


Colorado All State Choir Director's Timeline, Reminders and Changes

	<i>Task</i>	<i>Deadline</i>	<i>Send To or Find At</i>	<i>Changes This Year (Reminders)</i>
	Update email/contact info if you are changing jobs	Summer	kmiles.aschoir@gmail.com	
	Review all changes of policy or forms upcoming	Summer	www.aschoir.com	<ul style="list-style-type: none"> ● Remember that students are scored <u>only</u> on what is "verbally spoken" on the rhythmic sight-reading! ● Remember to check out the <u>audition video</u> on the Audition Information Page and have your students check it out too! ● There WILL be a WESTERN audition site in Gunnison! ● Audition time slots have been extended from 7 to 8 minutes in length as of Fall 2015 to allow auditions to run closer to on time. (All Time constraints in the audition are still the same.) ● Remember to scroll to the bottom of the aschoir.com home page and "like" us on Facebook and Twitter! ● Postmark deadline is September 7th! ● Remember that rehearsal tracks are downloaded off of the website for those students who are selected for a choir. ● Audition registration fee is \$20 per student.
	Help new teachers in your area with ASC Audition Registration	August		
	Reference the Boundaries for Audition Site if you are unsure of your audition region	August	www.aschoir.com	(Remember, your whole school or district cannot petition to switch sites)
	Help your students select appropriate solos	Aug./Sept.	(guidelines on website)	(Directors are highly encouraged to be at auditions with their students)
	Prepare your students for audition skill elements	Aug./Sept./Oct.	(guidelines on website)	Required skills are on website
	Fill out NEW registration spreadsheet completely on Excel and <u>attach</u> it to an email. (Remember to use all of the SCROLL DOWN menus!)		Email to kmiles.aschoir@gmail.com AND Your Site Governor (email address can be found on the registration form)	<u>Email</u> this to <u>both</u> Kaitlin and Your Site Governor and do Not print it or hard copy mail it
	Fill out director responsibility/signature form	Sept. 7, 2016	Mail to All State Choir address (PO Box)	Mail this paper to the PO Box along with payment. If you are paying by credit card online, you can scan your Director responsibility and Signature form and attach it as an email to kmiles.aschoir@gmail.com
	Pay online to CMEA \$20/student	Sept. 7, 2016	Use the online link from the All State Choir website to make your payment	If you cannot pay by credit card, please contact Kaitlin prior to the deadline.
	Fill out any site change petitions needed	Sept. 7, 2016	Mail to Petitioned Site Governor	(see website for regulations around petitions - notice the same deadline applies!)
	Notify your site governor of any cancellations	Sept./Oct.	email your Site Governor	(please do NOT email Kaitlin about cancellations for auditions)
	Receive your audition results by email	Nov. 16-20, 2016	email Kaitlin if you have not received results by Monday, Nov. 21, 2016	
	Double check the spelling of accepted students for the program and nametags	Nov. 16-20, 2016	kmiles.aschoir@gmail.com	Registration fees for the festival are \$35 per student.
	ORDER music for your students!!!	Immediately when you are notified of student accepted!!!	Link will be on www.aschoir.com to J.W. Pepper Music.	Do NOT wait to order music. Limited copies are ordered from the publishers.
	Students should download all rehearsal music according to the instructions given in the festival registration materials	Nov. /Dec.	Check the website for instructions: www.aschoir.com	
	Fill out student code of conduct forms with signatures	Dec. 9, 2016	Mail to All State Choir address (PO Box)	
	Pay online to CMEA \$35/student	Dec. 9, 2016	Use the online link from the All State Choir website to make your payment	
	Fill out the Hyatt Regency forms and send them the money	Nov./Dec.	Mail to the Hyatt Regency	(Do <u>NOT</u> mail to Kaitlin) Rooms can fill up quickly. If you find that rooms are full please contact the CASC president immediately to see if more rooms can be opened up.
	Use the shared housing forum on the website if desired	Nov./Dec.	www.aschoir.com	(We encourage you to share rooms efficiently within your district or area)

	Order hoodise/t-shirts online	Dec. (Check for deadline online)	www.aschoir.com	Link to t-shirt orders at www.aschoir.com
	Get overnight field trip approval from your school board if needed	Dec.		
	Arrange for transportation as needed	Dec./Jan.		
	Watch for extra part splits if the music warrants such	Dec.		(Be sure your students are learning the correct parts on which they auditioned and were assigned)
	Students can check the website for a form to download an order form for DVD/CD of the performance from the website: www.aschoir.com	Dec./Jan.	Mail to Audio Company	
	Arrange for <u>your own</u> sub festival dates!	Dec./Jan.		(You must attend the festival with your students or have a designated adult with them)
	Inform your students and parents about concert tickets on AXS	Jan.	http://www.axs.com/	
	Complete required medical forms from your school district for students	Jan.		
	Help prepare your students on the ASC Literature and for 2nd Auditions	Jan./Feb.		
	Give your students any rehearsal notes or items from the clinicians ahead of time	Jan./Feb.		
	Give your students the reminder list and schedule for the ASC Festival	Feb.	www.aschoir.com	
	Come to Denver and enjoy a great All State Choir Festival on Feb. 2, 3, 4, 2017.	Feb. 4, 5, 6, 2016.		Auditions may be early this year
	Optional Plaque form and money	Check website	Arlene's Trophies	Do not mail to Kaitlin Miles
	Optional Medal form and money	Check website	Check out link on website or go to the CMEA website	Do not mail to Kaitlin Miles