



HIGH SCHOOL BAND, ORCHESTRA, AND PERCUSSION ENSEMBLE

2011-2012 Director Audition Instructions

<p>Checks and forms are sent to: Brian Toth 127 Rachel Ct Franklin Park, NJ 08823 hsband@cjmea.org</p>	<p>Audition Chair (All questions) Brian Toth hsband@cjmea.org</p>
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<u>CJMEA High School Band, Orchestra, and Percussion Ensemble Auditions:</u>	
Dates:	Saturday, December 10, 2011 (Snow date is December 17, 2011)
Time:	8:00 am Mandatory Director's Meeting
Location:	John P. Stevens High School 855 Grove Ave Edison, NJ 08820

<u>Important Deadlines:</u>	
Application Deadline (\$15 per application)	Postmarked by October 28, 2011
Late Application Deadline (\$15 + \$10 late fee per application)	Postmarked after October 28, 2011 and by November 9, 2011
On-site registration (\$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 High School Band, Orchestra, and Percussion Ensemble. 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.

Be sure to read and sign the Director's Check List.

1. To be eligible, students must be in grades 9–12 and must be a member of their school band or orchestra in Region II. Participating music instructors must be paid members of NAFME (MENC). If membership, or verification of membership, is needed, please contact NAFME at 1-800-828-0229 and have NAFME email verification to the audition chairperson.
2. Home School students are only eligible to audition if they are sponsored by the band/orchestra director from their home town or their private music teacher. The sponsoring teacher must be a member of NAFME and be able to verify the performance ability of the student.
3. Each student must submit a separate application and audition fee for each instrument on which he/she will be auditioning. Application can be found in the student packet. Battery percussion consists of the snare **and** traps materials listed in this packet, however only one application and fee is required. (Student's auditioning for more than one group, including chorus, will only be accepted into one ensemble. Scheduling does not allow for multiple acceptances.)
4. The audition fee is \$15.00 per application if postmarked by Friday, October 28, 2011. Each application postmarked after October 28th and by Wednesday, November 9th will be considered LATE and will require a \$15.00 application fee **plus** a \$10 late fee (\$25 total) per instrument. Any applications which are postmarked after November 9th will be returned to the sender. It is the responsibility of the director to see that all forms are properly completed and submitted on time. Individual applications mailed by students will not be accepted. All applications must be received together in one mailing.



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5. On-site registrations will be permitted under the following conditions:
- A. All forms must be filled out and have the required signatures exactly the same as mail in registrations require.
 - B. The registration fee for each on-site application is \$50.00 and must be either paid in cash, cashier's check, money order, school check or director's check. No parent checks will be accepted.
 - C. The sponsoring director is required to contact the audition chairperson and inform him/her that these on-site auditions will be taking place.
 - D. The sponsoring director must be present before the pre-audition meeting to meet with the on-site registrar. The director is required to stay for the entire day until dismissed by the audition chairperson and fulfill all duties assigned to him/her.
 - E. All on-site registration forms and fees must be presented to the audition registrar by the sponsoring director during the pre-audition meeting and have audition times assigned for the students who are being registered. (NOTE: Only NAFME member directors may register students for on-site auditions. Registrations will not be accepted from students or parents)
 - F. The students who are being registered by their director must sign in at the registration desk by 9:00 a.m. and not later than 11:00 a.m. It is understood that the on-site registrations will receive the last audition times available and that a considerable wait to audition may occur.
 - G. No refunds will be given to students who are registered and fail to audition for any reason.

6. Mail the following items to the registrar: all completed applications, one copy of the audition list, a copy of your NAFME card, the Directors Checklist, and **ONE** check for the total amount of applications being mailed (**no cash**, please) the check payable to CJMEA (**Please Note:** If directors are going to accept checks from parents, please have them be made payable to the director and the director should make out **ONE** check.)

Only checks from a school or director will be accepted.
Checks from anyone else will result in the entire packet being returned to the director.
NO PURCHASE ORDERS WILL BE ACCEPTED!

7. No student will be permitted to audition unless the application has 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 Instrumental Audition List for Region II High School Band/Orchestra form.

THE NAFME CARD MUST HAVE A 12/2011 EXPIRATION DATE OR LATER.

8. All instructors must completely fulfill their judging assignments or duties as assigned by the audition chairperson or the director will not be permitted to send students to audition the following year. In the case of an emergency, it is the director's responsibility to see that a qualified replacement who is a NAFME member is present at the 8:00 a.m. pre-audition meeting and that the audition chairperson has prior knowledge of this situation. (A "qualified" replacement is a NAFME member who also currently teaches the same area of specialization as the sponsoring teacher) **Student teachers and parents are not qualified substitutes.**

9. 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.

10. Placements will be posted by audition number on the CJMEA website by the Sunday afternoon following the auditions. Full results will be e-mailed to the directors on the Sunday after auditions.

11. All accepted students will be required to pay a \$15.00 acceptance fee at the first rehearsal. Cash, school check, or director's check will be acceptable. No checks from parents or purchase orders will be accepted.

12. Please discuss all audition information with your students in advance of the auditions. Make sure that they have learned and memorized the proper scales with appropriate range requirements. A copy all audition requirements is available at www.cjmea.org. Make sure that your students have the proper solo and edition. No photocopies are permitted. Sight reading is also part of the audition.

13. It is the director's responsibility to reinforce the schedule and attendance policy with all applicants. Please review the schedule with your students and remind them that there are no unexcused absences. A school performance is the only excused absence from a rehearsal. All absences will be checked against your school's sports and academic competition calendars.



HIGH SCHOOL BAND, ORCHESTRA, AND PERCUSSION ENSEMBLE

2011-2012 Director Audition Application

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

Please type using Adobe Acrobat. Handwritten forms will not be accepted!

<p><u>Please affix a copy of the back of your current NAFME (MENC) Card here</u> (As shown on the left)</p> <p><small>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</small></p>

ALL FORMS MUST BE TYPED USING ADOBE ACROBAT! Handwritten forms will not be accepted!

Director's Name: _____	School: _____
Home Number: _____	Cell Number: _____
Home Address: _____	Home Town: _____
E-mail: _____	Home Zip: _____
School Address: _____	School Town: _____
School Phone: _____	School Zip: _____
Extension: _____	School Fax: _____
Teacher's Major Instrument: _____	

Please list all instrumental students in score order with strings last.

<u>Instrumental Students in Score Order</u>					
	<u>***Last Name***</u>	<u>First Name</u>	<u>Instrument</u>	<u>Grade</u>	<u>Fee</u>
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

Total Enclosed: \$ _____



HIGH SCHOOL BAND, ORCHESTRA, AND PERCUSSION ENSEMBLE

2011-2012 **Director** Audition Application

DIRECTOR'S CHECKLIST FOR MAILING APPLICATIONS

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

Please read this information and ALL of the information included in your download 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 page 1 of 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.)
 - All information was typed onto application and not handwritten with the exception of signatures.
 - A separate, fully completed application and fee is required for every instrument upon which the student is applying. Any forms which indicate that a student is auditioning upon 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 and typed with Adobe Acrobat, 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: _____