

TMEA REGION 10 VOCAL AUDITION PROCESS

I. Long-Range Planning

A. Region 10 Choir Audition Definitions

1. The region audition shall determine who is selected to participate in the Region Choir concert and continue in the next audition lever. A TMEA Region patch shall be awarded to each student who satisfies the requirements of Region participation.
2. The 2nd audition shall determine who is selected to participate in the Region 10 All-Region Choirs. Chairs 1 – 20 in all eight sections will earn membership in the Region Mixed Choir. Chairs 21 – 50 in the soprano and alto sections will earn membership in the Women’s Choir, while chairs 21 – 50 in the tenor and bass sections will earn membership in the Men’s Choir. A Region patch shall be awarded to each student who participates in the Region Choir. In addition, chairs 1 – 14 in all eight sections may participate in the Pre-Area audition.
3. The Pre-Area audition shall determine who is selected to participate in the Area audition which will select the All-State Mixed, Men’s, and Women’s Choir members. No patch shall be awarded for the Pre-Area audition. Each Region may certify as many as five candidates on each voice part for the Area audition. Region 10 will also designate chairs 6 and 7 as alternates to the Area audition.
4. The Area audition shall determine who is selected to participate in the Texas All-State Choirs. Chairs 1 – 4 in all eight sections will earn membership in the All-State Mixed Choir with chairs 5 and 6 as alternates. Chairs 5 – 9 in the soprano and alto sections will earn membership in the Women’s Choir with chairs 10 and 11 as alternates. Chairs 5 - 8 in the tenor and bass sections will earn membership in the Men’s Choir with chairs 9 and 10 as alternates. An Area patch shall be awarded to each student who participates in the Area audition.
5. A TMEA All-State patch shall be awarded to each student who satisfies the requirements of participation in the All-State Choirs.

B. Region Vocal Chair’s Responsibilities for Region/Pre-Area/Area Auditions

1. Obtaining Region, second audition, and Pre-Area audition personnel is the responsibility of the Region Vocal Chair or his designee. Audition personnel include: audition chair, site chair, tabulation chair, judges, and

any other necessary workers. Obtaining Area audition personnel is the responsibility of the Area Vocal Chair.

2. The production of the audition accompaniment CD/tapes is the responsibility of the Region Vocal Chair or his designee prior to the Area audition.
3. Additional Region Vocal Chair responsibilities include the items listed below.
 - a. Meet annually at the TCDA Convention to obtain pertinent information regarding all TMEA auditions.
 - b. Preside at the Fall Region vocal meeting.
 - i. Distribute information regarding auditions (dates, rehearsal notes, historical notes, deadlines for entry, fee information, rules policies, sites, tape information, audition music and a step-by-step description of the student audition process Region 10 shall follow at each audition beginning with student registration and following through to the announcement of final results).
 - ii. Provide clinic/concert information for TMEA Region 10 Choirs
 - c. Prior to each audition, give notice to all directors of details pertaining to that audition.
 - d. Assist the Area Vocal Chair with the Area audition responsibilities.
 - e. Preside at the spring Region divisional meeting.
 - i. Schedule all TMEA-related activities for the next school year at the spring meeting.
 - ii. Make preliminary plans for all TMEA-related activities for the next school year.
 - f. Meet annually at the TMEA and TCDA conventions to obtain pertinent information regarding all TMEA activities.
 - g. Preside at the region meetings at the TCDA convention.

C. Certification of Region/Pre-Area/Area Candidates and Alternates

1. In order for a student to obtain certification to the Area audition, all Pre-Area music shall have been auditioned, listed to be auditioned, or performed on a Region concert. When students have prepared selections for the audition process, that music can then be certified without every selection actually being adjudicated. Regions do not need to audition all

of the selections listed. However, students should not be made aware of any selections to be omitted in the actual audition process.

2. Any student not participating in the required rehearsals will not be allowed to sing in the Concert. The Region Chair must approve any special circumstances beforehand.
3. Any student who is selected for Pre-Area or Area, but is unable to participate in the Region concert due to a pre-approved, school-related conflict or extenuating circumstance, may acquire certification for the next level of competition by submitting a CD/tape to or performing live for the Region Chair or his designee, his complete vocal part of any music certified only by the Region concert. The CD/tape shall be submitted or the audition performed at least 5 days prior to the next competition to allow ample time for the student to be certified b the Region Chair.

II. Pre-Audition Preparation

A. Audition Material

1. Each Region shall determine the selection of audition material
2. The audition material for each TMEA All-State Choir audition shall be selected from the All-State Choir literature. This shall be decided at the TCDA convention meeting and distributed after the Fall Meeting.
3. Audition cuts shall be determined by the Region Vocal Chair or his designee, making every attempt to select cuts of content and duration that shall adequately allow the students to display their musical talents.

B. Entry Regulations and Limitations

1. All Regions shall use the TMEA Auditions Process Entry Cover Sheet as the official TMEA online entry process and the initial entry form into the audition process.
2. Regions may not limit the number of entries from one school without an approved variance.
3. The directors of Region 10 shall determine the Region fee, Participation fee, and organizational fee.
4. All fees are non-refundable and non-transferable.
5. Each director is responsible for paying the participation fee before the 2nd audition whether or not the student ends up participating.

6. Entry deadline, audition dates and reporting times shall be announced at the fall meeting.
7. The TMEA Vocal Division online entry form will serve as a financial statement for each school's audition entries.

C. Audition Facilities and Equipment

1. The size of the audition site and number of rooms shall vary according to the number of students participating in the audition.
2. The following facilities shall be provided at each audition site:
 - a. One large holding area, such as a cafeteria, shall be available for the registration and assembly of student participants. The room shall have a concession area for the participants.
 - b. A large room for the assembly of judges and directors.
 - c. A second holding area to separate the students who have completed their sight-reading from those who have not at the Pre-Area audition.
 - d. Eight non-adjacent rooms, or as many rooms as there are judging panels, for audition rooms. Each room shall have proper heating, cooling, lighting and ventilation. It is imperative that these rooms be free from outside noise or other disturbances which might hamper the fairness of the audition.
 - e. The use of any personal electronic device by students in the warm-up, holding, and audition rooms is prohibited (i.e., cell phones, pagers, portable music players, PDA's, etc.)
 - f. A tabulation room with a printer and computer capable of running the TMEA audition software. TMEA Vocal Division Tabulation Procedures shall be followed carefully.
 - g. A lounge/concession area for the judges so that they will be separated from the students until the conclusion of the audition.
3. The registration area shall include all of the items below:
 - a. Eight chairs
 - b. Long tables to accommodate eight sections

4. The large holding area shall be equipped with the items listed below:
 - a. A public address system for all announcements and instructions
 - b. A CD/tape player sound system if cuts are to be played in the holding area
 - c. A concession area
 - d. A sufficient number of chairs to accommodate the students who audition
 - e. A copy of the time roster and a monitor's checklist for the announcer
5. Each audition room shall be equipped with the items listed below:
 - a. A sign on the door identifying the section
 - b. Screens to shield auditioning students and judges completely. Anonymity is required at all TMEA vocal division auditions. Verbal and visual contact shall not be made between students and judges.
 - c. One adjustable music stand in each audition room for use by the candidate
 - d. Sufficient chairs, desks, and/or tables for the judges
 - e. A CD/tape player set up with the speakers facing the singer so that the judges will be able to hear the student more easily
 - f. A sufficient supply of pencils for the judges
 - g. A sufficient number of judges' score cards in their packets or they may be brought in by the monitor as each student comes in to audition. Judges shall always double-check the audition number
6. A sufficient number of audition CD/tapes that have been checked for fidelity.
7. A sufficient number of CD/tape players that are properly labeled and in good working order. Players shall play without distortion at a volume sufficient to be heard by singers and judges.
8. Sufficient extension cords, tables, desks, and chairs in judging, tabulation, registration, and holding areas
9. Signs for directions and room identification

10. A lunch area for judges and workers, if necessary

D. Instruction of Workers

1. Registration aides shall follow the procedures listed below:
 - a. Have each student show his name on the student registration form.
 - b. Have each student initial beside his name.
 - c. Issue the corresponding badge to the student. If a student's name is not listed, contact the Region Vocal Chair.
 - d. Issue each student a copy of the cuts and the Information and Instructions for TMEA Vocal Division Auditions.
 - e. If requested, verify the information on the student information form and make any necessary corrections.
2. The director responsible for the judges' registration shall follow the procedure below:
 - a. Have each judge sign in and verify his assignment.
 - b. Give each judge a copy of the Information and Instructions for TMEA Vocal Division Auditions and the audition cut.
 - c. Report to the audition host or to the Region Chair when all judges have signed in. If a judge does not appear, notify the Region Chair immediately.
3. The director of student warm-up and cuts rehearsal shall follow the procedure below:
 - a. Explain clearly where each cut begins and ends.
 - b. Answer question, clarifying information with the Region Chair, if necessary.
 - c. Play the CD/tape of each audition cut if the cuts are rehearsed together.
4. The announcer shall have the responsibilities below:
 - a. Call each student at the correct time.
 - b. Stay focused and do not be distracted. Timing is very important.

5. Audio monitors shall be assigned by the Region Chair and have these responsibilities:
 - a. Review the operation of the CD/tape players as soon as they are set up, making sure that the volume is adequate and does not distort the sound.
 - b. No volume checks shall be allowed during the audition. The judging panel is responsible for setting the volume level before the audition begins. Please listen to the entire CD/tape to determine the best level for all students. Do not change the volume level once the audition has begun.
 - c. Start the CD/tape when the student is ready. Do not stop the tape regardless of what the student does, unless instructed to do so by the chair of the judging panel or unless there is technical difficulty with the CD/tape or the player.
 - d. Keep everything that happen in the audition room confidential.

6. Judges shall follow the procedure below:

As soon as you arrive at the audition site, report to the meeting room set aside for you. From this point on, do not make contact with any student who is involved in the audition.

7. Tabulation chairs shall have the responsibilities below:
 - a. Review the TMEA Vocal Division Tabulation Procedures
 - b. Make sure that all forms, equipment and supplies are located in their proper places.
 - c. Allow only authorized personnel in the tabulation office.
 - d. Supervise all work carefully, checking and double-checking every step for accuracy.
8. Section guides shall have the responsibilities below:
 - a. Make sure that each student gets to the proper room for his audition.
 - b. Make sure that each student is in place prior to his audition time.

- c. Report an unauthorized student(s) in the audition area to the Region Chair or the audition host.
9. Room monitors shall have the responsibilities below:
 - a. With the copy of the monitors' checklist, verify that the student is auditioning in the proper order.
 - b. Working with the judges, use the smoothest procedure for getting the singer into the room properly.
 - c. Keep the audition running on schedule by working with the judges and the section guides.
 10. Tabulation monitors shall have the responsibilities below:
 - a. Pick up judging score cards at regular intervals from the audition rooms and deliver them to the tabulations office.
 - b. Keep the score cards in a large envelope and do not permit anyone to examine them.
 11. The corrections monitor shall return score cards that need signatures or corrections to the appropriate judge in each section.
 12. The Region Chair or audition host shall have alternate personnel available for any capacity should a worker have an emergency that would prevent the fulfillment of his duties

III. Audition Procedures

A. Directors' Responsibilities

1. Attend every audition. Emergency situations shall be handled by the Region Chair. Any director who is not able to fulfill the obligation of judging for any reason will be charged the cost of a judge.
2. Perform the audition assignment set forth by the Region Chair. Any director who does not fulfill all obligations in a timely manner may receive an official reprimand from TMEA.
3. Make arrangements for the supervision of your students during the audition.

B. Registration of Students

1. Each director shall provide a copy of the entry form with DNA and special scheduling needs notated.

2. Region 10 shall follow the registration system which includes the items listed below:
 - a. Each student will register individually according to section.
 - b. Each student will be assigned a random computer-generated audition ID which establishes audition order.
 - c. NO CHANGES to the contest entries will be made after the deadline date set by the Region Secretary.

C. Judging

1. Five-member panels must be used in all high school auditions.
2. Judging panels are chosen by the Region Chair or designee.
3. Considerations for balanced judging panels shall include the items listed below:
 - a. Knowledge of the audition music.
 - b. Experience and placement of students in previous TMEA auditions.
4. The procedures for judging are listed below:
 - a. The Region Chair shall designate a chair for each judging panel.
 - b. No volume checks will be allowed during the audition. The judging panel and audio monitor are responsible for setting the volume level before the audition begins. Judges should listen to the entire CD/tape to determine the best level for all students. Do not change the volume level once the audition has begun.
 - c. There shall be no discussion between judges during the audition process.
 - d. Students shall be heard on the entire audition. Uniformity must be maintained in how each student is started and stopped.
 - e. A judge may not assign duplicate scores during singing rounds – a raw score/rank conversion chart shall be utilized.
 - f. Judges shall consider the entire audition performance before awarding a score.

- g. Judges shall remain actively involved in judging through each singer's entire audition.
- h. Each judge shall be charged with the responsibility of knowing and following the audition procedures.
- i. Every effort shall be made to be consistent from the beginning to the end of the audition.
- j. The judging panel chair shall ensure that the panel conducts itself in a professional manner throughout the audition.
- k. The same members of the judging panel must judge the same section throughout the entire audition.

D. Sightreading

1. Sightreading will be used at high school Pre-Area and Area auditions. The sightreading audition shall be 20% of the total score.
2. If possible, the sightreading audition shall be held separately from the prepared audition.
3. The level of difficulty shall parallel Oxford Folk Song Sight Singing Series, Book II.
4. The sightreading exercise shall be written in one of the following key signatures: C, G, D, A, E, F, B-flat, E-flat, or A-flat major. There shall be no modulations.
5. The sight-reading exercise shall be written in one of the following meter signatures: 2/4, 3/4, or 4/4.
6. Before the sightreading audition, all students shall be given these written instructions:

“You will be instructed by the CD/tape to look at the sightreading exercise. The CD/tape will play the tonic triad in broken fashion (do-mi-sol-mi-do-sol-do), followed by the starting pitch. A 30-second study period shall follow. You will be allowed to tap, chant, or sign during this study period. You will not be allowed to use any tuning device as aid during the study period or in singing the exercise. The study period is not judged.

At the end of the 30-second study period, the CD/tape will play the tonic triad again in broken fashion (do-mi-sol-mi-do-sol-do), followed by the

starting pitch. You may then sing the exercise using any method you choose (syllables, numbers, neutral syllables, or any combination.)

If you start and stop over, the judges will judge you on what was your first attempt through the point where you stopped. The judges will resume judging with any new material you attempt for the first time. You will have only one chance to sing the exercise unless there is mechanical failure with the CD/tape player.”

E. Sightreading Judging Procedure

1. Judges shall count the errors and subtract from the total number of available points. They shall record their scores on the sightreading score cards.
2. A judge may duplicate scores during sightreading rounds.
3. Students shall not see the judge’s sightreading worksheet. They shall see only the score recorded on the sightreading score point.

F. Ties

When a tie occurs for the last place for membership in the All-Region Choir, it shall be the option of the Region Chair to select both students for participation and, therefore, to increase that section by one person.

G. Announcement of Results

1. Announce the results in a timely fashion upon completion of the audition process.
2. Provide each director a written report which clearly shows the final ranking of all students in each section.
3. Directors may inspect the results following the announcement of the entire audition results. Tabulated results are final after 1 hour.

IV. Post-Audition Follow-Up

A. TMEA Auditions and Appeals Process

1. The TMEA Executive Board reserves the right to serve as an appellate committee on all matters concerning the All-State selection process and participation.
2. Any Region that wishes to remove a student from the audition process must appeal first to the Region steering committee, then to the State Division Chair, and then to the Presidents Committee.