

**IMTA PRE-COLLEGE PIANO AUDITIONS**  
Instructions to District Chairpersons



**1. Arrange for facilities**

- a. Appropriate number of rooms
- b. Best possible instruments available – have pianos tuned if necessary
- c. Performance room should include
  - a table/desk and chair for the judge,
  - a chair for the judge’s assistant
  - several chairs to accommodate the audience
- d. Provide several pencils, pens, blank paper, certificates, rating sheet, and adjudicator forms for each judge and a stop watch for the judge’s assistant

**2. Hire judges**

- a. The requirements for judging and a list of qualified judges is found on the IMTA web site [www.iamta.org](http://www.iamta.org)
- b. Print out judging criteria and give to judges

**3. Check all registration forms** (these should be turned in to you 4 weeks before audition date)

- a. All repertoire must comply with requirements from the most recent Syllabus and any current updates (When a new Syllabus comes out, the new OR the previous Syllabus may be used for that year only) If requirements are not met and the situation cannot be remedied, the student must play for evaluation (comments) only.
- b. Changes on registration forms may be necessary after the deadline due to oversight by the teacher. Any other changes **MUST** be approved by the District Chairperson.
- c. **BE SURE ALL TEACHERS HAVE PAID MEMBERSHIP DUES BY SEPTEMBER 1.** Check with the treasurer of your local center to see if all teachers have paid by Sept. 1. ***New members*** joining for the first time must have membership paid by **OCTOBER 1.**
- d. Check to make certain you have the correct amounts submitted for fees:  
All levels are \$20.00 beginning July 1, 2010
- e. Use only the official registration forms. Please type all forms and ensure that all information is correct and that no forms are submitted incomplete.

# IMTA PRE-COLLEGE PIANO AUDITIONS

## Instructions to District Chairpersons Page 2



#### 4. Arrange for judge's assistants, doorkeepers, theory test administrators, graders, and practice room monitors if needed.

- a. You may use older students, knowledgeable parents, or teachers as judge's assistants or doorkeepers.
- b. Arrange for enough help to administer and grade theory tests.
  1. May be given in one or several sessions – schedule tests before performance time so scores are available a half an hour before deliberation, as judges need to know if all students passed and are eligible to be named winner or alternate.
  2. Theory grades must be recorded on the Theory Report Form.

#### 5. Pay all bills

- a. Have teachers make checks payable to you
- b. You pay all expenses and fill out a District Audition Financial Report. Send this along with all bills to the State Treasurer. If you made a profit, send it along with your report and receipts. If you had a loss, the treasurer will reimburse you providing you have receipts for your expenses
- c. Pay the judges the day of auditions
  1. Have each judge fill out an Adjudicator's Expense Form
  2. \$28.00 per hour fee includes deliberation time, lunch and breaks (see 6c below)
  3. Mileage paid is the current amount allotted by the IRS minus 5.5 cents per mile, per vehicle for a maximum of 500 miles (go to [www.irs.gov](http://www.irs.gov) for latest rates) .45 cents for 2010-2011.
  4. Lodging is NOT reimbursed
  5. Lunch should be provided for judges only (maximum \$7.50 per judge.)
- d. IMTA will make **NO REFUNDS**. If a student is unable to appear for any reason, the student must forfeit the district audition for that year and either the student or teacher must sustain the loss of the entry fee.

#### 6. Make the schedule

- a. Large level splitting:

If you have any level that exceeds 31 students, please refer to the Rules and Regulations for exact procedure of Large Level Splitting.
- b. Arrange contestants in any order you wish as long as it is fair to all contestants.
  1. Maximum time limits for each level are:

Level A	6 minutes
Levels B & C	8 minutes
Level D	10 minutes
Level E	15 minutes
Level F	18 minutes

These time limits apply **only** to repertoire. The 30 second warm-up, keyboard proficiency and judge's writing time are NOT included.
  2. Schedule 2 minutes between each contestant
- c. Provide generous lunch (minimum 45 minutes) and break periods for judges. Allow 30 minutes of deliberating time for levels A,B, C, and 45 minutes for levels D, E, F.

**IMTA PRE-COLLEGE PIANO AUDITIONS**  
Instructions to District Chairpersons **Page 3**



**7. Protocol at auditions**

- a. Allocate available practice room time fairly. This may mean having practice room monitors. THERE IS TO BE NO PRACTICING ON THE PERFORMANCE INSTRUMENT OTHER THAN THE 30 SECOND WARM-UP. Now that we have 30 second warm up times, some centers choose not to supply practice pianos (as long as everything is equal and fair to all involved.)
- b. Be sure judges and judge's assistants are familiar with correct procedure
  1. Judge and judge's assistant *only* sit at desk or table
  2. No discussion during performance
  3. No one enters or leaves during a performance
  4. Contestants announced by number only
  - 5. Judge should not have access to student OR teacher name**
  6. Performer appearing out of order: Announce accordingly and be sure judge has correct adjudication form. The student keeps his same number and is identified this way.

**8. Results:**

- a. The judge is not obligated to name a winner or alternate if performance standards are not met.
- b. Level A, B, C, D the judge MAY select one winner and one alternate for each 15 contestants (per level ) i.e. 1-15 one winner and alternate, 16-30 2 winners and alternates. This does NOT include cancellations or comments only.
- c. Level E, F the judge may select one winner and one alternate for each 10 contestants.
- d. Honorable mentions are at the discretion of the judge and there is no limit.

**9. Selecting winners and alternates**

- a. Must have received a I rating
- b. Must have scored a minimum of 65% on theory test. Theory score is used to determine winner in case of a tie. Students must have scored a minimum of 50% to receive a I rating or to be named Honorable Mention.
- c. Must have scored satisfactory on keyboard proficiency
- d. Levels A through E may only be named winner once per level
- e. Level F may be named winner twice, then may bypass District Auditions and go directly to State Auditions, but must pay the entry fee and submit an entry form to State Chairperson a minimum of four weeks before State Auditions
- f. Must follow all rules and regulations. Violations will result in disqualification as a winner or alternate

NOTE: No Alternate is named if a Winner is not named. ( If a judge happens to name an Alternate even though a winner is not named, the Alternate DOES NOT go to State Auditions.)

**IMTA PRE-COLLEGE PIANO AUDITIONS**  
Instructions to District Chairpersons **Page 4**



**10. Fill out all the forms and send them to the appropriate people**

- a.** Send forms to State Auditions Chairperson immediately after your audition. (State Auditions Chairperson **MUST** have **FOUR WEEKS** prior to State Auditions but please send within one week after district auditions). If your auditions are held exactly 4 weeks before State Auditions, you must e-mail all results by Monday morning following your date.  
Tops of forms for **ALL winners AND alternates** (if you must email, scan and email, then mail the hard copies ASAP.)
  1. Editor's Report – e-mail it
  2. Theory Report (All theory scores – list Honor Roll first) e-mail
  3. Program or repertoire list sent to MTNA for ASCAP *e-mail only do not send actual.*
  4. District Audition Financial Report (email)
  5. District Audition Report (email)
- b.** State Magazine Editor
  1. Editor's Report (**e-mail or disc only**) (**Be sure to use the "Tab" to move from space to space**)
  2. Theory Report (Honor Roll = a score of 90 and above only) (use format as per instructions)
- c.** State Treasurer
  1. District Audition Financial Report
  2. All bills, receipts, etc.
- d.** State Certification Chairperson
  - 1 District Audition Report – keep Hard Copy