

Monitors' Meeting

Wednesday, February 12, 2020

- 1. Convention Audition Chair will begin meeting at 4:30 - Check roll and determine if substitutes are needed. Assign substitutes as needed.**

- 2. Distribute Packets to monitors ... monitors: check for contents in each packet**
 - a. Copies of audition music
 - b. Pencil to clearly mark cuts.
 - c. Sign-in Sheet for the student's auditioning.
 - d. Audition Order Sheet
 - e. Audition Room List from Convention Program.

- 3. Announcements**
 - a. Check your room number.
 - b. After meeting with Convention Audition Chair, go directly to your assigned room and begin to set up the room for audition.
 - i. Arrange chairs for comfortable seating.
 - ii. Arrange a central location for the student auditioning to be seated.
 - iii. Prepare judges' table with chairs, facing away from the students. Make sure you leave enough space between the audition chair and judges for the audition to remain blind.
 - c. Allow students to sign-in and enter the room to be seated in random order. Have students check their name for spelling. Students may tune and warm-up before the audition begins.
 - d. You may NOT "rehearse" the students.
 - e. Judges will arrive and take their positions. Please make sure your call sheet and sign-in sheets are covered and hidden from the judges. This must remain a blind audition.
 - f. Monitor will announce the audition cuts to the students.
 - g. Monitor will also announce how the audition order will proceed, when breaks will happen and that the auditionees are not talk but may whisper questions to the monitor.

- 4. Audition Duties**
 - a. Once the audition begins, only the monitor may speak.
 - b. Begin the audition:
 - i. The students will get 1 minute to check tuning and practice before each excerpt.
 - ii. The monitor will announce clearly each student by audition code prior to the beginning of each passage to be performed. The Audition Panel Chair must repeat the code to the room before the player begins.
 - iii. 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. All students will perform from the same, central location in the room.
 - iv. **There must be a different audition order for each of the audition cuts.**
Cut #1 - Start from Student Audition Letter A and go down the list
Cut #2 - Start from the middle of the student group and go down the list
Cut #3 - Start from the last student and go in reverse order

- v. There will be a break at the end of each audition passage but students may not leave the audition room. During this period, students will get 1 minute to tune and practice the next passage.
- vi. When all students have completed the entire audition, the monitor will dismiss the section with instructions to gather all of their belongings and where they can find the results of the audition (Outside Room CC 208).

5. Post-Audition Duties

- a. Collect the Official TMEA Audition Forms. All judges should have a designated number. Their name and cell phone number must be on each of the official forms. These are to be arranged in judge number order from #1 to #5.
- b. Collect all copies of the music, pencils, markers, packets, scratch papers and all TMEA-related items. Separate these and bring to the Orchestra Division Office. Arrange the judge and monitor envelopes in numerical order from #1 to #5 with the monitor envelope last.
- c. After dismissing the 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 panels
 - v. Scratch paper used by panel.
 - vi. Other TMEA items.
- d. The Audition Chair will present the judges’ Form 1 in judge numerical order. The judge will watch as the Audition Result 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. Do not talk about the audition.
- g. If you have concerns about the audition or suggestions, 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!