

Judges' Meeting - Instructions
Wednesday, February 12, 2020 - 5:00 p.m.
Room CC 217 A - Henry B. Gonzalez Convention Center

1. **Before 5:00 PM - check roll and determine if substitutes are needed. If needed, immediately assign substitutes to the judging panels. Meeting will start at 5:00 PM.**

2. **Distribute packets to judges. Check contents in each packet:**
 - a. Form 1
 - b. Form 2
 - c. Copies of music for audition.
 - d. Pencils and scratch paper.
 - e. Audition Room List from Convention Program.

3. **Announcements**
 - a. Check your audition room number. Auditions will start at approximately 5:45 PM.
 - b. Your panel will be selecting the chair order for the section you are hearing. This will be a blind audition, but no barriers will be in place. Be mindful of your peripherals and cautious of any reflections.
 - c. Judge the whole performance. Important to not get fixated on one aspect.
 - d. Select a required three passages for the audition prior to leaving. While you can choose an excerpt that was used in All-State auditions, it is best to pick new spots. Make sure you hear solos if they are present. Each excerpt should be no more than one minute in length. The Panel Chair will make the final decision if there is a dispute over the audition material.
 - e. Give yourself a large enough point spread to avoid ties. You will need to add all three scores for a total score. Do NOT use your phone as a calculator.
 - f. All judges should have a designated judge number, their name and cell phone number on each of the official forms.
 - g. Depart the room after notifying the Orchestra Audition Chair if any subs are being used on the panel and that you have completed the selection of passages.
 - h. Find your monitor at your room and give them the audition cut selections.
 - i. Students will be allowed to tune and warm-up prior to the judges entering the room.
 - j. Enter the room together and take a place at the judges' table. You do not have to sit in judge order.
 - k. Do not speak to students to ensure the integrity of the audition.

4. **Audition Duties**
 - a. Once the audition begins, only the Monitor and Panel Chair may speak.
 - b. The Monitor will announce the audition cuts to the students, how the audition order will proceed, and that there will be a 1-minute tuning/warm-up between audition cuts.
 - c. Judges and/or monitors should NOT "rehearse" the section.
 - d. Each student will play from the same central location of the room.
 - e. The monitor will announce each student by audition code prior to the beginning of each passage.
 - f. **The Audition Panel Chair is required to repeat the Audition code to the room to signify the panel is ready.**

- g. Each student will perform the first passage before the section moves to the next passage. After all students have completed the second passage, the section will perform the third passage.
- h. There will be a different audition order for each of the audition cut.
 - i. Cut #1 - Start with first Audition Letter and go in alphabetical order.
 - ii. Cut #2 - Start from the middle of the student group and go down the list
 - iii. Cut #3 - Start from the last audition letter and go in reverse order
- i. There will be a brief break at the end of each audition passage, but students may not leave the audition room. Students will be given a 1-minute period to tune and warm-up.
- j. When all students have completed the entire audition, the monitor will dismiss the section.

5. Post-Audition Duties

- a. Return all copies of the music, pencils, markers, packets, scratch papers and all TMEA-related items. These should be taken to the Orchestra Division Office - CC 208.
- b. Separate your Judge Form 1s and Form 2s. The remaining items can be placed back into the envelope. The judge and monitor envelopes should be in numerical order from #1 to #5 with the monitor envelope last.
- c. After the Panel Chair dismisses judges, **the Monitor and the Panel Chair will proceed to the Orchestra Division Office (CC 208)** with all items collected from the panel. Hand in the following items:
 - i. Form 1 in judge numerical order.
 - ii. Form 2 in judge numerical order.
 - iii. Judge's Packets in judge numerical order.
 - iv. Music copies used by panel.
 - v. Scratch paper used by panel.
 - vi. Other TMEA items.
- d. After checking in at the Orchestra Division Office, the Panel Chair will proceed to the computer table and present the judge's Form 1 in judge numerical order. The Panel Chair will watch as the reader gives the computer operator the scores from each judge's sheet to assure an accurate reading of the scores.
- e. The monitor is dismissed at this time.
- f. After verifying that all of the scores are correctly entered into the computer program, the Panel Chair may leave.
- g. Do not talk about the audition. You never know who is around you.
- h. If you have concerns or suggestions about the audition, please make them known in writing to the Orchestra Vice President.

Audition Rooms

Symphony	Philharmonic	String Orchestra
Violin I – CC 006 A	Violin I – CC 007 B	Violin I – CC 210
Violin II – CC 006 B	Violin II – CC 007 C	Violin II – CC 212
Viola – CC 006 C	Viola – Hilton Salon Del Rey A	Viola – CC 213
Cello – CC 006 D	Cello – Hilton Salon Del Rey B	Cello – CC 215
Bass – CC 007 A	Bass – Hilton Salon Del Rey C	Bass – CC 218

THANK YOU FOR YOUR SERVICE TO TMEA!