Region XIX Audition Policies and Procedures

August 2025 Version

General Information

1. At the Spring Region meeting, evaluate and reformat any rules for the following year and they will be binding for the entire year.
2. At the Spring Region meeting, determine audition dates and clinic/concert dates for the following year.

Elected Positions

1. JH Region Band Chairs
   - At the Spring Region meeting, evaluate and reformat any rules for the following year and they will be binding for the entire year.
   - At the Spring Region meeting, determine audition dates and clinic/concert dates for the following year
   - Zone alignments will be changed when the need arises.
   - At the May meeting, a list of proposed clinicians will be chosen. The JH/MS Coordinator will contact these clinicians in the order voted upon.
   - By-Laws and entry instructions will be available on the Region XIX website by the fall meeting date.
   - Compile all of the entries and organize the auditions, including arranging the judging panels.
   - Be sure that the host school provides a concession stand at the tryout
   - Arrange for the Region concert to be recorded and provide purchase options.
   - Purchase district patches, region patches, and region certificates for students.
   - Prepare and print programs for the Region Concert.
   - Stipends for Officers
     - The region JH/MS Coordinator is to be paid $500.
2. HS Region Band Chair
   - At the May meeting, a list of proposed clinicians will be chosen. The chairman will contact these clinicians in priority order based on availability.
   - By-Laws and entry instructions will be available on the Region XIX website by the fall meeting date.
   - Compile all of the entries and organize the auditions, including arranging the judging panels.
   - Pay extra tryout judges a stipend of $100.
   - Ensure that the host school provides a concession stand at the tryout.
   - Arrange for the Region concert to be recorded and sales of tapes and/or compact discs.
   - Purchase district patches, region patches, and region certificates for students.
   - Prepare and print programs for the Region Concert.
   - Compensate clinicians, arrange hotel accommodations and provide meals.
     - 6A Wind Ensemble- $2,000.00 plus expenses
     - 6A Symphonic Band- $1500.00 plus expenses
     - 5A Wind Symphony-$1500.00 plus expenses
     - Freshmen Winds- $1000.00 plus expenses
     - Jazz Ensemble-$750.00 plus expenses
   - Schools participating in Region Jazz will pay a school fee of $50
   - Pay the primary Audition Host, Clinic/Concert Host and Honor Band Contest Host $250.
   - Pay organizers $100, including a monitor organizer at auditions, if needed.
   - The region chairman is to be paid a stipend of $600

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Director/Active Member Sponsor Responsibilities

1. Attendance/Proxy: All directors from each school entering students, regardless of the number of participating students for the audition, must be present for all phases of each audition, on all days, or find a qualified replacement at their own expense. Exceptions are only school required activities. In the event of a school function, please send as many directors as possible to be at the Region or Area activity. Any director failing to fulfill a judging responsibility will be subject to the TMEA Grievance and Infraction procedure.
2. Fees: All directors must have payment submitted to the region chair no more than 4 weeks after the late entry deadline. Please understand that any changes after the regular entry deadline will incur a penalty of double the entry fee. Any director failing to fulfill their fee responsibility will be subject to the TMEA Grievance and Infraction procedure

Junior High School

Audition Entry Procedures Entry Procedures

- All Entries must be done using the TMEA online entry procedure.
- No limit on number of entries per school – 6 th graders may audition only if they are a member of a performing band made up of a majority of 7th and or 8th grade students.
- Students will not be allowed to audition on more than one instrument (i.e., alto sax and tenor sax). Students will be expected to audition on the instrument on which they are entered. No changes will be allowed.
- Entry deadline will be determined by the region chairman and will be 15 days before the tryout. All fees must be paid or supported by a school purchase order prior to the start of auditions.
    i. Form A: Region XIX Master Entry Form with director and principal signatures.
    ii. Printout of the TMEA online entry including the "Directors Statement of Responsibility," director's signature, a copy of their current TMEA membership card and a list of the students auditioning.
- Entry fees, checks should be made payable to Region XIX Junior High Bands Entry Fees Registration fee: $12 per student (includes region orchestra expenses).
    - Beltway Zone School Fee: $100 per school
    - Hartmann Zone School Fee: $0 per school.

The Audition Procedures

A. Audition
    a. Personnel Responsibilities
        i. The audition host will provide: concession stand, monitors, warm up area Stipends Associated with Auditions
        ii. Pay Audition Host $200.
        iii. Pay organizers $200, including a monitor organizer at auditions, if needed.
        iv. Pay extra tryout judges a stipend of $100.
B. Audition Procedures
    a. T.M.E.A. Audition Procedure and Guidelines will be followed except where variances are approved by T.M.E.A.
    b. All tryout days will have a starting time of 8:30am with meetings for students and directors beginning at 8:00am. Instructions will be given to both groups at these meetings, so arrival should be earlier

than 8:00am. Students who arrive late will not be allowed to audition. Late is defined as arriving after the section has been called from the waiting area (gym or cafeteria) to the audition room.

c. Students cannot leave the audition room until the last student in the room is finished. If a student leaves early, the monitor is to notify the judges. The scores should remain intact in case of an appeal regarding the situation. The student can be disqualified (omitted) in the system after tabulation.
d. Students should not wear band shirts, or any type of clothing that identifies them or their school. Students are instructed not to wear their name tags outside the audition room.
e. Each school is to have one chaperone for every 30 students brought to tryouts. This does not include directors who will be judging and cannot be supervising at the same time.
f. There should be 5 judges on every panel.
g. The amount of music that will be heard at the tryouts will be left to the discretion of the panels but must include at least 50% of each etude.
h. Percussion:
    i. The snare drum etude should be played with closed (buzz) rolls.
    ii. The snare drum used must be a concert snare drum and not a marching (field) drum. Concert snare will be defined as anything ranging from piccolo snare to the more standard 6”x14” snare drum. Students may use their own snare drum, or a drum provided by the host school.
    iii. The keyboard etude must be performed on a marimba or xylophone depending on the music selected for auditions. Students may use their own marimba or xylophone or a marimba/xylophone provided by the host school.
    iv. The timpani etude must be performed on the set provided by the host school and will be on a set of standardized sizes. These sizes will be selected prior to the Region Band Auditions and will be labeled on the music given. All timpani will be labeled on all music given to students. All pitches will be tuned by the judges or monitor before the audition stats so that students do not tune their own pitches. During the round when the percussionist performs the timpani etude, the 20-30 second warm-up time after every 5th person audition will be eliminated. Instead, each student will be allowed a 5 second warm-up on the provided timpani prior to performing the etude. The warmup will be limited to a roll on either drum.
i. The judges may not face or look at the students at any time during the audition process. Screens between judges and students will be used to ensure the anonymity of the contestants.
j. All conversations in the audition room must be conducted through the monitor except for general instructions. Judges should not have any conversation with any participants during the tryouts, including during any breaks taken before the conclusion of the tryout.
k. If a problem arises with a student needing more than a warning, the panel will dismiss the student from the audition and the contest chairman will come get the student for removal. The student currently performing during the disruption will be offered the opportunity to replay.
l. Students will audition in numerical order according to their assigned number. Round 1 will begin with “1” and proceed numerically until the last used number. Round 2 (woodwind and brass) will begin with the number ½ way though the numbers used and proceed numerically to the last number and then return to “1” and finish out in numerical order. Percussion will begin Round 2 with the number 1/3 of the way through the numbers used and Round 3 will begin with the

number 2/3 of the way through the numbers used and proceed numerically in the same way the woodwinds and brass proceed.

m. Woodwind and Brass students will perform 2 major scales and Etude #1 for Round 1. They will perform the chromatic scale and Etude #2 for Round 2.
n. Students may play one warm up note just prior to playing. The note they play must be the same as the first note of the scale or etude they are about to play. Students who realize they played an incorrect test note may play the corrected note without penalty. All students are allowed to warm up 30 seconds after every 5th person's audition with no restriction on what they are to play.
o. Students may have scale sheets in the audition room but must only use the provided (clean) scale sheet while performing. Monitors must check audition music written in scales (or fingerings). Personal scale pages must stay at the student's seat and not come with them to the audition chair.
p. Judging panels shall not disqualify a student for failing to perform any part of the tryout requirements. Judging panels may give zero credit for any portion of the tryout that does not follow the tryout requirement.
q. The point scale for judging will be as follows:

Woodwind and Brass:	Percussion:
2 Major Scales @25 = 50	2 Major Scales @20 = 40
Chromatic Scale = 50	Chromatic Scale = 20
2 Etudes @100 =200	3 Etudes @100 =300
Total =300	Total =360

r. No student may be eliminated or not be seated in an organization based on an arbitrary decision to reduce the published instrumentation.
s. The full list of results will be posted for all directors to see.
t. Tabulated audition results shall be available for inspection by directors one hour following the conclusion of the entire audition. At the end of this period, the results are subject to the TMEA Appeals Process.
u. When the number of students auditioning on an instrument is so large that they are divided into more than one group, the panel will hear the students in the first group play all rounds of the audition music. Then, they will hear each successive group play all rounds of the audition music before hearing the next group until all groups are finished.
v. Region Orchestra members will be selected from the region band auditions. The seats will be split evenly between the two zones. Students will be given part assignments instead of chair assignments, and their names will be listed alphabetically in the concert program.

C. Audition Music
   a. Music will be chosen from one of three sets of music (Set A, Set B, and Set C). The same set will not be used twice in any given three-year period. A rotation of the three sets will be used beginning with Set C (2011), Set A (2012), Set B (2013), ect...
   b. Major Scales (Concert Bb, Eb, Ab, Db, F, C, G)
      1. For Region Band auditions, students will play 2 of the 7 major scales.
      2. Students should play only the octaves printed on the auditions page.

3. A student who plays only one octave on a scale intended to be played 2 octaves may receive less than full credit at the discretion of the judges.
4. Ascending and descending in standard scale rhythm, tempo markings of quarter note = 96+.
5. Scales should be tongued up and slurred down on all instruments except percussion.
6. Each audition room will have (1) clean scale on audition stands for student use. Students must use the clean scale sheet for their scale portion of the auditions.

c. Chromatic Scale
   i. Students should play the 2 octaves specified for their instrument on the Region XIX scale sheets.
   ii. Ascending and descending in even 8th notes, tempo marking of quarter note =96
   iii. Hold the top note of the scale, then re-articulate the top note when starting the descending portion of the scale.
   iv. Slurred on all instruments except trombone and percussion.
   v. The chromatic scale will be the last scale on the provided scale sheet.

d. Etude Requirements
   1. Woodwinds and brass music will include one slow etude and one fast etude.
   2. Percussion music will include one snare, one mallet, and one timpani etude.
   3. Tryout music will have approximately metronome markings. Slow etudes will indicate a tempo range and fast etudes will indicate either a tempo range or a suggested tempo with a plus sign (i.e. 120+).
   4. The etudes will have contrasting meters and key-signatures.
   5. Etudes must have a key signature represented on our All-Region Scale Page.
   6. Students will be allowed to use their own music during tryouts. Students shall play from original music. Please be aware of copyright laws.
   7. Tryout music must not be given to students until the date decided each year at the Spring Region Meeting.
   8. If the region votes to revise tryout music, a committee of at least 5 directors will be selected to choose and approve the music.

Clinic/Concert

D. Rehearsal time for the clinic and concert will be set at the discretion of the chairperson.
E. A school with students involved in the region activities must have the director or assistant director present as long as their students are on rehearsal premises unless an approved proxy is onsite.
F. Students are expected to attend all rehearsals and the concert for the full duration of these functions. If a student misses, leaves early, or arrives late to any of these functions for any reason other than an extreme emergency, he/she will be subject to dismissal from the Region Band and will not receive a region patch. Students who are dismissed will be replaced with alternates, if possible. Students must have made All-District to qualify as an alternate for All-Region.
G. Where conflicts and emergencies arise, a committee of 3 directors including the Region Band Chairman (or Vice Chairman), the student's director, and one director not from the same school will decide on the proper action.
H. Organizers for each group will be selected at the Fall meeting. Organizer duties are as follows:
   a. Communicate with the clinician to choose and order music for the group.

b. On the tryout day, provide a folder and name card for each member.
    i. Each folder should include an instructional letter to students and a copy of the music.
    ii. Percussion folders would include a part assignment so that each student plays a variety of instruments
    iii. Flute folders should include piccolo parts if available.
    iv. Work with the Clinic and Concert Site host directors to set up chairs, sands and provide necessary equipment for rehearsal and concert (percussion equipment, tuner, ect...)
    v. All music will be purchased by the organizer's school and will become property of that school.
    vi. Assist with clinician at the clinic/concert
    vii. Work with your percussion coordinator to make sure percussion needs are taken care of.
    viii. Take attendance after breaks. Let chairman know when/if alternates need to be called.

I. Stipends/Honorariums Associated with the Clinic/Concert
    i. Pay clinicians a fee of $750 plus expenses.
    ii. Pay concert host $200
    iii. Pay band organizers $200
    iv. Hire percussion coordinators and pay that person $200 (per band) for assisting with the clinic and concert.
    v. Hire a wind coordinator for each Region Orchestra, pay is $200.
    vi. Hire a percussion coordinator for each Region Orchestra, pay is $200.

Beltway Zone

Instrumentation or Voicing for Each Ensemble

	Symphonic	Concert	2C Concert	District	Total
Flute	12	12	8	12	44
Oboe	3	3	2	3	11
Bassoon	4	4	2	4	14
Bb Clarinet	12	12	8	12	44
Bass Clarinet	4	4	2	4	14
Alto Sax	6	6	4	6	22
Tenor Sax	2	2	1	2	7
Baritone Sax	2	2	1	2	7
Cornet/Trumpet	12	12	8	12	44
French Horn	8	8	5	8	29
Trombone	8	8	5	8	29
Baritone/Euph	5	5	3	5	18
Tuba	5	5	4	5	19
Percussion	7	7	7	7	28
Total	**90**	**90**	**60**	**90**	**330**

Hartmann Zone

Instrumentation or Voicing for each Ensemble

Instrument	Wind Symphony	Symphonic Winds	District only	District Total
Flute	12	12	12	36
Oboe	3	3	3	9
Bassoon	3	3	3	9
Bb Clarinet	12	12	12	36
Bass Clarinet	4	4	4	12
Contrabass Clarinet	1	1	1	3
Alto Saxophone	6	6	6	18
Tenor Saxophone	2	2	2	6
Baritone Saxophone	2	2	2	6
Cornet/Trumpet	12	12	12	36
French Horn	8	8	8	24
Trombone	8	8	8	24
Baritone/Euphonium	4	4	4	12
Tuba	6	6	6	18
Percussion	7	7	7	21
Total	90	90	90	270

a. Band Seating
   i. Two equal ability region bands will be seated.
   ii. Seating will take place by alternating the section results between the two bands. Even numbered chairs in one band, and odd number chairs in the other band.
   iii. The even number band will be called Symphonic Winds.
   iv. The odd number band will be called Wind Symphony. Audition Entry.

High School

Instrumentation or Voicing for each Ensemble

Region Auditions will seat four bands.

1. 6A Wind Ensemble- 92 total members selected from all auditioning students.
2. 6A Symphonic Band- 92 total members selected from all auditioning students.
3. 5A Wind Symphony- 92 total members selected from all auditioning students.
4. Freshmen Winds- 88 total members selected from the freshmen auditions.

	6A Wind Ensemble	**6A Symphonic Band**	**5A Wind Symphony**	**Freshmen Winds**	**6A District**
Instrument	# of chairs	# of chairs	# of chairs	# of chairs	
Piccolo	1	1	1	1	2
Flute	10	10	10	10	6
Eb Clarinet	1	1	1	0	1
Bb Clarinet	16	16	16	16	8
Bass Clarinet	4	4	4	4	2
Contra Clarinet	2	2	2	0	1
Oboe	3	3	3	3	1
English Horn	1	1	1	0	1
Bassoon	4	4	4	4	1
Alto Sax	4	4	4	4	4
Tenor Sax	2	2	2	2	2
Baritone Sax	2	2	2	2	2
Trumpet	10	10	10	10	9
Horn	8	8	8	8	6

Trombone	6	6	6	6	6
Bass Trombone	2	2	2	2	2
Euphonium	4	4	4	4	2
Tuba	4	4	4	4	4
Percussion	8	8	8	8	8
TOTAL	92	92	92	88	68

Audition Entry Procedures

1. All entries must be done using the TMEA online entry procedure.
2. Registration fee:
    - $20.00 per student (includes Region Orchestra expenses)
    - $350 Campus fee for 5A Campuses
3. No limit on number of entries per school.
4. Students will not be allowed to audition on more than one instrument with the exception of oboe and English horn (i.e. alto sax and tenor sax). Students will be expected to audition on the instrument on which they are entered. No changes will be allowed.
5. All contest deadlines will be 14 days prior to the day of the audition.
6. The late and final online entry deadline will be seven days prior to the day of the audition.
7. Correction to an existing student entry may be made between 13 and seven days prior to the contest without penalty, but a student entry added less than 14 but more than seven days prior to the contest will result in an additional 100% student late fee.
8. A Campus entry begun less than 14, but more than seven days prior to the contest, will be assessed a 50% additional campus fee charge and 100% student fee charge.
9. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process.
10. Directors will be allowed to add or change student entries the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed.
11. All fees must be paid or supported by a school purchase order prior to the start of auditions.
12. All entry forms and fees must be received by the chairman on or before the entry deadline.
    A. Form A: Region XIX Master Entry Form with director and principal signatures.
    B. Printout of the TMEA online entry including the “Director’s Statement of Responsibility,” director’s signature, a copy of their current TMEA membership card, and a list of the students.
    C. Entry fees. Checks should be payable to TMEA Region 19 HS Band. If a purchase order is sent instead of a check, it is the director’s responsibility to make sure the check is received by the region chairman at least 1 week prior to the audition date.

The Audition Procedure

a. Single instrument rule now applies to all auditions, Region, Area, and State. “A student auditioning on a wind instrument may use only one instrument in the audition for the duration of the audition process. The student shall not change instruments during the audition process.”
b. Student performance location- percussion change. “To enhance anonymity, all students, including percussion, will play from one designated location in the room as long as it is practical to do so. A chair and music stand will be provided at this designated location for the performing contestant. The student may stand or sit as long as they perform from the designated location in the room.”
c. Etude length change.
d. Minimum of 30 seconds in phase 1, minimum of 60 seconds in phase 2 (or any advancing audition.) “Phase one auditions will utilize three rounds with one (1) excerpt performed during each round. In each round, the student must play a minimum of 30 seconds of music based on the highest prescribed tempo markings for the etude. At the end of the audition, each student should have performed 3 excerpts.”

e. “All subsequent phases will utilize three rounds with one (1) excerpt performed during each round. In each round, the student must play a minimum of 60 seconds of music based on the highest prescribed tempo markings for the etude. At the end of the audition, each student should have performed 3 excerpts.”

Auditions will be conducted in four rounds/phases over multiple days.

- Freshmen only, 5A only, 6A round 1 & 2 depending on instrument

Certification Procedures

<u>Judging Process</u>

a) The judging panels should use the online entry process for tabulating results. The monitor and panel chair have the primary responsibility for ensuring accuracy on the judges’ forms.

b) Interpretations and discrepancies in the music often occur and judges should be open minded and sensible about possible printing and editing errors.

c) THE OFFICIAL NOTICE OF ERRATA OR SPECIAL PERFORMANCE PROBLEMS WITH THE MUSIC IS THE TMEA WEBSITE.

d) When using the computer program, Forms 1, 2, 3, and 4 should complete the judging process. The computer will drop the high/low scores and complete the rankings.

e) The Audition Chair shall have a tabulation area off limits to everyone except the staff and the panel chairs whose scores are being checked. Their job shall be to double check math and clerical accuracy of the results. They shall then prepare results for posting.

f) Results shall be posted with the following statement on each page: “Tabulated audition results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period, tabulated results are subject to the TMEA Appeals Process. This one-hour period should serve as a final period for directors (not students) to investigate any problems that might arise concerning results.

g) Posted results will list all students who audition according to rank order.

The audition will determine the District, Region, and Area chairs for winds and percussion on both the All-State Band and All-State Orchestra track.

All-State Recording Process

a. All-State Recording Process - We will utilize the same recording process and system for All-State Chair Placement. Please stress to your directors that a director/sponsor MUST be present in the recording room and that the student is only allowed to play one take of each etude in order as specified in the rules below.
    i. “It is at the director/member-sponsor’s discretion to hire a professional recording engineer. It is highly recommended that the highest level of microphones and recording equipment is used. Selection of a recording room should be done with care, taking into consideration resonance, ambient noise and sound isolation.”

ii. "The student can use a metronome between each selection to check the tempo, but not during the actual recording. Up to 10 minutes is allowed between each recording cut. A Student may use this time at their discretion. More time between tracks can be allowed if there are mechanical issues with the student's instrument or with the recording equipment."
iii. "It is required that the director/member-sponsor along with the student listen to the audio tracks immediately as the tracks are uploaded. This could be done in a separate room from the recording room. It is not necessary to listen to the entire track."
iv. "There will be a track per prescribed cut. The student will record ONE TIME ONLY the specific passages in the exact order decided by the State Band Chair. Do not announce the material performed on each track; just record the student performance."
v. "Tuning, metronomes, and instructions should not be recorded"
vi. Copyright/Recording - Do not distribute audio/video recordings of events under any circumstances
vii. Utilization of Excerpts from All-State Literature for All-State Seating Auditions: Students who receive an All-State seat on Saturday, January 10, 2026 will utilize excerpts from All-State literature and one prescribed etude to be recorded for All-State seating auditions. This material will include a limited number (2-4 minutes) of excerpts from the All-State band/orchestra literature and the area cut of one (1) of the prescribed TMEA etudes. Students will receive access to new material (as well as which area cut will be utilized) on January 11.
viii. The recording window for All-State seating auditions will be January 20-23, 2026. Auditions will be adjudicated on Saturday, January 24 with ensemble selection happening on Sunday, January 25.

Clinic/Concert

1. Rehearsal time for the clinic & concert will be set at the discretion of the chairman.
2. A school with students involved in region activities must have the director or assistant director present as long as their students are on rehearsal premises. Unless authorized by the region chairman, a violation of this rule will ban the students of that school from participating in the clinic & concert.
3. Students are expected to attend all rehearsals and the concert for the full duration of these functions. If a student misses, leaves early or arrives late to any of these functions for any reason other than extreme emergency or an approved school district conflict, he/she will be subject to dismissal from the Region Band and will not receive a Region patch or Region certificate. Students who are dismissed will be replaced with alternates, if possible. Students must have made District to qualify as an alternate for Region.
4. Where conflicts and emergencies arise, a committee of 3 directors including the Region Band Chairman, the student's director, and the Region President will decide on the appropriate course of action.

Organizer Duties
1. Organizers for each group will be selected at the August meeting.
2. Communicate with clinician to choose music for their group.
3. On the tryout day, provide a folder for each member and two alternates per section.
    A. Each folder should include an instructional letter to students and a copy of the music.
    B. Percussion folders should include part assignments so that each student plays a variety of instruments.
    C. Flute folders should include piccolo parts if available.
4. Work with Clinic & Concert site host director to set up chairs, stands, and provide necessary equipment for rehearsal and concert (percussion equipment, tuner, etc.).
5. The music purchased by Region XIX will become the property of the organizer's school.
6. Assist the clinician at the clinic/concert.
7. Work with your percussion coordinator to make sure percussion needs are taken care of.
8. Take attendance after breaks. Let the chairman know when/if alternates need to be called.