM THE AUDITIONS CHAIR.**

#### *B. Hire Judges*

1. You will need one judge per each 50-55 students (according to the amount of time you have set for the total auditions to take place, hire the number of judges to meet your time deadline). A judge may judge more than one voice classification but only one judge should judge the auditions in each voice classification (unless you have a split voice situation).

2. Judges are to receive \$70.00 for the first 40 students + \$2.00 for each student over 40, plus mileage.

#### *C. Make arrangements for the rooms used at your site*

1. Make arrangements for rooms to use as audition rooms.
2. Set up a registration table for directors and students to check in at upon arrival.
3. Arrange for warm-up rooms/areas
4. Arrange a hospitality room for directors, bus drivers, sponsors, etc.
5. Prepare signs that are to be placed in appropriate locations, giving directions to the audition rooms.
6. Contact student workers. \*\*\*These students workers should have no access to audition results\*\*\*

#### *D. Email a copy of schedule to schools ASAP*

After you have created your schedule email it to directors ASAP. **In your cover letter to the directors please include this statement: “Please report cancellations as soon as possible – send cancellations to the NMEA Secretary/Treasurer (nmea@q.com) and to the site host (your email address).”**

In your “final instruction letter” caution your directors that there are NO OFFICIAL results until they are posted on the special NMEA website. Anything they think they may hear about rankings or acceptance on audition day is strictly hearsay or wishful thinking and is probably not true.

#### *E. Select Student Helpers*

Select student helpers for audition rooms and registration table. Each audition room should have one student helper who will have the application forms and judge’s forms of students auditioning in that room. This helper will keep the auditioning site running smoothly and will maintain a quiet environment for the audition. Again, avoid placing students in positions where they have access to audition results. Confidentiality is a must. Students cannot know results until final lists are released.

#### *F. Prepare judges’ materials*

1. Prepare a judge packet that will include instructions from the NMEA Choral Chair and instructions from you, as well as copies of the All-State Choir repertoire. These copies will not have the audition sections marked, but will give the judges time to review the overall selections they may be asked to evaluate. Send this information to the judge two weeks prior to auditions.
2. Prepare the green (ranked) and yellow (unranked) Collection envelopes for each voice classification and have them ready for the judges

The “**Ranked Forms**” will be sent to you from the Chair of Choral Affairs (The quotas will be on these forms when you receive them.)

The “**Non-Ranked**” forms are in this book on pages 21-28.

3. If possible, set up the night before the audition date. Registration table, signs, audition rooms, CD players, music stands should be in place.

## **IV. AUDITION DAY TASKS – Before auditions begin**

1. Post the following information before the audition begins:

- “Each audition will begin with the scale and arpeggio.”
- The list of songs and portions of songs to be used for each voice category. (This information comes from your NMEA Choral Affairs Chairperson) *Students and directors should already have this information as it will be posted on the NMEA website at 4:00 pm the afternoon before auditions.*

2. Check to see that your registration table is up and running. The registration table is used by directors and students for finding information and providing names of cancellations. Student helpers should continuously update cancellations to the proper audition room.

**3. Meet with all judges and audition personnel prior to the auditions to clarify procedures and duties. Be sure to concentrate a specific amount of time on the instruction sheet mailed to you by the Chair of Choral Affairs.**

Instruct the judges on the procedure to be used for each student. When the student enters the room, the judge should take their judging form to use during the audition. The judge keeps all forms until the end of the day (or the finish of a voice category). **DO NOT GIVE FORMS TO ANY STUDENT OR DIRECTOR.** *Please visit with the judges before the start of auditions and remind them that they are not to assist or coach any of the students. They are not to ask any questions such as “What school do you attend?” “Do you take voice lessons?” “Who is your teacher?” Basically they should greet the student when they enter the room, make sure they are comfortable and ready to sing, and thank them when they finish. No other communication is appropriate in this audition setting.*

4. Deliver the student application forms, judging forms and a room schedule to the helpers at each audition room.

5. Place a CD player in each of the audition rooms and check to see that it is working satisfactorily. An extra CD player is sent to each site. This should be used if one of the players is not functioning properly. All sites must use the CD accompaniment furnished by the choral affairs chair.

6. Put a copy of the scale and arpeggios on a music stand in each room. Students are to provide their own copy of the music for the selected portions. Students should not be using any illegally copied music.

## **V. AUDITION ROOM PROCEDURES –** **VOICE CLASSIFICATION CHANGES**

Audition Procedure - Supervise the total operation of the choral audition site. Allow only the scheduled student to enter the audition room. Teachers or vocal coaches are not allowed!

**STUDENTS ARE ALLOWED TO CHANGE FROM ONE VOICE CLASSIFICATION TO ANOTHER.** This change will be made upon payment of a \$20.00 fee. 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 sites please follow this procedure: (The NMEA representative at your site can handle these tasks.)

1. Call the NMEA Secretary/Treasurer at (402) 380-2278 (cell) or (402) 685-5302 (land line) and get approval.
2. Mark the change CLEARLY on the student's application form and the judge's form.
3. Collect the \$20.00 processing fee or make arrangements for billing.
4. Move the student (and paperwork) to the correct audition room.
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 voice category. You may wish to attach a note to the paperwork that indicates that a change has been made.

**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.**

## VI. PROCEDURES ON AUDITION DAY – **The actual audition**

1. The procedure OUTSIDE each audition room will be:
  - 1) The door monitor will ask each student for his/her name
  - 2) The door monitor finds the student's application – **DO NOT SEPARATE THE PAGES AT THIS TIME!**
  - 3) The door monitor has the student check their application for accuracy in the spelling of their name, year in school and home address. Clearly mark any changes AND have the student **SIGN THE FORM.**
  - 4) The door monitor detaches the **JUDGE'S FORM** (blue sheet) from the student application and gives **THE JUDGE'S FORM** to the auditioning student. *This should be done after the student has signed the form and immediately before the student enters the audition room.* (This step is VERY important. Separating the pages earlier in the procedure can cause incorrect identification of students. Please be sure that every door monitor understands how to do this!)
  - 5) The auditioning student will personally hand the **JUDGE'S FORM** (blue sheet) to the judge.
  - 6) The door monitor will keep the original application forms.
  - 7) The door monitor will also have a manila envelope for cancellations/no shows. **DO NOT DETACH JUDGE'S FORMS FROM APPLICATIONS OF NO SHOWS AND CANCELLATIONS.** Mark a big "X" in the appropriate box on the application form (upper right hand corner) and put them in the separate manila envelope at each audition room.
  
2. The student then enters the room and is greeted by the judge who takes the JUDGE'S form (blue sheet). The student places the music in order on the stand and waits for the judge's cue to begin. Depending on the site, the judge will usually run the CD player so that he/she can control the volume of the CD player.
  1. Each judge will keep the judge's forms until finished with each voice classification. Keeping the quota plus 3 in mind, he/she will write the ranked student ID numbers in order on the form attached to the green ranked judges reporting envelope. The ranked students judging forms will go in this same green envelope. The judge will also write the not ranked student ID numbers on the form attached to the yellow not-ranked judges reporting form envelope. The non-ranked students judging forms will go in this same yellow envelope. The judge is allowed to make comments on the reporting forms for any clarification of selection, or non-selection. The judge has the option not to fill the quota due to the poor performance of students in that voice classification. Also, the judge can indicate on the ranking form the point where students no longer meet minimum standards for selection to All-State. The judge should return these envelopes to you.
  2. The room helper will return to you all applications including the cancellation/no show applications. THE "CANCELED/NO SHOW" APPLICATION FORMS SHOULD STILL BE STAPLED TO THE JUDGE'S FORM. LEAVE BOTH OF THESE FORMS ATTACHED WHEN THE FORMS ARE RETURNED TO NMEA.
  3. PLEASE NOTE: THE STUDENTS APPLICATIONS AND JUDGES FORMS SHOULD ALL BE RETURNED.

## **VII. POST-AUDITION TASKS**

(Student and parent helpers should NOT handle these tasks. Processing the paperwork should be handled by music faculty and the NMEA site representative. This work should take place in a secure room that is not accessible to students, parents, directors, etc.)

1. Re-Staple the judge's form to the corresponding original application form. Please put the application (showing the student's name) on top.
2. Accumulate cancellations and no shows. Put them in the manila envelope provided.
3. Separate the ranked from those that are not ranked. Use the ID# on the ranked/not ranked envelopes to identify each student and write the ranked student's names and schools in the appropriate places on the judge's ranking forms. Then place the application/judge form into either the green (ranked) or yellow (non-ranked) envelope. PLEASE NOTE: It is NOT necessary to write the names and schools of "Not Ranked" students.
4. Complete the "Vocal Site Manager's Final Report to Chair of Choral Affairs" (see example form on page 29) and place in the envelope provided by the Chair of Auditions.
5. The Chair of Auditions (via the NMEA Site Representative) will pick up the following material from all sites on the same day of All-state Auditions:
  - The green ranked and yellow not ranked Vocal Judge Reporting forms envelopes.
  - The Envelope containing cancellation/no show applications.
  - The envelope containing the Vocal Site Manager's Final Report to the Chair of Choral Affairs.

You should box up the CD Players, cord and store them in a secure location. They are not returned to NMEA each year.

**Please note:** The list of students ranked by the judge and those that were not cannot be shared with anyone or sent to schools. If you are asked for this information please refer all questions and requests to the NMEA Auditions Chair.

## **VIII. EXPENSE VOUCHERS**

Working with the instrumental audition site manager, prepare your expense voucher (found on pages 30-31 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 32 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**

**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 Judging Form for 2010

Student ID # \_\_\_\_\_

Voice Classification (Circle One)				
Sop 1	Sop 2	Alto 1	Alto 2	
Tenor 1	Tenor 2	Bass 1	Bass 2	

	Superior	Excellent	Good	Fair	Poor
<b><u>Scales</u></b>					
(Rhythm Accuracy)	1	2	3	4	5
(Intonation)	1	2	3	4	5

**Scale Total** \_\_\_\_\_

<b><u>Arpeggios</u></b>					
(Rhythm Accuracy)	1	2	3	4	5
(Intonation)	1	2	3	4	5

**Arpeggio Total** \_\_\_\_\_

<b><u>Selection 1</u></b>					
(Rhythm Accuracy)	1	2	3	4	5
(Intonation)	1	2	3	4	5
(Score Accuracy)	1	2	3	4	5

**Selection 1 Total** \_\_\_\_\_

<b><u>Selection 2</u></b>					
(Rhythm Accuracy)	1	2	3	4	5
(Intonation)	1	2	3	4	5
(Score Accuracy)	1	2	3	4	5

**Selection 2 Total** \_\_\_\_\_

<b><u>Selection 3</u></b>					
(Rhythm Accuracy)	1	2	3	4	5
(Intonation)	1	2	3	4	5
(Score Accuracy)	1	2	3	4	5

**Selection 3 Total** \_\_\_\_\_

<b><u>Vocal Quality</u></b>	1	2	3	4	5
-----------------------------	---	---	---	---	---

**Vocal Quality  
Total** \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINAL TOTAL:** \_\_\_\_\_

<b>Not Ranked</b>	_____
<b>Ranked</b>	_____

## VOCAL JUDGE REPORTING FORM --- SOPRANO I (RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **rank** the top \_\_\_\_ performances. List in order with 1 being the best audition; 2 the second best audition, etc.

Judge is to list only the students ID # number. (**Site chair and NMEA representative will complete the name and school**).

ID NUMBER	STUDENT'S NAME	STUDENT'S SCHOOL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- SOPRANO II (RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **rank** the top \_\_\_\_ performances. List in order with 1 being the best audition; 2 the second best audition, etc.

Judge is to list only the students ID # number. (**Site chair and NMEA representative will complete the name and school**).

ID NUMBER	STUDENT'S NAME	STUDENT'S SCHOOL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- ALTO I (RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **rank** the top \_\_\_\_ performances. List in order with 1 being the best audition; 2 the second best audition, etc.

Judge is to list only the students ID # number. (**Site chair and NMEA representative will complete the name and school**).

ID NUMBER	STUDENT'S NAME	STUDENT'S SCHOOL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- ALTO II (RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **rank** the top \_\_\_\_ performances. List in order with 1 being the best audition; 2 the second best audition, etc.

Judge is to list only the students ID # number. (**Site chair and NMEA representative will complete the name and school**).

ID NUMBER	STUDENT'S NAME	STUDENT'S SCHOOL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- TENOR I (RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **rank** the top \_\_\_\_ performances. List in order with 1 being the best audition; 2 the second best audition, etc.

Judge is to list only the students ID # number. (**Site chair and NMEA representative will complete the name and school**).

ID NUMBER	STUDENT'S NAME	STUDENT'S SCHOOL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- TENOR II (RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **rank** the top \_\_\_\_ performances. List in order with 1 being the best audition; 2 the second best audition, etc.

Judge is to list only the students ID # number. (**Site chair and NMEA representative will complete the name and school**).

ID NUMBER	STUDENT'S NAME	STUDENT'S SCHOOL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- BASS I (RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **rank** the top \_\_\_\_ performances. List in order with 1 being the best audition; 2 the second best audition, etc.

Judge is to list only the students ID # number. (**Site chair and NMEA representative will complete the name and school**).

ID NUMBER	STUDENT'S NAME	STUDENT'S SCHOOL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- BASS II (RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **rank** the top \_\_\_\_ performances. List in order with 1 being the best audition; 2 the second best audition, etc.

Judge is to list only the students ID # number. (**Site chair and NMEA representative will complete the name and school**).

ID NUMBER	STUDENT'S NAME	STUDENT'S SCHOOL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- SOPRANO I (NOT RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **indicate the not ranked students by student ID number only**. It is NOT necessary to list these numbers in any particular order.

Judge is to list only the students ID # number. (Site chair and NMEA representative may complete the name and school if time permits. This information is optional and does not affect the outcome of the auditions.)

ID NUMBER (required)	STUDENT'S NAME (optional)	STUDENT'S SCHOOL (optional)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- SOPRANO II (NOT RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **indicate the not ranked students by student ID number only**. It is NOT necessary to list these numbers in any particular order.

Judge is to list only the students ID # number. (Site chair and NMEA representative may complete the name and school if time permits. This information is optional and does not affect the outcome of the auditions.)

I ID NUMBER (required)	STUDENT'S NAME (optional)	STUDENT'S SCHOOL (optional)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- ALTO I (NOT RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **indicate the not ranked students by student ID number only**. It is NOT necessary to list these numbers in any particular order.

Judge is to list only the students ID # number. (Site chair and NMEA representative may complete the name and school if time permits. This information is optional and does not affect the outcome of the auditions.)

ID NUMBER (required)	STUDENT'S NAME (optional)	STUDENT'S SCHOOL (optional)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- ALTO II (NOT RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **indicate the not ranked students by student ID number only**. It is NOT necessary to list these numbers in any particular order.

Judge is to list only the students ID # number. (Site chair and NMEA representative may complete the name and school if time permits. This information is optional and does not affect the outcome of the auditions.)

ID NUMBER (required)	STUDENT'S NAME (optional)	STUDENT'S SCHOOL (optional)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

VOCAL JUDGE REPORTING FORM --- TENOR I (NOT RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **indicate the not ranked students by student ID number only**. It is NOT necessary to list these numbers in any particular order.  
Judge is to list only the students ID # number. (Site chair and NMEA representative may complete the name and school if time permits. This information is optional and does not affect the outcome of the auditions.)

ID NUMBER (required)	STUDENT'S NAME (optional)	STUDENT'S SCHOOL (optional)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- TENOR II (NOT RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **indicate the not ranked students by student ID number only**. It is NOT necessary to list these numbers in any particular order.

Judge is to list only the students ID # number. (Site chair and NMEA representative may complete the name and school if time permits. This information is optional and does not affect the outcome of the auditions.)

ID NUMBER (required)	STUDENT'S NAME (optional)	STUDENT'S SCHOOL (optional)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

VOCAL JUDGE REPORTING FORM --- BASS I (NOT RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **indicate the not ranked students by student ID number only**. It is NOT necessary to list these numbers in any particular order.  
Judge is to list only the students ID # number. (Site chair and NMEA representative may complete the name and school if time permits. This information is optional and does not affect the outcome of the auditions.)

**ID NUMBER (required)                      STUDENT'S NAME (optional)                      STUDENT'S SCHOOL (optional)**

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

## VOCAL JUDGE REPORTING FORM --- BASS II (NOT RANKED)

Site \_\_\_\_\_ Judge \_\_\_\_\_

Judge is to **indicate the not ranked students by student ID number only**. It is NOT necessary to list these numbers in any particular order.

Judge is to list only the students ID # number. (Site chair and NMEA representative may complete the name and school if time permits. This information is optional and does not affect the outcome of the auditions.)

ID NUMBER (required)	STUDENT'S NAME (optional)	STUDENT'S SCHOOL (optional)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

**VOCAL SITE MANAGERS  
REPORT TO  
CHAIR OF CHORAL AFFAIRS**

**SITE:** \_\_\_\_\_

**SITE MANAGER:** \_\_\_\_\_

**NMEA SITE REPRESENTATIVE:** \_\_\_\_\_

NUMBER OF STUDENTS WHO **COMPLETED** THE AUDITION:

SOPRANO I \_\_\_\_\_

SOPRANO II \_\_\_\_\_

ALTO I \_\_\_\_\_

ALTO II \_\_\_\_\_

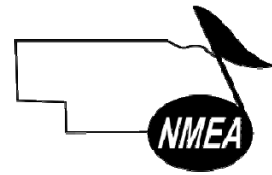
TENOR I \_\_\_\_\_

TENOR II \_\_\_\_\_

BASS I \_\_\_\_\_

BASS II \_\_\_\_\_

**TOTAL # OF STUDENTS WHO COMPLETED THE AUDITION:** \_\_\_\_\_



# Nebraska Music Educators Association

Audition Site Expense Voucher 2010

SITE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 (CHECKS WILL BE MAILED TO THIS ADDRESS)

SITE CHAIR \_\_\_\_\_ SITE CO-CHAIR \_\_\_\_\_

Please itemize expenses into the following categories. Do not submit a voucher for a lump sum payment. If possible, all expenses should be paid through your school's activity account. Reimbursement will be made to your school for all expenses in categories B through J, unless you check the "Pay Directly" option. Payment in category A will be paid directly to the site chair and co-chair unless directed otherwise.

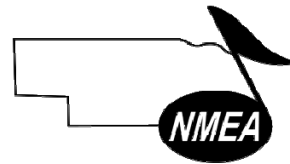
Be sure to check either the "Pay to School" or "Pay Directly" column. If expenses are not paid by your school please check the "Pay Directly" column and payment will be made directly to that individual or company. (Some schools require direct payment for any school employee, in order to avoid having to make deductions for taxes, social security, etc.)

CATEGORY		EXPENSE	PAY TO SCHOOL	PAY DIRECTLY
A.	<b>SITE CHAIR (\$400.00 IF ONE CHAIR)</b>			
	<b>SITE CO-CHAIR (\$200.00 EACH IF CO-CHAIRS)</b>			
B.	<b>LONG DISTANCE TELEPHONE CALLS</b>			
C.	<b>PAPER, ENVELOPES, COPYING, ETC.</b>			
D.	<b>POSTAGE</b>			
E.	<b>HOSPITALITY</b>			
F.	<b>CUSTODIAL (PAYABLE ONLY IF REQUIRED BY YOUR SCHOOL DISTRICT AND BILL IS ATTACHED.)</b>			
G.	<b>SECRETARIAL EXPENSE (PAYABLE ONLY IF USED AT YOUR SITE - \$200.00 LIMIT)</b>			
H.	<b>VOCAL JUDGES: NAME/ADDRESS</b>			
<i>Vocal judges will be paid \$70.00 for first 40 students plus \$2.00 for each student over 40.</i>				



# 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 (\$0.45 per mile) \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone or Email: \_\_\_\_\_

*Please submit expenses by November 1, 2010*

**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**