



Virginia Band & Orchestra Directors Association
District XII Junior & Senior Orchestra Auditions 2006
Monday, November 13th at Williamsburg Middle School
3600 North Harrison Street * Arlington, VA * 22207
School phone: 703-228-5450
Chair/Host: Serena Everett
E-mail: serena_everett@apsva.us

Director Financial Form – Due Friday, 10/27/06

School _____ School Phone _____

Street/City/Zip _____

Director's Name _____

Enclosed are:

- Copy of valid **MENC** card or **VMEA Non-Member** Fee of \$94.00
- Student Application Forms and Fees at \$3.00 each
- Principal's Verification Form
- Duty requests or letter from principal giving permission for substitute coverage
- School check** or money order, **payable to Williamsburg Middle School**
- Student Application Forms
- Excel Spreadsheet has been **E-mailed** to **serena_everett@apsva.us**

Fees for _____ students \$ _____

Non-member fee (\$94.00) \$ _____

Total Amount Enclosed \$ _____



Director's Duty Request

(check all that apply)

I will be attending the auditions. My duty preference is *(circle one)*

violins violas cellos bass tabulation

I will not be attending the auditions. My substitute is qualified to be an adjudicator for this event and I have enclosed a letter from my principal giving permission for substitute coverage.

Substitute's name _____ Phone _____ Instrument _____



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Principal's Verification Form of Student Eligibility

The following students from _____ are submitting Applications for the 2006 All-District XII String Orchestra Auditions. I certify that they are eligible for participation under the following guidelines:

1. All participants for Junior Orchestra are in the 7th or 8th grade at my school.
2. All participants for Senior Orchestra are in the 9th, 10th, 11th or 12th grade at my school.
3. All students listed below are enrolled in their school orchestra and practice regularly with the orchestra ensembles.

(Please print legibly, type or word process)

<u>Name</u>	<u>Grade</u>	<u>Instrument</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

(Please use additional sheets if necessary.)

I certify that the students named above meet the requirements for the 2006-2007 All-District XII Orchestra. Their director, or an adult approved by me, will be present throughout the duration of this event.

Principal's Signature

Date



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Director's Information Sheet [Page 1 of 2]

(keep for your reference)

Dear District XII Orchestra Directors:

The enclosed documents form the official audition information packet for you and your students. Please copy them as needed. I have also included for your convenience the audition excerpts for both the Junior and Senior auditions. This way you can be familiar with both orchestras' requirements. *Need to reach me fast? **Do not leave me voice mails ... e-mail me!***

- Director's Financial Form (**due back at Williamsburg MS on Friday, October 27th**)
- Director's Duty Request (**due on October 27th**)
- Principal's Verification Form (**due on October 27th**)
- Student Application and Rules & Regulations Form (**due on October 27th**)
- Excel Spreadsheet - **E-mail** me the Excel Spreadsheet (**due on October 27th**)
- Student Audition Information & Map
- A listing of the Student Audition Requirements. Scale sheets and excerpts can be obtained from our District Chair, Aaron Mynes.

WHAT TO DO NOW

1. Copy all student forms, your MENC card, Financial Form, maps, music, etc.
2. Give each eligible student a copy of the application form with rules & regulations. (**Be sure your signature is on the application form, as well as the parent's signature.)
3. Give each student a copy of the map with directions to Williamsburg Middle School. **Please** remind students and parents that parking is extremely limited at Williamsburg MS. There is parking in the south parking lot as well as street parking. Review the audition procedure with your students, especially violinists who must visit multiple rooms for their audition.

WHAT TO DO BEFORE THE END OF OCTOBER

1. Collect the signed student application forms, and application fees (\$3.00 per student).
2. Complete the Director's Financial Form, which includes a copy of your valid MENC card (front & back).
3. Complete the Principal's Verification Form, printing the name of each student from which you have received an application form. The principal must sign the form. This form will be used to verify student eligibility and to assist in checking in students at registration. Any spelling corrections will be taken care of at that time.



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Director's Information Sheet [Page 2 of 2]

4. Send **one school check** or **money order** (absolutely no Booster or personal checks will be permitted) payable to **Williamsburg Middle School** along with your financial form, principal's verification form, copy of your MENC card, and all student applications **no later than Friday, October 27, 2006.**

REMINDERS

1. Students *are permitted to use their own music* during the audition process.
2. Students *do not have to memorize* scales or excerpts for the audition.
3. According to VBODA and VMEA policy, any **director** sending students to participate in a VBODA/VMEA sponsored event **must be present at the event or have a letter signed by his/her principal giving permission for another adult to be in charge of those students.** Please ensure I receive any letters of permission when the accompanying registration forms are sent in. Fairfax County requires their staff members to appoint another Fairfax County School employee to act in their stead, and this must be communicated to the principal as well. **If you have a substitute, be sure that your students know the person who is taking your place.**
4. **You (or your substitute) must remain present until all of your students have left the audition site.** If you attend, but have to leave early, you are still required to submit a letter from your principal stating who is to be responsible for your students after you have left.

THANK YOU!!

With everyone's help, and attention to proper procedures, we can look forward to a successful audition process on Monday, November 13th. Good luck to all of your promising young musicians!