



**DIRECTORS – PLEASE READ!!**

STUDENTS AND DIRECTORS WILL BE REGISTERING ONLINE USING:  
[WWW.AUDITIONFORMS.COM](http://WWW.AUDITIONFORMS.COM)

**COMPONENTS COMPLETED ONLINE:**

**STUDENT ONLINE APPLICATION ([www.auditionforms.com](http://www.auditionforms.com)):**

- Students will be submitting the following information in their Online Application:
  - Home Address / Contact Information
  - Sponsoring School / Director and Contact Information
  - Voice Part, Height, and Grade
- The student applicant will receive a confirmation email summarizing the information submitted on the online application.
- Upon successful completion of the Online Application, the student will be prompted to print the ENDORSEMENT/SIGNATURES page which they will print, sign and remit to the director. The signature page must be mailed in *by the director* with four signatures.
- Students will be able to adjust their application information (which will be viewable by you throughout the process) until the **online application deadline – November 16, 2016.**
- Voice Part changes will require printing a NEW application and must be completed by or prior to the closing **postmark deadline** of November 18, 2016.
- Students may only audition for the voice part indicated on the Endorsements/Signatures Page.
- **DEADLINE:** for online application is **November 16, 2016.** After the deadline, students may register on site (directions are in this packet).

**DIRECTOR ONLINE APPLICATION ([www.auditionforms.com](http://www.auditionforms.com)):**

- **CURRENT NafME INFORMATION:** In order to complete your Director Application, you will need to include your current NafME membership number (membership good through 12/16) Contact NafME at (800) 828 – 0229 or [www.nafme.org](http://www.nafme.org) for validation/renewal.
- **EXPIRED NafME MEMBERSHIP:** You **MUST** contact NafME and FAX the Registration Manager, Barbara Retzko (908.204.2582) verification of your renewed membership.
- Mail in **ONLY** the materials listed below.
- Director Online Registration will close at midnight on **November 18, 2016.**



**HIGH SCHOOL CHORUS**  
 2016-2017 **Director** Instructions

**COMPONENTS TO BE MAILED (BY THE SPONSORING DIRECTOR):**

**STUDENT ENDORSEMENT/SIGNATURE PAGE**

- One per student, complete with four authentic signatures.

**TEACHER ESTIMATE FORM**

- Print a PDF from your account on [www.auditionforms.com](http://www.auditionforms.com).
- Attach a copy of the back of your current NAFME membership card (in good standing).

**FEES: ONE DIRECTOR'S CHECK PAYABLE TO "CJMEA"**

- School or Director's Checks ONLY - no cash, parent checks, or PO's.
- There is a \$25 re-filing fee per Director for all returned forms.

**Keep copies of all your online and mailed materials your records.**  
**Remind your students to bring a PHOTO ID to auditions.**

<p><b><u>Checks and Forms are sent to:</u></b>          Barbara Retzko, Registration Manager          Ridge High School          South Finley Avenue          Basking Ridge, NJ 07920  <a href="mailto:CJMEARegionIIChorus@hotmail.com">CJMEARegionIIChorus@hotmail.com</a></p>	<p><b><u>Audition Chairperson (All Inquiries):</u></b>          Hillary Colton  <a href="mailto:HSChorus@cjmea.org">HSChorus@cjmea.org</a></p>
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<b><u>2016-2017 CJMEA High School Chorus Auditions:</u></b>	
<b><u>Dates:</u></b>	Saturday, December 10, 2016 (Snow Date is December 17, 2016)
<b><u>Time:</u></b>	8:00 am Mandatory Directors' Meeting
<b><u>Location:</u></b>	John P. Stevens High School 855 Grove Ave Edison, NJ 08820

<b><u>Important Deadlines:</u></b>	
<b><u>Student Online Application</u></b>	Application deadline is <b>November 16, 2016</b>
<b><u>Mailed Forms/Fees and Director Online Application Deadline</u></b> (\$15 per student application)	Director's Online Application, Completed Endorsements/Signatures, Fees, Teacher Estimate Form, Postmarked by <b>November 18, 2016</b>
<b><u>Voice Part Change Deadline</u></b>	Directors must contact the Registration Manager (Barbara Retzko) no later than <b>November 18, 2016</b>
<b><u>On-site Registration</u></b> (\$50 per application)	Please see <b><u>DAY OF AUDITIONS.</u></b>



## STUDENT REGISTRATION and ELIGIBILITY INFORMATION

### **REGISTRATION REQUIREMENTS:**

- All eligible students in Grades 9, 10, 11 and 12 may audition for the CJMEA Chorus.
- Only the BEST-QUALIFIED students who have proven themselves to be of GOOD CHARACTER to their public/private school Choral Program should audition.
- Students may audition on ONE VOICE PART ONLY.
- Each school may send a MAXIMUM of 35 sopranos/altos to audition. There is no limit to the number of Tenors/Basses you may send. Please keep in mind that these students should be of CJMEA Chorus quality.

<b>REHEARSAL DATES AND SITES</b>	
MIXED CHORUS & TREBLE CHORUS	
January 20, 2017	9:00am-5:00pm – Location TBA
January 21, 2017	9:00am-1:00pm – Location TBA
January 27, 2017	4:30pm-9:30pm – Location TBA
January 28, 2017	9:00am-1:00pm – Mandatory Dress Rehearsal – Location TBA
January 29, 2017	3:00pm CONCERT (Call Time TBA) – Location TBA
February 4, 2017	3:00pm CONCERT SNOW DATE

### **STUDENT ELIGIBILITY:**

- All sponsoring teachers must be music educators and members of NAFME.
- Students in a school with a music program must be sponsored by the teacher of that student's primary ensemble\*. If no primary ensemble for that student exists (i.e. no string ensemble for string student auditioning for orchestra), it is up to the discretion of another music teacher in that school to sponsor the student.
- Students in schools without a music educator may be sponsored by a private music teacher as long as the teacher is a NAFME member and agrees to attend the auditions in their entirety. The status of the school's music program may be verified by the CJMEA Executive Board. All decisions on eligibility in this category are under the discretion of CJMEA.
- Students in schools without a music teacher should first seek sponsorship from their hometown school. If the hometown school is unable to sponsor, the students may alternatively seek sponsorship from their private teacher.
- Sponsorship is defined as: signing the forms, acquiring appropriate signatures, confirming the student's musical ability, the student's standing in the program, and attending the auditions in their entirety.
- All decisions on eligibility are under the discretion of the CJMEA Executive Board.
- \*For the purpose of this policy, primary ensemble would mean:
  - 1) For a string student auditioning for orchestra, an ensemble that includes strings
  - 2) For a student auditioning for band, an ensemble that includes winds or percussion
  - 3) For a student auditioning for chorus, an ensemble that includes choral performance
- **Students auditioning for more than one group (Band, Choir, Orchestra) may be accepted into multiple organizations.**
- Choral students who are also auditioning for Band or Orchestra must complete separate Band/Orchestra applications and have their instrumental teachers send them to the Band/Orchestra audition chairperson.
- All applications must have the proper signatures. If the school teacher agrees to allow another NAFME qualified music teacher to sign for the student, the student's school teacher and administrator must still sign, thereby indicating their knowledge of this situation.
- **STUDENT TEACHERS AND PARENTS ARE NOT ACCEPTABLE SUBSTITUTES.**

### **STUDENT AUDITION INFORMATION PACKET:**

- Please print out/distribute the Student Audition Information Packet in its entirety, which will include:
  - Student Audition Information – Application Requirements.
  - Audition Requirements – Scales, Solo, Quintet information.
- Vocal Auditions must be memorized.



## HIGH SCHOOL CHORUS

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### 2016-2017 Director Instructions

#### **SILVER SWAN (Quintet) & JUST AS THE TIDE WAS FLOWING (Solo):**

The Silver Swan recording is available for practice purposes. MP3 recordings are available on the CJMEA website. Practice Tracks for the Solo (Just as the Tide Was Flowing) are also available.

### **DAY OF AUDITIONS, RESULTS, and DUTIES**

#### **DAY OF AUDITIONS:**

- For security reasons and to protect the safety of every student auditioning, only those Directors who are involved with auditions will be allowed in any room related to the CJMEA REGION II CHORUS auditions.
- All parents/guardians are asked to wait for students in the cafeteria.
- Use of cell phones during the auditions is not permitted. Cell phones may be used in the cafeteria and outside the school building.
- Directors are expected to remain at the audition site for the entire day. Once registration has closed and we have checked that all students are out of the Warm-Up Room and that no singer is waiting on an Instrumental Line, a Committee member will announce that your room is finished and you will be free to leave.
- NO REFUNDS will be given to students who are registered and fail to audition for any reason.

#### **ON-SITE REGISTRATION:**

- On-site registration is permitted under the following conditions:
  - All forms must be completed including all required signatures.
  - The student must present a valid photo id.
  - The on-site registration fee is \$50. Cash, Cashier's Check, Money Order, School Check or Director's Checks are accepted. NO PARENT CHECKS WILL BE ACCEPTED!
  - It is preferred and advisable to contact the Registration Manager regarding the on-site student registration prior to the day of auditions.
  - The sponsoring Director must be present at the 8 a.m. Director's Meeting. The Director is required to fulfill all assigned duties and stay for the entire day until dismissed by the Audition Chairperson.
  - All on-site registration forms/fees must be presented to the Registration Manager during the 8 a.m. meeting. Audition times for the on-site registrants will be assigned at that time.
  - Only NAFME members in good standing, with a copy of a current NAFME card, may register students' onsite.
  - On-site registrations will NOT be accepted from parents or students.
  - Students who are being registered on-site by their Director must sign in at the registration table after 9:00 a.m. and no later than 11 a.m. It is understood that the on-site registrants will receive the last audition times available and that a considerable wait to audition may occur.
  - Choral Directors may not register more than 35 sopranos or altos from their school, including preregistration and on-site registration.

#### **BLIND AUDITIONS and SCORE SHEETS:**

Audition Room Judges will not look at any student as they audition and score sheets will not be returned.

#### **EXEMPTIONS:**

- CJMEA Board of Director members and members of the Choral Procedures Committee are exempt from the list of Director Duties.
- Conductors, Audition Managers, Chorus and Registration Managers and Accompanists are exempt from additional duties.

#### **DIRECTOR DUTIES:**

- All Choral Directors sending students to the CJMEA REGION II CHORUS auditions must be present the entire day of auditions. A sign-in and sign-out sheet will verify attendance for the day. Failure to comply with this ruling will result in your accepted students being disqualified.
- Please email the Registration Manager (Barbara Retzko) ([CJMEARegionIIChorus@hotmail.com](mailto:CJMEARegionIIChorus@hotmail.com)) if you need to send a substitute to fulfill your director duty.



## HIGH SCHOOL CHORUS

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### 2016-2017 Director Instructions

- The substitute must be a NAFME member and proof of that membership must be faxed to the Registration Manager BEFORE the day of auditions.
- In the case of an emergency, it is the Director's responsibility to see that a qualified NAFME member is present at the 8:00 a.m. Director's meeting and that the Registration Manager has prior knowledge of this situation (A "qualified" NAFME member is one who currently teaches the same area of specialization as the sponsoring teacher).
- If you have students accepted into either the MIXED CHORUS or TREBLE CHORUS, you have a second responsibility to assist with a rehearsal or at the performance. If you have students accepted into both ensembles, you serve two total duties; once at auditions and once upon student acceptance.
- On the day of auditions, teachers must sign for their second Director's Duty in the event their students are accepted for participation. Your choices of second duties include:
  - Rehearsal assistant at ONE rehearsal for either MIXED or TREBLE choir.
  - Provide assistance for the entire day of the concert.
  - Serve as a host school for auditions or rehearsals.
- Directors who serve as Choral and/or Band/Orchestra Directors in their high school may choose to serve either the CJMEA Chorus or the CJMEA Band or Orchestra.
- One teacher may not sign applications and fulfill judging obligations for an entire district unless he/she is the only teacher in that district. **YOU SIGN FOR THE STUDENTS YOU TEACH.**
- Teachers failing to fulfill their responsibility to the 2016-2017 MIXED CHORUS or TREBLE CHORUS will forfeit their student participation the following year.

#### **AUDITION RESULTS:**

- Each Choral Director will be able to download their students' scores at [www.auditionforms.com](http://www.auditionforms.com). Reviewing these scores with your students provides an excellent teaching opportunity by reinforcing strengths and weaknesses of their audition.
- Full results of all auditioning students will be sent directly via email.
- In addition, results will be posted on the website: [www.cjmea.org](http://www.cjmea.org).

#### **ACCEPTANCE:**

- **Selection to the Mixed Choir and the Treble Choir for Soprano and Alto will be made as follows: Membership in both ensembles will be chosen *alternating* acceptance into Mixed with Treble. By selecting the choirs this way we hope to continue to improve the quality and integrity of both choirs.**
- Students may participate in both choral AND instrumental ensembles.
- Acceptance fee - \$15 (CASH ONLY)... Due at first rehearsal.

#### **ATTENDANCE POLICY FOR ACCEPTED STUDENTS:**

- Students are expected to attend all rehearsals and concerts (please refer to rehearsal/concert dates).
- One EXCUSED absence will be permitted.
- Dress rehearsal is MANDATORY in order to perform on the concert.
- A student who misses a rehearsal may be subject to testing at the following rehearsal.
- Two missed rehearsals = expulsion from the ensemble.
- All activities involving the performance weekends, including sign-in and sign-out of rehearsals are a mandatory responsibility of these groups.
- An absence is defined as "missing any scheduled rehearsal or ANY PART THEREOF".
- Failure to attend any concert will result in the loss of eligibility to audition the following year.



**HIGH SCHOOL CHORUS**  
 2016-2017 **Director** Instructions

**MANAGERS:**

AUDITION CHAIRPERSON	REGISTRATION MANAGER	MIXED CHORUS MANAGER	TREBLE CHORUS MANAGER
Hillary Colton Hunterdon Central H.S. 84 Route 31 Flemington, NJ 08822 908-782-5727 x2520 <a href="mailto:HSChorus@cjmea.org">HSChorus@cjmea.org</a>	Barbara Retzko Ridge High School South Finley Avenue Basking Ridge, NJ 07920 (908) 204-2585 x 230 (908) 204-2582 FAX <a href="mailto:CJMEARegionIIChorus@hotmail.com">CJMEARegionIIChorus@hotmail.com</a>	Interested?  Please contact Hillary Colton.	Interested?  Please contact Hillary Colton.

**WEATHER CANCELLATIONS/POSTPONEMENTS**

Any announcement concerning weather cancellations or postponements will be placed on the CJMEA website: [www.cjmea.org](http://www.cjmea.org).

**FINAL NOTE – DIRECTORS... Please Read Carefully:**

Once the Student Applications are received:

1. All applications are checked for signatures and they are matched to the information on the Teacher Estimate Form.
2. NAFME card memberships are validated.
3. Payment amounts are checked against the number of students per school. Director Checks Only.
4. Voice parts changes must meet the deadline date.

It is in your best interest to make copies of all documents pertaining to the CJMEA REGION II Chorus Audition process. A Director’s Information Letter providing final reminders will be EMAILED.