

SCVA Audition Site Procedures

Please read the following information carefully and follow this format:

1. Have the audition facilities open at least 30 minutes early so those students who arrive early will have a place to wait safely.
2. Have signs appropriately placed around your school to guide the adjudicators and students to the proper location. You may print out as many as you like from the attachments sent with the e-mail.
3. Audition rooms or halls must have a piano, chairs, music stand, table, and CD player preferably with a plug-in for an iPod or phone. There should be one room for every two adjudicators.
4. Parent or student volunteers acting as door monitors can help to keep the auditions running smoothly by reminding students to be quiet in hallways and send them into the audition room when the judges give the OK. Auditionees must not stand outside the audition room and hear the examples being played. Have students line up a good distance away from door.
5. **Give the adjudicators the tonal memory & sight-reading that were sent to you via snail mail.** Make sure that the examples used in the auditions are clearly marked 2016 and not marked “Sample”, as these are from previous years.
6. Place a copy of the “Letter to Adjudicators” and “Rubric for Solo” at each adjudicator’s table. Please remind the adjudicator that they must follow the format and order exactly as specified. Some procedures have changed in recent years.
7. Students are not permitted under any circumstances to record their auditions. Please instruct your judges to be particularly observant of students who attempt to record their auditions.
8. Have a room or hall available in which students may register, warm-up and wait until it is time to audition. They are not to stand outside the audition room door.
9. When a student arrives to the registration table, they should sign up on a list so they may audition in the order of their arrival at the site and according to their assigned audition times. Be sure to write their Audition Form numbers (upper right-hand corner) next to their names on a separate list. **Do not allow walk-ins to the audition.**
10. Each student should fill out the portion on the left of the California Honor Choir audition form with the correct information, including the name of their Italian Art Song.
11. ***Here is the procedure for the new audition form:**
 - a. Student checks in at a registration table
 - b. They fill out the left hand portion of the Audition Form.
 - c. Host records their Audition Form number (upper right-hand corner) and name on the registration list. Host writes the Audition Form number on the student’s preprinted label. Have student confirm accuracy. **Host keeps the label and affixes after audition.**

- d. Student enters the audition room with their pre-numbered Audition Form and **NO identifying label.**
 - e. When the audition is over, HOST places identifying label on the audition form
 - f. It is so very important that the audition numbers match on both portions of the form!! Please double check this for accuracy.
12. Make students aware that they will receive notification of acceptance or deferral through their director at their school. The results will also be posted on the SCVA website.
 13. A sincere “Good Luck” from you always helps, but please remind your judges to not make comments such as “good job” or “great voice” after the audition is complete. We maintain a perception of complete neutrality in the auditions. A “thank you for auditioning” comment is always acceptable.
 14. Each site host should be able to provide either the accompaniment CD (Patton and G. Schirmer; Medium-High and Medium-Low) or iPod plug in, for any student who requires it. Students may download their accompaniments.

A FEW REMINDERS:

- Hold a meeting with your adjudicators 30 minutes before auditions begin - **Confirm the judging procedure carefully.** Some procedures have changed in recent years in an effort for a more streamlined audition experience. Sight reading and tonal memory should be given to the judges at this meeting.
- Adjudicators may not adjudicate their own students under any circumstances.
- Adjudicators are not allowed to piano accompany any student auditioning in the room where they are adjudicating.
- SCVA auditions are closed auditions. Parents and directors are NOT allowed in the audition room during the audition. Accompanists should not be in the audition room during the music theory, tonal memory, or sight singing portion of the audition.

AT THE CONCLUSION OF THE AUDITION PROCESS, PLEASE DO THE FOLLOWING:

1. Collect the audition forms and materials from the adjudicators. Make sure the adjudicators have BOTH signed each audition form with either their name or judge’s number. The judges’ number is on the attachment entitled “Judging Assignments”.
2. Attach the pre-printed label with the student’s information to the audition form. Be sure the number of the form matches the number written on the label.
3. Please re-add each audition form before entering the score on the SCVA website link provided in the email. The scores you enter will be the scores that are used to build the choirs

4. Have each adjudicator fill out the “Pay Voucher” stipend form so that their checks can be sent in a timely manner. Site hosts should also fill out this form and return it in the enclosed pre-paid envelopes along with your completed score sheets and all audition materials.
5. Please enter all scores and send on the secure link sent to you on the Saturday that you host auditions at your site!
6. Gather the audition forms and any unused materials and return them by mail in the enclosed addressed and stamped envelope. Postal regulations specify that letters weighing 13 ounces or more must be taken to the window at a post office, so only return the forms, stipend sheets, tally sheets, and sight singing/ tonal memory examples. You may keep (or discard) all folders, adjudicator instructions and other materials.

FINALLY, JUST DROP THE LARGE ENVELOPE (if they weigh less than 13 ounces) OFF IN A MAIL BOX ON YOUR DRIVE HOME! Packages larger than 13 ounces must be mailed at a postal counter.