



DISTRICT CHAIRPERSON SUGGESTED TIME LINE FOR AUDITIONS Revised 2009

1 year in advance: Choose a site and date for the following year's auditions. Contact the institution and schedule the date in their books if possible.

Summer before auditions: Notify the State Auditions Chairperson of audition date, site, and deadline for applications. Deadline for applications should be at least 4 weeks prior to audition date.

4-6 months before auditions: Begin to secure judges for your auditions.

Guidelines for choosing judges are:

1. Judges should not be from your own District.
2. Teachers from your District should not judge at another District on the day auditions are being held at their District.
3. Base the number of judges upon previous year's number of judges and the number of students.
4. Try to strike a balance between judges from universities and judges from private studios.
5. Always ask judges their preference of elementary, intermediate, or advanced level, and DISTRICT 2 and 3, or STATE categories.
6. Communicate with the judges three times:
 - a. to ask and confirm
 - b. to send the judging assignment and guidelines, parking
 - c. to thank them for judging
7. Judging fees are determined by WMTA. The rates are published and distributed by the State Auditions Chairperson.

3 months before auditions:

1. Request from the Vice President-Membership a printout of the members in your district.
2. Send initial letter with the audition information to the members in your district. Remind them that fee forms, application forms and repertoire forms will be found in the newsletter. Mail labels for repertoire if you use these.
3. Estimate the possible number of awards needed by estimating from the permanent records. Look at the student's current total points, add the maximum number of points they could earn. Determine if they would receive an award based on this projection. Do this for all of the previous year's students and total the projected awards.
4. Check current inventory and order any additional awards needed from "Awards and More" using the WMTA website (www.wmta.org).

WMTA DISTRICT CHAIRPERSON TIMELINE

November 16, 2009

5. Request needed certificates (Participation, High School, 12 Year) from the State Auditions Chairperson.

5-6 weeks before auditions:

Set up teacher workdays before auditions. The purpose of teacher work days is to process applications, schedule audition times and help the teachers feel this is *their* event.

Work that can be done on these work days is:

1. Checking literature acceptability according to grade and Track requirements.
2. Checking theory level according to grade and Track requirements.
3. Making out the judge's adjudication forms.
4. Updating permanent records.
5. **Scheduling guidelines for auditions. The time guidelines:**

<u>FOR PIANO DISTRICT 2/2-NM</u>		<u>DISTRICT 3/STATE</u>
Grades 1-6	7-8 minutes	9-10 minutes
Grades 7-9	8-10 minutes	10-12 minutes
Grades 10-12	10-12 minutes	12-15 minutes

HIGH SCHOOL PIANO SENIORS ONLY: Often these students are performing pieces they are using for college auditions. Their selections may require a bit more time. **TEACHERS MUST INFORM THE DISTRICT CHAIR IF Additional TIME IS REQUIRED.**

FOR INSTRUMENTS & VOICE 12-15 minutes

3 weeks before auditions.

1. Process all checks according to treasurer's form and mail to treasurer. Mail regular delivery.
2. Schedule of audition times for each judge.
3. Mail to the judges their assigned time to report, sample adjudication form and guidelines and map.
4. Send student audition times and rooms, teacher and parent work schedules to the teachers.

2 weeks before auditions:

1. Begin to prepare all the schedules that will be needed for the workers, students and judges on audition day. You will need schedules for:
 - Room monitors and for posting outside each door
 - Judges—without the students' last name
 - Teacher work schedule (Send copy to each teacher.)
 - Reception desk. A listing of all students by teacher, then alphabetically by student, including audition time, room, theory test level, and theory room.
 - Theory room—one alphabetical, one by theory test

WMTA DISTRICT CHAIRPERSON TIMELINE

November 16, 2009

- Additional schedules may be needed for posting around the practice rooms, for use in the collating room, etc.
2. Check each piano at your facilities for tuning and check to see that all keys and pedals are working. If needed, request tuning. (Note - This may cost extra.) Request other needed items, such as chairs, tables, etc.

Day before or day of auditions:

1. Post directional signs for all rooms
2. Have waiting area ready for parents.
3. Have CDs ready for the theory testing rooms.

Day of auditions:

1. Correct theory tests, double check theory tests, record all points, file adjudication forms and completed theory tests, distribute all awards except personalized plaques, certificates, additional forms and theory tests to teachers only.
2. Return student applications of all Badger (State) eligible students to teachers along with a set of three vertical blank stick-on labels for each student and the Badger Summary Form.

After auditions:

1. Double check points and record into permanent records.
2. Request personalized awards, such as the High School Achievement Award, 100 point plaques, 200 point plaques from "Awards and More" using the WMTA website (www.wmta.org). Awards will be shipped to District Chairs to distribute to teachers.

After Badger Competition:

A list of the Badger Competition Participants will be forwarded to you from the Badger Audition Chairperson. Each participant automatically receives 10 points for participation in the Badger Competition. Winners receive an additional 5 points, a runner up, if chosen, receives 4 points, and Honorable Mentions receive an additional 3 points. Record the points into the permanent records and distribute any awards as a result of the extra points.

Complete the yellow WMTA District Auditions Report, the List of Participating Teachers, and the Judges' Report Form and send to the State District Audition Chair by June 1st, so that your district's information will appear on the reports used at the WMTA Board Meeting in June.

As soon as possible, complete the Information for the next year's Auditions and send that to the State District Audition Chair.