

Instrumental Ensemble Audition Guidelines & Procedures

(for winds, brass, percussion and harp)
Passed by performance area faculty 4/26/16

The following is a list of guidelines and procedures intended to make the audition process go smoothly and easily for everyone involved.

Auditions will be scheduled, and finished, for all winds, brass, percussion and harp during the three days before classes start. If there is an intervening holiday (Martin Luther King, Jr. Day), auditions will start four days before classes start. No auditions will be scheduled when the university is closed.

Before the auditions

- 1) Faculty: Please bring copies of the excerpts for the committee. Please be sure there are no discrepancies between what the committee sees and what the students play.
- 2) Faculty: Please inform students to not schedule classes during ensemble times, and to fill out the conflict sheets fully and clearly. Ask students to be available immediately after auditions for conflict resolutions.

During the auditions

- (3) All auditions must have the appropriate studio faculty member and at least one ensemble conductor physically present.
- 4) Student proctors should not be in the room during the actual audition or deliberations, but will bring each student in and out.
- 5) Student proctors should check for student conflicts right away to share with faculty at the end of the audition. Information sheets with conflicts should be flagged by the proctor for immediate review by the panel.

After the auditions

- 6) All deliberations among faculty are confidential. Graduate assistants may be asked to leave during deliberations.
- 7) All applied faculty and conductors will check over the audition results the night before they are posted (the night before classes start), and share any concerns immediately with the chair of performance. If there are no comments, it will be taken as approval of the list.
- 8) Audition results for all bands and orchestras will be posted by the chair of performance on the morning of the first day of classes, and not revealed before.
- 9) **All** undergraduate instrumental music majors taking lessons must audition, even if arriving to the college late. Instrumental majors need to fulfill their ensemble requirements as specified in the catalogue. Sickness will be dealt with on a case by case basis.