



INTERMEDIATE CHORUS

2011-2012 Director Audition Instructions

Checks and forms are sent to: Nina Schmetterer 112 Harding Road Red Bank, NJ 07701	Audition Chair (All questions) Nina Schmetterer K8chorus@cjmea.org
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<u>CJMEA Intermediate Chorus Auditions:</u>	
<u>Dates:</u>	Saturday, January 7, 2012 (Snow date is January 21, 2012)
<u>Time:</u>	8:30 am Director's Meeting
<u>Location:</u>	Avenel Middle School 85 Woodbine Avenue Avenel, NJ 07001

<u>Important Deadlines:</u>	
<u>Application Deadline</u> (\$15 per application)	Postmarked by Friday, December 9, 2011
<u>Late Application Deadline</u> (\$25 per application)	Applications postmarked after December 16, 2011 will be returned and director needs to contact audition chair regarding on-site registration
<u>On-site registration</u> (\$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 Intermediate 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. Please note that the CJMEA Chorus will be SSAB this year! **Failure to fulfill your responsibilities may result in your not being able to sponsor students next year.**

NOTE: Participating directors will be required to attend auditions plus one rehearsal. A sign-up sheet for rehearsals (first come, first served) will be available on the day of auditions.

INTERMEDIATE 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.

1. To be eligible: Students must be in grades 6, 7, or 8 and must be a member of their school chorus in Region II.
2. 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.
3. Home School students are only eligible to audition if they are sponsored by the choral 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. The sponsoring teacher **MUST** be able to participate in the auditions and attend one rehearsal
4. Each student must submit a separate application and audition fee for each voice part on which he/she will be auditioning. Application can be found in the student packet.
5. Type all names of your students on the Audition List form using Adobe Acrobat. Make sure that you complete the top of the form accurately and include a photo copy of your NAFME card. Please list all students in score order (SSAB) and (C) if any of your students are cambiata singers (changing voice). Please also indicate if any student needs an early or late audition time because of testing. We will try to accommodate each request to the best of our ability, however all students must be auditioned before auditions close. Judges will not be required to stay to accommodate special requests.



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6. The audition fee is \$15.00 per application if postmarked by Friday, December 9, 2011. Each application postmarked after December 9th and by Friday, December 16th will be considered *LATE* and will require a \$25.00 total application fee. Any applications which are postmarked after December 16th will be returned to the sender. It is the responsibility of the director to see that all forms are properly completed and returned on time. Individual applications mailed by students will not be accepted. All applications must be received together in one mailing.

7. On-site auditions 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 as well as sign up for one rehearsal.
- E. All on-site registration forms and fees must be presented to the audition registrar by the sponsoring director during this 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 no 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.

8. Mail the following items to the registrar: All completed applications, one copy of the audition list, the Directors Checklist, and **ONE** check for the total amount of applications being mailed (**no cash**, please) made 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!

9. 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 Choral Audition List for Region II Intermediate Chorus.
THE NAFME CARD MUST HAVE A 1/2012 EXPIRATION DATE OR LATER.

10. 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 8:30 a.m. director's 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.**

11. 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.

12. No results will be given out on the day of auditions. Results will not be available until after the chorus auditions on January 7th and will be on the website the following day. Results will be posted by audition number and directors will be e-mailed student scores.

13. 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.



INTERMEDIATE CHORUS

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14. Please discuss all audition information with your students in advance of the auditions. Make sure that they have learned and memorized the proper scale with appropriate range requirements. Make sure that your students have learned *America: My Country 'Tis of Thee* to be sung a capella with a starting note given for the pitch. Students should also be prepared to sing the solo using the voice part for which the student is auditioning. The solo for intermediate singers is *Red River Valley*. The students will sing their voice part while the piano accompaniment is played. A copy all audition requirements is available at www.cjmea.org. Make sure that your students have the proper solo and edition.

15. 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.

16. The 9:00 am-1:00 pm rehearsals will have a short break. Snacks are usually available for purchase.

17. All directors must attend auditions and one rehearsal. Please note the schedule below:

Date	Event	Location	Time
1/7/12	Intermediate Chorus Auditions	Avenel Middle School	8:30 am
1/21/12	Intermediate Chorus Auditions (Snow Date)	TBA	8:30 am
2/4/12	Intermediate Chorus Rehearsal	TBA	9:00 am-1:00 pm
2/11/12	Intermediate Chorus Rehearsal	TBA	9:00 am-1:00 pm
2/25/12	Intermediate Chorus Rehearsal	TBA	9:00 am-1:00 pm
3/2/12	Intermediate Chorus Rehearsal	TBA	5:00 pm-9:00 pm
3/3/12	Intermediate Chorus Rehearsal (Snow Date)	TBA	9:00 am-1:00 pm
3/10/12	Intermediate Chorus Dress Rehearsal	Monroe Twp. Middle School	9:00 am-1:00 pm
3/11/12	Intermediate Chorus, String Orchestra, PE Concert	Monroe Twp. Middle School	3:00 pm



INTERMEDIATE CHORUS

2011-2012 Director Audition Application

John Smith	
ID#: 1234567	Exp:01/2012
Type: FA	
Addl Mbrsp:	
State Aff: NJ	

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

<p>Please affix a copy of the back of your current NafME (MENC) Card here (As shown on the left)</p> <p><small>If your card has expired and you are in a renewal process, you MUST call MENC (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 January 2012</small></p>

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 or Voice: _____

1. Please list every choral student applying in **Score Order, then in alphabetical** order. Be sure all information on each application is complete and correct.
2. Please submit **ONE CHECK** payable to CJMEA. (School or Director Checks ONLY; **NO PURCHASE ORDERS**)
3. Double check all signatures and information. Directors will be charged a re-filing fee of \$25 for returned forms.
4. Send this Form, the Director's Check List, all applications, and one check to the audition registrar.

Choral Students in Score Order (SSAB)					
	Last Name	First Name	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

Total Enclosed: \$ _____



INTERMEDIATE CHORUS

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 student (students can audition on only one voice part).

- 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 (MENC), 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: _____