

Procedural Outline for Room Monitors
Arkansas School Band and Orchestra Association All-State Auditions
Arkansas State University
February 3, 2018

Outside Monitor

A. Audition Pass Distribution-

1. Student Audition Passes will be distributed at the entrance of the audition rooms – for split rooms, the prepared room.
2. Passes should be distributed in an orderly manner.
3. Passes not picked up should be returned to the ASBOA Audition Office (Student Union Apple Blossom Lounge) at 10:20 a.m.
4. Any pass problems (i.e. - no pass or wrong information on card) should be referred immediately to ASBOA Audition Office.
5. **Do not change any item on either the audition passes or the scantron cards.**

All changes MUST be made at the ASBOA 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 instrument's auditions, ALL master sheets are to be given to the ASBOA Board Member who closes your room.
There may be standby alternates who fill 'No Show' audition spots. This will be handled through the ASBOA Audition Office and Board Members – 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. Make sure Judge 1's score card is signed after each room and the student's audition pass is signed after the final audition room. If a card is not signed, make the runner aware of this unsigned card when the score cards are picked up. Do not attempt to find the student.

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 students should not leave that 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 areas should also help monitor these rooms as well.

F. A student cannot be asked to audition before his/her time. 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 early.

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. FYI - Woodwinds and brass are allowed to 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. Make sure there is no music on the stand while scales are being played. They **must** play scales in the **order posted** – the **chair will announce each scale** 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. After the student completes the audition, turn the sight-reading face down.
 - 1. Have the student sign the back of Judge 1's score card in the space provided in every audition room.
 - 2. For **single room** audition panels, the **scale and sight-reading** room of two-room panels, and the **snare drum** room of the percussion audition panels, have the student sign the back of his/her player pass.
(In the prepared rooms, the timpani room and the keyboard room, return the pass to the player UNSIGNED.)
 - 3. Give the pass (if appropriate) and score cards to the Sheet Validator.
 - 4. Escort student out of the room and bring in the next student.
- H. Relay score cards to outside monitor for runner pick-up.
- I. 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 office – Fine Arts 117)
- J. 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!!!