



# HIGH SCHOOL CHORUS

## 2011-2012 Director Audition Instructions

<p><b>Checks and forms are sent to:</b>          Barbara Retzko, Audition Manager          Ridge High School          South Finley Avenue          Basking Ridge, NJ 07920  <a href="mailto:CJMEARegionIIChorus@hotmail.com">CJMEARegionIIChorus@hotmail.com</a></p>	<p><b>Audition Chairperson (All questions)</b>          Hillary Colton  <a href="mailto:HSChorus@cjmea.org">HSChorus@cjmea.org</a></p>
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<b>2012 CJMEA High School Chorus Auditions:</b>	
<b>Dates:</b>	Saturday, December 10, 2011 (Snow date is December 17, 2011)
<b>Time:</b>	8:00 am Mandatory Director's Meeting
<b>Location:</b>	John P. Stevens High School 855 Grove Ave Edison, NJ 08820

<b>Important Deadlines:</b>	
<b>Application Deadline</b> (\$15 per application)	Postmarked by October 28, 2011
<b>Late Application Deadline</b> (\$15 + \$10 late fee per application)	Postmarked after October 28, 2011 and by November 9, 2011
<b>On-site registration</b> (\$50 per application)	Please see information below.

Within this packet you will find all of the information required to successfully register your students to audition for the CJMEA Chorus. Please read all of the information carefully and follow the instructions accurately. Please note that there may be some new information which may differ from previous years. If you have any questions, please contact the appropriate chairperson immediately.

**Failure to fulfill your responsibilities may result in your not being able to sponsor students next year.**

**HIGH SCHOOL DIRECTORS: PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY**

**There is a \$25.00 re-filing fee per director for all returned forms.**

**Read and sign the Director's Check List.**

**ACCEPTANCE**

- Students may choose to audition for Band, Chorus and Orchestra but **MUST** indicate a preference on their Student Application in the event of acceptance into more than one ensemble.
- The REGION II MIXED CHORUS is chosen first. Those sopranos and altos who fall below the cut-off of the REGION II MIXED CHORUS begin the roster for the REGION II WOMEN'S CHORUS.
- Acceptance fee - \$15 (CASH ONLY)... Due at first rehearsal.

**ATTENDANCE POLICY - STUDENTS**

- Students are expected to attend all rehearsals and concerts.
- One EXCUSED absence will be permitted.
- A student who misses a rehearsal may be subject to testing at the following rehearsal.
- Two missed rehearsals = expulsion from the ensemble.
- All activities involving the performance weekends, including sign-in and sign-out of rehearsals are a mandatory responsibility of these groups.
- An absence is defined as "missing any scheduled rehearsal or ANY PART THEREOF".
- Failure to attend any concert will result in the loss of eligibility to audition the following year.



# HIGH SCHOOL CHORUS

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### **AUDITION RESULTS**

- Results will be posted on the website [www.cjmea.org](http://www.cjmea.org)
- In addition, results will be sent directly to the email you use for confirmation.

### **BLIND AUDITIONS**

- Final Room Judges will not look at any student as they audition.

### **CONCERT DATES:**

- MIXED CHORUS & WOMEN'S CHORUS – COMBINED CONCERT:  
Sunday January 29, 2012                      2:00 p.m.                      Location: TBA

### **DAY OF AUDITIONS**

- For security reasons and to protect the safety of every student auditioning, only those Directors who are involved with auditions will be allowed upstairs and in any room related to the REGION II CHORUS auditions.
- All parents/guardians are asked to wait for students in the cafeteria.
- Use of cell phones during the auditions is not permitted. Cell phones may be used in the cafeteria and outside the school building.
- Directors are expected to remain at the audition site for the entire day. Once registration has closed and we have checked that all students are out of the Warm-Up Room and that no singer is waiting on an Instrumental Line, a Committee member will announce that your room is finished and you will be free to leave.
- On-site registration is permitted under the following conditions:
  - All forms must be completed to include all required signatures.
  - The on-site registration fee is \$50. Cash, Cashier's Check, Money Order, School Check or Director's Checks are accepted. **NO PARENT CHECKS WILL BE ACCEPTED!**
  - It is preferred and advisable to contact the Audition Chairperson regarding the on-site student registration prior to the day of auditions.
  - The sponsoring Director must be present at the 8 a.m. Director's meeting. The Director is required to fulfill all assigned duties and stay for the entire day until dismissed by the Audition Chairperson.
  - All on-site registration forms/fees must be presented to the Registration Manager during the 8 a.m. meeting. Audition times for the on-site registrants will be assigned at that time.
  - Only NAFME (MENC) members in good standing, with a copy of a current NAFME card, may register students onsite.
  - On-site registrations will NOT be accepted by parents or students.
  - Students who are being registered on-site by their Director must sign in at the registration table after 9:00 a.m. and no later than 11 a.m. It is understood that the on-site registrants will receive the last audition times available and that a considerable wait to audition may occur.
  - NO REFUNDS will be given to students who are registered and fail to audition for any reason.
  - Choral Directors may not register more than 35 sopranos or altos from their school, including preregistration and on-site registration.

### **DIRECTOR DUTIES**

- All Choral Directors sending students to the REGION II CHORUS auditions must be present the entire day of auditions. A sign-in and sign-out sheet will verify attendance for the day. Failure to comply with this ruling will result in your accepted students being disqualified.
- A maximum of 35 sopranos and altos and an unlimited number of tenors and basses from each school may audition for the REGION II CHORUS.
- Please email/call the Audition Manager (BARBARA RETZKO) if you need to send a substitute to fulfill your duty.



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## 2011-2012 Director Audition Instructions

- The substitute must be a NafME member and proof of that membership must be faxed to the Audition Manager BEFORE the day of auditions.
- In the case of an emergency, it is the Director's responsibility to see that a qualified NafME member is present at the 8:00 a.m. Director's meeting and that the Audition Manager has prior knowledge of this situation. (A "qualified" NafME member is one who currently teaches the same area of specialization as the sponsoring teacher).
- If you have students accepted into either the MIXED CHORUS or WOMEN'S CHORUS, you have a second responsibility to assist with a rehearsal or at the performance. If you have students accepted into both ensembles, you serve two total duties = once at auditions and once upon student acceptance.
- Your choices of second duty include:
  - Rehearsal assistant at ONE rehearsal for either MIXED or WOMEN'S choir.
  - Provide assistance for the entire day of the concert.
  - Serve as a host school for auditions or rehearsals.
- Directors who serve as Choral and/or Band/Orchestra Directors in their high school may choose to serve either the REGION II Chorus or the REGION II Band or Orchestra.
- One teacher may not sign applications and fulfill judging obligations for an entire district unless he/she is the only teacher in that district. **YOU SIGN FOR THE STUDENTS YOU TEACH.**
- Teachers failing to fulfill their responsibility to the 2012 MIXED CHORUS or WOMEN'S CHORUS will forfeit their student participation the following year.

### EXEMPTIONS

- CJMEA Board of Director members and members of the Choral Procedures Committee are exempt from the list of Director Duties.
- Conductors, Audition Managers, Chorus and Registration Managers and Accompanists are exempt from additional duties.

### FEES

- ALL CHECKS MADE PAYABLE TO CJMEA
- NO PURCHASE ORDERS ACCEPTED FOR ANY FEES!
- SCHOOL OR DIRECTOR CHECKS ONLY... NO PARENT CHECKS!
- PLEASE DO NOT SEND CASH FOR STUDENT APPLICATIONS!
- Please see page 1 for a list of all fees.
- There is a \$25 re-filing fee per Director for all returned forms.

### **MAILING CHECKLIST TO THE AUDITION MANAGER (BARBARA RETZKO)**

- Please note the checklist on page 4 of the application

**NOTE TO DIRECTORS:**  
 Phone numbers and email addresses are for **DIRECTOR USE ONLY**. Please do not distribute this information to your students or their parents.

**We will only return phone calls and email messages to Choral Directors.**

**PLEASE place the REGION II CHORUS email address [CJMEARegionIIChorus@hotmail.com](mailto:CJMEARegionIIChorus@hotmail.com) in your Address Book so it is not recognized as SPAM or JUNK MAIL.**

### **MANAGERS**

<b>CHORUS AUDITIONS</b> Hillary Colton Hunterdon Central H.S. 84 Route 31 Flemington, NJ 08822 908-782-5727 x2520 <a href="mailto:HSChorus@cjmea.org">HSChorus@cjmea.org</a>	<b>CHORUS AUDITIONS</b> Barbara Retzko Ridge High School South Finley Avenue Basking Ridge, NJ 07920 (908) 204-2585 x 230 (908) 204-2582 FAX <a href="mailto:CJMEARegionIIChorus@hotmail.com">CJMEARegionIIChorus@hotmail.com</a>	<b>MIXED CHORUS</b> Judy Verilli JFK High School 524 Cricket Lane Woodbridge, NJ 07095 (732)742-2257 <a href="mailto:togethernharmony@aol.com">togethernharmony@aol.com</a>	<b>WOMEN'S CHORUS</b> Sue Belly Woodbridge Twp. Schools 159 Dunbar Avenue Fords, NJ 08863 (732) 715-3215 <a href="mailto:Treasurer@cjmea.org">Treasurer@cjmea.org</a>
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# HIGH SCHOOL CHORUS

## 2011-2012 Director Audition Instructions

### NAfME (MENC)

All teachers must be current members of NAFME to participate in the REGION II audition process. Your NAFME card must be valid up to and including the day of auditions. For validation of membership, contact NAFME at 800- 828- 0229 or [www.nafme.org](http://www.nafme.org). The NAFME office will fax confirmation of your valid membership to you.

### REGISTRATION REQUIREMENTS

- All students in Grades 9, 10, 11 and 12 are eligible to audition for the REGION II Chorus.
- Only the BEST-QUALIFIED students who have proven themselves to be of GOOD CHARACTER to their public/private school Choral Program may audition.
- Students may audition in ONE VOICE PART ONLY.
- Each school may send a maximum of 35 sopranos/altos to audition. There is no limit to the number of Tenors/Basses you may send. Please keep in mind that these students should be of Region Chorus quality.

<b>REHEARSAL DATES: (REHEARSAL SITES TBA)</b>	
<b>MIXED CHORUS &amp; WOMEN'S CHORUS</b>	
January 6, 2012	9:00am-4:00pm
January 13, 2012	4:30pm-9:30pm
January 14, 2012	9:00am-1:00pm (Snow Date)
January 21, 2012	9:00am-1:00pm
January 27, 2012	4:30pm-9:30pm MANDATORY DRESS REHEARSAL
January 29, 2012	2:00pm CONCERT

### SCORE SHEETS

Judges Score Sheets will not be returned. Each Choral Director will receive a copy of the scores via email and will also be able to view results on the website. Reviewing these scores with your students provides an excellent teaching opportunity by reinforcing strengths and weaknesses of their audition.

### SILVER SWAN – QUINTET

The Silver Swan recording is available for practice purposes. MP3 recordings are available on the CJMEA website or from Barbara Retzko [barbararetzko@hotmail.com](mailto:barbararetzko@hotmail.com)

### STUDENT ELIGIBILITY:

- To be eligible, students must be in grades 9– 12 and must be a member of their school chorus in Region II.
- Singers may only audition for one voice part.
- If a public/private school does not have an established and recognized Choral Program, the student may qualify for the NJ REGION II organization with the endorsement of a music teacher who is a member of NAFME. [CJMEA Handbook]
- Home School students are only eligible to audition if the choral director from their hometown or their private music teacher sponsors them. The sponsoring teacher must be a member of NAFME and be able to verify the performance ability of the student.
- Choral students who are also auditioning for Band or Orchestra must complete separate Band/Orchestra applications and have their instrumental teachers send them to the Band/Orchestra audition chairperson. (Students auditioning for more than one group will only be accepted into one organization. Rehearsal scheduling does not provide adequate time for multiple acceptances).
- All applications must have the proper signatures. If the school teacher agrees to allow another NAFME qualified music teacher to sign for the student, the student's school teacher and administrator must still sign, thereby indicating their knowledge of this situation. Copies of valid NAFME cards for both teachers must be included with the Teacher Estimate Forms. THE NAFME CARDS MUST HAVE A 12/2011 EXPIRATION DATE OR LATER.
- STUDENT TEACHERS AND PARENTS ARE NOT ACCEPTABLE SUBSTITUTES.



# HIGH SCHOOL CHORUS

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## 2011-2012 Director Audition Instructions

### **STUDENT INFORMATION PAGES**

- Please print out the Student Packet in its entirety.
  - Student Audition Information – Dates and Attendance Policy
  - Audition Solo
  - Student Application – Requires FOUR signatures
  - Directions to the Audition.
- Vocal Auditions must be memorized.

### **TEACHER ESTIMATE FORMS:**

- All Teachers must complete a separate Teacher Estimate Form for Sopranos/Altos and Tenors/Basses for Registration. Student names should be listed in ALPHABETICAL ORDER by LAST NAME.
- Corresponding and appropriate STUDENT APPLICATION FORMS and ONE CHECK payable to CJMEA must be sent with the Teacher Estimate Forms to the Audition Manager (BARBARA RETZKO).
- NO PARENT CHECKS!
- A copy of the BACK of your NAFME card (your name and NAFME number) must be attached to the TEACHER ESTIMATE FORMS. The NAFME card must be valid up to and including the day of auditions – 12/2011.
- On the day of auditions, teachers must sign for their second Director's Duty in the event their students are accepted for participation.
- Please retain a copy of these materials for your records.

### **VOICE PARTS – CHANGES**

- There are no voice part changes after November 9, 2011.
- No woman may audition as a tenor or bass.
- No men will be considered for parts as Sopranos or Altos.

### **WEATHER CANCELLATIONS/POSTPONEMENTS**

- Any announcement concerning weather cancellations or postponements will be placed on the CJMEA website [www.cjmea.org](http://www.cjmea.org)

### **WOMEN'S CHORUS**

The Women's Choir is created after the cut is made for the Mixed Chorus. Your sopranos and altos may not choose between the Mixed and Women's Choirs. The Choral Audition Chairperson (HILLARY COLTON) will make selections on the day of the auditions. We are once again excited to offer this additional opportunity to our deserving young women.

### **Final Note – DIRECTORS...Please Read Carefully:**

Once the Student Applications are received:

1. All applications are checked for signatures and they are matched to the information on the Teacher Estimate Forms.
2. NAFME card memberships are validated.
3. Payment amounts are checked against the number of students per school. Director Checks Only.
4. A CONFIRMATION EMAIL will be sent to each Director to include the names, grades and voice parts of all registered students. The courtesy of a REPLY to this email is appreciated.
5. Every student is entered into a database for registration.
6. Director information is updated. Please print clearly; include the email address you regularly check.
7. Voice parts changes must meet the deadline date.

It is in your best interest to make copies of all documents pertaining to the REGION II Chorus Audition process.

A Director's Information Letter, providing final reminders, will be EMAILED along with the confirmation of those students registered.



# HIGH SCHOOL CHORUS

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## 2011-2012 Director Application

John Smith
ID#: 1234567
Type: FA                      Exp:12/2011
Addl Mbrsp:
State Aff: NJ

**Please type using  
Adobe Acrobat.**

**Please affix a copy of the back of  
your current NafME (MENC) Card  
here (As shown on the left)**

If your card has expired and you are in a renewal process, you MUST call NafME (800) 828-0229 to fax verification of your renewal and attach it to this form! Please DO NOT send this form with an EXPIRED MEMBERSHIP CARD! All membership must be in good standing through December 2011

**PLEASE TYPE FORMS USING ADOBE ACROBAT!**

Director's Name: _____	School: _____
Home Number: _____	Cell Number: _____
Home Address: _____	Home Town: _____
Personal E-mail: _____	Home Zip: _____
School Address: _____	School Town: _____
School Phone _____	School Zip: _____
School Extension _____	School Fax: _____
School Email: _____	

**NOTE:** Email addresses are used for ALL CONFIRMATION of received materials as well as communication regarding audition times, Director's Duties and results.

1. Please list your students in alphabetical order NOT in order of voice part.
2. There is now an ESTIMATE FORM for Sopranos and Altos with a limit of 35 singers and a separate ESTIMATE FORM for Tenors and Basses with an unlimited number of singers.
3. Be sure all information on each application is complete and correct.
4. Please submit ONE CHECK payable to CJMEA.        \*School or Director Checks ONLY.
5. No Purchase Orders please.
6. Double-check all signatures and information.
7. Send the Teacher Estimate Form, the Teacher Information Form, the Director's Check List, all applications and one check to the Audition Manager (BARBARA RETZKO).

**Application Form Typing Instructions**

Please note: The application (on the following two pages) is to be completed by typing directly into the form using Adobe Acrobat Reader 5.0 or later.

- 1) Type all your information on the top portion of the form directly on your computer **BEFORE** printing. Use the mouse to click on check boxes and the tab key or the mouse to move from line to line when entering information.
- 2) Print all four pages of the completed application.



**HIGH SCHOOL CHORUS**  
 2011-2012 **Director** Application

**REGION II TEACHER ESTIMATE FORM-HIGH SCHOOL CHORUS**

**Sopranos and Altos- 35 Maximum**

Women's Names Only!

**Alphabetical Order by Voice Part Please!! Type names using Adobe Acrobat.**

	<b>***Last Name***</b>	<b>First Name</b>	Voice Part	Grade	Fee
1					\$15
2					\$30
3					\$45
4					\$60
5					\$75
6					\$90
7					\$105
8					\$120
9					\$135
10					\$150
11					\$165
12					\$180
13					\$195
14					\$210
15					\$225
16					\$240
17					\$255
18					\$270
19					\$285
20					\$300
21					\$315
22					\$330
23					\$345
24					\$360
25					\$375
26					\$390
27					\$405
28					\$420
29					\$435
30					\$450
31					\$465
32					\$480
33					\$495
34					\$510
35					\$525

Voice Part Totals: S1: \_\_\_\_\_ S2: \_\_\_\_\_ A1: \_\_\_\_\_ A2: \_\_\_\_\_

**Total Enclosed:** \$ \_\_\_\_\_



**HIGH SCHOOL CHORUS**  
 2011-2012 **Director** Application

**REGION II TEACHER ESTIMATE FORM-HIGH SCHOOL CHORUS**

**Tenors and Basses- No Limit**

Men's Names Only!

<b>Alphabetical Order by Voice Part Please!! Type names using Adobe Acrobat.</b>					
	<b>***Last Name***</b>	<b>First Name</b>	<b>Voice Part</b>	<b>Grade</b>	<b>Fee</b>
1					\$15
2					\$30
3					\$45
4					\$60
5					\$75
6					\$90
7					\$105
8					\$120
9					\$135
10					\$150
11					\$165
12					\$180
13					\$195
14					\$210
15					\$225
16					\$240
17					\$255
18					\$270
19					\$285
20					\$300
21					\$315
22					\$330
23					\$345
24					\$360
25					\$375
26					\$390
27					\$405
28					\$420
29					\$435
30					\$450
31					\$465
32					\$480
33					\$495
34					\$510
35					\$525

Voice Part Totals: T1: \_\_\_\_\_ T2: \_\_\_\_\_ B1: \_\_\_\_\_ B2: \_\_\_\_\_

**Total Enclosed:** \$ \_\_\_\_\_



## HIGH SCHOOL CHORUS

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### 2011-2012 Director Application

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#### DIRECTOR'S CHECKLIST FOR MAILING APPLICATIONS

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CJMEA has created this check-list to enable directors to double check their materials prior to mailing them to the audition registrar. Use this check-list as a guide to ensure that your applications and fees are correct before sending them to the audition manager.

*Please read this information and ALL of the information included in your packet BEFORE mailing anything.*

**Any forms which are incomplete will be returned to the director and a \$25.00 re-filing fee will be required for re-submitting the packet, and this returned packet must be postmarked no later than one week after the late filing postmark date.**

- I am a current NAFME (MENC) member and have provided proof of membership on this application. (Individual students, parents, and non-members may not apply or sponsor students for auditions.) All forms **MUST** be mailed by the director and contain that director's return address on the envelope. In the case of no available corresponding school ensemble, all forms must be sent by the sponsoring NAFME member with that member's return address on the envelope.
  
- I am the sponsoring director of the enclosed applications and I have checked that all applications have been filled out completely with all signatures. An actual signature must be in place wherever required. I have checked each application for the following information:
  - All signatures are complete and authentic
  - All forms have printed in their entirety (no information is cut off.)
  - A separate, fully completed application and fee is required for every voice part/instrument for which the student is applying. Any forms which indicate that a student is auditioning for a second instrument, but fails to provide a separate application for each instrument listed, will result in only the first listed instrument being registered.
  
- I have enclosed only one check from a school or director (sponsoring NAFME member). Multiple checks, checks from parents, or purchase orders will result in the entire packet being returned.
  
- Home School students are only eligible to audition if they are sponsored by the band/orchestra/choir director from their home town or their private music teacher. The sponsoring teacher must be a qualified music teacher, a member of NAFME and be able to verify the performance ability of the student.

I have checked all applications and the director's sheet for completeness. All signatures are in place and correct. All information requested has been provided, is printed clearly and legibly, and only one check from myself or the school district has been included. (Multiple checks, parent checks or purchase orders will result in the entire packet being returned and a \$25 re-filing fee being incurred). I understand that any forms which are incomplete or unable to be read will be returned, that a \$25 re-filing fee will be required for re-submitting the packet, and that this returned packet must be received no later than one week after the late filing postmark date.

Signature: \_\_\_\_\_

Printed Name in Full: \_\_\_\_\_