



### **Middle School Band Director Instructions**

Directors must complete the Director Application Form online and then print it out for a signature.

Students must complete the Student Application Form and **SUBMIT THEM ONLINE**. The online form will then direct students to print out their forms. The application endorsements must then be signed appropriately.

**Students should not submit applications online more than one time (for each audition).** Please have all pertinent information – instrument, director info, etc. – and a working printer connected to your computer before submitting an application.

*Both the Director Application and the Student Endorsements should be **SCANNED and E-MAILED** to the Audition Chair.* In addition, both the Director Application and the Student Endorsements accompanied by the appropriate audition fees should then be **MAILED** to the Audition Chair by Certified Mail in one package. Specific instructions will be available when you submit the Director Application online.

#### **ELIGIBILITY:**

1. Any Bergen County student in grades 7 or 8 who is a participating member of a middle school instrumental music department, and who is certified by his/her band director as a dependable individual of above average ability, is eligible to participate.

2. Instrumental teachers certifying their students for participation must be members of the sponsoring organization, **MUSIC EDUCATORS OF BERGEN COUNTY, INC.** for the current school year. Dues for the 2024 school year are \$10.00. Please include this amount as part of the payment on the school registration form.

#### **AUDITION FEES:**

To be included as a **SINGLE** check per school (**payable to MEBCI**) sent with the student applications and Director's Application:

\$10.00 PER STUDENT IF SCANNED, E-MAILED, and POSTMARKED BY October 2, 2024

\$15.00 PER STUDENT IF SCANNED, E-MAILED, and POSTMARKED BY October 8, 2024

Applications postmarked after October 8, 2024 will **NOT** be accepted

#### **AUDITION DATE AND SITE:**

Thursday, October 17, 2024 at Brookside School, Allendale

#### **RESPONSIBILITIES OF DIRECTORS:**

- All participating directors are required to serve as audition judges, or to provide a qualified substitute who has been **pre-approved** by the audition chair and festival coordinator at least **3 days PRIOR** to the audition date.. **An acceptable substitute must be a certified Teacher of Music who is currently employed in the state of New Jersey.**
- Your student(s) **will not** be able to audition if you do not serve. A substitute cannot be a sponsor for any other auditioning student(s) at the audition. If a student is not represented at the audition, he or she will not be allowed to audition.
- Please arrive **NO LATER THAN 4:00 PM** on October 17, 2024 at Brookside School, Allendale, NJ.
- If your students will be traveling by bus, please make arrangements for a chaperone other than yourself to travel with the students.
- Directors who have accepted students will also be asked to assist in at least one rehearsal.

Director Checklist:

- Student applications printed and signed
- Director application printed and signed
- All applications scanned
- Scan of applications emailed to audition coordinator
- Check payable to MEBCI for all audition fees and teacher dues
- All applications and fees mailed via certified mail to audition coordinator