

District Chairs Planning Timeline for WMTA District Auditions

May/June:

Set date and location for next year's audition, send information to the District State Chair. This information will be published in the July/August newsletter.

September:

Estimate number of Participation certificates, High School Award certificates, 22-point plaques and any bars that may be needed for the upcoming audition. Send these numbers to the District State Chair.

Certificates and awards can be picked up at the October state WMTA Conference during the District Chair meeting.

Award summary:

- The 22-point plaque is the first award.
- The 50 and 75-point bars will be attached to the 22-plaque.
- The next award will be a 100-point plaque in the shape of Wisconsin with the student's name on it (order after auditions). There will be spaces on this award for bars in 25-point increments.
- If student already has earned their 100, 200, or 300-point plaques they will continue with the old award series.
- 12 years of participation – trophy with name inscribed (order after auditions).
- 4 years of high school participation – medal with name inscribed (order after auditions).

October:

Confirm date with venue and determine if background checks are required by the venue. Remember the maximum allowed facility fee is \$750. Costs over \$750 must be approved by Finance Committee.

Be specific with the facility contact person in regard to rooms needed, desks, chairs, tables, etc.

Remember items like chairs for room monitors outside each site, check in table and chairs, trash cans near the area where food/refreshments will be served (if applicable).

Clarify what time you can get into the building to put up signs and prepare the rooms.

For the purposes of entering auditions, renewing members need to have paid their dues by October 15 and non-members need to have paid their \$200 non-member fee in advance of their district's audition deadline.

- New WMTA members who join after October 15th are allowed to enter students for auditions.
- New Members are those individuals who have not been a previous MTNA/WMTA member, and they need to have paid their dues by registering [here](#).
- Contact their District Chair in advance of their district's audition deadline.

November:

Reserve dates for tuning and campus food service if that's required. WMTA will only reimburse for judge's lunch costs. Any other food you wish to have for teachers, volunteers, students or parents needs to be covered by volunteers or your local association.

November/December:

Line up judges. WMTA will pay up to 400 miles maximum (round trip) for judges to travel to district, regional, or state auditions.

Judges are required to watch the judging video, *WMTA Judging Presentation 2023.mp4*, located on the WMTA shared drive.

Judges will be paid for the time they judge; including short breaks but not the lunch break; plus 30 minutes to cover the morning meeting. They are not paid to watch the video.

Registrations will be completed on the spreadsheet on the WMTA shared drive. You will be notified each year when the spreadsheet is available for use. Please remember updates are made yearly!

Out of District entries

- Before auditions

- The teacher requesting to enter student(s) in another district must contact the out of District Chair and ask if their student(s) may audition in their district
- If approved the teacher completes the registration form for the out of district
- The teacher informs the local District Chair of their student(s) auditioning out of district
- After auditions
 - The out of District Chair informs the teacher and local District Chair of results. This allows the local District Chair to add points and calculate awards earned
 - The local District Chair will report if the student(s) move onto Regionals or State auditions. Please note if duplicates entries occur for this student they will be caught at the next level.

January:

Request a liability insurance certificate for your event from MTNA. Use the *Insurance Certificate and Awards Ordering* link under the *Member Resources* tab. If any further coverage is needed, please contact the District State Chair.

Determine if your district will be completing theory tests on-line or in person. Notify the District State Chair of your district's plan so distribution of tests can happen in a timely manner.

Plan a preliminary list of teacher/volunteer positions for the day of auditions so sign ups can occur or be assigned.

Check your supplies from the past year for possible replacement or replenishing: pencils for judges, pencils for student theory tests if in person, name tags, scratch paper, tape for signs, printing of signs, folders for judges, etc.

REMINDER: KEEP ALL RECEIPTS for supplies, copies, and postage to submit on-line after your district's audition.

February:

Check for documents you should have on hand:

- List of important reminders for the judge's morning meeting.
- Job descriptions for helpers.
- *Wisconsin Music Teachers Association Contractor Form* for judges to fill in.

- Extra *Copyright Representation and Indemnification Agreement Form*.

As soon as possible after the entry deadline:

- Gather all teacher checks for student entry fees.
- Print out the *District/Regional/State Events Fee Summary Sheet* under the *Documents and Forms* under the *Members Resources* tab. Be sure to verify the amounts are correct.
- Stamp the checks “For deposit only”, submit an *Income and Expense Form* under the *Member Resources* tab.
- Mail the checks to the WMTA Treasurer’s address listed on the form.
- Create the schedule for audition day.
- Share the schedule with participating teachers. Be clear in making sure teachers tell their students where to go, when, and what to expect when they arrive for the event.

Last few weeks before your audition:

- Print theory tests, judge’s sheets, regional registration information, and participation certificates.
- Organize the judge’s folders: include the *Wisconsin Music Teachers Association Contractor Form* under the *Member Resources* tab and their schedule for the day.
- Print check-in lists if your site uses them, print room schedules.
- Print a master schedule for yourself!
- Prepare a folder/envelope for each teacher containing:
 - Participation certificates
 - Judge’s sheets
 - Theory tests
 - *Auditions Fee Summary Sheet: Vocal/Instrumental/Ensemble* under the *Member Resources* tab and/or
 - *Auditions Fee Summary Sheet: Regional/State Keyboard Events* under the *Member Resources* tab.

Week of the audition:

CONFIRM EVERYTHING! Judges’ arrival times, building open times, rooms to be unlocked time, lunch delivery time, volunteers/teachers’ arrival times, and then box up all your folders, signs, and materials to bring for the day.

Day of audition:

Name badges must be worn by all in attendance at audition events, it can be as simple as a WMTA sticker created by an address label. There is a template on the shared drive, *WMTA labels*.

Immediately after the auditions:

- Gather all the judges' *Wisconsin Music Teachers Association Contractor Form* and any receipts for their hotel and meals.
- Gather your own receipts for audition expenses. **DO NOT** forget you can be reimbursed for \$0.50/student as a small thank you for the number of hours spent organizing the event!
- Submit the expense reports for judges, venue, and your expenses.
- Only one (1) District Chair per district should submit an expense report. If your district has more than one (1) District Chair submitting an expense report please inform the State Treasurer ahead of time.
- Check over the points entered for students and then order awards. Use the *Awards and More* link under the *Member Resources* tab.
- Share your complete registration spreadsheet with students who are moving onto regionals highlighted to the Regional Keyboard Chair, State VIE Chair and the District State Chair.

After Regional:

Regional Keyboard Chair and State VIE Chair will send the points for students participating in these events. Check points earned by your district's students and order and distribute any additional awards earned.

After State:

State Keyboard Competition Chair will send the points earned by students participating in this event. Check points earned by your district's students and order and distribute any additional awards earned.

General information:

- Membership Due dates
 - For the purposes of entering auditions, renewing members need to have paid their dues by October 15 and non-members need to have paid their \$200 non-member fee in advance of their district's audition deadline. New WMTA members who join after October 15th are allowed to enter students for auditions. New Members are those individuals who have not been a previous MTNA/WMTA member, and they need to have paid their dues by registering [here](#) and contact their District Chair in advance of their district's audition deadline.
- ADA Accommodations Policy
 - The Americans with Disabilities Act (ADA) requires associations like MTNA & WMTA to make reasonable accommodations to the known physical or mental limitations of otherwise qualified disabled individuals. MTNA & WMTA are committed to compliance with the Americans with Disabilities Act in all of the association's programs and services. MTNA & WMTA will make every attempt to accommodate disabilities on an individual basis unless the accommodation would impose significant difficulty and undue hardship on operations or the association would incur substantial expense in doing so. Anyone who requests an accommodation must provide documentation of the disability, including a statement from a medical/health care professional, prior to commencing the programs or services.

If your student requires accommodations as specified in the Americans with Disabilities Act (ADA) all requests should be made to the local District Chair by November 1st of the year prior to the audition year even if the student chooses not to participate later. This will allow the local District Chair time to gather the documentation required and submit the request to the District Auditions Chair. The District Auditions Chair, local District Chair, and student's teacher will determine accommodations for the student prior to their audition.

- This policy is on the *District Auditions* tab under the *Student Competition and Auditions* tab.

- Audition Tracks
 - To determine the track and requirements for entries check out the *WMTA Events Flow Chart for Auditions* on the right-hand side of the WMTA website.
- Theory
 - There are practice tests, answer keys, and requirements for each track listed in the *Music Theory Test Information* tab on the right-hand side of the WMTA website.
- Indemnification form
 - If legally downloaded music is used, each piece must be accompanied by the *Copyright Representation and Indemnification Agreement Form* located under *Rules Common to all Tracks*: on the *Student Competition and Auditions* tab.
- Reimbursement rates
 - All reimbursement rates are listed on the *Fees and Reimbursement Rates for WMTA* under the *Member Resources* tab.
- Income/Expense reports
 - For information on income and expenses check out the file *Wisconsin Music Teachers Association Financial Information for District Chairs – 2024* on the shared drive.
 - The *Income and Expense Form* is found under the *Member Resources* tab.
- Background check
 - If your venue requires background checks, create a list of judges, teachers, and volunteers who will need the them. Check names on the *Background Check Spreadsheet* file on our shared google drive to check if the individuals already have a background check. Notify Rachel Fritz with names of individuals who will need the background check. Remember that background checks are valid for three (3) years!
- Liability Insurance Form
 - Request a liability insurance certificate for your event from MTNA. Use the *Insurance Certificate and Awards Ordering* under the *Member Resources* tab. If any further coverage is needed, please contact the District State Chair.
- Ordering awards
 - Use the *Awards and More* link under the *Member Resources* tab.

**THANK YOU FOR
ALL YOU DO!**