



Piano Auditions

Operations Manual 2021-22

Su-Shing Chiu | Auditions State Chair

Grant Kondo, NCTM | VP Non-Competitive Student Programs

Mona Wu DeCesare, NCTM | President

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Letters to Chairs
CAPMT 2021-2022 Piano Auditions

Dear Chairs and All,

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

As the situation improves, we intend to hold this year's 2021 Auditions live and in person. We will still use the temporary Repertoire Rules and Guidelines we issued last year, which allowed for the third piece to be a duet or a third solo piece, as well as the Repertoire List (revised August 2017). Additional information will be posted on the CAPMT website when the rules and guidelines have been finalized. Since COVID-19 is still a health concern, we will allow for duets and also the alternatives we provided last year.

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 Piano 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 Piano 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
Chair: Vivian Shiao
(Auditions with Santa Clarita-Ventura)

CAPMT OPERATIONS INFORMATION FOR PIANO AUDITIONS DISTRICT & CHAPTER CHAIRS

Piano 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 in-tune pianos (for two-piano pieces)
 - 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 Piano 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 "Piano 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:
 - The students' Repertoire Form has one solo piece and one accompanied piece from the CAPMT Repertoire list.
 - You are solely responsible for checking the repertoire at the Chapter level. This will **not** be double-checked at the State level.
 - **For 2021-2022 year, students who cannot do duets (due to health concerns, etc.) are permitted to use a non-memorized solo.** Students are encouraged to perform a piece by a female or BIPOC (Black, Indigenous, or Person of Color) composer, but it is not required.
 - 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:
 - Levels 1-3: 10 mins, Levels 4-6: 12 mins, Levels 7-10: 15 mins
 - Even with these time limits, please keep in mind the lower levels rarely use up the full allotted time, so you can schedule accordingly.
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 Piano 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 PIANO AUDITIONS

Guidelines for Evaluators

Dear _____,

We sincerely thank you for evaluating CAPMT Piano Auditions.

Evaluator Guidelines

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

1. Repertoire Requirements
 - a. **Two Memorized Solos**
 - i. One solo must be from the CAPMT Piano Auditions Repertoire List (the Chair will confirm this). The second piece selection can be virtually anything. Therefore, we highly encourage the use of composer's music who hail from anywhere and everywhere: living composers, female composers, composers of color, improvisations, arrangements, movie scores, video game music, anime themes, and jazz.
 - ii. Only a single movement (e.g., from a Sonata) or part of a set (e.g., Prelude or Fugue) should be performed.
 - iii. The solos may be performed in any order. The accompanied piece is generally performed last.
 - iv. Repertoire changes are not allowed.
 - v. If both solos are NOT memorized, students can only get a maximum score of 4 (and please note this in your comments)
 - b. **One Ensemble Piece (or Solo #3)**, memorization optional
 - i. The accompanist may be another student, a parent, or the student's teacher.
2. The time allotted to each student must not exceed the following time limits. (Levels 1-3: 10 min, Levels 4-6: 12 min, Levels 7-10:15 min)
3. The chairperson will provide the evaluator with each student's program listed on a CAPMT Evaluation Form on which the evaluator will:
 - a. Give the student an overall rating (not per piece) based on their performance. These auditions must not be construed as a competition with other students, but as a rating of the student's own performance based on a standard of reasonable expectations.

- b. The purpose of our auditions is:
 - i. To encourage all levels of students to learn a varied repertoire, including ensemble pieces.
 - ii. To encourage performance for a live audience.
 - iii. To receive evaluator comments that are positive, encouraging, and constructive.
 - iv. To encourage student evaluations at a non-competitive level.
Students should not be evaluated at the level of a competitive event.
 - c. 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-.
 - i. Students who receive the top score of a 5+, 5, or 5- and will be invited to perform a piece selected by the adjudicator for the Northern or Southern Festival recital.
 - ii. 5 rating means performed with command and artistic ideas. Strong foundation in musical skills demonstrated.
 - 1. 5+ is equivalent to a rating of 95-100
 - 2. 5 is equivalent of a rating of 86-94
 - 3. 5- is equivalent to a rating of 75-85
 - iii. 4 rating means that skills are developing with significant issues in multiple areas needing to be addressed.
 - 1. 4+ is equivalent to a rating of 70-74
 - 2. 4 is equivalent to a rating of 66-69
 - 3. 4- is equivalent to a rating of 60-65
 - iv. 3 rating means Performance was significantly lacking in ALL areas or memorization requirement was not met.
 - 1. 3 is equivalent to 50-59 (this score is used sparingly and only if a student has difficulties completing and performing their program.)
 - v. 2 and 1 are used as a placeholder score – please do not assign them.
 - d. Write comments concerning the performance. The comments should be constructive and encouraging to the student. Please encourage students more. **Do not judge too strictly.** Writing a little compliment can make students keep practicing a lot later.
 - e. For the student receiving a 5+, 5, or 5- rating, indicate the 1st and 2nd choice for festival performance. You may select solo or accompanied pieces. Please do indicate your choice, even if all pieces are very good.
 - i. We would like to give more performance chances to encourage students' Piano learning.
4. Sign your name on the Evaluation Form before returning it to the Chair.
5. The decision of the evaluator is final and cannot be questioned by the student, teacher, or parent. Therefore, it is necessary for you to explain the reasons for your decision on the evaluation form.



CAPMT PIANO AUDITIONS

Evaluator Agreement Form

I agree to be an evaluator for the CAPMT Piano 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 PIANO AUDITIONS GUIDELINES.

Signed _____ Date _____



CAPMT PIANO AUDITIONS

Teacher Information

Dear (teacher name) _____

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

Date: _____

Location: _____

Student Reminders

1. Bring physical scores/sheet music; bring a second copy of the duet for the evaluator if the student 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. Memorization of the solo pieces is required; memorization of the accompanied piece is optional. **Performers who cannot do duets due to social distancing concerns are permitted to use a non-memorized solo including, but not limited to, a female or BIPOC (Black, Indigenous, or other Person of Color) composer.**
5. The total time of the three pieces performed should not exceed the following time limits:
 - Levels 1-3: 10 minutes
 - Levels 4-6: 12 minutes
 - Levels 7-10: 15 minutes



CAPMT PIANO AUDITIONS

Report to State Chair Form

Deadline: January 1, 2022

Please send by postmarked by **January 1, 2022**

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

Chair Information

District # and Chapter:

Chapter Chair Name:

Chair Phone Number:

Chair E-Mail Address:

Chair Mailing Address:

Information about Piano Auditions

1. What was the date and location of your Auditions?
2. How many teachers from your Chapter enrolled students?
3. How many students were enrolled?
4. Name(s) of the Evaluator(s):

5. In the table below, please fill in the number of students receiving each rating.

	5 rating	4 rating	3 rating	2 rating	1 rating
Level 1					
Level 2					
Level 3					
Level 4					
Level 5					
Level 6					
Level 7					
Level 8					
Level 9					
Level 10					

6. Please comment on areas of the Auditions you feel went well.

7. Please comment on how the Auditions can be improved.

8. Did the fees cover the expenses (please circle)? Yes No

9. Please comment on promotion of the program. Does your chapter or district have a “pre-festival” recital? Do you give out ribbons or certificates? Is an article submitted to the newspaper?

10. Have the application forms of students who received a “5” been sent to the State Chair (please circle)? Yes No

Chapter Chair Signature: _____ **Date:** _____