

Region Director Auditions Information – Region Directors are responsible for ensuring that **Judge Packets** are prepared for Audition Day, **host facility** has room lists posted on doors and in warm-up areas, **Plenary Session** is available and implemented (**Plenary Session** [30 mins] must be started one hour before first audition), **lunch** is provided for judges, **Head Judges** are assigned (or ask Judge Chairs to do this), **admin staffing** is adequate for auditions monitoring and success, and other tasks as needed.

Though some of these tasks may be delegated by the RD to Festival Chairs, host schools or others, **it is the RD's responsibility** to see that these are completed to ensure successful audition days.

Note: High School materials such as sight reading, scratch sheets, and judge scripts are prepared by the SAC Chair and available through SAC-maintained common links on the HS Region pages. **However, Middle School** materials vary by region and it is the responsibility of the RD to be sure these items are updated and available on the MS Region pages.

Judge packet contents (one packet for each room minimum, for each judge as desired) – **MUST BE PREPARED BEFORE AUDITION DAY:**

Scratch Sheets: enough copies for all students to be auditioned in each room:

Full size, individual student Jazz and PC scratch sheets; **Multi-student** scratch sheets for vocal, string, winds/brass

Judge Scripts – High School – SAC Chair maintains updated Judge Scripts on CMEA website. **Middle School** – each region provides own Judge Scripts as needed.

Scale/repertoire requirements (many judges don't know what scales they can ask, or what the audition repertoire is)

Solos – at least one copy for judges, one for each judge preferred (provided by CMEA)

Sight-reading – High School - SAC Chair will e-send SR out to RD's for distribution to necessary parties only (those assembling the packets) week before the auditions. **Middle School** – each region provides own sight reading as needed.

Vocal/jazz accompaniments – High School – SAC Chair will provide accompaniments to each RD, who will then create enough copies provided on flash drives and via other methods. **Middle School** – each region provides own as needed.

On outside of judge packets: instrument/voice, room, room number, judges' names where available (Flute 1, room 203, Sally Smith/Fred Jones) (Flute 2, room 204, Jack Spratt/Holly Ween). RD may choose to communicate judge room assignments via other methods (i.e. to Head Judges).

Room schedules should be posted outside room doors (or assign Host to do this - they will need CTFest access or files provided to them by RD). It is not necessary to include room lists in the Judge packets - judges will have room schedules on their judge CTFest pages