

Director's checklist

1. Distribute Music (attached in e-mail) to students and encourage them to audition.
2. A Google Doc to register your students will be sent via e-mail. Please use the Audition Request Form template included in the e-mail for your students to fill out. You will then collect this form to enter your students' information into the Google Doc.
3. Submit your Audition Requests in the Google Doc. By Wednesday January 7th
4. Please photocopy and distribute to your students the STUDENT PARTICIPATION FORM. It will save a considerable amount of time if students have these sheets filled out prior to arriving at the auditions.
5. Ways to make the Honor Band audition process go more efficiently for you
 - a. Provide all information on the various forms. An e-mail address is required.
 - b. If you did not receive this information via e-mail, make sure that I have your e-mail address. ALL correspondence past this will be done via e-mail and the OMEA District 12 Website.
 - c. Read all the information

d. FOLLOW DIRECTIONS and DEADLINES

e. E-mail any cancellations immediately.

f. Go over rules with students and parents, especially the rehearsal attendance rule. If a student cannot attend all honor band rehearsals, do not send them to audition.

g. Please have **one check** made payable to OMEA District 12 for all of your students participating from your school. The participation fee is \$35 for each student.

WHO DO I SEND TO AUDITION? – Any student in a performing ensemble in any school in OMEA District 12 is eligible to participate. Directors must be an OMEA member. Directors should use discretion in the students you send. It will be a long day listening to students if they are unprepared. Please send your “best and brightest” students!

Should you have any questions regarding the audition process, please contact me. E-mail is the best for a quick response.

josh.baker@centerville.k12.oh.us or cell (513-478-3841)

Sincerely,

Josh Baker

