

Procedural Outline for Room Monitors
Arkansas School Band and Orchestra Association All-State Auditions
Annie Camp Middle School
February 2, 2018

Outside Monitor

A. Audition Pass Distribution-

1. Student Audition Passes will be distributed at the entrance of the instrument audition rooms.
2. Passes should be distributed from 4:00-4:45 pm in an orderly manner.
3. Passes not picked up by 4:45 pm should be returned to the Audition Office (Attendance Office).
4. Any pass problems (i.e. - no pass or wrong information on card) should be referred immediately to the Audition Office (Attendance Office).
5. **Do not change any item on either the audition passes or the scantron cards.**
All changes MUST be made at the Audition Office.

B. When Auditions Begin:

1. Have the first person ready to go into the room.
 - a. Match the name and ID number on the person's pass with the name and number on the master sheet. **When the student goes into the room, draw a single line through the name on the master list with a pencil**
Do this for every student.
 - b. Students who do not show up for their audition are to be marked as (NS) on the master sheet.
At the end of your instruments auditions, ALL master sheets are to be given to the ASBOA official who closes the room.
There may be standby alternates who fill 'No Show' audition spots. This will be handled through the ASBOA Audition Office – students will be given an official pass to audition – you will **NOT** have to make that call.
 - c. Judges are **NOT** to see the master list for any reason!!!! ASBOA officers may come by your room asking to see your master list to clarify tryout issues. They will be identified by a name badge.
2. Make sure the next person is ready to go in the room.
3. Get completed score cards from inside monitor and relay to the runner.
4. Check back of passes and score cards coming out of the room to ensure they are signed. If a card is not signed, make the runner aware of this unsigned card when the score cards are picked up.

C. Clear hall if judges must leave room:

When a break becomes necessary, the outside monitor must have all students of that instrument leave the area immediately around the door for an exact amount of time, e.g. 5 minutes. The judges should not leave the floor of the building.

D. A student who misses his/her audition time should be allowed to tryout at the next available time.

The chair should note on the Error Procedure Card that this student was late.
Deduction of points will take place in the ASBOA Audition Office.

E. Outside monitors of rooms near secondary warm-up rooms should also help monitor these rooms as well.

F. A student cannot be asked to audition before his/her time. The outside monitor should proceed to the next person only when the time for that student has come. If any student asks if he/she can go before his/her time and he/she is the next person scheduled for that room, you may allow the student to go.

Inside Monitor

- A. Show the student his/her audition pass and ask, "Is this you?" If yes, proceed. If no, escort the student from the room and alert the outside monitor. The outside monitor should then secure the correct audition pass for the student.
- B. Announce the ID number of each student as he/she enters the room. **The judges MUST have the correct number. Judge 1 will repeat the ID number to you, then you will say, "Yes, this is ID #" Or correct the number.**
- C. Inform each student that they may play ONLY the first note of each exercise or scale as a long tone for a warm-up.
- D. Students may play the prepared exercises **in the order that they choose** as they are prompted by the chair of the audition panel. (They may use their own music)
- E. Students will be instructed to remove any personal belongings from the stand before playing their scales/beats. Make sure there is no music on the stand while scales/beats are being played. They **must** play scales/beats in the **order posted** – the **chair will announce each scale/beat** to assure there is no confusion.
- F. Sight-reading – Place the sight-reading folder, music face down, on the stand.
 - 1. The judges will inform each student he/she has 20 seconds to study the piece.
 - 2. The judges will inform each student that he/she may not play his/her instrument during this time.
 - 3. The judges will tell the student to turn the folder over and begin the study period.
 - 3. The judges will time the study period and inform the student when to play with, "**Time, please play the sight-reading.**"
- G. Follow judges' instructions for use of CD player with the improvisation portion of the audition.
- H. After the student completes the audition, turn the sight-reading face down
 - 1. Have the student sign the back of his/her player pass and Judge 1's score card in the space provided.
 - 2. Give the audition pass and score cards to the Sheet Validator.
 - 3. Escort student out of the room and bring in the next student.
- I. Relay score cards to outside monitor for runner pick-up.
- J. If a student claims to have a mechanical problem with his/her instrument, the student should immediately be sent to the instrument repair office before entering the room. If a mechanical problem develops during the audition, take the instrument from the student carefully and show it to Judge 1. The judges will either make adjustments or determine if the student needs to take the instrument to the repairman office on site. As a monitor, you will not have to make that decision. (Repair Room – Library)
- K. While the student is in the process of auditioning, do not be in any line of sight of the student.

****REMEMBER** AUDITION ORGANIZATION IS CRITICAL - HALLS SHOULD BE KEPT QUIET
STUDENTS MAY USE THEIR OWN MUSIC**

**STUDENTS MUST NOT BE ALLOWED TO TALK TO JUDGES
INSIDE MONITORS SHOULD NOT BE IN ANY LINE OF SIGHT OF THE STUDENT**

**ALL MONITORS SHOULD BE PLEASANT AND FRIENDLY, BUT
ALSO FIRM AND CONSISTENT IN ALL PROCEDURES**

You as monitors will have the most contact with the students. In many cases, you will be a major factor in their success. You must consider it a prime responsibility for you to create a positive, supportive environment in which these young men and women can audition for All-State.

***Cell phones for both monitors should be turned off.
They should be used only in the case of an emergency.
No texting during tryouts as you will be a distraction to the student.***

**THANK YOU FOR YOUR
ASSISTANCE!!!**