

# TMEA REGION 32

## ROOM MONITOR INFORMATION

Dear Volunteers,

Thank you for signing up to help with our All-Region Orchestra Auditions! We truly appreciate your time and support in making this event a success. Please take a moment to review the procedure for assisting in the audition rooms. It is vital that all room monitors remain neutral throughout the audition process and respect the privacy of every student auditioning. We will do our best to schedule your volunteer time so it coincides with your child's audition window, while ensuring that you are not assigned to their audition room.

Important Notice: Please DO NOT discuss the audition or anything you hear in these rooms with anyone. Maintaining confidentiality and fairness is essential to the integrity of the process.

Thank you again for your help and dedication to our students' success. At any time you have a question, please notify the Region Chair or the lead adjudicator in the room to answer questions.

Sincerely,  
Josue Martinez  
Region 32 Orchestra Chair

### Region Audition Day Schedule

9:00 AM - Middle School Violin (two rooms) & Middle School Viola (one room)  
11:30 AM - Middle School Cello (two rooms) & Middle School Bass/Harp/Piano (one room)  
1:30 PM - High School Violin (two rooms) & High School Viola (one room)  
3:30 PM - Middle School Cello (two rooms) & High School Bass (one room)

### Room Monitor Information

1. Arrive at West Ridge Middle School 20 minutes before your scheduled time.
2. Check in with the Region Chair at the front entrance lobby. They will review instructions, lead you through the process, and afterwards take you to your assigned room.
3. Once in the assigned room, check in with the adjudicators. Once introductions are done, please ask all adjudicators to depart before having students enter the room.
4. Greet students at the door, instructing them to hide their identification label under their shirt and to take a seat.
5. After students have entered the room and are seated, take attendance, and note any identification letters/numbers that are absent.
6. Once attendance is complete, notify the adjudicators that they may return to the room.
7. Notify adjudicators which identification letters/numbers are absent.
8. Adjudicators will let you know what audition material they will be listening to.
9. Notify students of the material, and allow the students a one minute warm up.
10. After the brief warm up, select a spot on the roster and keep an order.
  - Start in different orders for each round
  - Ex: Round 1: start at the beginning and go in forward order. Round 2: start in the middle, and go in backwards order.
11. Allow for a brief warm up after every 8-10 students. Please mark on your roster where the breaks take place.

### Audition Script:

**Monitor:** “Letter/Number \_\_\_ to the playing stand and Letter/Number \_\_\_ to the ready chair”

**Monitor:** “Letter/Number \_\_\_ you may play”

\*\*\* Letter/Number \_\_\_ performs \*\*\*

**Monitor:** “Thank you Letter/Number \_\_\_\_\_”

Then continue the process again

### End of the Round

At the end of the round please use the following phrases to confirm everyone has performed.

**Monitor:** “At this time, please raise your hand, if you have **NOT** performed during this round”

- If someone raises their hand, check their identification label, and notify the adjudicators.

If everyone has completed the round please check in with the adjudicators, before moving to the next step.

**Monitor:** “That concludes the round. Please wait for further instructions.”