

MORNING/ALL DAY MONITORS MUST meet in the Auditorium by 8:15 AM.

AFTERNOON MONITORS MUST report directly to the Central Office by 12:00 PM.

**YOUR PARTICIPATION IS CRITICAL TO THE SUCCESS OF THESE AUDITIONS.**

**PLEASE BE PROMPT!**

**Your dress should be nice casual clothes. NO JEANS, T-SHIRTS, OR SIMILAR CLOTHING!!!**

### NOTES FOR MONITOR MEETING

- 1) Monitoring is a direct reflection on the McGavock band program.  
PLEASE be on your best behavior and address judges by "sir" or "ma'am."
- 2) Monitors DO NOT need to give out instructions or directions without the judge's consent.
- 3) Monitors DO NOT need to discuss or make any comments about how a student has played.
- 4) Make sure there is a screen in the room.  
Also, make sure there is a music stand in your room:
  - a) Percussion prepared - 3 stands
  - b) Percussion sight reading - 3 stands
  - c) Percussion fundamentals – 3 stands
  - d) Jazz Rhythm - 3 stands

If there is not a stand or screen see a director IMMEDIATELY.  
You can find Mr. Beckman, Mr. Havelly, Mr. Hazlett, or Mr. McMinn in the Central Office.
- 5) **DO NOT** take or allow anyone to take any furniture out of classrooms!!!
- 6) Monitors should either stand behind the student or stand behind the screen with the judges. DO NOT make any facial expressions or gestures after a student has played.
- 7) Report to your room by 9:00 AM.
- 8) DO NOT leave the room for ANY reason during the audition unless asked to by your judge.
- 9) Students should audition by numerical order. Monitors should take the number from the student. Exceptions should **only** be allowed if the student has a **red** registration sheet.
- 10) Take your lunch break at the same time as your judges.
- 11) **Always keep the door closed. Please do not leave the classroom unattended for any period of time.**
- 12) If you are only working part of the day do not leave until your relief has gone through the audition procedure with you for at least 15 minutes.
- 13) **When your room is finished:**
  - a) **Bring stand(s) and screen back to the band room**
  - b) **Bring any equipment back to the band room**
  - c) **Remove door sign and take the sign to Central Office**
  - d) **Straighten up your room and chairs and close the door**
  - e) **Check in with a director at the band room or in the Central Office.**
- 14) **DO NOT LEAVE UNTIL YOU HAVE CHECKED OUT WITH A DIRECTOR IN THE CENTRAL OFFICE!!!**

Thank you for spending a part of your day to help make this event run smoothly.

**Your consideration is greatly appreciated!!!**