



Ensemble Auditions

Operations Manual 2021-22

Su-Shing Chiu | Auditions State Chair

Grant Kondo, NCTM | VP Non-Competitive Student Programs

Mona Wu DeCesare, NCTM | President

Contents

Letters to Chairs	2
List of Ensemble Auditions Chapters & Chairs	3
CAPMT Operations Information	4
Guidelines for Evaluators.....	9
Evaluator Agreement Form.....	11
Teacher Information	12
Report to State Chair Form.....	14



Letters to Chairs
CAPMT 2021-2022 Ensemble Auditions

Dear Chairs and All,

Attached are the 2021-2022 Operations Information for CAPMT Ensemble Auditions.

As the situation improves, we intend to hold this year's 2021 Auditions live and in person. Additional information will be posted on the CAPMT website when the rules and guidelines have been finalized.

Best,

Su-Shing Chiu
CAPMT Piano, Ensemble Auditions State Chair

Dear Chairs,

Thank you so much for your willingness to be a Chair for 2021-2022 CAPMT Ensemble Auditions. We are in a both exciting and crucial time as we transition from the deepest parts of the pandemic to what will come our way next.

This Operations Manual has been refreshed for the 2021-2022 Year to be easier to find the information you need and help for new Chairs to transition as well. Please do not hesitate to reach out to our wonderful CAPMT Piano & Ensemble Auditions State Chair, Su-Shing Chiu, or myself if you have any questions or concerns.

Respectfully,

Grant Kondo, NCTM
CAPMT VP Non-Competitive Student Events

List of Ensemble Auditions Chapters & Chairs 2021-2022

Click [HERE](#) for most up-to-date list of dates, venues, and Chair contact information.

District 1: San Diego & Imperial Counties

San Diego North
San Diego South

Chair: Young Robbins
Chair: Rowena Asuncion

District 2: San Francisco Bay Area

San Francisco / East Bay
Santa Clara Valley

(Auditions with Santa Clara Valley)
Chair: Jui-Ping Chou, NCTM

District 3: Los Angeles County (Southern)

Santa Monica / South Bay

Chair: Kayo Harada

District 4: Riverside and San Bernardino Counties

Hemet Valley Music Teachers
Music Teachers of the Desert
Riverside-San Bernardino Counties

Chair: Virginia Prtichard
inactive for 2021-2022
Chair: Erika Ramos

District 5: Sacramento & San Joaquin Valleys

Sacramento
Fresno / Clovis

Chair: Anitra Elizabeth Alexander
Chair: Dr. Brandon Bascom, NCTM

District 6: San Luis Obispo, Santa Barbara, & Ventura Counties

Central Coast Music Teachers

Chairs: Nell Kauffman &
Deborah Lagomarsino

District 7: Redwood Empire

Redwood Empire

Chair: Karen Rogers

District 8: Orange County

Orange County

Chair: Su-Shing Chiu

District 9: Los Angeles County (Northern)

Santa Clarita Valley-Ventura
Greater Pasadena
San Fernando Valley

Chair: Brianna Marra
(Auditions with Santa Clarita-Ventura)
(Auditions with Santa Clarita-Ventura)

CAPMT OPERATIONS INFORMATION FOR ENSEMBLE AUDITIONS DISTRICT & CHAPTER CHAIRS

Ensemble Auditions will take place at the local Chapter level.
Any NEW changes for the 2021-2022 year are indicated in Green.

TIMELINE

Before August 1: Confirm Date, Venue & Evaluators

1. **Date:** Event date should occur between **November 1 – December 15, 2021**
2. **Venue:** Reserve a venue as early as possible. It should include:
 - At least one room with two pianos in-tune with each other
 - A waiting area for students and families
 - An appropriate working area for staff and evaluators
 - Sufficient parking
3. **Evaluators:** Secure an appropriate number of evaluators for the event.
 - If you anticipate many students enrolling, it is a good idea to hire multiple evaluators.
 - The evaluator must be a member of CAPMT, and preferably not a member of the event's district.
 - **The 2021-2022 compensation for evaluators is \$55 per hour.**

Inform your Chapter President and the Ensemble Auditions State Chair, Su-Shing Chiu (sushing_chiu@yahoo.com) of the chapter event details **by August 1!**

September 1 – October 5: Registration Period

1. **Parents (NOT teachers) need to register students** via the CAPMT website by clicking "Student Programs" and then "Ensemble Auditions".
 - Teachers will be sent a confirmation email with the students' registration to verify the repertoire content.
2. CAPMT State Board will e-mail application forms and adjudicator comment sheets to State Chairs and Chapter Chairs starting no later than three (3) weeks before their respective Audition date. Chapters with earlier program dates will receive information first.

October: Check Registrations & Create Schedule

Once the registration has closed:

1. **Check the registrations** for the following:
 - Each participating teacher is a current CAPMT member. **DO NOT ASSUME.** Please request for the latest CAPMT membership list from the District/Chapter President. Please note that non-CAPMT members **can** participate in all CAPMT events -- they will be assessed a \$20 non-member fee per student.
2. **Create the evaluation schedule:**
 - Time limits for each level are as follows:
 - Elementary: 5 mins, Intermediate: 8 mins, Advanced: 12 mins
3. **Notify teachers** of their students' audition times **at least 1-2 weeks ahead of the Audition date** using the form letter provided via e-mail.
4. **Inform the evaluator(s)** as soon as possible about the event details and answer any questions they may have.
 - Send the *Guidelines for Evaluators* to the evaluator(s) in advance of the audition and ask him or her to return one signed copy to you before the event date. You may choose this to do this with physical copies or electronically. If using physical copies, send two (2) copies to evaluators – one for them to sign and return, one for them to keep for their own records. You will get a spreadsheet of all the application information before the event day.

November/December: **EVENT DAY!**

Suggested List to Bring for Chairs

(may vary by size of Auditions and Recital-Style vs. Individual/Closed Evaluation Rooms)

Master Binder/Folder for Chair Use

- Auditions Master Schedule
- Application Forms
- List of Teacher Numbers
- Extra blank Evaluation Forms

Signs

- Piano & Ensemble Audition Signs (multiple, to place near entrance)
- Signs for each Audition Room (Blue/Red/Green Room, Room A/B/C, etc.)
- Restroom Signs
- Tape for Signs (check with facility if this is OK)

Check-In Table Packet

- Auditions Schedule / Student Check-In List
- Teacher Volunteer Schedule / Check-In List
- Student Labels with Student Number, Time, and Room Assignment (if applicable)
- Teacher Name Labels
- Extra Blank Labels

Evaluator Packets (coordinated by room)

- Student Evaluation Forms (in performance order)
- Two Student Lists
 - One for Evaluator
 - One to place on Evaluation door
- Payment / Checks for Evaluator + Thank-You Note

Refreshments + Lunch (*for full-day volunteers*)

- Drinks: coffee, tea, water
- Refreshments: fruit and/or veggie platter, cookies, chips/savory snack
- Lunch: make sure to order in advance (buffet style or individual orders)

Miscellaneous

- Pens, pencils/erasers, thick sharpie (for additional signs), blank paper
- First-Aid Kit
- Sanitation Items (hand sanitizer, wipes, masks, etc.)
- Optional: Folders to hand back Evaluation forms to Teachers (w/ Teacher # and their individual Student List)

On the Day of the Evaluation

1. Have blank Performance Evaluation Forms on hand (available on the website) should they be needed. The adjudicator uses these forms to write comments. The forms are returned to the students following the Auditions.
2. Be prepared for late arrivals, students without their music, confused parents, nervous teachers, and late accompanists, to name a few potential problems. Use your best judgment to solve problems.
3. **At the Auditions, we need to have a second CAPMT member in the evaluation room, as well as the fact that ALL volunteers must be CAPMT members.** This is a measure required by CAPMT's insurance policy. This second person in the room can assist the evaluator with things like helping students get setup, getting sheet music in order, etc.
4. Regarding sheet music and copyright:
 - All entrants and accompanists must abide by the federal Copyright Law.
 - Unpermitted photocopies are not allowed.
 - Photocopies may only be used to assist a page turn for an ensemble piece.
 - In the case of out-of-print scores, documents of publisher's permission and CAPMT Competitions Music Release Form must be submitted in advance to the Program Chair.
 - Scores purchased online and downloaded/printed must be accompanied by a receipt.
 - Public Domain scores downloaded/printed must be accompanied by a printout of the URL.
5. At the end of the day, collect all evaluation forms from the adjudicator(s). Using the pre-assigned teacher numbers that you created, clearly write the name of the teacher on the performance evaluation form beneath his or her number.

December: **Event Follow-Up and Report to State Chair**

1. **Finish Application Forms:** If the performance rating is 5+, 5 or 5-, mark the Evaluator's 1st and 2nd choices on the APPLICATION form
 - a. Note: Application forms are different from the evaluation forms; application forms contain teacher name, address, etc.).
2. **Send to State Chair:** Make two copies of the APPLICATION forms for students receiving a 5+, 5, 5- rating. Save one copy for your records. **Send one copy for students receiving a 5+, 5, 5- rating to the State Chair including the Ensemble Auditions Report included at the end of this document.** This will be used to verify the Festival applicants' eligibility.
 - a. Send to: Su-Shing Chiu, 9 Pesaro, Irvine, CA 92614
3. **Send to Teachers:** Mail the EVALUATION forms to the corresponding teachers (or have them pick them up from you). Also print and mail the Participation Certificates. OfficeMax is preferred as you can use the MTNA discount.
4. **Inform Teachers of Northern/Southern Festival Eligibility:** Please inform the teachers that the eligible students (ratings of 5+, 5, 5-) need to apply for Northern or Southern Festival online.
 - a. There will be no additional registration fee for Festival participation.

Northern Festival

DATE TBD

Venue: Peace Lutheran Church

Chair: Kay Yoon
kayyoon@gmail.com

Southern Festival

DATE AND VENUE TBD

Chair: Sun-A Park
sunapark@usc.edu



CAPMT ENSEMBLE AUDITIONS

Guidelines for Evaluators

Dear _____,

Thank you for agreeing to be an evaluator for CAPMT Ensemble Auditions.

Ensemble Auditions provide an opportunity for students of all ages to perform ensemble music in a non-competitive and welcoming format. Ensemble Auditions are open to any combination of piano, instrumental, and vocal students. Ensemble Auditions are designed to encourage and motivate students to explore the musical challenges inherent in the study and performance of ensemble music.

Evaluator Guidelines

Please ensure that these are followed and report any problems to the Chapter Chair.

1. There is no limit on how many students may receive the top score of a 5+, 5, or 5- rating. It is not unusual for over 60% - 70% of a chapter to receive the top ratings of a 5+, 5, or 5-
 - a. Students who receive the top score of a 5+, 5, or 5- and memorized 2 solo pieces will be invited to submit their video of a piece selected by the adjudicator for the Northern or Southern Festival recital.
 - b. 5 rating means performed with command and artistic ideas. A strong foundation in musical skills demonstrated.
 - i. 5+ is equivalent to a rating of 95-100
 - ii. 5 is equivalent of a rating of 86-94
 - iii. 5- is equivalent to a rating of 75-85
 - c. 4 rating means that skills are developing with significant issues in multiple areas needing to be addressed.
 - i. 4+ is equivalent to a rating of 70-74
 - ii. 4 is equivalent to a rating of 66-69
 - iii. 4- is equivalent to a rating of 60-65
 - d. 3 rating means Performance was significantly lacking in ALL areas or memorization requirement was not met.
 - i. 3 is equivalent to 50-59 (this score is used sparingly and only if a student has difficulties completing and performing their program.)
 - e. 2 & 1 are used as a placeholder scores

2. Evaluators should write comments concerning the entire repertoire performed. Comments must be tactful and encouraging.
3. Please do not applaud or make any verbal response to the entrant's performance.
4. Evaluators do not have the authority to make decisions concerning the length or the repertoire of an entrant's program in regard to satisfying the requirements of the program.
5. Do not engage in any conversation with teachers, parents, or entrants until after the results of the auditions have been announced.
6. Your decisions are final and cannot be questioned by the parents, teachers, or entrants. It is not necessary to explain the reasons for the decisions.
7. Music provided for you must not have the student or teacher's name on it.
8. Music originally written for the chosen Ensemble as well as published transcriptions are eligible. Unpublished transcriptions must be accompanied with written permission by the publisher.
9. The Ensemble chairperson will list each team's program on a CAPMT Evaluation Form. Ensemble teams will be identified by number only.
10. On the form, please:
 - a) Indicate the rating earned by the team, keeping in mind that Ensemble Auditions must not be construed as a competition with other students, but as a rating of the team's performance. Please encourage students more – do not judge too strictly. Writing a little compliment can make students keep practicing a lot later.
 - b) The rating must be based on the ensemble's performance the day of the Audition, not the student's potential to achieve a higher rating at a later date or Festival. Award a "5" (5+, 5, 5-) rating to the teams who deserve it. The "5" teams are invited to a Festival performance. We would like to give more performance chances to encourage students' ensemble learning.
 - c) Sign your name before returning it to the chairperson.
11. If there are two evaluators, both must agree on the "5" rating.
12. The time allowed for each group is as follows:
Elementary: 5 minutes, Intermediate: 8 minutes, Advanced: 12 minutes



CAPMT ENSEMBLE AUDITIONS
Evaluator Agreement Form

I agree to be an evaluator for the CAPMT Ensemble Auditions for

District & Chapter:

Location:

Date:

I will arrive at (time):

I am scheduled to evaluate until (time):

I will be compensated at the hourly rate of **\$55/hour**.

I HAVE READ AND UNDERSTAND THE CAPMT ENSEMBLE AUDITIONS GUIDELINES.

Signed _____ Date _____



CAPMT ENSEMBLE AUDITIONS

Teacher Information

Dear (teacher name) _____

Thank you for entering your students in the CAPMT Ensemble Auditions. This year's auditions will be held:

Date: _____

Location: _____

Student Reminders

1. Bring physical scores/sheet music; bring a second copy for the evaluator if the student(s) will be using a copy.
 - All entrants and accompanists must abide by the federal Copyright Law. Unpermitted photocopies are not allowed. In the case of out-of-print scores, documents of publisher's permission and CAPMT Competitions Music Release Form must be submitted in advance to the Program Chair.
 - **Scores purchased online and downloaded/printed must be accompanied by a receipt. Public Domain scores downloaded/printed must be accompanied by a printout of the URL.**
2. Erase all names on books.
3. Arrive _____ minutes ahead of the scheduled performance time.
4. Be aware that the evaluator may hear only part of a piece due to time constraints:

Beginner:	5 minutes
Intermediate:	8 minutes
Advanced:	12 minutes

Northern & Southern Festival Information

- Students receiving a **5 rating** (including 5+, 5, 5-) rating will be invited to perform at the Southern or Northern Festival.
- Please note that the eligible students need to apply for Northern or Southern Festival online. There will be **NO ADDITIONAL** registration fee for Festival participation.

Northern Festival

DATE TBD

Venue: Peace Lutheran Church

Chair: Kay Yoon
kayyoon@gmail.com

Southern Festival

DATE AND VENUE TBD

Chair: Sun-A Park
sunapark@usc.edu

Student Schedule

Your student(s) will play at the following time(s).

STUDENT NAME(S)	TIME
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



CAPMT ENSEMBLE AUDITIONS

Report to State Chair Form

Deadline: January 1, 2022

Chair Information

District # and Chapter:

Chapter Chair Name:

Chair Phone Number:

Chair E-Mail Address:

Chair Mailing Address:

Information about Ensemble Auditions

Location:

Date:

Evaluator Name(s):

How many teachers enrolled students?

Total number of participating students:

How many ensembles entered in each level?

Elementary:

Intermediate:

Advanced:

Number of piano ensembles:

Number of instrumental ensembles:

Number of vocal ensembles:

Number of total ensembles receiving a "5" (5+, 5, 5-):

Total amount received in entry fees:

Total amount paid for evaluators:

List of all teachers who submitted ensembles:

Please indicate the number of *students* (NOT teams) receiving each rating in the following categories:

	5	4	3	2	1	No Rating
Elementary						
Intermediate						
Advanced						

Please list all ensembles that will perform at the CAPMT Northern or Southern Ensemble Festival and **enclose a copy of each ensemble application.**

Title of Piece	Ensemble Members	Teacher Names	Performance Level	Length of Performance

Mail to the State Chair the following items postmarked by January 1, 2022:

- CAPMT Ensemble Auditions Report (keep a copy for your records)
- A copy of your Ensemble Auditions recital programs (if any)

Chapter Chair Signature: _____ Date: _____

Thank you very much for your service to our students and teachers who depend on these challenges and opportunities.

Please send to the State Chair by

CAPMT Ensemble Auditions State Chair
Su-Shing Chiu
9 Pesaro
Irvine, CA 92614-7300
sushing_chiu@yahoo.com