



Middle School Choir 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 vocal music department, and who is certified by the choral director as a dependable individual of above average musical ability, is eligible to participate.
2. Choral 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:

Tuesday, October 15, 2024 at Eric S. Smith Middle School, Ramsey.

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 15, 2024 at Eric S. Smith Middle School, Ramsey
- If your students will be traveling by bus, please make arrangements for a chaperone other than yourself to travel with the students.
- Directors are asked to bring a C-C pitch pipe for use at auditions.
- Directors who have accepted students will also be required 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