

# **TMEA Region XVII**

## **Band Division Information and Audition Procedures**

### **Elected Positions**

- A. Region Band Chair
  - a. Responsible for the organization and administration of all activities in the Band Division.
    - i. Shall include, but not limited to Region Band Auditions, Region Band Clinic/Concert, Honor Band Competitions for both the Region and Area level, attending all TMEA & TBA Convention Region Band Chair meetings, setting up all contests for on-line entry through the TMEA website, and responsible for submitting all certified qualifiers to the Area auditions for all contests.
    - ii. Stipend - \$500.00
- B. Region Band Treasurer
  - a. Responsible for the organization and administration of all financial activities in the Band Division.
    - i. Shall include, but not limited to the collection of all Region Level fees, maintains the Band Division checking account, completes all financial reports for the TMEA state office and process all payments from the Band Division.
    - ii. Stipend - \$500.00

### **Non-Elected Positions**

- A. Region Band Judge Administrator
  - a. Responsible for the assigning of all adjudicator panels for the Region Band Audition, 9<sup>th</sup> grade audition, and Region Orchestra audition.
  - b. Stipend - \$400.00
- B. Audition Computer Technician
  - a. Responsible for the preparation of all data for the Region Band auditions, Region Orchestra auditions, and 9<sup>th</sup> Grade Region auditions from the TMEA website. Responsible for printing all forms and preparing adjudicator and monitor packets for all auditions. Responsible for organizing the data collection of all score and input into the tabulation computer. Computer operators and tabulators who are directors from participating schools/students should not be paid a fee for their services unless their duties exceed data entry and processing on the day of the auditions. Such duties could include, but are not limited to contest set-up, student data entry, and creation of the audition schedule. Duties on the day of the audition should be viewed as a responsibility equal to judging. District technicians who are present to assure network accessibility and functionality of the campus computer system may be paid an honorarium.
  - b. Stipend - \$100.00
- C. Region Band Organizers (One Per Ensemble)
  - a. Responsible for the organization and preparation for Region Band Clinic/Concert.
    - i. Shall include, but not limited to ordering/organizing all music requested by the clinician, concert rehearsal set-up/ the day of the clinic/concert, preparation of public announcement at the Region Band Clinic/Concert.
    - ii. Stipend - \$150.00
- D. Region Band Percussion Organizer (One Per Ensemble)
  - a. Responsible for the organization and preparation for the Region Band Clinic/Concert.

- i. Shall include, but not limited to assigning percussion parts for each music selection, securing/communicating with the host site to ensure all percussion instruments are available, and rehearsing percussion sectionals if requested by the clinician.
    - ii. Stipend - \$150.00
  - E. Region Band Adjudicator
    - a. Judges are defined as individuals who are not current directors of high schools in Region 17.
      - i. Stipend - \$100.00
  - F. Site Host
    - a. Responsible for the organization and preparation off all site host duties.
      - i. In compliance with all TMEA standards, shall include, but not limited to providing all the necessary audition/performance space and equipment.
      - ii. Stipend - \$100.00 a day for auditions
      - iii. Stipend - \$100.00 for clinic/concert
  - G. Region Band Clinician
    - a. Responsible for rehearsals and performances at the Region Band Clinic/Concert
      - i. Stipend + Expenses
        - 1. Wind Ensemble - \$1,500.00
        - 2. Wind Symphony - \$900.00
        - 3. Symphonic Winds - \$900.00

#### **Director/Active Member Sponsor Responsibilities**

- A. TMEA Active Membership is required to enter and/or sponsor students in TMEA auditions.
- B. The TMEA Active Director/Member Sponsor must be in attendance and be available to serve as an audition staff member for any and all activities in which their students are involved.
- C. For Orchestra and Jazz Area auditions, the director of record entering the students in the area process must be available to judge or monitor at the Area Level.
- D. Failure to adhere to this policy subjects the Active Member Sponsor to the TMEA Penalties for Rules and Policies Infractions process.
- E. When entering students into the audition process, the TMEA Active Member Sponsor must provide proof of TMEA membership and submit the Audition Process Entry sheet with the following signed and dated Director's/Member Sponsor's Statement of Responsibility.
- F. "I have read the Eligibility Requirements for TMEA Activities and agree to abide by the Code of Ethics and Standard Practice and all other rules and regulations set forth by the Texas Music Educators Association with respect to all auditions and events."
- G. I have informed the students entered of the audition process and requirements for All-Region and All-State. They understand that if they are certified for Area in the orchestra winds/percussion, band, choir, (and accept this assignment), they may not advance to Area through any other Division."
- H. Directors must accompany their students to all auditions and to the Region 17 Band Clinic/Concert. Should it become necessary for the director to be absent, a proxy must be appointed to accompany the students. All members of a school's staff are required to judge all days of the auditions.
- I. Proxy Policy
  - a. Each Region shall be responsible for establishing rules and procedures for the use of proxies in emergency situations.
  - b. The TMEA Active Member Sponsor/Proxy must be in attendance and be available to serve as an auditions staff member for any and all activities in which their student(s) are involved.

- c. Failure to adhere to this policy subjects the Sponsor to the TMEA Penalties for Rules and Policies Infractions process.
- d. Any director who is unable to fulfill this obligation is responsible for securing and funding a suitable replacement. It is the responsibility of each director to notify the Judging Panel Chairman of an absence. The following are acceptable absences.
  - i. Illness, Family Emergency, School Certified Conflict (i.e playoff game), Region Band Clinician.

## **Instrumentation**

### **Region XVII Band Instrumentation 2017-18**

	<b>Wind Ensemble</b>	<b>Symphonic Winds</b>	<b>Wind Symphony</b>	<b>Total</b>	<b>District Band*</b>	<b>Freshman Band</b>
<b>Piccolo</b>	1	2	2	<b>5</b>	<b>7</b>	2
<b>Flute</b>	6	9	9	<b>24</b>	<b>33</b>	10
<b>Oboe</b>	2	4	4	<b>10</b>	<b>14</b>	3
<b>English Horn</b>	1	1	1	<b>3</b>	<b>4</b>	1
<b>Bassoon</b>	3	4	4	<b>11</b>	<b>15</b>	4
<b>Eb Clarinet</b>	1	1	1	<b>3</b>	<b>4</b>	1
<b>Bb Clarinet</b>	9	16	16	<b>41</b>	<b>57</b>	20
<b>Alto Clarinet</b>	1	1	1	<b>3</b>	<b>4</b>	2
<b>Bass Clarinet</b>	2	4	4	<b>10</b>	<b>14</b>	5
<b>Contra Bass Clarinet</b>	1	1	1	<b>3</b>	<b>4</b>	2
<b>Alto Saxophone</b>	2	6	6	<b>14</b>	<b>20</b>	5
<b>Tenor Saxophone</b>	1	2	2	<b>5</b>	<b>7</b>	3
<b>Baritone Saxophone</b>	1	1	1	<b>2</b>	<b>5</b>	2
<b>Trumpet</b>	8	10	10	<b>28</b>	<b>38</b>	12
<b>French Horn</b>	8	8	8	<b>24</b>	<b>32</b>	10
<b>Tenor Trombone</b>	6	7	7	<b>20</b>	<b>27</b>	8
<b>Bass Trombone</b>	2	2	2	<b>6</b>	<b>8</b>	2
<b>Euphonium</b>	2	4	4	<b>10</b>	<b>14</b>	5
<b>Tuba</b>	4	4	4	<b>12</b>	<b>16</b>	6
<b>Percussion</b>	6	8	8	<b>22</b>	<b>30</b>	8

**\* Includes the number of students that make the Region XVII Bands**

- A. The instrumentation and voicing and Area apportionment for Winds/Percussion and Vocal auditions for the TMEA All-State ensembles shall be published on the TMEA website.
- B. Each Region shall be responsible for establishing and publishing the instrumentation or voicing quotas for each audition and all performing ensembles prior to the initial audition.
- C. No student may be eliminated, not selected to advance, or not be seated in an organization, based on an arbitrary decision to reduce the published instrumentation or voicing quotas.
- D. No Region for any reason may exceed the allotted quota for representation at Area auditions.

## **Audition Entry Procedures**

- A. It is the responsibility of the Region/Area Band Chair to ensure that sites chosen for auditions are ADA compliant.
- B. Each audition site should have a large room in which to hold the judges meeting prior to the auditions, a room that will serve as the office, and a tabulation room that is off limits to the general public. There should also be a central area to post results for student viewing, as well as a warm-up room that will not disturb those students who are auditioning.
- C. It is the responsibility of the site host to identify those rooms being used for auditions. It is strongly advised to provide a master room list in the warm-up area.
- D. General Information
  - a. The TMEA Audition Entry and Tabulations System must be used for all levels of auditions
  - b. The audition tabulation and report forms are generated through the tabulation software system.
  - c. Every judging panel shall adhere to TMEA eligibility requirements (5-member panels.)
  - d. Any audition that is involved in the selection (or elimination) of students for the All-State Band must include excerpts from each of the state-prescribed etudes.
  - e. Any student entered in any level of the audition process must meet all eligibility requirements. (See Section 1 of the TMEA Eligibility Requirements).
  - f. The Region Chair may exclude visitors and spectators from the halls adjacent to the audition rooms to maintain privacy and control the noise level.
  - g. Region Orchestra Wind/Percussion Auditions:
    - i. Monday – November 13, 2017 at Alvin High School.
    - ii. The judges meeting will begin at 3:30 pm. Student check-in will begin at 3:45 pm. Auditions will begin at 3:45 pm.
  - h. 9<sup>th</sup> Grade Region Band Auditions:
    - i. Tuesday, November 28, 2017 at Alvin High School.
    - ii. The judges meeting will begin at 3:30 pm. Student check-in will begin at 3:45 pm. Auditions will begin at 3:45 pm.
  - i. Region Band Audition Dates: (December 8, 9 & 11 at Alvin High School)
    - i. Friday, December 8, 2017 – Phase 1 (Percussion and Single Phase Instruments)
      - 1. The Judges Meeting will begin at 4:15 pm. The Friday student check-in will begin at 5:00 pm or 6:15 pm.
      - 2. Percussion, Piccolo, English Horn, E-Flat Clarinet, Contra Bass Clarinet, Alto Clarinet, Oboe, Bass Clarinet, Bassoon, Tenor Saxophone, Bari Saxophone, Bass Trombone, Tuba.
    - ii. Saturday, December 9, 2017 - Phase 1 Multiple Phase Instruments and Percussion Phase 2.
      - 1. The judges meeting will begin at 9:15 am. The student check- in times will be 10:00 am, 11:00 am, 1:00 pm or 2:15 pm.
      - 2. Flute, Clarinet, Alto Saxophone, Trumpet, French Horn, Tenor Trombone, Euphonium and Phase 2 Percussion.
    - iii. Monday, December 11, 2017
      - 1. The judges meeting will begin at 4:15 pm. The student check-in will be 5:00 pm, 6:00 pm, or 7:00 pm.
      - 2. All wind instruments who qualify from Phase 1 to Phase 2.
    - iv. The Region Chair reserves the right to adjust the number of phases based on the number of entries.

- v. Only Head Directors or appointed designee by the Head Director is permitted to enter the tabulation room.

### **Audition Entries and Fees**

- A. All entries will be processed on-line. Instructions from TMEA and Region XVII are included in this letter. Each Middle School and High School Region Band, Orchestra, and Vocal Division must have an electronic copy of their procedures and guidelines on file with the TMEA office before the on-line audition entry system will be made available to their respective division.
  - a. Each Region Division Chair shall be the custodian of the on-line audition entry system for all auditions for their Region's Division.
  - b. TMEA active membership is required to enter and/or sponsor students in TMEA auditions.
  - c. Directors/Sponsors entering students in a TMEA Region, Area, or All-State audition must use the TMEA on-line entry system.
  - d. All contest deadlines will be 14 days prior to the day of audition.
  - e. The late and final deadline will be seven days prior to the day of the audition.
  - f. Correction to an existing student entry may be made between 13 and 7 days prior to the contest without penalty, but a student entry added less than 14, but more than 7 days prior to the contest will result in an additional 100% student late fee.
  - g. A campus entry began less than 14, but more than 7 days prior to the contest, will be assessed a 50% additional campus fee charge and 100% student fee charge.
  - h. A campus entry created less than 14 days prior to the contest will be subject to the TMEA Grievance Process.
  - i. Directors will be allowed to add or change student entries the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed.
  - j. All fees must be paid or supported by a school purchase order prior to the start of auditions. A hard copy of your entries and check for your entry fees should be mailed to Lester Williams.
  - k. The entry fee is \$15.00 per student per contest. All entry fees should be remitted to the Region Chair by the date of the audition. The late entries must be approved by the Region Chair. The Region Entry fee of \$15.00 and late entry fee of \$15.00 (\$30.00 total) must be paid prior to the student being given an audition letter.
  - l. 9<sup>th</sup> Grade Region, Region Orchestra, and Region Band (All Separate Entries) should be entered on-line by deadline listed in the on-line system.
  - m. Students should be marked as Dual-Certification if they are involved in another TMEA Division All-State process. (Example: A student involved in the Vocal and Band Auditions should be marked as Dual-Certification on the on-line entry process. Dual Certification students will need to declare which Division's Area Certification they will accept prior to the Area Auditions.
  - n. Each Head Director must be a current member of TMEA prior to sending in entries. TMEA encourages all directors/judges to be members of TMEA.
  - o. The tracking system for class 1A – 4A will remain the same as last year. The student's intent must be declared at the time the entry is submitted on-line.
  - p. A student may enter on only one instrument (Contrabassoon) and substitutions are not allowed. Contrabassoon students have until December 15 to send their audition on CD to Frank Coachman. Questions regarding the Contrabassoon audition should be directed to Matt Delgado.
  - q. Directors of students qualifying TMEA Area Band tryouts will pay their entry fee of \$7.00 per student to the Region Band Chair at the Director's meeting held during the All-Region

Clinic. At the conclusion of the Area tryouts, the chairman of that audition will collect the All-State tryout fee of \$20.00 per student.

- r. Your entry fee and check should be made payable to TMEA Region 17 Band Division and mailed to Lester Williams:

Lester Williams  
Region 17 Band Treasurer  
501 Palomino Drive  
League City, Texas 77573

## **The Audition Procedure**

### **A. Audition Personnel**

- a. Five member panels must be used for all auditions. There are no exceptions for high school level auditions. There are no exceptions for high school level auditions that lead to All-State seating.
- b. A variance must be requested by each Region for use of three member panels at the middle school and junior high school level.
- c. TMEA highly recommends that all adults participating as judges, tabulators or monitors hold membership in TMEA
- d. It is highly recommended that tabulators using the TMEA software participate in training sessions
- e. It is recommended that four persons assist with the transferring of data from judges' forms to the computers.
  - i. Two people to read and verify data from the judges forms.
  - ii. Two people input and verify computer data.
- f. Other staff as needed might include, but not limited to:
  - iii. Fees collection (Region to Area, or Area to State)
  - iv. Securing judges from Region to Area
  - v. Monitoring hallways and warm-up locations as needed.

### **B. Procedure**

- a) A student auditioning on a wind instrument may only use one instrument in the audition for the duration of the audition process.
- b) All students from all classifications will audition on the assigned dates. Area candidates will be selected at the Region 17 Orchestra Audition and Region 17 Band Audition.
- c) All students within the same section will tryout on the same cuts of the audition music.
- d) It is the responsibility of the school's director to have at least one etude book for each instrument.
- e) All students will play from one location in the room as long as it is practical to do so with the exception of percussion. A chair and music stand will be provided at this one location for the performing contestant. The student may stand or sit as long as he/she performs from that location in the room. If a percussionist chooses to use his/her own instruments, he/she is waiving the right to play from the "one" location in the room.
- f) The judges must hear each student play a portion of each of the official TMEA audition etudes before auditions are completed. The etudes are those that have been published on the TMEA website. There will be three rounds with one (1) excerpt performed during each round. (Exception: This may not be possible if there is not enough room to seat all the students at the same time). In each round, the student must play at least one (1) to one and one-half (1 ½) minute(s) of an etude. This timing should be based upon the prescribed metronome marking. This will obviously be approximate. If the complete etude is less



than one minute in length, it should be played in its entirety. At the end of the audition, each student should have performed 3 excerpts.

- g) Audition cuts will be selected the day of each audition at the judges meeting. Each panel will select audition cuts as follows:
  - i. The Panel Chair will select a cut, judge 2 and 3 will select a cut, and judge 4 and 5 will select a cut.
  - ii. After completing the first step, the panel will share these cuts with one another and come to a consensus for the actual audition cut.
  - iii. Every judge on each panel is encouraged to take part in the audition cut selection process.
- h) The contests will be seated in the room alphabetically and simultaneously by audition letter and must perform in the following order:
  - i. Round 1: Top to Bottom
  - ii. Round 2: 1/3 down to bottom, top to 1/3 down
  - iii. Round 3: 2/3 down to bottom, top to 2/3 down
  - iv. (Exception: this may not be possible if there is not enough room to seat all the students at the same time.)
- i) During Phase 1 and Clarinet Phase 2, the students within each section will be divided into three groups and be heard by three different judging panels. Each panel will hear all students play the same etude. In an effort to maintain consistency in judging, the students will change rooms after completing each etude.
- j) **Prior to each round** and after each fifth person plays, all students shall warm-up simultaneously for 20-30 seconds. There will be no restrictions on what the student can play during the group warm-up. However, disruptive activity could be subject to disciplinary action.
- k) Prior to each excerpt, if a student so desires, a brief warm-up of no more than 5 seconds is appropriate. A student may only play the starting note of the excerpt. Mallet percussion may only play a roll on the starting note. Snare drum and timpani may only play a roll on the drum. **Timpani students will be allowed up to 30 seconds for tuning before warm-up timing begins.**
- l) All students will play one excerpt before going on to the next excerpt. The only exceptions will be for students who have a school certified conflict (i.e. playoff games). In these cases students will be allowed to perform their entire audition, all etudes, in one sitting. Students do this with the understanding that this may effect their final placement.
- m) Student Elimination
  - i. Once a student enters the TMEA audition process, he/she may be eliminated only by either:
    - 1. Audition process itself
    - 2. TMEA Appeals Process
    - 3. Student's TMEA Director/Member Sponsor
  - ii. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections and/or etudes prescribed by the State Vice-President. The judges must hear each student play/sing a portion of each of the prescribed selections, etudes, or excerpts before auditions are complete.
- n) Metronomes
  - i. Students are permitted to use a non-audible metronome that is only a single purpose device.

- ii. Said metronome may only be used prior to the performance by the auditioning student. The student may not use the metronome during the performance.
  - iii. Metronome markings should be closely adhered to so as to maintain the intent of the music.
  - iv. More consideration should be given to the student who conveys the musical intent of the recommended metronome markings. Judges should score a student who chooses to perform outside the recommended tempo based on the student's ability to preserve the musical integrity of the selection.
- o) Electronic Devices
- i. No electronic devices may be used or accessed by a student participant until the auditions for the student's section have been concluded. Failure to comply with this regulation may result in student disqualification.
  - ii. The list of non-allowable electronic devices includes, but is not limited to phones, electronic games, computers, cameras, (within an audition room), and playback systems.
  - iii. Students will be given the cell phone rule at the beginning of the audition.
    - 1. 1<sup>st</sup> offense in the room for a cell phone will result in an additional warning to the entire room and state that the next person found to be in violation will be disqualified from the audition and removed from the audition room.
    - 2. 2<sup>nd</sup> offense in the room, the offending student will be disqualified and removed from the audition room.
- p) Anonymity
- i. Each student shall be assigned a unique, random anonymous letter or number through the use of TMEA audition tabulation software.
  - ii. All judging panels and contestants must be screened from view from one another in the audition room. Care must be taken during all breaks to keep contestants and judges from discovering audition letters. Anonymity is vital.
  - iii. At no time during the audition process should be a contestant and his/her respective section judges have direct communication. Any necessary communication must be done through an audition monitor.
    - 1. All conversations in the audition room will be conducted through the monitor. The judges should not have any conversations with the participant(s) during this process.
  - iv. Judges may not face or look at the students at any time during the audition process. The host school will provide screens in order to insure the anonymity of the contestants.
- q) Judging Process
- i. The judging panels should use the forms provided by the State Band Chair for tabulating results. Every care shall be taken to avoid mathematical errors. The monitor and panel chair have the responsibility for ensuring accuracy on the judges' forms.
  - ii. Interpretations and discrepancies in the music often occur and judges should be open-minded and sensible about possible printing and editing errors.
  - iii. THE OFFICIAL NOTICE OF ERRATA OR SPECIAL PERFORMANCE PROBLEMS WITH THE MUSIC IS THE TMEA WEBSITE.
  - iv. The computer tabulation system will generate; Form 1 and Form 2 and each judge must use these forms to complete the judging process. The tabulation program will accept the total score from each judge, convert the score to ranks, drop high/low scores, and compute the rankings.



- v. The Audition Chair shall have a tabulation area off limits to everyone except the staff and the panel chairs whose scores are being checked. Their job shall be to double check math and clerical accuracy of the results. They shall then prepare results for posting.
  - vi. Results shall be posted with the following statement on each page, "Tabulated audition results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period, the results are subject to the TMEA Appeals Process".
  - vii. Posted results should list all students who audition according to rank order. These results may not be taken from the contest location.
  - viii. Each school may be provided their individual school's report with only the results for the students from that school.
- r) Ranking the Contestants
- i. At the close of the contest, the tabulation program shall rank all contestants by numbers: 1, 2, 3 etc. Ranks are to be awarded through all contestants
  - ii. The "Olympic style scoring system will be used. Each contest's high and low ranks will be dropped. The contestant, the sum of whose remaining rank points is the lowest, will be awarded first place. All other rankings will proceed accordingly (2<sup>nd</sup> lowest, 2<sup>nd</sup> place; 3<sup>rd</sup> lowest, 3<sup>rd</sup> place; etc.)
  - iii. In any case where there is a tie, all contestants who are tied shall be awarded a place before going on another contestant or place.
    - 1. See TMEA Audition Process-Band Division Appendix (Pages 3-5 of 14) for Examples of tie breaking scenarios.
- s) Region Orchestra Selection
- i. The Region Orchestra instrumentation will be set prior to the Region Orchestra Auditions. The instrumentation for the ensemble is selected by the Orchestra Division based on the needs for the music being performed.
  - ii. Area candidates will be selected at this audition. These Area qualifiers will have an Area Orchestra designation.
  - iii. The Region 17 Orchestra auditions will be administered by the Region 17 Band Division, but be governed by the Region 17 Orchestra Division.
  - iv. All qualifying students must adhere to all Region 17 Orchestra guidelines and procedures.
- t) Audition Music
- i. Audition materials will be prescribed for each Division by the State Vice-President. A listing of these materials will be posted on the TMEA website.
  - ii. The TMEA website is the official source for errata. Directors/sponsors should check the site frequently during the time leading up to the initial audition using the prescribed music.
  - iii. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections and/or etudes prescribed by the State-Vice President.
  - iv. The judges must hear each student play/sing a portion of each of the prescribed selections, etudes or excerpts before auditions are complete.
- u) Alternates
- i. Each Region shall have alternates designated for Area Wind/Percussion and Vocal auditions via the audition software.

- ii. Every effort should be made by all TMEA Active Member/Sponsors to notify the respective Region Division Chair of any vacancies or forfeiture of Area candidacy at the earliest opportunity.
- iii. The Region Division Chair is the only person authorized to secure alternates to Area. The Region Division chair shall notify the director/sponsor of the alternate student, the appropriate Area Chair, and the TMEA Deputy Director of the substitution.
- iv. An alternate may not represent a vacancy from a Region different than his/her own.
- v. For vacancies that occur prior to the audition date, alternates should be notified as soon as the vacancy has been verified and no later than 10 pm the preceding day.
  - 1. Alternates must be contacted by the Region Division Chair representing the Region with the vacancy.
  - 2. Alternates must be called in rank order from the preceding audition in which the vacating student qualified for advancement.

#### C. Certification Procedures

- a) The number of designated chairs for District Band will advance to Phase 2.
- b) The Phase 2 audition will be for Region Band Chair placement and certification of Area candidates.
- c) Students who advance from Phase 2 from Phase 1 audition, but do not attend the Phase 2 audition will be placed last chair in the room. In the event that more than one student does not attend the Phase 2 audition, the Phase 1 ranking will be used when placing them in the last chairs. The student(s) will a member of the District Band.
- d) Students on instruments that do not have a Phase 2 audition will audition for Region Band placement and Area Certification during their Phase 1 audition.

#### D. Clinic/Concert

- a) Travel may occur during a school day for TMEA events. Each Region may allow one day per division, per year for high school activities to be held on school day.
- b) In return for funds obtained from retailers in support of Region clinic/concert activities, advertisement space in the clinic/concert program should be allocated in proportion to the level of funds obtained retailer. Region officers should be sensitive to the total amount requested from each retailer by the entire Region. Regions may not accept royalties or profit sharing from vendors.
- c) Recordings of clinic/concerts, merchandise and or photography for sale or distribution must be done by TMEA licensed vendors. Consult the TMEA website for a listing of current vendors. It is the responsibility of the vendor to secure copyright permission to record, sell, and/or distribute the recordings.
- d) Regions should avoid auditions and clinic/concerts on major religious holidays or observances of any faith.
- e) Clinic/Concert rehearsal and performance facilities should be handicap accessible.
- f) Audience members are not permitted to use audio/video recording technology or devices throughout the entire duration of the clinic/concert performances.
- g) Student Elimination
  - i. Once a student enters the TMEA audition process, he/she may be eliminated only by either:
    - 1. Audition process itself
    - 2. TMEA Appeals Process
    - 3. Student's TMEA Director/Member Sponsor

- ii. Any audition that is involved in the selection or elimination of students for any All-State organization must include excerpts from the selections and/or etudes prescribed by the State Vice-President. The judges must hear each student play/sing a portion of each of the prescribed selections, etudes, or excerpts before auditions are complete.

Region On-Line Entry Instructions – These instructions are for Region XVII directors to register students in the All-State Audition process. Should you have any questions please contact Matt Delgado at 832.788.1082 or [mdelgado@dickinsonisd.org](mailto:mdelgado@dickinsonisd.org).

1. Go to the TMEA website – <http://www.tmea.org/>.
2. On the Menu Bar click Divisions -> Band -> Audition Entry
3. Read and follow the instructions in the section “Accessing the Audition Entry Process”.
4. Each subsequent time you log in you will use your TMEA number and the password you selected.
5. Select the HS band audition. Click on “Add Student” to register a student for the contest. Please do not type in all capital letters.
6. Type in all of the information for each student. (A student information sheet may be printed from the TMEA website by clicking on Band HS in the Student Handouts section of the Auditions Entry Process Instructions page). After you finished entering students, click “Save Entry”.
7. After a student has been entered, their information will appear on the screen. You can edit the student information up until the contest deadline. A student entry may be eliminated at any time before the deadline date by clicking the “Delete Entry” button.
8. Be sure you have entered your student on the correct instrument especially tenor saxophone and tenor trombone.
9. Please try to eliminate you DNAs before the entry deadline date.
10. Entries can also be submitted through Charms Office Assistant.

#### Audition Entry Check List

- Join TMEA
- Establish your director account
- Enter students on-line
- Request entry fee check
- Mail entry fee to Lester Williams:
  - TMEA membership Hardcopy
  - Hardcopy of entries
  - Designation of Orchestra participants
  - Check for Entry Fees
- Notify Matt Delgado of Jazz Members
- Request Area Fees (\$5.00 per student)
- Request State Fees (\$15.00 per student)