

# Audition Procedure and Recording Instructions

## Colorado All-State Jazz Band

The Director's Master Audition Form is online at <http://goo.gl/forms/nnSNezaQJ6>  
Please read everything carefully – this document is two pages

Directors whose students wish to audition must be members of CBA. Students (grades 9-12) auditioning must be members of their school jazz program (or equivalent instrumental program if no jazz band exists).

### Directors:

1. If you are involved in CBA Marching and use Dropbox for CBA events, you are already set. You should (or will soon) have a folder named "All-State Jazz Auditions" in your school's folder. You can skip down to #4.
2. If you are not involved in CBA Marching and/or don't have a Dropbox account, contact Kevin Whitelaw ([kwhitelaw@lewispalmer.org](mailto:kwhitelaw@lewispalmer.org) or 719-867-8063) to have a Dropbox folder named "All-State Jazz Auditions" shared to you in order for you to upload student auditions. Once it is shared, you'll receive an email from Dropbox saying that you have the folder shared and you can follow the Dropbox instructions and upload auditions.
3. All auditions must be uploaded to the "All-State Jazz Auditions" folder in your school's Dropbox folder associated with CBA. Do not create your own account and share it.
4. Directors, not students, are responsible for filling out the Director's Master Audition Form online at <http://goo.gl/forms/nnSNezaQJ6> by November 10. No other form of communication will be accepted.
5. A \$25 audition fee for each student audition must be submitted/received by November 10. *Since it is quickest and easiest, it is preferred that payment is completed by credit card*, but you can pay by cash, check (payable to "CBA"), or credit card at [coloradobandmasters.com](http://coloradobandmasters.com) (not .org). Once your transaction is completed, please print out 2 copies of the receipt, one for your records and one sent to Kevin Whitelaw (or uploaded to your Dropbox folder). Your fees/receipt must be mailed (or receipt may be uploaded to Dropbox) to Kevin Whitelaw at the address on page 2, received by November 10. Be sure all students auditioning from your school is submitted on the Director's Master Audition Form online and a \$25 fee is collected for each audition.
6. Do not send fees via registered mail. We will not go to the post office to pick up registered mail. There are a variety of tracking methods to confirm your delivery without registered mail, please use them if you wish.
7. Students may audition on more than one instrument. Lead trumpet/trombone are automatically auditioning for section instruments (bass trombone is a separate audition). Each saxophone is a separate audition. A \$25 audition fee is required for each instrument. Make sure files are labeled correctly.

### Dropbox, Recording, Naming Files:

1. All auditions must be uploaded to Dropbox (see #1,2,3 above). No CDs.
2. Recordings should be high quality mp3 format (not .wav, .aiff, etc.). Auditions must be recorded live with no editing. Do NOT speak on the recordings or you will be disqualified. Students and directors are responsible for checking recordings. Auditions should be in *one mp3 file*, labeled correctly. You can combine your mp3 recordings into one file with software such as the free "Audacity" available at <http://sourceforge.net/projects/audacity/>, but use no sound editing.
3. Remember, *only one mp3 file per audition is accepted*, not separate files. If multiple files are received, the student will be disqualified. Name the audition file in a way that it includes the student's first and last name and instrument such as FirstnameLastnameInstrument. For example: MilesDavisBarisax; or YoYoMaLeadtrumpet. The ASJ chairperson will download and anonymously rename all files for judges.

**Due Dates (put these in your calendars):**

**November 10, 2017** (if you are mailing fees, postmark by November 6 to ensure on time delivery)

Online form (<http://goo.gl/forms/nnSNezaQJ6>) must be submitted.

\$25 audition fee must be received or receipt uploaded to Dropbox.

Auditions must be uploaded to Dropbox.

**December 1, 2017**

Audition results will be posted on the CBA website and a selection letter sent to selected students and directors.

**December 8, 2017**

Students who cannot accept a position must notify their director who in turn must notify

Kevin Whitelaw at [kwhitelaw@lewispalmer.org](mailto:kwhitelaw@lewispalmer.org) or at 719-867-8063.

**December 15, 2017**

Each student accepting their selection to perform in the All-State Jazz Bands must have the confirmation letter, medical form, and the \$45.00 participation fee to Kevin Whitelaw, otherwise an alternate will be notified for participation.

**All forms and fees should be sent to:**

Kevin Whitelaw

All-State Jazz Band Chair

Lewis-Palmer High School

1300 Higby Rd.

Monument, CO 80132

**All-State Jazz Band materials and information may be obtained from:**

<http://coloradobandmasters.org/all-state-jazz-band/>

**Director's Master Audition Form is available at:**

<http://goo.gl/forms/nnSNezaQJ6>

**Audition checklist:**

- Downloaded audition music and information
- Practiced and recorded auditions
- Saved recordings in one high quality mp3 file and named it correctly
- Director filled out Director's Master Audition Form online and submitted it
- \$25 per student was collected or paid by credit card by November 10 (or mailed by November 6)
- Submitted Director's Master Audition Form online and uploaded fee receipt by November 10
- Checked audition recording for correct naming and functionality
- Made sure Dropbox "All-State Jazz Auditions" folder was shared to director
- Uploaded student audition file to "All-State Jazz Auditions" folder in your school's Dropbox folder by November 10