

**CMEA STATE JUDGE CO-CHAIR**  
**rev. 5/2018**

The State Judge Co-Chair is a stipend position dependent on completion of the job requirements and renewable after one year. The Judge Co-Chairs will be responsible for hiring judges for all CMEA audition festivals. This includes: four (4) high school region audition festivals; four (4) middle school audition festivals; and All-State auditions. The Judge Co-Chairs will be required to attend monthly Student Affairs Commission (SAC) Meetings. The stipend is \$1,000 per co-chair.

<b>AUDITION TIMELINE</b>
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**SUMMER BEFORE AUDITIONS**

- Contact judges to update their information and to request availability

**TWO MONTHS BEFORE AUDITIONS**

- Secure necessary judges per HS audition festival plus a few more for substitutes. Count on some no show judges – contact Region Directors for needs
- Select judges for the following areas; strings, vocal, brass, woodwinds, jazz, percussion.
- Contact the Executive Director for current judge fees and mileage reimbursement.

**ONE MONTH BEFORE AUDITIONS**

- As audition registrations come in, secure more judges as needed.
- Remind judges that they must bring their own electronic devices such as laptops, CD players, tablets, iPads, etc.
- Communicate with the Region personnel. Provide confirmation to regions regarding judges
- Be available by phone/text the day of each audition festival to answer any questions that may arise.

**ONE MONTH AFTER AUDITIONS**

- Make note of any issues that may have come up at the auditions.
- Update the judge database as necessary.

<b>MONTHLY</b>
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**SUMMER**

- Status of judge database and updated information
- Communication with judges for availability

**OCTOBER**

- All high school judges contracted (Head Judges for all auditions, HS and MS, may be specified in collaboration with Region Directors and/or Festival Chairs)
- Eastern Region Middle School judges contracted
- List of judges handed over to Region Director and Region personnel

#### **NOVEMBER**

- All middle school judges contracted
- Confirm list of judges – to be handed over to Region Director and Region personnel

#### **JANUARY**

- All All-State judges contracted
- List of judges handed over to State Adjudication Chair

#### **END OF YEAR**

- Ensure that database is updated and accurate

<b>AUDITION INFORMATION</b>
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Available on [CTFest.net](http://CTFest.net) and [cmea.org](http://cmea.org)

As members of the Student Affairs Commission (SAC), CMEA Judge Co-Chairs are responsible for monthly reports, formal or informal, as needed, as well as appropriate data for presentation to SAC.