

**The Southern California Regional Honor Choirs**  
A Presentation of the Southern California Vocal Association  
In Support of the California All-State Choirs  
A Collaborative Effort of California ACDA and SCVA

**Site Hosts' Information and Instructions, 2021**

Dear Site Host:

Thank you for agreeing to serve as a site host for this year's SCVA Regional Honor Choir and California All-State Choir. Please remember that site hosts are responsible for providing directions and pertinent information to adjudicators once names and contact info are shared.

**Preparing for the Audition**

1. Copy the payment vouchers, solo rubric, and audition forms.
2. Registration tables, audition rooms, and waiting rooms (if applicable), should be prepared 30 minutes before the first scheduled audition.
3. Strategically hang signs directing adjudicators and students to the audition location.
4. Equipment for each audition room: a piano or keyboard, a music stand, a table, and a CD player with a plug-in for an iPod, Bluetooth speaker, phone, or any other accompaniment device. Students may use downloaded accompaniments on their own devices. Important! We suggest that each audition room have CD accompaniments in medium high and medium low of the *26 Italian Songs and Arias* (Alfred Publishing; John Glenn Paton, editor) and CD accompaniments in medium high and medium low of the *28 Italian Songs and Arias* (G. Schirmer, Inc.; Richard Walters editor). In sum, four CD accompaniments should be available in each audition room.
5. Place a copy of the **Adjudicators' Instructions and Audition Procedures** at each adjudicator's table and remind them to adhere to the document.
6. If possible, provide a separate room where students may wait until their audition time. Otherwise, keep the students in the registration area. They are not to stand outside the audition room door while another audition is in progress.

**Before the Auditions**

1. Organize parent or student volunteers, who are acting as door monitors, and remind them to maintain quiet hallways and to send students into the audition room at the indication of the adjudicators. Students are not permitted to be within earshot of the audition rooms while another audition is in progress.
2. Hold a meeting with the adjudicators 30 minutes before the auditions begin and review the adjudication process and reminders. Provide adjudicators with their assigned ID numbers. Give the adjudicators the 2019 tonal memory pitches and sight-singing music.

**Reminders:**

- a. Art songs and arias in French, German, Italian, and Spanish, in addition to those titles listed in the abovementioned collections, are permitted.
- b. Be punctual with all auditions.
- c. Total all scores at the end of all auditions.

**SCVA prohibits the following actions by an adjudicator**

- d. auditioning an adjudicator's own students
- e. teaching or instructing a student during the audition
- f. accompanying any student during the audition (Refer the student to the site host.)

- g. discussing a student's performance with him or her, which may give them a false impression of their acceptance or denial into any choir
  - h. providing – for any reason or circumstance – an alternate accompaniment compromises the student's audition because the student will not be accustomed to it (Refer the student to the site host.)
3. Provide each adjudicator with a payment voucher. Site hosts should fill out this form, also.
  4. Ensure that adjudicators complete and return the payment voucher to the site host.

### **Registration Process for Students (Walk-ins are not permitted to audition.)**

- Students must complete only the top portion of the audition form, including the title of the song, voice part, and divisi. Do not fill in the box for the student.

### **Registration Process for Volunteers**

1. Student must sign their name by their name and audition time.
2. On a separate sheet, document the assigned ID number next to the student's name.
3. Students should complete all information on the top portion of the audition form.
4. Write the audition ID number on the upper right-hand corner of the audition sheet.
5. In the two gray boxes located on the right side of the audition sheet, write in the audition ID number.
6. After the student completes the top portion and both boxes have been numbered, detach the top portion.
7. The volunteer keeps the top portion, and the student takes the bottom portion into the audition room for the judges. (If a student loses the audition form, a new form must be completed and a new number must be assigned.)
8. Ask and indicate with the acronym, "VJCA Honor Choir," if student was accepted. The list of names has been provided.
9. Inform students that their directors will receive and communicate the results of their audition. In addition, the results will be posted on the SCVA website.

### **During the Auditions**

- Between auditions, site hosts may collect completed audition forms.

### **After the Auditions**

1. Collect all audition forms and materials.
2. Check that both adjudicators' signed audition forms using either signatures or assigned ID numbers.
3. Attach the pre-printed label with the student's information to the audition form. Ensure that the number on the form matches the number written on the label.
4. Check each total score for accuracy. Correct any miscalculations. Scores entered and submitted through the secure link are final; therefore, accuracy is paramount.
5. Enter and submit the final scores through the secure link. On Saturday, the link will be sent to the site host's e-mail address at the audition location.

6. Place the tallied audition forms, payment vouchers, and audition materials – tonal memory pitches sight-singing music – in the stamped, self-addressed envelope. Do not include any other materials. Postal regulations specify that letters weighing 13 ounces or more must be taken to the window at a post office.
7. Place the sealed envelope – 13 ounces or less in the mailbox – preferably, on your way home. Again, envelopes weighing more than 13 ounces must be taken into a post office. (Your envelope will most likely not weight more than 13 ounces.)