



### ATSSB Director Checklist

- Find out who your Region Coordinator is (<https://www.atssb.org/officers/>) in case you have questions for which you cannot find answers here or at Region meetings or online.
  
- As soon as possible, join ATSSB and TMEA. Download the ATSSB application off the website (<https://www.atssb.org/atssb-membership-application-form/>) and send it with \$50 (\$75 if after October 1) to the address on the application. You can type the information requested on your computer, then print it out (you cannot save the completed document, however). You can submit a school Purchase Order from which the school will be billed, have the school send a check with the application, send a personal check or money order, or join and pay online using a credit card (<https://www.atssb.org/atssb-membership-application-form/payments-to-atssb/>). You do not have to join PayPal to use a credit card to make your payment. Go to the TMEA website for information about joining TMEA ([www.tmea.org](http://www.tmea.org)).
  
- Attend your Region meetings (details on the TMEA website) and make sure you stay for the ATSSB meeting after the UIL and/or TMEA session so you can find out about (or perhaps vote on) region audition dates and sites, entry fees, region clinic/concert dates and sites, clinicians, perhaps even UIL judges. Be sure to let your wishes regarding all of these options known either by offering to host, offering to serve, or suggesting judges, etc., using the ATSSB Directory that shows which members are certified as TMAA judges.
  
- If you have students interested in Jazz Ensemble auditions, April is the time to order the audition materials and audition CD (<http://www.matteimusicervices.com/>). Do NOT pass out the music that is not for audition - that music is clearly marked as is the music NOT for audition (the music that is marked NOT for audition is for those directors who wish to use the music for their jazz ensembles; students who use the wrong audition music will have their audition scores lowered at region auditions (and their digital entries disqualified), so check this carefully. Be sure to read the procedures carefully (<https://www.atssb.org/auditions/>), especially regarding the recording of the State Jazz Audition Area Recording at the Region level (it is somewhat involved) to avoid disqualification. Make copies of the correct tracks from the jazz audition CD and be sure your student is practicing with these tracks only. The tracks are clearly labeled on the CD that comes with the audition music. It is also important that your student practices with the tracks so if he/she records for Area at region, they will be comfortable with the format.
  
- Collect all of the audition materials you will need (download scales and etude lists from the ATSSB website: <https://www.atssb.org/auditions/>), duplicate as needed, and distribute to your students as soon as you see them in the fall. Some directors give them to their students in May for practice material over the summer.
  
- If you have students entering the All-State Jazz Ensemble process, you should have already given them the audition materials which may be ordered online. Start a list of students who wish to audition, collecting entry fees (unless the school pays for this) as they sign up.
  
- ENTRIES ARE DONE BY COMPUTER THROUGH THE TMEA WEBSITE ([www.tmea.org](http://www.tmea.org)). After you log in, click on DIVISIONS, then BAND, then AUDITION ENTRY PROCESS. Read the directions, then click on LOGIN AS DIRECTOR in the upper left corner of the window. Read the instructions and click on the line that you WISH TO CONTINUE. Enter your TMEA number and then go to the audition you wish to enter students in. Make sure you have the entry forms required for your region auditions. These should include entry fee totals, school fee (if applicable), your judging preferences, and a list of students entering by name, instrument and grade. Some regions only allow one student per instrument, but some allow students to audition on multiple instruments so long as an entry fee is paid for each entry - check with your Region Coordinator. **Remember that all 1A, 2A and 3A students are entered in the ATSSB 3A Track for All-State and all other students and color instruments are entered into the ATSSB 4A Track unless you submit a Track Selection Form** (<https://www.atssb.org/files/execsec/Track.pdf>) showing a choice for the 4A or TMEA 5A or 6A Track or TMEA Jazz Track along with your region entries. This track selection cannot be changed after submission. Also remember that you must have a current ATSSB and TMEA membership number before entering students in auditions (your entry will be returned or disqualified without this information).

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- Mail entries on or before the deadline (get a receipt or use Certified Mail) with all forms completed and signed and entry fees enclosed or hand-deliver them by the deadline. Remember that penalties for late entries will be automatically applied, so do them early or be prepared for a penalty.
- Make travel plans well in advance of the audition, allowing plenty of time to arrive for registration and director meetings.
- Carefully read over the audition procedures listed in the current PAL Update (<https://www.atssb.org/auditions/>). Take the time to understand them so you can explain to your students how the process works. Should they then encounter anything unusual in auditions, they can immediately report the abnormality to the Region Audition Chair before starting the audition (i.e., students asked to play scales not required or octaves not listed, asked to play more of an etude than is required, judges talking among themselves or addressing the student during auditions, judges not using screens, etc.).
- If you are assigned to judge, do your best, then go immediately to the contest office and check over the results for your students, reporting abnormalities (if any) as soon as you discover them. Once you leave the audition site, you accept all results as final.
- Make travel and lodging plans (if needed) for the clinic/concert. Arrive early and stay for the entire clinic to help your students as needed. Read all information from the clinic host regarding arrival times, meals, rehearsal and concert dress requirements, rehearsal conduct expectations, etc., and convey this to your students. If you do not receive information in a timely manner, contact the Region Coordinator (or Clinic Host if known).
- If you have a student certified to Area, make immediate plans for travel, lodging, meals, etc., then secure the Area fee for each (to be mailed or taken to Area). In lieu of taking the fees to Area, some Regions collect the fees and/or pay the Area total in one check (check with your Region Coordinator for details). There are no forms required for Area auditions. Should you have students make All-State, you will receive an email from TMEA with a username and password with which your students can download the Medical Release (to be signed and notarized) and the Code of Conduct (to be signed) - both of which are required at Student Registration at state.
- If a student becomes ineligible or ill and will be unable to attend the region clinic or the Area auditions, you must immediately notify your Region Coordinator so the alternate can be called to take your student's place.
- If you have a student selected for the ATSSB All-State Band, make sure you make arrangements for lodging before leaving Area. See the Housing Guidelines in the online December Newsletter for details (will not be available until December 1).
- At All-State in San Antonio, keep tabs on your student(s), making sure they are taken care of for meals and after rehearsals. Make sure they know and follow all rules (Student Code of Conduct they and you will have signed) and stay safe in San Antonio. Go to their rehearsals as often as you can - be seen there.
- If you are interested in submitting one or more of your contest tunes into the ATSSB Outstanding Performance Series, make sure you carefully read all of the entry procedures and requirements - especially regarding submissions (individual recordings edited to remove announcements, etc.) and file named correctly. Upload the .wav files as instructed and send the entry forms completed and signed along with the entry fee(s) to the person and address listed in the OPS column of the March Newsletter when it is published. You can keep tabs on the progress of the OPS process online through your region's webpage (<https://www.atssb.org/regions/>).
- If you ever have questions regarding ATSSB, the audition entry process, audition procedures, or anything else for which you cannot find answers online, feel free to call your Region or Area Coordinator, any ATSSB Officer, or the State Office at any time. If you would like to become involved at the region, area or state level (as a band organizer, etc.), let an officer know or send an email to the Executive Secretary ([atssb@att.net](mailto:atssb@att.net)).

Best wishes for a successful year.