STUDENTS AND DIRECTORS WILL REGISTER ONLINE  
WWW.AUDITIONFORMS.COM

- Students will be submitting the following information in their Online Application:
  
  - Home Address / Contact Information
  - Sponsoring School / Director and Contact Information
  - Voice Part and Grade

- Upon successful completion of the Online Application, the student will be prompted to print the ENDORSEMENT/SIGNATURES page which they will print, sign, obtain a parent/guardian signature and remit to you. The signature page must be completed with four signatures (Student, Parent/Guardian, Principal, and you) and mailed by you.

- Students will be able to enter and adjust their application information (which will be viewable by you throughout the process) until November 15, 2019 – midnight - Student Online Application Deadline

- Directors will be able to enter and adjust their student application information until November 19, 2019 – midnight – Director Online Registration Deadline

- POSTMARK DEADLINE for all Audition Materials – November 20, 2019

- Endorsed Applications, One Check, Teacher Estimate Form and copy of Current NAfME card (active through December 2019) must be postmarked by November 20, 2019.

- Voice Part Changes will be recognized via email on or before November 25, 2019. The email requesting the change will be attached to the student application and will serve as the final assignment of the student’s voice part.

- Students may only audition for the voice part indicated on the Endorsements/Signatures Page.

- After November 15, 2019, students may register on site (See On-Site Registration Instructions)
DIRECTOR ONLINE REGISTRATION
www.auditionforms.com

- Sign in with your email address and reset your password.
- EXPIRED NAfME MEMBERSHIP: You MUST contact NAfME and EMAIL or FAX the Registration Manager, Barbara Retzko (908.204.2582) verification of your renewed membership.
- Director Online Registration will close at midnight on November 19, 2019.

COMPONENTS TO BE MAILED BY THE SPONSORING DIRECTOR

1. STUDENT ENDORSEMENT/SIGNATURE PAGE
   One per student, complete with four authentic signatures.

2. TEACHER ESTIMATE FORM
   Print a PDF from your account on www.auditionforms.com.
   Attach a copy of the back of your current NAfME membership card through December 30, 2019 or later.

3. FEES: ONE DIRECTOR’S CHECK PAYABLE TO “CJMEA”
   School or Director’s Checks ONLY - no cash, parent checks, or PO’s.
   There is a $25 re-filing fee per Director for all returned forms.

Please remind your students to bring a PHOTO ID to auditions.

Checks and Forms are sent to:  
Barbara Retzko, Registration Manager  
Ridge High School  
South Finley Avenue  
Basking Ridge, NJ 07920  
CJMEARegionIIChorus@hotmail.com

Audition Chairperson (All Inquiries):  
Julianna LoBiondo, Chairperson  
jlobiondo@cjmea.org

DEADLINES:

STUDENT ONLINE APPLICATION          November 15, 2019 – midnight
DIRECTOR ONLINE REGISTRATION          November 19, 2019 – midnight
POSTMARKED MATERIALS                  November 20, 2019

(Student Applications, Check payable to CJMEA,  
Teacher Estimate Forms with a copy of the current NAfME card attached.)
VOICE PART CHANGE DEADLINE via EMAIL - November 25, 2019 – midnight

STUDENT REGISTRATION REQUIREMENTS:

- All eligible students in Grades 9, 10, 11 and 12 may audition for the CJMEA Chorus.
- Only the BEST-QUALIFIED students who have proven themselves to be of GOOD CHARACTER to their public/private school Choral Program should audition.
- Students may audition on ONE VOICE PART ONLY.
- Each school may send a MAXIMUM TOTAL of 35 sopranos/altos to audition. There is no limit to the number of Tenors/Basses you may send. Please keep in mind that these students should be of CJMEA Chorus quality.

<table>
<thead>
<tr>
<th>REHEARSAL DATES AND SITES</th>
<th>MIXED CHORUS &amp; TREBLE CHORUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17, 2020</td>
<td>9:00am-3:00pm – Rutgers-Mortensen Hall – THIS IS A SCHOOL DAY!</td>
</tr>
<tr>
<td>January 18, 2020</td>
<td>9:00am-1:00pm – Westfield HS</td>
</tr>
<tr>
<td>January 24, 2020</td>
<td>4:00pm-8:30pm – Monroe Twp HS</td>
</tr>
<tr>
<td>January 25, 2020</td>
<td>9:00am-1:00pm – Mandatory Dress Rehearsal – Monroe Twp HS</td>
</tr>
<tr>
<td>REHEARSAL SNOW DATE</td>
<td>Sunday January 19, 2020 9:00-1:00pm Location TBD</td>
</tr>
<tr>
<td>January 26, 2020</td>
<td>3:00pm CONCERT (Call Time 11am) – Monroe Twp HS</td>
</tr>
<tr>
<td>February 2, 2020</td>
<td>3:00pm CONCERT SNOW DATE – Monroe Twp HS</td>
</tr>
</tbody>
</table>

STUDENT ELIGIBILITY:

- All sponsoring teachers must be music educators and members of NAfME.
- Students in a school with a music program must be sponsored by the teacher of that student’s primary ensemble*. If no primary ensemble for that student exists (i.e. no string ensemble for string student auditioning for orchestra), it is up to the discretion of another music teacher in that school to sponsor the student.
- Students in schools without a music educator may be sponsored by a private music teacher as long as the teacher is a NAfME member and agrees to attend the auditions in their entirety. The status of the school’s music program may be verified by the CJMEA Executive Board. All decisions on eligibility in this category are under the discretion of CJMEA.
- Students in schools without a music teacher should first seek sponsorship from their hometown school. If the hometown school is unable to sponsor, the students may alternatively seek sponsorship from their private teacher.
- Sponsorship is defined as: signing the forms, acquiring appropriate signatures, confirming the student’s musical ability, the student’s standing in the program, and attending the auditions in their entirety.
- All decisions on eligibility are under the discretion of the CJMEA Executive Board.
- *For the purpose of this policy, primary ensemble would mean:
  1) For a string student auditioning for orchestra, an ensemble that includes strings
  2) For a student auditioning for band, an ensemble that includes winds or percussion
  3) For a student auditioning for chorus, an ensemble that includes choral performance
- Students auditioning for more than one group (Band, Choir, Orchestra) may be accepted into one instrumental and one choral group.
- Choral students who are also auditioning for Band or Orchestra must complete separate Band/Orchestra applications and have their instrumental teachers send them to the Band/Orchestra audition chairperson.
• All applications must have the proper signatures. If the school teacher agrees to allow another NAfME qualified music teacher to sign for the student, the student’s school teacher and administrator must still sign, thereby indicating their knowledge of this situation.
• STUDENT TEACHERS AND PARENTS ARE NOT ACCEPTABLE SUBSTITUTES.

STUDENT AUDITION INFORMATION PACKET:
• Please print out/distribute the Student Audition Information Packet in its entirety, which will include:
  ➢ Student Audition Information – Application Requirements.
  ➢ Audition Requirements – Scales, Solo, Quintet information.
  ➢ Online Registration Instructions
• Vocal Auditions must be memorized.

SILVER SWAN (Quintet) & THE ASH GROVE (Solo):
The Silver Swan recording is available for practice purposes. MP3 recordings are available on the CJMEA website.

DAY OF AUDITIONS, RESULTS, and DUTIES

DAY OF AUDITIONS:
• For security reasons and to protect the safety of every student auditioning, only those Directors who are involved with auditions will be allowed in any room related to the CJMEA REGION II CHORUS auditions.
• All parents/guardians are asked to wait for students in the cafeteria.
• Use of cell phones during the auditions is not permitted. **CELL PHONES ARE NOT PERMITTED IN ANY AUDITION ROOM.** Cell phones may be used in the cafeteria and outside the school building.
• Directors are expected to remain at the audition site for the entire day. Once registration has closed and we have checked that all students are out of the Warm-Up Room and that no singer is waiting on an Instrumental Line, a Committee member will announce that your room is finished and you will be free to leave.
• NO REFUNDS will be given to students who are registered and fail to audition for any reason.

ON-SITE REGISTRATION:
• On-site registration is permitted under the following conditions:
  o All forms must be completed including all required signatures.
  o The student must present a valid photo id.
  o The on-site registration fee is $50. Cash, Cashier’s Check, Money Order, School Check or Director’s Checks are accepted. NO PARENT CHECKS WILL BE ACCEPTED!
  o Please contact the Registration Manager (Barbara Retzko) regarding possible on-site student registrations prior to the day of auditions.
  o The sponsoring Director must be present at the 8 a.m. Director’s Meeting. The Director is required to fulfill all assigned duties and stay for the entire day until dismissed by the Audition Chairperson.
  o All on-site registration forms/fees must be presented to the Registration Manager during the 8 a.m. meeting. Audition times for the on-site registrants will be assigned at that time.
  o Only NAfME members in good standing, with a copy of a current NAfME card, may register students onsite.
  o On-site registrations will NOT be accepted from parents or students.
Students who are being registered on-site by their Director must sign in at the registration table after 9:00 a.m. and no later than 11 a.m. It is understood that the on-site registrants will receive the last audition times available and that a considerable wait to audition may occur.

Choral Directors may not register more than 35 combined sopranos/altos from their school, including pre-registration and on-site registration.

BLIND AUDITIONS and SCORE SHEETS:
- Audition Room Judges will not look at any student as they audition and score sheets will not be returned.

EXEMPTIONS:
- CJMEA Board of Director members and members of the Choral Procedures Committee are exempt from the list of Director Duties.
- Conductors, Audition Managers, Chorus and Registration Managers and Accompanists are exempt from additional duties.

DIRECTOR DUTIES:
- All Choral Directors sending students to the CJMEA REGION II CHORUS auditions must be present the entire day of auditions. A sign-in and sign-out sheet will verify attendance for the day. Failure to comply with this ruling will result in your accepted students being disqualified.
- Please email the Registration Manager (Barbara Retzko) (CJMEARegionIIChorus@hotmail.com) if you need to send a substitute to fulfill your director duty. The substitute must be a NAfME member and proof of that membership must be emailed or faxed to the Registration Manager BEFORE the day of auditions.
- In the case of an emergency, it is the Director’s responsibility to see that a qualified NAfME member is present at the 8:00 a.m. Director’s meeting and that the Registration Manager has prior knowledge of this situation (A “qualified” NAfME member is one who currently teaches the same area of specialization as the sponsoring teacher).
- If you have students accepted into either the MIXED CHORUS or TREBLE CHORUS, you have a second responsibility to assist with a rehearsal or at the performance. If you have students accepted into both ensembles, you serve two total duties; once at auditions and once upon student acceptance.
- On the day of auditions, teachers must sign for their second Director’s Duty in the event their students are accepted for participation. Your choices of second duties include:
  - Rehearsal assistant at ONE rehearsal for either MIXED or TREBLE choir.
  - Provide assistance for the entire day of the concert.
  - Serve as a host school for auditions or rehearsals.
- Directors who serve as Choral and/or Band/Orchestra Directors in their high school may choose to serve either the CJMEA Chorus or the CJMEA Band or Orchestra.
- One teacher may not sign applications and fulfill judging obligations for an entire district unless he/she is the only teacher in that district. YOU SIGN FOR THE STUDENTS YOU TEACH.
- Teachers failing to fulfill their responsibility to the 2020 MIXED CHORUS or TREBLE CHORUS will forfeit their student participation the following year.
AUDITION RESULTS:
- Each Choral Director will be able to download their students’ scores at www.auditionforms.com. Reviewing these scores with your students provides an excellent teaching opportunity by reinforcing strengths and discussing weaknesses of their audition.
- Full results of all auditioning students will be sent directly via email.
- In addition, results will be posted on the website: www.cjmea.org.

ACCEPTANCE:
- Selection to the Mixed Chorus and the Treble Chorus for Soprano and Alto will be made as follows: Membership will be chosen alternating acceptance into the Mixed Chorus first and the Treble Chorus second. By selecting the choirs this way we are able to balance the high quality, integrity and equality of both ensembles.
- Students may participate in both choral AND instrumental ensembles.
- Acceptance fee - $20 (CASH ONLY)… Due at first rehearsal.

ATTENDANCE POLICY FOR ACCEPTED STUDENTS:
- Students are expected to attend all rehearsals and concerts (please refer to rehearsal/concert dates).
- One EXCUSED absence will be permitted.
- Dress rehearsal is MANDATORY in order to perform on the concert.
- A student who misses a rehearsal may be subject to testing at the following rehearsal.
- Two missed rehearsals = expulsion from the ensemble.
- All activities involving the performance weekends, including sign-in and sign-out of rehearsals are a mandatory responsibility of these groups.
- An absence is defined as “missing any scheduled rehearsal or ANY PART THEREOF”.
- Failure to attend any concert will result in the loss of eligibility to audition the following year.

MANAGERS

<table>
<thead>
<tr>
<th>AUDITION CHAIRPERSON</th>
<th>REGISTRATION MANAGER</th>
<th>MIXED CHORUS MANAGERS</th>
<th>TREBLE CHORUS MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julianna Lobiondo</td>
<td>Barbara Retzko</td>
<td>Ms. Arielle Klein</td>
<td>Amy Six</td>
</tr>
<tr>
<td><a href="mailto:ilobiondo@cjmea.org">ilobiondo@cjmea.org</a></td>
<td>Ridge High School</td>
<td><a href="mailto:Arielle.Klein@monroe.k12.us">Arielle.Klein@monroe.k12.us</a></td>
<td><a href="mailto:AmySix6@gmail.com">AmySix6@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>South Finley Avenue</td>
<td>Mr. Adam Good</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Basking Ridge, NJ 07920</td>
<td><a href="mailto:Adam.Good@ebnet.org">Adam.Good@ebnet.org</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(908) 204-2585 x 230</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(908) 204-2582 FAX</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:CJMEARregionIIChorus@hotmail.com">CJMEARregionIIChorus@hotmail.com</a></td>
<td>MIXED CHORUS CONDUCTOR</td>
<td>TREBLE CHORUS CONDUCTOR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs. Jan Allen</td>
<td>Dr. Amy Voorhees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scotch Plains-Fanwood HS</td>
<td>Susquehanna University</td>
</tr>
</tbody>
</table>

WEATHER CANCELLATIONS/POSTPONEMENTS
- Any announcement concerning weather cancellations or postponements will be placed on the CJMEA website: www.cjmea.org.
FINAL NOTE – DIRECTORS… Please Read Carefully:

Once the Student Applications are received:

1. All applications are checked for signatures and they are matched to the information on the Teacher Estimate Form.
2. NAfME card memberships are validated.
3. Payment amounts are checked against the number of students per school. Director Checks Only.
4. Voice parts changes must meet the deadline date.

A Director’s Information Letter providing final reminders will be EMAILED.

Thank you for everything you do to prepare your students for the Region II Chorus auditions!

Julianna LoBiondo
Barbara Retzko