

(09/11/06)

Good Evening Region 17,

As we approach our first audition, we probably need to cover a few basic guidelines for success. These are not in any particular order but all have their place in the day's activities.

Start of the Day:

- 1. Remember to bring a medical form for every student attending. You may use the TMEA style form or one of your own. You are welcome to keep the forms with you but please remember to bring it with you for each activity.**
- 2. Do not forget to bring the region conduct code with you. Each student needs to have copy on file. Just bring them for every student and we will have a box to collect them in the judges' room. Hopefully we will never have to look at them.**
- 3. Remember to bring your audition cover sheet (from the website) and your payment or proof of intention to pay. Rob and Janwin will be collecting all of the "stuff" as you check in.**
- 4. Be sure that you have communicated with Rob and Janwin if you have judges to suggest for this contest. We are interested in the best judging panels and your input is appreciated.**
- 5. When students arrive at the contest site, we need to deal with their cell phones. The basic rule is that students should not have (use) the phones during the audition. You can collect them or try to leave them at home (good luck). Do what works for you but find a way to control the phone issue.**
- 6. During the audition, students should report to the contest office if there is a registration problem or if they are arriving for a PM audition. We will give them time to sing the cuts and mark their music before singing.**
- 7. All students will be provided with a written copy of the cuts.**
- 8. Every student gets one audition. Once the CD starts there are no restarts. We will certainly consider technical issues as they arise.**
- 9. As suggested by TMEA, we will allow a member of the judging panel to run the actual CD player. A student will announce the singer and ask if they are ready. When the singer is ready, the monitor will exit the audition room and the CD will begin.**

Actual Audition:

- 1. Judges will not discuss auditions. You may certainly discuss technical issues as they relate to the operation of the contest.**
- 2. Judges will not communicate with the students.**
- 3. Judges will not disrupt a student's audition with reactions or distractions of any type.**
- 4. Judges will remain away from students and will not contact their own students until released by the region chair. All judges must remain until an official end is called to that audition section and their judging scores are confirmed.**
- 5. Judge scores will be collected twice during the audition day. Once at lunch and once at the end of the contest.**
- 6. It is the responsibility of the panel chair to certify the accuracy of the scores submitted by their panel. It is acceptable for the panel chair to discuss the audition process with their panel prior to the beginning of the first audition. General expectations and audition documentation should be clarified. Since this is the first audition of the year, a brief discussion about Raw and Rank scores is suggested.**
- 7. By TMEA policy, "do not certify" is not an option. Score what you hear. Give me a single score for the total audition. Evaluate the students in all areas of intelligent musical performance.**
- 8. Panel chairs will submit a score grid for data entry. Judges may keep their actual scores sheets for the entire contest day.**
- 9. Teachers and guest judges are not to be released until all materials are checked by Rob and Janwin.**

Judge End of the Day:

1. **We will make a last call at 2pm. This means that all participating students must be registered by this time. It may not mean that the audition is over at this time.**
2. **When a room is released, the panel chair is responsible for making sure all score sheets and documentation are returned to the contest office.**
3. **Once we are sure that all needed information is in place, we will release the panel and pay the guests.**
4. **Remember that ALL documentation must be turned in to the contest office so that our records are complete.**
5. **When all scores are entered and verified as accurate, we will begin the tabulation process.**
6. **As each section is completed, we will first review the calculations for formula accuracy and computational completion.**
7. **If the chair certifies the calculations, we will mark the winners and post the master tabulations forms in the windows of the judges' holding area (library). Directors may check and inspect the documents as they are available.**
8. **After the end of the last audition and calculation process, all master tabulations forms will be displayed in the judges' holding area for one hour as per TMEA guidelines. It is during this time that directors may review scores.**
9. **As per TMEA rules, the results are final at the end of the hour.**

Results posting:

1. **Once the hour study period has elapsed, the results will be formatted for publication and posted.**
2. **TMEA has verified that electronic publication of results is completely acceptable. We will post the chair placements on the official Region 17 website and also on the Brazoswood Choir site. This double placement insures that electronic failure will not prevent publication.**
3. **We will also email a PDF and WORD copy of the placement results to all addresses in our database.**
4. **We will also forward to every email address and/or post a link for downloading a PDF copy of every contest master tabulation form. Typically, this will take a little time to format since it is a very large document. Hopefully this will happen on Sunday afternoon or evening.**
5. **Copies of each school's placement results will also be available at the conclusion of the contest printing. It is typically the last document to leave the printer.**
6. **Finally, it has long been the tradition in Region 17 for schools to leave at the end of the audition phase of the contest and receive their results by electronic means. You are certainly welcome to continue this method and receive your results by email and on the web. At the conclusion of the one hour wait period, we will gladly provide a copy of the placement results for someone to announce to any school still in the building. Please remember that this list will probably contain a couple of hundred names and should be read in its entirety if announced publicly.**

How many chosen: Please review our previous communications for the guidelines established during our organizational meeting. We will confirm the exact numbers to be selected during the judges' organizational meeting prior to the beginning of the first audition. Remember that once we announce this hard number, we are bound to take exactly that number no matter how poor the scores or how few the numbers that actually audition. TMEA has eliminated the option for "do not certify" since it is not an selection based on calculated numbers through the official TMEA tabulation program.

More information will continue to follow. Please continue to check your email and the website link listed below.

<http://www.bwoodchoir.org/Region17Info.html>