

To: All Midstate Participating Directors
From: Randal Box
Re: Midstate Director Sign-In and Registration Procedures

In order to involve and make responsible those directors who have students auditioning for midstate, please be aware of the following procedures regarding Midstate auditions.

1. Directors must sign with Morris Stevens or Susan Waters. **If you do not sign-in your students will not be allowed to register and audition.** Director's sign-in will begin at 8:00. **Please remember that student registration does not begin until 8:50.**
2. Upon signing-in, notification will go from Morris and Susan to the various students' registration tables, informing those tables that students from your school may be assigned audition numbers.
3. If a director is not judging, they should have already signed up for a monitoring assignment or have been assigned a time slot. In either case monitors should be present at the beginning of the judges meeting and will be dismissed for a monitor specific meeting shortly after the beginning of the 8:00 AM Judges meeting.. Directors who sign in later in the morning will come to the Central Office and check in with either Morris Stevens or Susan Waters. Please be patient and understand that a monitor shift could be as short as 2 hours, or may be as long as 4 hours. Just remember, this day is for our students.
4. Directors will be allowed to register up until 12:00 noon, just like their students.

Here are some additional thoughts:

- If you forgot to register a student, you have the option of doing that at Hillwood on Saturday morning. The director paying a late registration fee of \$50.00 is the only person who can do this for that student. Another item is in regards to the Sr. H.S. Scale Barrier in addition to scoring at least an 18. Any student who refuses to perform a scale or scales will be dismissed from the tryouts. A reasonable attempt must be made on all scale work.
- If you and your students are traveling together, then this process should not pose a huge problem. You simply sign in and your students are free to register.
- If your students come at different times, as is often the case with Metro students, you will need to do a little organizing. It will be your call as to when you sign-in, but be aware that if a student arrives at Hillwood early in the morning, they will not be allowed to receive their audition number till you sign-in. It might be better if you went ahead and signed in during the morning hours. That way your students can register whenever they desire before the 12:00 cut off.
- Directors that have **school** conflicts in the morning should have registered their students on the website as late auditions. If this is the case then we will handle this as in the past. You should send a parent or a designee with a signed letter explaining the situation. That person can sign-in for you.
- If you are at the audition site and you have a conflict later in the day, then the above outlined process should work with the addition that your students should get the "colored" audition number, which will allow them to audition out of order. You should request those through the President by Monday of the week of auditions.
- If you would like to go ahead and "reserve" a monitoring assignment such as time of day, instrument room, etc. please get in touch with David Talbert at the following contact information:

Email – talberd1@k12tn.net Cookeville High School 931- 520-2166

I hope that this letter has been helpful. If you think of any situation that I have not addressed, please bring it to my attention. We want this to work smoothly and efficiently.

Thank you for your time and patience in this matter. Best of luck to your students.

See you at midstate!!

Randal Box, President