

ALL-DISTRICT BAND AUDITIONS

Duties and Job Descriptions for Parent Workers

As we approach this important audition event for the band students across District 15, please remain mindful that this can be a stressful event for the students. As adults, we need to do everything we can to help keep them on target and as relaxed as possible throughout the audition process.

Registration (8): 7:00 – 9:30- Registration tables will be set in a line along the side of the commons by the counseling center. Signs will be posted above each registration area indicating the instruments that should be in that particular line. Simple barrier strips will be used to help form the students into lines.

Parents at the registration tables are to:

- 1) Ask for the student's name
- 2) Find the student's name on the provided list (listed alphabetically by last name)*
- 3) Select the NEXT SEQUENTIAL audition number
- 4) Write that number beside the student's name
- 5) Give the student the correct audition ticket listing their audition number and instrument.

** If the student is not listed, please check that they are in the correct line and instrument group, then check to see if their first and last names are listed have been mistakenly placed in the wrong columns)*

Students MAY NOT request special numbers. They must be listed sequentially in the order in which they arrive at the registration table.

As registration slows (approx. 8:15 am), we will consolidate the registration forms into three stacks, woodwind/brass/percussion to allow some of those parents to move on to concessions, tabulation or room monitor, if needed.

During the course of the registration process, we will need to take completed registration forms to tabulation and begin pairing audition numbers to the student's names that were pre-registered for their instrument.

Audition Rooms (36): Arrive at 7:45. Ending times vary depending on the instrument – most will be from 9:00 to 12:00 with a few (flutes, clarinets, trumpets, percussion) lasting until approximately 2:00.

Two parents are needed to monitor each of the 18 audition rooms. One is to be stationed outside of the room to have students sign in and to verify each student's audition number. The parent inside the room is to act as the liaison between the student and the judges. Students may not speak in the audition room, so if there is any question where the student doesn't understand the instruction from the judges, or if there is a problem of any sort, the adult will need to relay the information to the judges.

Students are not allowed to bring anything into the audition room EXCEPT their instrument and their prepared etude. No scale sheets or scale information is allowed – including any scales written on the student's prepared etude. To ensure that they are not tempted to do something wrong, please do the following:

- As the student enters the room, take their audition number/ticket and give it to the judges as you announce, "This is _____ Number _____."
- Take the prepared music from the student, but assure them by saying, "Let me hold this for you while you play your scales."
- Stand behind the student near the door during the audition. This will block anyone viewing from outside and get you out of sight of the student.
- When they have completed their scales, place the prepared piece on the stand for them to perform.
- Watch to be sure they open the sight-Reading folder when told.

The audition rooms (with approx. end times):

Flute Scales/Prep (Rm 401)	(2:00)	Bass Trom, Tenor Trom (Rm 220)	(12:00)
Flute Chrom/SR (Rm 403)	(2:00)	Euphonium (Rm 204)	(11:30)
Clarinet Scales/Prep (Rm 405)	(2:00)	String Bass/Tuba (Rm 206)	(11:30)
Clarinet Chrom/SR (Rm 407)	(2:00)	Snare (Band Back Rm)	(2:30)
Bass Clar, Contra, Oboe, Bassoon (Rm 442)	(12:00)	Percussion Prepared (Choir Rm)	(2:30)
Alto Sax (Rm 423)	(1:00)	Timpani (Blk Box Theater)	(2:30)
Tenor, Bari Sax (Rm 420)	(12:00)	Mallets (Dressing Rm)	(2:30)
Horn (Rm 202)	(1:00)		
Trumpet Scales/Prep (Rm 240)	(2:00)		
Trumpet Chrom/SR (Rm 241)	(2:00)		

Warm-Up Rooms (8): 8:00 – 2:00

Parents are needed to help monitor the warm-up rooms. All students have a minimum amount of time that they are to have to warm-up prior to their audition. Students must sign into the warm-up room with their name and audition number. Volunteers in this room will oversee the sign-in process as well as provide supervision to the students and monitor when additional students may enter the warm-up room.

Tabulation Verification (6): 10:30 – 3:00 times vary – it will get busy during the last 2 hours!

The parents helping with the audition data should arrive in the tabulation room at 10:30 am. Band directors will enter numbers from registration and score sheets. Tabulation helpers will be verifying audition numbers from the registration sheets. Score sheets will begin arriving from audition rooms at 10:00 am. When score sheets arrive:

- 1) Check that score sheets are stapled together
- 2) Sort (if necessary) by instrument
- 3) Verify that the score sheets are in audition number order
- 4) Take the collated score sheets to the designated tabulation data entry point.

Data Entry: Band directors will be entering all scores this year.

Verification: Once all scores for a particular instrument have been entered, the scores will be printed in audition order. Helpers will pair together with one reading the scores that were entered to a second person verifying that the scores are the same as those written by the judges. We usually find a dozen or so mistakes during this process, so it is, possibly, the most important part of the tabulation system.

Sorting: After scores have been verified, the score sheets need to have the students name and school written on them from the master list that will be generated, and then the sheets need to be sorted by school to be sent or given to the individual band directors.

Security (2): 7:00 – 2:00

Stationed in the commons area to keep students from entering any other part of the school (gym, hallways, stairs, music wing, etc.) No students are allowed in any area outside of the commons and the auditorium unless they are going to warm-up or audition.

During registration, please help guide the students to the correct line (if needed) and to keep them from crowding the registration tables. Also, we need security posted at the doors to the auditorium to ensure no food or drinks are taken into that area. Security simply needs to be a positive presence to keep nervous kids from doing silly things!!

General: We will need a few parents to police the commons area and keep things as neat as possible throughout the day. We will work out an arrangement of tables to allow for ease of traffic during registration, then put down more tables to accommodate students and parents during breakfast and lunch times.