



Audition Checklist for Judges, Sergeant at Arms, and Holding Room Monitors



Follow this list step by step to guarantee that each section is handled in the same manner. If Holding Room Monitor is not available, these responsibilities fall to the Sergeant at Arms.

J=Judges S=Sergeant at Arms H=Holding Room Monitor

J			1.	Make sure that the audition room has a music stand and a chair for auditioning students. Make sure that no Judge can see an auditioning student through a mirror or window. Position Judges chairs with their backs to the auditioning student. All auditions must be blind auditions.
J			2.	If a Judge Chairperson has not been appointed, select a Judge to serve in that capacity. It is the Chairperson's duty to ensure that the auditions remain completely anonymous.
J			3.	Judges confer and determine passages for audition. Passages must be selected and students must be auditioned on like (not exact) parts within the audition section. Passages should distinguish a student's technical skills, rhythmic skills and musicality. Students must play/sing a minimum of two excerpts; a third excerpt is optional. Students must play/sing all excerpts selected by the judges and in the order as decided by the judges.
J	S		4.	Write the excerpts in order of their audition preference as well as the start measure and end measure on the excerpt form
J	S		5.	Do NOT start auditions until completely certain everything is in order and are ready to begin. Double check music selections and excerpts and be certain that everyone understands the audition procedures. If anyone has any questions, contact the Region Chair or another Officer for clarification before beginning.
J	S		6.	Judges will not speak to auditioning students. All necessary dialogue must be done through the Sergeant at Arms while the auditioning student is in the room. The Chairman of each room judges along with all other Judges. The Sergeant at Arms does not judge.
J	S	H	7.	Students should not have any electronic devices. Students found with electronic devices in the holding room or audition room will be removed from the festival.
		H	8.	Do not permit the students to practice in the holding room. Warm ups as a collective group can occur as needed between auditioning students. Warm ups cannot use any music that has been selected as an audition selection
	S		9.	Students are escorted to the holding room and arrive with folders and their student audition form.

	S		10.	Introduce yourself to the students and identify yourself as the Sergeant at Arms. Inform them if they have any questions or issues they need to address them to you while in the audition room.
	S		11.	Review auditioned excerpts with the students, having students mark their own music with the start measure and end point measure
	S		12.	The restart procedure will be as follows and should be explained to the auditioning students in the holding room by the Sergeant At Arms: Only one restart per excerpt is permitted. When a restart is used, the judges will ignore the first attempt and only judge the second attempt. Students will not be penalized for restarting. Students will only have the option of restarting from the beginning of the excerpt; there will be no midpoint restart. No restart on the 1st selection will be permitted once the student begins the 2nd selection. No restart on the 2nd selection will be permitted once the student begins the 3rd selection. (if applicable). The audition is complete when the student leaves the room.
	S		13.	Open an envelope that contains a paper with the student names and audition number assignments and read these assignments to the students. Students should place their audition number on their student audition form and/or student folder at this time.
	S		14.	Collect student audition forms (if applicable) and student folders of music in audition order. Collect the whole folder and not just the audition pieces.
	H		15.	Do not permit the students to have their music in the holding room.
	S		16.	Escort each auditioning student to the audition room when the Judges are ready for the next student.
	S		17.	When the students arrive outside of the audition room, the student will verify their audition number on the student audition form and/or student folder and verify that they are using their own music folder and the audition number is in fact their audition number before they begin the audition. Students must initial beside their audition number that is listed on the Sergeant at Arms audition number assignment paper as they prepare to enter the audition room, prior to entering the audition room but not while in the holding room.
	S		18.	Remain with the student in the audition room the entire time so that you are available to communicate for him/her to the Judges for any requests for restarts.
	S		19.	Ask the auditioning student if he/she would like to sit or stand for his/her audition when he/she enters the audition room. Students may warm up when entering the room after being given their music folder.
	S		20.	Notify the Judges of the student audition number and that the student is ready to begin. Refer to them as "the student" at all times. No gender specific pronouns (he, she) shall be used.

	S		Stand by quietly in the room while the student auditions. When the student is done, thank the student and show them to the door, do not let the student take their music and tell student to return to the designated area. Put used music in a separate pile in the audition room. Ask the judges when they are ready for the next student. Only tell the judges the audition number, not the student's name.
J			21. Evaluate auditioning student.
	S		22. Notify the Judges of any gaps in student audition numbers due to a student absence. Do not change audition numbers to fill in the gap. Keep all student audition numbers exactly as given to you.
J			23. After evaluating all auditioning students in a section, Judges will tally scores for that section and send scoring sheets to the tabulations room. Judges will not see the individual student audition forms.
	S		24. Following the last audition, take the student audition forms and PMEA Judge Assessment forms to the tabulations room.
	S		25. Return student folders to the designated area within the rehearsal space
J	S	H	26. Refrain from unnecessary eating, drinking, and cell phone usage during the audition process.



Audition Selections Material and Performance Excerpts



To be completed by the Judge Chairperson with the Sergeant at Arms.

Excerpt #1 _____

Start-Measure _____

End-Measure _____

Excerpt #2 _____

Start-Measure _____

End-Measure _____

Excerpt #3 _____
(Optional)

Start-Measure _____

End-Measure _____