

Missouri Choral Directors Association

***2023-2024***

District Choir  
&  
All-State Choir  
Coordinator Handbook

- Revised August 2023 -

## New for 2023-2024

- Protocols for the All-State Choir required forms have changed significantly.
  - New Pre-Audition Google Form for all students PRIOR to audition
  - The remainder of the forms are filled out only by those selected as members or alternates
    - Singer Information - Digital Submission
    - Code of Conduct - Digital Upload
    - Medical Form and attachments - Hard Copy mailed as before. Removal of notary and social security number.
- The participation fee for All-State Choir Members is now \$150.00 per student.
- The All-State Festival Choir (Summer MCDA) has been renamed the Missouri 11-12 Festival Choir
- Reminder from 22-23, all audition and rehearsal protocols have returned to pre-Covid standards. This includes music selection standards which are decided upon by each district. This also includes in-person attendance policies for All-District and All-State Choir auditions, rehearsals, and performances.
- Reminder from 22-23, the MCDA board added a layer of recognition to the All-State Choir in the name of Honorable Mention.

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## **District Choir and All-State Choir Contact Information**

**Kevin McBeth, MCDA President**

**Cell:** (314)402-4214

**E-Mail:** mcbeth.k@charter.net

**Janice Bradshaw, All-State Choir Coordinator**

62 W Thymewood PL

The Woodlands, TX 77382

**Cell:** (660) 537-0218

**E-Mail:** janice.bradshaw@sbcglobal.net

**Kip Mathew, District Choir Coordinator**

Harrisonville High School

**Cell:** (816)616-4440

**Office:** (816)380-3273 x6829

**E-Mail:** kip.mathew@harrisonvilleschools.org

**Sherry Printz, MCDA Treasurer (for all state monies only)**

1232 Cypress Court

Warrensburg, MO 64093

**Ryan Layton, MCDA Sight-Singing Bee Coordinator**

Blue Springs High School

**Cell:** (660)-202-7664

**E-Mail:** rlaytonsings@gmail.com

**MCDA Website:**  
[www.moacda.org](http://www.moacda.org)



# REQUIRED MSHSAA SANCTIONING

## *TO BE COMPLETED BY*

### *EACH DISTRICT AND STATE COORDINATOR*

### *NO LATER THAN AUGUST 31, 2023*

If you served as your district choir or all-state choir coordinator for the 2022-2023 school year, you should be set up in the MSHSAA system to complete your sanctioning online.

If you are a **NEW** district choir or all-state choir coordinator, you need to contact MSHSAA at (573) 875-4880 and speak with Jennifer Bethman, Administrative Assistant to James Melton. Jennifer will need to set you up with a login/password to the sanction area to submit your request.

You cannot complete this using the Music Festival Manager program that is used for district/state solo/ensemble/large group festivals.

1. [www.mshsaa.org](http://www.mshsaa.org)
2. Log in - upper right hand corner
3. Under Sanction Events, select Add New Event
4. Select Activity Sanction
5. Under Event Name:
  - District auditions* should title the event – **Example:**  
ALL-DISTRICT CHOIR AUDITIONS – ST. LOUIS METRO DISTRICT 8
  - State auditions* should title the event – **Example:**  
ALL-STATE CHOIR AUDITIONS – ST. LOUIS METRO DISTRICT 8
- \*Complete all information on the Event Information Page
- \*On the Event Details page select: HS and Competitive
- \*Enter the schools in your MMEA district.
6. Include the schools assigned to their respective MMEA districts. An excel document of the 2022 *Schools Registered For Music* will be e-mailed to all district coordinators in August by Kip Mathew (district coordinators) and Janice Bradshaw (state coordinators). The excel document will list the MSHSAA schools registered for music activities along with the county they reside in. You can sort the excel document by the county column to determine which schools are in your MMEA district. A list of MMEA districts by county will be provided as well.
7. Follow instructions to complete the process. MSHSAA only needs to sanction the auditions – not the performance/concert.

Please complete this process no later than August 31, 2023. **DISTRICT COORDINATORS:** Please notify Kip Mathew by email once you have completed your sanctioning request. **STATE COORDINATORS:** Please notify Janice Bradshaw by email once you have completed your sanctioning request.

# **District Choir**

## **Section 1**

**WHAT TO DO  
&  
WHEN TO DO IT**

## TIMELINE

- 1 year before auditions:
- Secure a clinician - send programs of previous years to give the director an idea of literature that your choirs have done. Don't be afraid to offer suggestions for [the amount of, and the type of successful literature and **be honest about the ability of the singers**. Literature that is too difficult or too easy does not make for a successful student experience.
  - Select audition/festival dates and sites.
- Summer before:
- Secure literature list and a tentative program order from the clinician.
  - Send list to your local music distributors:  
[www.jwpepper.com](http://www.jwpepper.com)  
[www.midwestsheetmusic.com](http://www.midwestsheetmusic.com) (formerly M-R Music)  
GET THIS LIST TO YOUR DIRECTORS ASAP!
  - Stay in contact with your clinician. Ask about instrumentalists required by the literature. Ask about preferred seating arrangement, especially for divisi sections. Discuss placement of piano for performance, etc. The more details you work out ahead of time, the less stressful your festival day will be.
- Two-Three months prior to auditions:
- Secure judges and contact the host school.
  - Keep a list of all judges contacted and their contact information. If the potential judge is not able to work on the district audition, one might go ahead and ask their availability for All-State auditions. Every little bit helps.
  - Suggestion: If you are coordinating the auditions, you may not want to host them as well. They require different responsibilities that can interfere with a smooth and successful audition day. You may wish to ask a school with a strong parent organization to host. This helps spread the work around and make other directors feel a part of the process.
  - Secure tabulators for tabulation room. **They should have no relationship to any of the students auditioning nor should they be related to any of the directors. You should use the same tabulation workers for the full day.**
- Start of school year:
- If possible, meet with directors to review procedures, festival literature list, dates, audition literature, distribute all forms, etc. It is much easier (and cheaper) to give all your forms at once; audition, festival, All-State. Assume that your directors KNOW NOTHING - so include everything.
  - Review the sight-reading recording (available at [www.moacda.org](http://www.moacda.org)) at your meeting. Remind them that materials are on the MCDA website.
  - Note: You may find it helpful to have the meeting at the host school. It helps new directors to know where they are going and to give students a better idea of what to expect. It will also allow you and the host director to set up your floor plan for audition rooms. (See ROOM NEEDS)
- Post meeting:
- Contact directors not at the meeting. It is their responsibility to get the materials from you. You did your job, and they must do theirs. **MOST PROBLEMS ARE CAUSED BY DIRECTORS NOT HAVING THE CORRECT INFORMATION OR NOT READING THE MATERIALS THEY RECEIVE.**

Two weeks before Auditions:

- Secure materials for auditions (name tags for numbers, markers, extra paper, box of manila folders, extra envelopes – plain & Manilla, staples and staplers, pencils, pens, tape, etc.)
- Run copies of forms for judges (see FORMS pg. 13).

One week before auditions:

- This should be your deadline for audition materials. You must give yourself enough time to assign numbers and set audition schedules.
- Reconfirm with your judges. Ask them to arrive early for a meeting to review procedures.
- Stay in close contact with your host school director to tie up loose ends.
- Organize all materials for auditions. Make sure the adjudicator forms are in separate envelopes or folders with sharpened pencils. It is helpful to have a list of audition numbers (no student names!) for each audition room so they can keep track of who has auditioned and who has not.
- **You will receive a Dropbox invitation containing the Sight-Singing materials from Bruce Dickerson one week prior to your scheduled audition date. The invitation will be sent to the email address you provided in July.**

Day of the auditions:

- Meet your host at the audition site one hour before the auditions start to set up rooms and double check materials. If using another school as your host site, give yourself ample time to meet with the host in order to insure rooms and equipment are ready.
- Meet with your judges and carefully go over procedures. Remind them that **CONSISTENCY** is the most important aspect of their job. Remind your judges that they are not to speak to the students – including pleasantries. Have students or parents on hand to take judges to their rooms.
- Identify the tabulation room (somewhere out of the way – a library works well) and have tabulators report in at the start of auditions. **Do not use students, teachers, or relatives of students as tabulators.**
- Have the person running registration be your “point person” – meaning that they know where you are at all times. It is critical for you to be accessible to handle questions and deal with the inevitable problems that will arise.
- Do not lock yourself into one job. You must be able to move freely and supervise. Check on your judges – work to speed up “slow” rooms. Keep an eye on the sight-reading rooms and have extra rooms ready if needed.
- **DO NOT PROMISE RESULTS THAT DAY!** Allow yourself (and possibly an impartial committee) a chance to evaluate the results and create a balanced ensemble. Double check names for accuracy.

Post auditions:

- E-Mail or FAX results to the participating schools. Give the list of All-District Choir members and their scores to the All-State Coordinator.
- Put together the program allowing your printer or copy center at least one week to produce the program.
- Within one week of your auditions, send the names, grade, school, & teacher information to Ryan Layton at rlaytonsings@gmail.com for the annual MCDA Sight-Singing Bee (see page 13).

(Continued on page 7)

- Post Auditions:
- Contact clinician with actual numbers of the choir and discuss rehearsal schedule. Double check the program order.
  - Double check participants' names for accuracy.
  - If lunch arrangements for the day are handled through the District Choir Coordinator, make sure those forms are in the hands of the teachers. Set a reasonable deadline so the lunches can be ordered in a timely manner.
  - Mail, fax, or email the rehearsal schedule to teachers.
- 1 week before Festival:
- Reconfirm with the HOST SCHOOL about the facilities.
  - Work with the All-State coordinator if All-State auditions are done on the day of the festival.
  - Confirm any instrumentalists that might be used and arrange the rehearsal time and space for them to work.
  - Confirm travel/lodging arrangements for the clinician.
- Day of the Festival:
- Prepare name tags ahead of time.
  - Teachers and students should register. In accordance with MSHSAA regulations, students must be accompanied by a certified staff member from their school building. **DO NOT ALLOW STUDENTS TO PARTICIPATE IF A TEACHER FROM THEIR BUILDING IS NOT PRESENT.**
  - A hospitality room is not required, but it is very nice for the teachers to have a place to be, outside of the rehearsal area to unwind.
  - Set up a teacher's meeting during the choir rehearsal. Make sure each teacher is aware of the time and place of the meeting.
  - The District Choir Coordinator should be on hand to see to any clinician needs, or if necessary, should designate another teacher to fill this role.
  - Be very firm about start times with students and teachers if leaving the rehearsal venue for lunch.
- Concert:
- Enlist a few teachers to pass out programs and be "door monitors."
  - Have a short welcome speech prepared.

# ADJUDICATION

## SOLO ADJUDICATION

Students are expected to sing at their assigned time. Exceptions to this must be approved in advance with the event coordinator.

It is recommended that judges be from outside the geographic area. However, it is understood that in some districts, the location of auditions makes securing judges from outside the district difficult. When securing in-district judges, please ask if they teach any private students auditioning for the choir. They should not judge their own students.

Once the judges have been secured, it is the District Choir Coordinator's job to confirm with them and send them the forms that they will be using. Keep a list of all judges contacted and their contact information. If the potential judge is not able to work on the district audition, one might go ahead and ask their availability for All-State auditions. If a judge is able to adjudicate for BOTH events, please make sure they judge a **different** voice part for All-State than they judged at District.

Send a copy of the solo adjudication form to the judges after they have accepted. Prepare a letter or e-mail for the solo judges thanking them for their participation, confirmation of the date/time/location, voice part they will be judging (if known), and their fee. Emphasize that they must be consistent in their judging. Solos should be 1 ½ to 2 minutes in length. There will not be a penalty for performances shorter than 1 ½ minutes. **Districts shall be allowed to determine the length of time for the student to perform the vocal solo for 1 to 2 minutes.** (Board Action August 25, 2007) This time limit must be agreed upon by district vote and clearly communicated to all directors and students prior to the audition date.

Each vocal part (SATB) will be heard in a separate room by three (3) judges. The auditionees will be placed behind a curtain, screen, or partition. If this is not possible, judges will sit with their backs to the auditionees.

► See page 16 for further scoring information.

## SIGHT-READING ADJUDICATION

In order to keep the sight-singing materials confidential and not confused with the already released examples, the district coordinators will receive a Dropbox invite from Bruce Dickerson **one week prior to their scheduled audition date.** **The invite will be sent to the e-mail address you provided in July.** On the day of the auditions, remember to **POST THE INSTRUCTIONS** (page 21) outside each sight-reading room.

Because of the objectivity of the sight-reading judges, it is perfectly acceptable to use in-district judges for the sight-reading rooms. Even district high school teachers may be used in overflow rooms as long as they don't judge their own students.

The easiest and toughest part about judging sight-reading is that it is either RIGHT or WRONG. There is no "fudge" factor. That makes the judging objective instead of the subjectiveness of the solo room. Because we are all teachers, the need to help sometimes clouds our judgment and we must not let that happen.

► In the key signature part, there are two points for each signature. It is either 2 or 0 points. Students do not receive one point for saying A when the signature is A flat.

► In the melodic and part-specific sight-reading it is either right or wrong. In the melodic sight-reading, the students have to stay with the given meter. If a student starts over, they will miss the entire exercise because their measures will be off. 2 points are awarded for each correct measure, one for melodic accuracy and one for rhythmic. **Also, in order to receive points, a student must SING, not speak or chant, during the melodic and part-specific portion of the sight-reading performance.** (Board approved Jan 2013)

► See page 16 for further scoring information.

**MAKE SURE THE TEACHERS PREPARE THEIR STUDENTS FOR THIS PART OF THE AUDITION!** Sample audition materials and actual sight-reading examples from previous years can be found online at [www.moacda.org](http://www.moacda.org). We strongly suggest you make this information available to your district teachers. Not all teachers may be aware of this website. It is in the student's best interest to come to auditions fully prepared for sight-reading.

Send a copy of the sight-reading adjudication form and the instructions to the judges after they have accepted. It gives them a chance to see the form and allows them to ask questions if needed.

### **MEETING THE JUDGES**

It is important for the District Choir Coordinator to meet with the judges prior to the start of the auditions – usually 30 minutes is sufficient, especially if the form and a letter have been sent to each. Re-emphasize to the solo judges that they must be consistent. It does not matter if their scores are similar. Ask them to not compare scores with the other judges in the room. **Remind your judges that they are not to speak to the student auditioning – including pleasantries.**

After reviewing adjudication procedures with the solo judges, the District Choir Coordinator can review with the sight-reading judges. Ask them to listen to the recording a few times so they are familiar with what they will be hearing. Also remind them about the objectivity of their adjudication. Go over the form again. It will save a lot of headaches if the sight-reading judges are on target. It is very important that the AUDITION NUMBERS are accurate from the sight-reading rooms. Since the students will most likely go out of order it is imperative that the judge is accurate with the audition number.

## **TABULATION**

**THERE SHOULD BE NO DISTRICT TEACHERS WITH AUDITIONING STUDENTS IN THE TABULATION ROOM. Even the DISTRICT CHOIR COORDINATOR should not be doing the tabulating.** It is strongly suggested that the tabulators be individuals not connected with the school system. **Do not use non-auditioning students, teachers, parents or relatives as tabulators.**

The judge's addition should be checked and recorded on the tally sheet. The checked audition tally sheet with three solo scores and one sight-reading score recorded should be double checked by a second person. If entered into a computer, a second person should check the entries for accuracy.

After all tabulation has been completed, the District Choir Coordinator and the District All-State Coordinator should create a balanced ensemble. A good formula is to find a "reasonable" break in the scores of the section with the fewest auditionees. The rest of the choir should be in balance with that section. Also, choose a choir that will fit in the festival venue!

## ROOM NEEDS

- |                         |  |
|-------------------------|--|
| Solo Rooms              | <ul style="list-style-type: none"><li>• You <b>SHOULD NOT</b> split the judging. This may cause unnecessary problems and a statistical nightmare. ALL sopranos should sing for the same set of judges however long it takes them to hear all the students. You may have to move to a Saturday, if your district has traditionally held their auditions on a weeknight. (Late nights are not conducive to successful auditions.)</li><li>• Make this process as successful for the <b>STUDENTS</b> as possible while keeping the judging equitable.</li><li>• Each vocal part (SATB) will be heard in a separate room by three (3) judges. The auditionees will be placed behind a curtain, screen, or partition. If this is not possible, judges will sit with their backs to the auditionees.</li></ul> |
| Eliminating time waste: | <ul style="list-style-type: none"><li>• Remind teachers to make sure that students are prepared with the correct literature and accompanist. Do not wait for a late accompanist, move to the next student and fit in latecomers as able.</li></ul>   |
| Room Monitors:          | <ul style="list-style-type: none"><li>• Well-prepared room monitors will help a great deal. It is suggested that adults be used as room monitors. Teachers from the host school looking for Career Ladder hours might be interested in this. It is important that the room monitor announces the student's voice part and number clearly to prevent confusion in the tabulation room from mislabeled forms.</li></ul>  |
| Setting up sessions:    | <ul style="list-style-type: none"><li>• You can reasonably expect to run through a maximum of 30 students per hour. Look at your audition numbers from the previous year as a point of reference. Most likely, your sopranos will have the greatest number of students auditioning. (I.e. if you had 118 sopranos last year, you should plan on at least four hours to accomplish the auditions this year.) Schedule sessions to allow breaks for the judges, and to give students a better idea of when they will audition.</li></ul>   |
| Sight-reading rooms:    | <ul style="list-style-type: none"><li>• Since sight-reading is either correct or incorrect, students can be judged in separate rooms.</li><li>• Prepare enough materials, including extra CD's and CD or mp3 players, for your rooms. Have the materials and facilities available to open extra rooms in each voice part to prevent a backup if necessary. These rooms may be judged by available directors (just send their students to another room) and may only be necessary for 15 minutes at a time throughout the day. Do not be concerned about numerical or time order in the sight-reading rooms.</li></ul>  |
| Blind Auditions:        | <ul style="list-style-type: none"><li>• Remind your directors that the auditions are blind (judges will not see nor speak to the students) and suggest that they prepare their students accordingly. This can be a strange situation for the first-time auditioning student if they are not aware of this. Also, remind your judges that they are not allowed to speak to the students, including pleasantries.</li></ul>  |
| Tabulation Room:        | <ul style="list-style-type: none"><li>• Set your tabulation room away from the main action, but not so far as to be inconvenient. Libraries serve well for this purpose.</li></ul>   |
| Courtesy Room:          | <ul style="list-style-type: none"><li>• A courtesy room with donuts and coffee is a great touch, giving directors and judges a place to relax. Don't forget your tabulation room workers. They need periodic breaks also.</li></ul>  |
| Help:                   | <ul style="list-style-type: none"><li>• Don't be afraid to ask your directors for help if you need it. If a procedural issue arises, follow the written guidelines. If needed consult the contact information located in the front cover of this handbook.</li></ul>   |



## VISUALLY IMPAIRED STUDENTS

Directors with a visually impaired student should contact their District Choir Coordinator no less than two weeks before the scheduled audition date. The District Choir Coordinator will then request visually impaired audition materials directly from the MCDA president.

## SIGHT-SINGING BEE

Ryan Layton is the coordinator of the MCDA Sight-Singing Bee. Each district choir coordinator will be contacted via e-mail in early September with information about the Sight-Singing Bee which is held at MMEA in January. You will be provided with the criteria for student selection as well as a template to complete with the required student information.

Coordinators should submit this information to Ryan Layton at rlaytonsings@gmail.com within one week of your auditions.

District coordinators are not to share names of eligible students or scoring information with students and/or teachers. The invitation to participate and all pertinent information will come directly from Ryan Layton.

## ADJUDICATION FORMS

The District Choir Coordinator will keep all adjudication sheets for a period of at least one year.

# **District Choir**

## **Section 2**

**FORMS:**

**REGISTRATION  
&  
ADJUDICATION**

# District Choir Forms

(Samples attached on following pages)

Audition registration form:

- Important information to include:
  - Complete director information!
  - Legibly written student names with space to include registration numbers.
  - Amount of money enclosed for students auditioning.
  - DEADLINE CLEARLY STATED!

Tally Cover Sheet:  
(page 17)

- This should probably be left white for cost efficiency. This sheet should be used as a cover sheet for each student score packet. All tally sheets should be attached in the tabulation room and filled in by the tabulators.

Solo Audition Forms:  
(page 18)

- Use a different color for each voice part, and also mark them Judge 1, Judge 2, or Judge 3 before duplication. If a judge forgets to sign a form, or an audition number gets left off, this will make it much easier to match the correct forms.

Sight Reading Forms:  
(page 19)

- As most districts do not use voice-specific sight-reading audition rooms it is suggested that you remind judges to CLEARLY mark the voice and audition number for each student.

Packets for directors:

- Audition Information
- Festival Information
- All-State Information and Forms
- Remind your directors about permission slips (pages 34-35) to audition for the Missouri All-State Choir. This is the one thing they usually forget and is one of the most important.

# MCDA District Choir

## Audition Scoring Procedures

### Solo Audition: 75 Points total

The solo component will be judged by three judges, using the following criteria:  
Intonation, Tone Quality, Rhythm and Note Accuracy, Diction, and Musical Effect.

For each criterion, the judge will give each student a score from 5-1 using the following scale:

5	Consistently demonstrates proper . . .
4	Frequently demonstrates proper . . .
3	Sometimes demonstrates proper . . .
2	Infrequently demonstrates proper . . .
1	Seldom demonstrates proper . . .

The scores will be totaled for a possible 25 points from each judge. Total score possible on this portion of the audition is 75 points.

### Key Identification and Sight-Reading: 24 points total

There will be two key signatures and two lines of sight-reading that will be scored as follows:

Key Identification = 4 points

Two Points possible for each correct key signature randomly selected by the judge — two signatures selected for a combined total of 4 points.

Sight-Reading = 20 points

Each measure will be worth 2 points (1 point for rhythmic accuracy and 1 point for pitch accuracy). Each line of sight-reading will be five measures long. Total for each line will be 10 points, with a total possible of 20 points for the sight-reading portion.

The first line, labeled Item 3, is melodic sight-reading. The second line, labeled Item 4, is part-specific sight-reading. **In order to receive points a student must SING, not speak or chant, during the melodic and part specific the sight-reading performance.** (Board approved, 2013)

ALL POINTS FROM ALL-DISTRICT AUDITION  
CARRY OVER TO THE ALL-STATE AUDITION

# MCDA

## District Choir / All State Choir Tally Sheet

Student Name:	Audition Number:
Grand Total Score:	Section:
School:	MCDA District:

### Solo Audition

Judge 1 \_\_\_\_\_  
Judge 2 \_\_\_\_\_  
Judge 3 \_\_\_\_\_  
KS/SR \_\_\_\_\_

District Choir Total \_\_\_\_\_

---

### Quartet Audition

Judge 1 \_\_\_\_\_  
Judge 2 \_\_\_\_\_  
Judge 3 \_\_\_\_\_

All-State Total \_\_\_\_\_

---

Grand Total Score \_\_\_\_\_

# MCDA District Choir Solo Audition

Audition Number: \_\_\_\_\_

Circle a score for each criterion listed based on the rating scale provided below. Please total scores at the bottom. Initial all corrections or erasures.

For each criterion, the adjudicator will give each student a score from 5-1 using the following scale:

5	Consistently demonstrates proper . . .
4	Frequently demonstrates proper . . .
3	Sometimes demonstrates proper . . .
2	Infrequently demonstrates proper . . .
1	Seldom demonstrates proper . . .

Tone Quality	5	4	3	2	1
Intonation	5	4	3	2	1
Rhythm & Note Accuracy	5	4	3	2	1
Diction	5	4	3	2	1
Musical Effect	5	4	3	2	1

**Total Points:** \_\_\_\_\_

Adjudicator's Signature: \_\_\_\_\_

Office use only				
Voice Part:	S	A	T	B
Judge Number:	1	2	3	

# MCDA District Choir

## Key Signature/Sight-Reading Score Sheet

Audition Number: \_\_\_\_\_

### Key Signature Identification

Randomly select two key signatures by number for the student to identify.

CD Cue: "Item one. Identify number \_\_\_\_\_" 5 second pause.

"Item two. Identify number \_\_\_\_\_" 5 second pause.

(2 points each)      1. \_\_\_\_\_ 2. \_\_\_\_\_      **Total** \_\_\_\_\_

.....  
*In order to receive points a student must sing, not speak or chant, during the melodic and part-specific sections of the sight-reading performance.*

### Melodic Sight-Reading

Each measure is worth two points: one point each for Pitch and Rhythm.

Please score each measure and total each line. Initial all corrections or erasures.

3.

	Measure 1	Measure 2	Measure 3	Measure 4	Measure 5	Total
Pitch						
Rhythm						

### Part Specific Sight-Reading

Each measure is worth two points: one point each for Pitch and Rhythm.

Please score each measure and total each line. Initial all corrections or erasures.

4.

	Measure 1	Measure 2	Measure 3	Measure 4	Measure 5	Total
Pitch						
Rhythm						

.....

**Grand Total** \_\_\_\_\_

## POST THE INSTRUCTIONS BELOW OUTSIDE OF EACH SIGHT-READING AUDITION ROOM

### All-District Auditions Key Signatures and Sight-Reading

#### Instructions for Singers

When you enter the audition room, stand in front of the music stand. The room monitor will announce your audition number. When your audition number is announced, the audition will begin.

Key Signatures      2 pts. each      (Total Points = 4)

#### *Item 1 and Item 2. Key Signature Identification*

You will have five seconds for each item. The recording will say “**item number one, key signature identification, please identify number \_\_\_\_.**” and the judge will give you a number. Find the number and corresponding key signature on the page on the music stand. Say aloud the Name of the Major Key represented by that key signature. The recording will then say “**item number two, please identify number \_\_\_\_.**” and the judge will give you the second number to identify. Say aloud the Name of the Major Key represented by that key signature.

Sight Reading:      2 pts. per measure, 1 for pitch and 1 for rhythm; 10 pts. per item.

Reading tempo for all scaled, chord progressions, beginning pitches and count-in is at Quarter Note = 66.

#### *Item 3. Melodic Sight-Reading*

The recording will say “**item number three, Melodic Sight-Reading.**” You will hear a one-octave ascending and descending major scale, the starting pitch and then the “**You will now have twenty seconds to study and/or rehearse aloud the score.**” After twenty seconds you will hear a chord progression (I-IV-I-V-I). The beginning pitch of the line will then be played and you will hear a count-in such as “**one, two ready sing**” or “**one, ready, sing,**” Sing the line using any syllables or numbers that you choose.

#### *Item 4. Part-Specific Sight Reading*

The recording will say “**item number four, Part-Specific Sight-Reading.**” You will hear a one-octave ascending and descending major scale. The beginning pitch for each part will be played from the lowest pitch to the highest followed by the words “**You have twenty seconds to study and/or rehearse aloud the score.**” After twenty seconds you will hear a chord progression (I-IV-I-V-I). The beginning pitch for each part will then be played a second time from the lowest pitch to the highest, and you will hear a count-in such as “**one, two, ready, sing,**” or “**one, ready, sing.**” Sing your part using any syllables or numbers that you choose while the tape plays the other three parts of the piece.

“Thank you for participating.”



# **All-State Choir**

## **Section 1**

# **REGULATIONS & GUIDELINES**

## Missouri All-State Choir Audition and Selection Procedures/Regulations

Pages 22-24 should be distributed to every high school teacher  
in the district prior to the start of the school year.

- Missouri State High School Activities Association regulations shall prevail at all times.
- MMEA authorization and regulation shall supersede any affiliate organization's regulation.
- If an MCDA District, a specific school, or an individual student does not follow these guidelines, that district, school, or student may be sanctioned by the MSHSAA.
- The fee for the student auditioning for the Missouri All-State Choir varies by district.

### Audition Eligibility

- Students who attend schools that are members of the MSHSAA are eligible to participate in All-State organizations with their director's and principal's approval, who shall certify the student's eligibility.
- No student shall be penalized for selecting participation in one All-State ensemble over another.
- Membership in the Missouri All-State Choir is open to students who are high school juniors or seniors as of the beginning of that school year.
- A student auditioning for an All-District/All-State performing ensemble must be a member of the corresponding high school ensemble at their school. Thus, a student auditioning for the All-District/ All-State Choir is required to be a member of their high school choir, if one exists. If a school does not have a high school choir, students from that school may still audition for All-District/All-State Choir if sponsored by a certified music instructor from that school.\*
- A student must be a member of an All-District Choir, as well as be on time and in attendance for the entirety of all rehearsals and performances\* in order to audition for the All-State Choir.
- Each auditionee will be evaluated on tone quality, vocal technique and individual musicianship on the basis of part-singing, sight-reading, and solo singing. The evaluation forms will be the same throughout the state.
- Each district will select 16 singers with the exception of the Kansas City Metro and South Central Districts, who will select 24 singers from their districts. Each district will select two alternates for each voice part.
- Students selected for the Missouri All-State Choir, including alternates, will attend a minimum of eight (8) hours of pre All-State rehearsals to be eligible for All-State participation. Students must be on time and in attendance for the entirety of all rehearsals, District and State. Failure to do so will result in disciplinary measures, up to and including dismissal from the All-State Choir.\*

\* Approved by MCDA Board 2012

### Audition Procedures

- The use of illegally photocopied music by an auditionee during any portion of the All-District/ All-State audition process will result in disqualification of that auditionee.
- A certified staff member of the school must be present at the All-State auditions or students will not be allowed to audition.
- Students must audition on the same voice part for both All-District and All-State Choirs.
- Missouri All-State Choir auditions will be blind auditions. Each vocal part (SATB) will be heard in a separate room by three (3) judges. The auditionees will be placed behind a curtain, screen, or partition. If this is not possible, judges will sit with their backs to the auditionees. This applies to any element of the All-District audition that is to be used to determine the Missouri All-State Choir score.
- Under no circumstance will a judge speak to the auditionee, nor will an auditionee speak to any judge. All communication must be made through the room monitor.
- Missouri All-State judges must not be associated with auditioning students. At least 3 judges per part should be selected from outside the MCDA District.

Tabulation of scores will be held in a closed room with a three (3) member panel of impartial judges, i.e. community business people or accountants. Any correction or change of a ballot must be initialed by the person making the change.

**IN THE EVENT OF A TIE DURING THE ALL-STATE AUDITION**, use the following procedure:

- First, compare sight-reading scores;
- If this does not break the tie, use the year in school: senior, first choice; junior, second choice;
- If this still does not break the tie, recall the students using the same judges. The recalled students will sing the All-State quartet piece OR perform the district audition sight-singing audition from a previous year (available on the MCDA website). The recall audition literature (quartet piece or sight-singing) will be left to the discretion of the district All-State Coordinator.
- All judges should remain on site until scores are tabulated. If a tie exists, those judges will be asked to stay to re-evaluate the callbacks.
- Student names, school names, and teacher names will not be revealed to the judges. Scores of performers will not be published or posted.

Districts should send only qualified singers to the Missouri All-State Choir. If there is a voice part deficiency in a given year, the district is not required to fill that particular section. The District All-State Coordinator will keep all ballots for a period of at least one year.

### Submission of Forms and Fees

#### **Prior to audition - ALL AUDITIONING STUDENTS**

- ALL STUDENTS must complete the Student Pre-Audition/Permission Digital Form PRIOR to the audition

#### **After the audition - ONLY SELECTED ALL-STATE STUDENTS AND ALTERNATES**

- All-Staters and alternates complete Missouri All State Choir Singer Digital Information Form with uploaded Code of Conduct. Completed no later than 10 days post audition date.
- All-Staters and alternates complete hardcopy Medical Permission Form, photocopy of a photo ID (Driver License or Student ID (front and back), and photo of Insurance card (front and back) by the due date specified in each district. These forms will be mailed as a group and postmarked no later than Jan. 2, 2024.
- Failure to submit these forms and fees as described may result in dismissal from the All-State Choir.

#### **Participation Fee of \$150.00 - ONLY SELECTED STUDENTS (not alternates)**

- All participation fees will be submitted to the District All-State Coordinator no later than November 14, 2023. Exception: In those districts who have not completed their auditions by November 14<sup>th</sup>, the fee shall be postmarked no later than 2 days after the completion of the all-state auditions.
- Each District will submit. One (1) district check for All-State Choir members' fees and alternates' t-shirts (\$10.00 each) to **Sherry Printz, MCDA Treasurer**, postmarked on or before DECEMBER 1. School purchase orders will not be accepted. In cases where there is a question that a school check might be issued after the deadline, it is recommended that a non-school check be sent and an application be made for reimbursement by the school district. (Teachers should talk to their finance secretary, or equivalent, well in advance of the auditions to find out the best way to proceed.)
- **All monies should be sent to: Sherry Printz, MCDA Treasurer**

**FAILURE TO SUBMIT THE FORMS AND FEES AS DESCRIBED WILL RESULT IN A PENALTY OF \$25 PER DAY PAST THE POSTMARK OR SUBMISSION DEADLINE. NO STUDENT FROM THAT DISTRICT WILL BE PERMITTED TO REGISTER AT TAN-TAR-A CONFERENCE CENTER UNTIL THE FINE HAS BEEN PAID.**

## **MSHSAA/MMEA All-STATE ELIGIBILITY GUIDELINES**

- Missouri State High School Activities Association regulations shall prevail at all times.
- MMEA authorization and regulations shall supersede any affiliate organization's regulations.
- Students auditioning must be accompanied and supervised by a member of the school faculty or administration as set forth in MSHSAA By-Law 1.3.1.
- All students of member schools of the Missouri State High School Activities Association are eligible for participation with the approval of the school's music director and principal, who shall certify the student's eligibility.
- Students will audition according to the procedures as set forth by each affiliate organization. A complete file of such procedures will be made available to the Missouri Music Educators Association Executive Board for approval annually. Such procedures must reach the Missouri Music Educators Association President's office before the May meeting of the Executive Board. Failure to do so may result in cancellation of authorization to that organization.
- No student may be penalized for selecting participation in one All-State group in preference to another. It is recommended that each group select alternates to cover emergencies.
- Students who violate regulations of All-State ensemble will not be certified to participate in any All-State ensemble during the following year.

## **INTERPRETATION OF BY-LAW 103**

MSHSAA By-Law 103 states that "No student, team, or activities group shall be permitted to participate in interscholastic events without being accompanied and supervised by a member of the school faculty or administrative staff." This means that a faculty member or administrator from each school district represented in the All-State groups must be present at registration for the All-State groups and on site at Tan-Tar-A Conference Center/Margaritaville Lake Resort or the immediate lake area during the entire MMEA conference. One faculty member or administrator from each school represented is the minimum requirement. Thus, one faculty member or administrator could serve as the supervisor for students from the same school in all four All-State group

## Honorable Mention Designation

In 2022-2023 the MCDA board added a layer of recognition to the All-State Choir in the name of Honorable Mention. The purpose of this addition is outlined below:

- Recognize and celebrate the success of more students who are successful in the All-State Audition
- Increase the number of students who are eligible to participate in the Missouri 11-12 Festival Choir at the summer MCDA conference
- Provide a state-level honor choir experience for more students

*The number of students each district is allotted to name as Honorable Mention is outlined below:*

<b>Central</b>	Up to 4 Honorable Mention students named per voice part. Not to exceed 10 qualified students per voice part. (the number 10 is the combined total of All-State/Alternate/Honorable Mention)
<b>East Central</b>	Up to 4 Honorable Mention students named per voice part. Not to exceed 10 qualified students per voice part. (the number 10 is the combined total of All-State/Alternate/Honorable Mention)
<b>KC Metro*</b>	Up to 6 Honorable Mention students named per voice part. Not to exceed 14 qualified students per voice part. (the number 14 is the combined total of All-State/Alternates/Honorable Mention)
<b>Northeast</b>	Up to 4 Honorable Mention students named per voice part. Not to exceed 10 qualified students per voice part. (the number 10 is the combined total of All-State/Alternate/Honorable Mention)
<b>Northwest</b>	Up to 4 Honorable Mention students named per voice part. Not to exceed 10 qualified students per voice part. (the number 10 is the combined total of All-State/Alternate/Honorable Mention)
<b>St. Louis Metro</b>	Up to 4 Honorable Mention students named per voice part. Not to exceed 10 qualified students per voice part. (the number 10 is the combined total of All-State/Alternate/Honorable Mention)
<b>St. Louis Suburban</b>	Up to 4 Honorable Mention students named per voice part. Not to exceed 10 qualified students per voice part. (the number 10 is the combined total of All-State/Alternate/Honorable Mention)
<b>South Central</b>	Up to 4 Honorable Mention students named per voice part. Not to exceed 10 qualified students per voice part. (the number 10 is the combined total of All-State/Alternate/Honorable Mention)
<b>Southeast</b>	Up to 4 Honorable Mention students named per voice part. Not to exceed 10 qualified students per voice part. (the number 10 is the combined total of All-State/Alternate/Honorable Mention)
<b>Southwest*</b>	Up to 6 Honorable Mention students named per voice part. Not to exceed 14 qualified students per voice part. (the number 14 is the combined total of All-State/Alternates/Honorable Mention)
<b>West Central</b>	Up to 4 Honorable Mention students named per voice part. Not to exceed 10 qualified students per voice part. (the number 10 is the combined total of All-State/Alternate/Honorable Mention)

### **Points of Emphasis:**

- The process of identifying the honorable mention students is a continuation of the All-State Choir selection process. There is not any additional audition. The final scores at the conclusion of the All-State choir audition process are the scores each district will use to determine 1) The All-State Choir and alternates 2) the Honorable Mention group
- If there are ties, etc. they are to be broken by the process outlined in the MCDA Handbook.
- It is up to the All-State Coordinator to review the scores and determine if your district will utilize all of the honorable mention slots you are allotted. Example: if your district does not have 4 additional tenors whose scores are high enough to warrant a Missouri 11-12 Festival Choir invitation, then it is at your discretion to name fewer than that number.

### **Notification of Singers:**

- Honorable mention students are to be notified at the same time and in the same way as the All-State Choir and Alternates are notified.
- It is critical that both the All-State Choir roster and Honorable Mention roster are alphabetical and not in a ranked order.
- Announce with clarity that the All-State Choir members, alternates and Honorable Mention students are eligible to participate in the Missouri 11-12 Festival Choir in Springfield, in conjunction with the MCDA Conference. Only members of the Missouri All-State Choir are invited to attend the MMEA conference. These are 2 different ensembles that meet at two different times.
- Students are able to participate in both ensembles if they desire to do so.
- All eligible students for the Missouri 11-12 Festival Choir and their directors will receive an email invitation and registration instructions from MCDA. This email will include schedule details, payment information, and additional pertinent information.

# All-State Choir

## Section 2

# FORMS

*All forms are available on the MCDA website:  
[www.moacda.org/ascforms](http://www.moacda.org/ascforms)*

# MCDA All-State Choir Quartet Audition

Audition Number: \_\_\_\_\_

Circle a score for each criterion listed based on the rating scale provided below. Please total scores at the bottom. Initial all corrections or erasures.

For each criterion, the adjudicator will give each student a score from 5-1 using the following scale:

5	Consistently demonstrates proper . . .
4	Frequently demonstrates proper . . .
3	Sometimes demonstrates proper . . .
2	Infrequently demonstrates proper . . .
1	Seldom demonstrates proper . . .

Tone Quality	5	4	3	2	1
Intonation	5	4	3	2	1
Rhythm & Note Accuracy	5	4	3	2	1
Diction	5	4	3	2	1
Musical Effect	5	4	3	2	1

Total Points: \_\_\_\_\_

Adjudicator's Signature: \_\_\_\_\_

Office use only				
Voice Part:	S	A	T	B
Judge Number:	1	2	3	





Dear Missouri All-State Choir Member:

Congratulations! You are now a member of one of our nation's finest All-State ensembles – the Missouri All-State Choir. We know your participation in this outstanding choir will be one of the highlights of your high school career.

The information below is pertinent to your responsibilities as a member of the Missouri All-State Choir.

The fee for each All-State Choir participant is \$150. This includes quad occupancy hotel room, t-shirt, 8x10 color photograph of the choir, and a first class honor choir opportunity with a renowned clinician. Meals, transportation, and music are the responsibility of each participant. You are not to charge anything (phone calls, room service, etc.) to your All-State room bill.

The All-State Choir repertoire may be purchased from the music company of your choice.

Acceptable rehearsal discipline is expected at all times.

Registration information will be forthcoming, and will occur on Wednesday of the MMEA Conference at Tan-Tar-A Conference Center. At this time we will give you your room key, name badge, and schedule. Roommate assignments will not be changed, so please do not request this. Your attire for the Saturday performance is your school's concert attire. Each singer is expected to bring his/her music along with a black folder and pencil. You are expected to have your own music as sharing music is not permitted.

If you have additional questions regarding the Missouri All-State Choir, please direct them to your high school choral director or to your District All-State Choir Coordinator. We are looking forward to meeting and working with you in January.

Sincerely,

A handwritten signature in black ink, which appears to read "Janice Bradshaw". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Janice Bradshaw, Coordinator, Missouri All-State Choir

## PRE-AUDITION GOOGLE FORM

ALL Students must complete digital Pre-Audition form PRIOR to auditioning for the All-State Choir. This is a google form will be distributed by the All-State Coordinator for each district. Each Coordinator is responsible for the sharing, collection, and accuracy of this information. The digital form asks the following questions:

- Student first and last name
- Voice part
- Grade
- Student Cell Number
- Student Email Address
- High School name
- Director's Name
- Director's email address
- Acknowledgment of the Audition Selection Permission Form and MSHSAA Guidelines (below) \*\*This form will require a digital signature from parent and student. The form will send an auto response back to the person who filled it out indicating they have completed the information and agree to the statements within.

### Audition Selection Permission Information and MSHSAA Guidelines

- *Missouri State High School Activities Association regulations shall prevail at all times.*
- *MMEA authorization and regulation shall supersede any affiliate organizations regulation.*
- *If an MCDA District, a specific school, or an individual student does not follow these guidelines, that district, school, or student may be sanctioned by the state organization.*

### ***Audition Eligibility***

*Students who attend schools that are members of the MSHSAA are eligible to participate in All-State organizations with their directors and their principal's approval, who shall certify the student's eligibility.*

*No student shall be penalized for selecting participation in one All-State ensemble over another.*

*Membership in the Missouri All-State Choir is open to students who are high school juniors or seniors as of the beginning of that school year.*

*A student auditioning for an All-District/All-State performing group must be a member of the corresponding high school ensemble at their school. Thus, a student auditioning for the All-District/ All-State Choir is required to be a member of their high school choir, if one exists. If a school does not have a high school choir, students from that school may still audition for All-District/All-State Choir if sponsored by a certified music instructor from that school.*

*A student must be a member of an All-District Choir as well as be on time and in attendance for the entirety of all rehearsals and performances in order to audition for the All-State Choir.*

*Each auditionee will be evaluated on tone quality, vocal technique and individual musicianship on the basis of part-singing, sight-reading, and solo singing. The evaluation forms will be the same throughout the state.*

*Each district will select 16 singers with the exception of the Kansas City Metro and South Central Districts, who will select 24 singers from their districts. Each district will select two alternates for each voice part.*

*Students selected for the Missouri All-State Choir, including alternates, must be on time and in attendance for the entirety of all rehearsals and performances, District and State. Failure to do so will result in disciplinary measures, up to and including dismissal from the All-State Choir.*

### ***Audition Procedures***

*The use of illegally photocopied music by an auditionee during any portion of the All-District/ All-State audition process will result in the disqualification of that auditionee.*

*A certified staff member of the school must be present at the All-State auditions or students will not be allowed to audition.*

*Students must audition on the same voice part for both All-District and All-State Choirs.*

*Missouri All-State Choir auditions will be blind auditions. The auditionees will be placed behind a curtain, screen or partition. If this is not possible, judges will sit with their backs to the auditionees. This applies to any element of the All-District audition.*

*Under no circumstance will a judge speak to the auditionee, nor will an auditionee speak to any judge. All communication must be through the room monitor.*

### ***Submission of Forms and Fees***

*Each Student selected for the All-State Choir will submit the following to their District All-State Coordinator by the due dates specified in that district.*

- *ALL STUDENTS must complete the Student Pre-Audition/Permission Digital Form PRIOR to the audition*
- *Missouri All State Choir Singer Digital Information Form and uploaded Code of Conduct Form.*
- *Hard Copy of Medical Permission form and the ID and insurance attachments*
- *A \$150.00 Participation Fee*
- *FAILURE TO SUBMIT THESE FORMS AND FEES AS DESCRIBED MAY RESULT IN DISMISSAL FROM THE ALL-STATE CHOIR.*

### ***All-State Rehearsals and Performances***

*Students selected for the Missouri All-State Choir, including alternates, must be on time and in attendance for the entirety of all rehearsals and performances in his or her district. Failure to do so will result in disciplinary measures, up to and including dismissal from the All-State Choir. Attending a rehearsal in another district will not be allowed. Each district must hold a minimum of eight hours of All-State rehearsal time, divided into no less than two rehearsals. Individual teachers and their All-State students will receive advance written notification of the pre-All-State rehearsal dates and times from the District All-State Coordinator. These dates should be selected at the first meeting with the teachers present. A follow-up communication stating the dates of the rehearsals will be sent to participating teachers and students. Final preparation of the All-State Choir members is the responsibility for the District All-State Coordinator.*

*A teacher, certified staff member, or administrator must be present at each pre-All-State rehearsal and at Tan-Tar-A Conference Center for the MMEA Conference.*

*Students selected for membership in the Missouri All-State Choir must be on time and in attendance for the entirety of all scheduled rehearsals and the performance at Tan-Tar-A Conference Center. Exceptions are a student's rehearsal or performance with their own school's performing group at the conference or a student's serious illness. In either case, the student should immediately make contact with the All-State Coordinator or their District Chaperone. Each singer is expected to bring his/her music to Tan-Tar-A Conference Center along with a black folder and pencil. The sharing of music is not allowed.*

*No individual student will leave Tan-Tar-A Conference Center/Margaritaville Lake Resort at any time without the permission of the All-State Choir Coordinator. Students will not be allowed to leave to participate in school activities at their own schools or other schools while at Tan-Tar-A Conference Center/Margaritaville Lake Resort. THERE WILL BE NO EXCEPTIONS TO THIS RULE.*

*In instances where an individual student does not meet these regulations, that student will be dismissed from the All-State Choir and excluded from participating in the All-State Choir auditions for the following year.*

**Appeal Process** – Dismissal of a participant under any circumstance may be appealed by completing the form located under the District/State tab at [www.moacda.org](http://www.moacda.org). The appeal must be submitted within 5 calendar days of the dismissal. Untimely appeals will not be considered. The appealing party may submit the basis for the appeal at that time. Participation in the All-State Choir is a privilege and not a right. Under no circumstance will the committee hold a hearing or accept additional submittals regarding the appeal. All appeals will be thoroughly reviewed and considered. The appealing party will be notified of the committee's decision within a reasonable time, and no later than 7 calendar days after submission. The committee's decision is final.

### **MSHSAA/MMEA All-STATE GUIDELINES**

- Missouri State High School Activities Association regulations shall prevail at all times.
- MMEA authorization and regulations shall supersede any affiliate organization's regulations.
- Students auditioning must be accompanied and supervised by a member of the school faculty or administration as set forth in MSHSAA By-Law 1.3.1.
- All students of member schools of the Missouri State High School Activities Association are eligible for participation with the approval of the school's music director and principal, who shall certify the student's eligibility.
- Students will audition according to the procedures as set forth by each affiliate organization. A complete file of such procedures will be made available to the Missouri Music Educators Association Executive Board for approval annually. Such procedures must reach the Missouri Music Educators Association President's office before the May meeting of the Executive Board. Failure to do so may result in cancellation of authorization to that organization.
- No student may be penalized for selecting participation in one All-State group in preference to another. It is recommended that each group select alternates to cover emergencies.
- Students who violate regulations of All-State ensemble will not be certified to participate in any All-State ensemble during the following year.

### **INTERPRETATION OF BY-LAW 103**

MSHSAA By-Law 103 states that "No student, team, or activities group shall be permitted to participate in interscholastic events without being accompanied and supervised by a member of the school faculty or administrative staff." This means that a faculty member or administrator from each school district represented in the All-State groups must be present at registration for the All-State groups and on site at Tan-Tar-A Conference Center/Margaritaville Lake Resort or the immediate lake area during the entire MMEA conference. One faculty member or administrator from each school represented is the minimum requirement. Thus, one faculty member or administrator could serve as the supervisor for students from the same school in all four All-State groups. A student's parent or a faculty member from a neighboring school district would not satisfy this requirement.

***In auditioning for the Missouri All-State Choir, I have read and understand and support all rules and regulations contained above. The dates for the MMEA Conference are January 24-27, 2024***

**Student and Parent Digital Signature Required.**

## POST AUDITION ENROLLMENT INFORMATION

After being named as an All-State member or alternate, each student will complete the 3 step enrollment process as outlined on [www.moacda.org](http://www.moacda.org)



Home Summer Conference Honor Choirs Leadership Awards & Recognitions Member Resources

### 2024 Missouri All-State Choir Forms

#### Step 1: Code of Conduct

- Click the link and open the Code of Conduct Form
- Fill out the form electronically (not the signatures)
- Print a hardcopy of the form
- Collect original signatures from: Student, Parent/guardian, Director, and Principal.
- You will upload the complete Code of Conduct in step 2.



Code of Conduct Form.pdf

#### Step 2: Singer Information

- It is highly suggested you complete this form with your director present. This form requires personal information from your director that you will not know without their help.
- Complete this form accurately. Very Important: Use correct capitalization. **Do NOT** type in ALL CAPS or all lowercase. Double-check accurate spelling.
- Upload your completed Code of Conduct form (form from step 1)
- Submit this form by the due date specified.



#### Step 3: Medical Form

- Click the link and open the Medical Form
- Fill out the form electronically
- Print the form
- Collect original signatures from your parent/guardian
- Photocopy your drivers licence/ID (front and back)
- Photocopy your health insurance card (front and back)
- Turn in hardcopies of Medical form, Drivers License, and Health Insurance card to your All-State Coordinator by the due date specified.



Medical Form.pdf

#### Missouri All-State Choir Singer Information Form

\* First Name

\* Middle Name

\* Last Name

Year in School



\* Student Cell Phone

\* Student Email Address

\* Student Street Address

\* Student City, State, Zip Code

\* Parent Email Address

Home Street Address (if different)

Home City, State, Zip Code (if different)

Years in any MO All-State Choir INCLUDING THIS YEAR



Are you a member of Tri-M Music Honor Society?



Next

# COORDINATOR RESPONSIBILITIES WITH DIGITAL AND PAPER FORMS

## PRE AUDITION Google FORM

### Each Coordinator will:

- Establish a protocol to distribute the google form prior to your auditions
- Ensure this google form is filled out by every student prior to their audition for the All-State Choir.
- After your Auditions, create an “Eligibility Tab” specific to your district. Eligibility TAB Sample below:
  - All-State positions should be alphabetically organized
  - The alternates are clearly designated in rank order
  - The honorable mention names should also be alphabetically organized to avoid revealing a ranked order.
  - Form should be color coded for each voice part

	A	B	C	D	E	F	G	H
1		Student Last Name	Student First Name	Student Cell Phone Number	Student email address (Non-school address is preferred since many districts block messages sent from outside domains.)	Parent email address	Director Name	Director email address
2	Soprano All-State							
3	Soprano All-State							
4	Soprano All-State							
5	Soprano All-State							
6	Soprano All-State Alternate 1							
7	Soprano All-State Alternate 2							
8	Soprano Honorable Mention							
9	Soprano Honorable Mention							
10	Soprano Honorable Mention							
11	Soprano Honorable Mention							

## POST AUDITION: Steps 1 and 2 SINGER INFORMATION AND CODE OF CONDUCT FORM [www.moacda.org](http://www.moacda.org)

### Each Coordinator will:

- Establish a process that ensures all All-State Students and Alternates complete Steps 1 and 2 no later than 10 days after your audition date. It is suggested you set your district’s “due date” prior to the 10 day mark to allow time to correct issues.
- **It is highly encouraged that directors assist their All-Staters/Alternates with the completion of this form.** Students will not have access to all of the information the form requires without help.
- Monitor your District’s Tab on the master spreadsheet. Mike Pierson will manage a master spreadsheet that you will be able to VIEW. Monitor your Tab to ensure your students are submitting.
- If information is incomplete, missing, inaccurate, etc. It is the responsibility of the coordinator to track down all of the information
- AFTER ALL students have submitted and you can see their information on your district’s master sheet, email [mpierson@moacda.org](mailto:mpierson@moacda.org) and Mike will share an editable spreadsheet with you.
- Ensure all of the information is complete, correct capitalization, spelling, etc.
- Ensure each student has a complete **CODE OF CONDUCT** uploaded with all signatures.
- The code of conduct on [www.moacda.org](http://www.moacda.org) allows you to type directly into the PDF prior to printing. Students will still need to print the form and gather original signatures prior to uploading it at the end of the Singer Information Form. Please use the form on the website.
- Organize your data (similar process to Pre-Audition form)
  - All-State positions should be alphabetically organized
  - The alternates are clearly designated in rank order
  - Voice Parts are to be color coded

YOUR TAB is to be completed **no later than 10 days after your All-State Audition date**. FAILURE TO COMPLETE THIS PROCESS AS DESCRIBED WILL RESULT IN A PENALTY OF \$25 PER DAY PAST THE SUBMISSION DEADLINE.

### POST AUDITION: Step 3 MEDICAL FORM and ATTACHMENTS

The Medical Form is submitted in hard copy format. It no longer contains the notary signature requirement or the social security number. It does require a photocopy of Insurance Card (both sides), and Driver License or Student ID ~~front and back~~. The new PDF also allows for you to type directly into the form. After you fill it out, it will need to be printed prior to obtaining the signatures.

#### Each coordinator will:

- Establish a process to collect the Medical Form and attachments
- Double Check for accuracy all medical forms including signatures.
- Ensure each medical form has a photocopy of the Insurance Card front and back and Driver License ~~front and back~~.
- Organize the forms. 1) Separate by voice part. 2) Alphabetical order within voice part
- Mail the organized and accurate Medical Permission form and ID and insurance attachments to the All-State Coordinator, Janice Bradshaw, as soon as possible, but **postmarked no later than Jan. 2, 2024**.
- Include a printed roster of the student's names, including alternates, voice part, grade, school, director, and t-shirt size accompanying the medical forms.

#### **Janice Bradshaw, All-State Choir Coordinator**

62 W Thymewood PL  
The Woodlands, TX 77382

FAILURE TO SUBMIT THE FORMS AS DESCRIBED WILL RESULT IN A PENALTY OF \$25 PER DAY PAST THE POSTMARK DEADLINE. NO STUDENT FROM THAT DISTRICT WILL BE PERMITTED TO REGISTER AT TAN-TAR-A CONFERENCE CENTER UNTIL THE FINE HAS BEEN PAID.

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### **PARTICIPATION FEE of \$150.00 per student**

#### **Each Coordinator will:**

- Ensure all participation fees will be submitted to the District All-State Coordinator no later than November 14, 2023. Exception: In those districts who have not completed their auditions by November 14<sup>th</sup>, the fee shall be postmarked no later than 2 days after the completion of the all-state auditions.
- Ensure that each District will submit. One (1) district check for All-State Choir members' fees and alternates' t-shirts (\$10.00 each) to **Sherry Printz, MCDA Treasurer**, postmarked on or before DECEMBER 1. School purchase orders will not be accepted. In cases where there is a question that a school check might be issued after the deadline, it is recommended that a non-school check be sent and an application be made for reimbursement by the school district. (Teachers should talk to their finance secretary, or equivalent, well in advance of the auditions to find out the best way to proceed.)
- **All monies should be sent to: Sherry Printz, MCDA Treasurer**

#### **Sherry Printz, MCDA Treasurer (for all state monies only)**

1232 Cypress Court  
Warrensburg, MO 64093

FAILURE TO SUBMIT THE FEES AS DESCRIBED WILL RESULT IN A PENALTY OF \$25 PER DAY PAST THE POSTMARK DEADLINE. NO STUDENT FROM THAT DISTRICT WILL BE PERMITTED TO REGISTER AT TAN-TAR-A CONFERENCE CENTER UNTIL THE FINE HAS BEEN PAID

### **All-State Choir Deadline Checklist:**

- \_\_\_\_\_ **Prior to Audition** – completion of the Pre-Audition/Permission Form by all students
- \_\_\_\_\_ **2 Days after auditions** – completion of the eligibility tab of the Student Pre-Audition/Permission Digital Form
- \_\_\_\_\_ **10 Days after auditions** – Transfer and organize the responses from the Missouri All State Choir Singer Digital Information Form and uploaded Code of Conduct Form.
- \_\_\_\_\_ **December 1** – All-State Member Fees & Alternate T-Shirt (postmark deadline). Ensure one check per district has been submitted to MCDA treasurer, Sherry Printz.
- \_\_\_\_\_ **January 2** - Medical Permission Form and Typed List (postmark deadline) mailed to Janice Bradshaw

**As the All-State Choir Coordinator for your district, it is your sole responsibility to see that all paperwork and monies related to the Missouri All-State Choir are placed in the mail and mailed on time.**

The administrative staff from your school *is not* responsible for any mailings, forms, or monies related to the Missouri All-State Choir.



## **MMEA ALL-STATE ENSEMBLES CODE OF CONDUCT**

**(SIGNATURES ARE REQUIRED ON THE BACK OF THIS PAGE)**

All rules and guidelines included in this Code of Conduct are in accordance with MSHSAA policies. It is understood by student participants, their parents or guardians, directors and principals that any infraction of this Code of Conduct constitutes grounds for the student's dismissal from All-State activities by that All-State ensemble's Coordinator and Board of the sponsoring association (MBA, MCDA, MoASTA, MOAJE). Any student dismissed from an All-State ensemble will not be permitted to return home on their own. Their parent or guardian will be called and will be expected to pick them up as soon as possible. It is further understood that any All-State participant dismissed because of infractions of this Code of Conduct will not be eligible for any all-State ensemble the following year.

1. Hotel rooms must be locked at all times. Each individual is responsible for his or her personal property and possessions (e.g. CD/MP3 players, iPods, instruments, jewelry, etc...). Balcony doors should also be locked.
2. Students must remain reasonably quiet at all times in the hotel. TVs, radios and CD/MP3 players must be played at low levels. No playing of instruments in rooms after 9:00 pm or at loud volume levels at any time will not be allowed.
3. Appropriate behavior is expected at all times. This includes following instructions from the Chaperones and speaking respectfully to all those in charge.
4. Room assignments and roommates may not be changed. This list has been prepared with care and reason.
5. Students will not be allowed to leave Tan-Tar-A Conference Center/Margaritaville Lake Resort for any reason at any time during the MMEA conference unless it has been approved by the ensemble's Coordinator and the Board of the sponsoring organization. Students will not be allowed to leave to participate in school activities at their own schools or other schools during the MMEA conference.
6. Students are not to charge anything (meals, phone calls, movies, room service, etc...) to any All-State room. After clearing their rooms on Saturday, they should turn their keys in to their ensemble Coordinator. Any damage to a room will be paid for by the students who are responsible, assigned to that room.
7. Students must be in their rooms by (and not leave after) room check, which is 11:00 pm, with lights out at 11:30 pm. If an All-State ensemble rehearsal or picture session lasts past 11:00 pm, room check will be 30 minutes after the rehearsal or picture session is finished. Being on balconies after curfew is considered being out of the room.
8. Boys are not allowed in girls' rooms, girls are not allowed in boys' rooms. If an exception has to be made, a Chaperone must be present.
9. Possession or use of alcoholic beverages or controlled substances will not be tolerated. Those students using prescribed medications from their physicians must inform their All-State ensemble Coordinator.
10. All-State participants must attend all scheduled rehearsals while at Tan-Tar-A Conference Center/Margaritaville Lake Resort. Allowable exceptions are: illness or a student's performance with his or her own school group at the MMEA conference. (Those students performing with their school's ensembles at MMEA will be excused from All-State rehearsal 1 hour before that performance and will be expected back 30 minutes after that performance.) In either case, it is the student's responsibility to inform a Chaperone and their All-State ensemble Coordinator.
11. Rehearsals begin on time. Students should arrive early with all necessary items (stand, instrument, pencil, music, etc...).
12. MSHSAA by-law 103 states that "No student, team or activities group shall be permitted to participate in interscholastic events without being accompanied and supervised by a member of the school faculty or administrative staff." This means that a faculty member or administrator from each school represented in the All-State ensembles must be present at registration for the All-State ensembles and on site at Tan-Tar-A or the immediate lake area during the entire MMEA conference. One faculty member or administrator could serve as the supervisor for students from the same school in all four All-State ensembles. A student's parent or faculty member from a neighboring school district would not satisfy the requirement.
13. Tan-Tar-A Conference Center, Margaritaville Lake Resort, MMEA, MBA, MCDA, MoASTA and MOAJE assume no responsibility for any damage or loss to any musical instruments or personal items during the MMEA Conference.

(CONTINUED ON BACK)

By signing this form, I acknowledge that I have read the form and agree to follow the guidelines in the MBA, MCDA, MoASTA and MOA-JE "Code of Conduct."

Student's name (print), year in school (9, 10, 11, 12)

Student signature \_\_\_\_\_

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Parent/Guardian's name (print)

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Parent/Guardian signature

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Parent/Guardian home address

City

State

Zip

Parent/Guardian home, work and/or emergency phone

Director's name (print)

Director's signature

Principal's name (print)

Principal's signature

School name (print)

( )  
School phone

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Faculty rep and contact number while at MMEA

This student is participating in the following All-State Ensemble:

Band	Choir	Jazz Band	Orchestra
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16
17	17	17	17
18	18	18	18
19	19	19	19
20	20	20	20
21	21	21	21
22	22	22	22
23	23	23	23
24	24	24	24
25	25	25	25
26	26	26	26
27	27	27	27
28	28	28	28
29	29	29	29
30	30	30	30
31	31	31	31
32	32	32	32
33	33	33	33
34	34	34	34
35	35	35	35
36	36	36	36
37	37	37	37
38	38	38	38
39	39	39	39
40	40	40	40
41	41	41	41
42	42	42	42
43	43	43	43
44	44	44	44
45	45	45	45
46	46	46	46
47	47	47	47
48	48	48	48
49	49	49	49
50	50	50	50
51	51	51	51
52	52	52	52
53	53	53	53
54	54	54	54
55	55	55	55
56	56	56	56
57	57	57	57
58	58	58	58
59	59	59	59
60	60	60	60
61	61	61	61
62	62	62	62
63	63	63	63
64	64	64	64
65	65	65	65
66	66	66	66
67	67	67	67
68	68	68	68
69	69	69	69
70	70	70	70
71	71	71	71
72	72	72	72
73	73	73	73
74	74	74	74
75	75	75	75
76	76	76	76
77	77	77	77
78	78	78	78
79	79	79	79
80	80	80	80
81	81	81	81
82	82	82	82
83	83	83	83
84	84	84	84
85	85	85	85
86	86	86	86
87	87	87	87
88	88	88	88
89	89	89	89
90	90	90	90
91	91	91	91
92	92	92	92
93	93	93	93
94	94	94	94
95	95	95	95
96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100

Instrument or voice part

How many times has this student been selected to the following Missouri All-State ensembles?

Band	Choir	Jazz Band	Orchestra
10	10	10	10
11	11	11	11
12	12	12	12

## MEDICAL PERMISSION FORM

To be submitted to the All-State Coordinator ASAP, but no later than January 2

The Missouri All-State Choir, Band, Jazz Band, Orchestra, and The Collective will be meeting at Tan-Tar-A Conference Center/Margaritaville Lake Resort, Osage Beach, Missouri the week of January 22, 2024 through January 27, 2024. The performer and their parents are responsible for all travel to and from Tan-Tar-A Conference Center.

\_\_\_\_\_ has my permission to attend rehearsals, etc. and the performance of the 2024 Missouri All-State Ensembles at Tan-Tar-A Conference Center/Margaritaville Lake Resort on the dates of January 24, 2024 through and including January 27, 2024.

I understand that MCDA, MMEA, MBA, MOSTA, and MOAJE assumes no liability by virtue of the above-named student's participation and attendance in the All-State organization at the MMEA Conference.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please PRINT legibly

**ALL-STATE MEDICAL FORM**  
COMPLETE IN BLACK OR BLUE INK

Please PRINT legibly

STUDENT NAME \_\_\_\_\_

GRADE IN SCHOOL \_\_\_\_\_ STUDENT PHONE (\_\_\_\_) \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ WORK PHONE (\_\_\_\_) \_\_\_\_\_

PARENT CELL PHONE (\_\_\_\_) \_\_\_\_\_ PARENT CELL PHONE (\_\_\_\_) \_\_\_\_\_

### EMERGENCY CONTACT

PRIMARY CONTACT \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

SECONDARY CONTACT \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

PHYSICIAN \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

INSURANCE COMPANY \_\_\_\_\_

GROUP# \_\_\_\_\_ IDENTIFICATION NUMBER \_\_\_\_\_

CONTINUED ON NEXT PAGE

Please list any medications the student is currently taking:

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Please list any allergic reaction(s) to any medications:

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If your student carries any self-administered medications (example: inhaler, epi-pen, etc.) please note them here:

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Please list below any medical information you feel we should know that will be helpful in case of an emergency:

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If my student, \_\_\_\_\_, should need medical attention while at the Tan-Tar-A Conference Center/Margaritaville Lake Resort attending the MMEA Conference, the person designated by the All-State affiliate has our permission to take our child to a doctor, hospital, or any other medical institution for necessary medical treatment.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT!!**

1. Please attach a photocopy of the student's driver's license or school identification
2. Please attach a photocopy of the front AND back of health insurance card

## Missouri All-State Audition Literature Rotation

Year of Audition	Year of All-State	Title of Piece	Composer	Edition
Fall of 2023	January of 2024	<i>O Sing Joyfully</i>	Batten	<a href="http://www.moacda.org">www.moacda.org</a>
Fall of 2024	January of 2025	<i>Exultate Justi</i>	Viadana	<a href="http://www.moacda.org">www.moacda.org</a>