

# Monthly Timeline For Teachers -- Sheboygan/West Bend District Auditions

## September

- Plan repertoire for students to learn, keeping district track and style requirements in mind. Determine theory level and plan when to teach theory concepts and aural skills.

## November

- Let the auditions committee know if you plan to send non-piano students to auditions.

## January

- Start informing parents of the upcoming registration deadline and collect fees for auditions.
- Plan for each student to have originals of their music for judging (and a second for playing if not playing memorized).

## February

- Register online at [ovation.wmta.net](http://ovation.wmta.net) (Log in with your MTNA ID # and password)
- Plan to register students for auditions several days to a week or more before the deadline. Using Ovation may take longer than you would expect. Email Beverly with any questions or problems.
- Plan to work the entire day of Auditions at Lakeland, typically 7:30 AM - 4 PM. If you cannot, you must find a substitute to work for you. Notify the auditions committee right away if you will send a sub.
- Look for the audition schedule email from the auditions committee. You will then be able to log in to Ovation and print a registration report to see your students' auditions times. Check to make sure the correct pieces are registered for each student.
- Give students and parents important information about Auditions rules, locations, and times

## March

- Give each student a small card with their auditions information (Name, Student Number, Performance Times and Rooms, and their Theory Level). and be sure that their music is ready to go (measures numbered, judge's and student's music is original, or if an online copy is used include a copyright form from WMTA).
- Prepare to bring a dish for the potluck luncheon on the day of Auditions.
- Look for an email with your volunteer duties and be prepared to fulfill them, or check in to make sure your sub knows where to go and what to do on Audition day. Read the job descriptions carefully if you will be doing a job that is new to you.
- If you do not have a MMTA name tag, contact the auditions committee before the day of Auditions to arrange a name tag for you to pick up at the registration table on Auditions day.

## Day of Auditions

- Remember to wear your MMTA name tag.
- Bring your luncheon items to the lunch room on the first floor of Old Main.
- You can collect your folder at the end of the day in the collating room, on the first floor of Old Main next to the lunch room. You will receive your student results and any awards earned. Louise is in charge of awards and can help if you have a question about points or awards.