

MISSOURI MUSIC TEACHERS ASSOCIATION

GUIDELINES FOR DISTRICT CHAIRS

(revised April, 2007)

1. Schedule the facilities that will be needed for your auditions. The MMTA Executive Board recommends strongly that district auditions be open, facilities permitting. Please try to keep any rental expenses to a minimum, while respecting the needs of the institutions that are providing facilities. District auditions must be scheduled on the dates set by the state. Use both days only if circumstances dictate.
2. At the district level, allowances may be made in scheduling if a request is made for religious reasons, i.e. Jewish High Holy Days. Contact the Vice President, Auditions, if you receive such requests. (Note that such exceptions will be made at the district level *only* and no exceptions for any reason will be made to scheduling at the state auditions.)
3. Arrange for any assistance you will need from your local association, including securing room monitors to time the auditions. You may also need a second monitor, other than the timer, to get the students to the room at the proper time. If you need help with check-in, sorting comment sheets, cleanup, or anything else, local members should be asked to help.
4. Secure the judges. Judges' qualifications should include strong backgrounds in performance and/or pedagogy. Judges should have a *minimum of five years studio teaching experience* in the medium in which they are asked to judge. (Even if you have only a few students enrolled in voice or a non-keyboard instrument, please hire a qualified judge who teaches in that field, if possible).
5. Secure lodging for the judges if needed. Try to house them in homes of local members, if possible and reasonable.

PRIOR TO THE AUDITIONS:

1. You should receive **ONE CHECK ONLY** from each teacher covering student fees. See instruction on Teacher Application Form B.
2. As entries are received, **check for appropriate repertoire on student applications**. Note that compositions from contrasting historical periods are *no longer required* in any classification and the composer classification list is *no longer used*. The repertoire selection rule for all classification now reads "compositions in contrasting styles or periods".
3. After all entries are received, make a list of all teachers who entered students and send to Executive Secretary: Erica Manzo, 3105 Fox Trot Dr., Columbia, MO 65202. She will verify that teachers' dues have been paid. **DO NOT SCHEDULE AUDITIONS FOR STUDENTS WHOSE TEACHER'S DUES ARE NOT PAID.**

4. Make a list of checks received (amount and CHECK-WRITER'S name—this is required by the auditor). Send list and checks BY REGISTERED MAIL to state Treasurer: Nancy Schaaf, 2608 Metro, Maryland Hgts., MO 63043.
5. Send each judge:
 - a. A copy of "Guidelines for Adjudicators"
 - b. Copies of rules and repertoire requirements for the competition (xerox from the spring/summer issue of "Notes").
 - c. A general schedule indicating judging time frame, category in which students are entered, and the grade level being judged.
6. Be prepared to meet with your judges briefly before the auditions to go over the guidelines and answer questions.
7. Be sure to get enough monitors so that the timing monitors do not have to leave their posts to find the next competitor. Use teachers (or their designated replacements) as monitors—all participating teachers are required to help out by monitoring or in some other way.

AUDITION SCHEDULING

- I. Use the Playing and Audition Time limits listed in the Spring/Summer issue of "Notes". Please adhere to this time-frame so we don't pay for unnecessary judging time. Assign a student number to each entrant.
2. When scheduling rooms for a particular judge, do your best to schedule younger students before older students and, particularly, keep students of a similar grade level together. When requests are made for changes in the schedule, be firm with teachers in explaining that it is not advisable or fair to other contestants to allow a student to play outside his/her grade level.
3. Try to avoid scheduling one teacher's students in a single time block. Intermix students from different teachers, to the degree feasible.
4. Send a letter or email to the teachers who have entered students, including the time and place of each student's audition, information about the availability of warmup rooms, a reminder to look at the rules about memorization and copied music, and any other site or procedural information that you deem necessary. Also enclose a copy of "Guidelines for Adjudicators".
5. Be sure to make it clear that the teacher of a student who receives a "T" rating must send the teacher application for MMTA STATE Honors Auditions (application C in the Spring/Summer issue of "Notes"), to the state precollege auditions chairperson, along with the check covering audition entry fees. Also, the convention pre-registration fee must be sent to Erica Manzo by the deadline listed. If the teacher does not submit these forms, the students will not be entered in state auditions. It helps teachers remember if you remind them a day or two before the state application deadline.

ACCOMPANISTS:

Students must provide their own accompanists. Teachers may accompany their own students at both district and state levels.

AT THE AUDITIONS:

1. Provide each judge with a copy of “Guidelines for Adjudicators”, rules and requirements, a comment sheet for each entrant, and a schedule including times, student numbers and repertoire. The judge should know the contestant only by number--NOT by student name and NOT by TEACHER NAME. Except in the case of the district chairs and the timing monitor, there should be no communication between adjudicators and teachers or students before or during the auditions.
2. Emphasize that judges do not select a winner, runner-up, or honorable mention, but only give ratings (I, II, III, IV, V). Plus and minuses are not to be used. Only students receiving a “I” rating will compete at the state level.
3. BE VERY SURE TO EMPHASIZE that the level of difficulty of literature should not be a factor in determining the rating.
4. All entrants and accompanists must abide by the federal copyright law. Photocopies are strongly discouraged. **Photocopies may not be made in order to avoid purchasing scores needed for performers, accompanists, or adjudicators.**
5. Emphasize to the room monitors who are timing auditions that they may not leave their post during an audition. If a performance exceeds the allowable time limit, it should be interrupted. All competitors must get the same amount of performing time. If the judges do their own timing, make sure they understand these requirements.

AFTER THE AUDITIONS:

For those students receiving a "I" rating, IMMEDIATELY mail the student application forms (Form A), with your initials, to the state pre-college auditions chairperson.

Fill out “Judges Hired Form” and “District Report” according to instructions, and mail as directed.