

Colorado All State Choir Director's Timeline, Reminders and Changes				
Task	Deadline	Send To or Find At	Changes This Year (Reminders)	
Update email/contact info if you are changing jobs	Summer	<a href="mailto:kmiles.aschoir@gmail.com">kmiles.aschoir@gmail.com</a>		
Review all changes of policy or forms upcoming	Summer	<a href="http://www.aschoir.com">www.aschoir.com</a>	<ul style="list-style-type: none"> <li>Remember that students are scored <u>only</u> on what is "verbally spoken" on the rhythmic sight-reading!</li> <li>Remember to check out the <u>audition videos</u> on the Audition Information Page and have your students check it out too!</li> <li>The order of scales &amp; triads has changed beginning Fall 2021. The scales will now go <u>BEFORE</u> triads.</li> <li>Remember to scroll to the bottom of the aschoir.com home page and "like" us on Facebook and Twitter!</li> <li>Registration &amp; auditions will be available from November 1st-15th!</li> <li>Please remind your students that cell phones are not allowed in the room while recording their auditions.</li> <li>Audition registration fee is \$30 per student.</li> </ul>	
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	<a href="http://www.aschoir.com">www.aschoir.com</a>		
Help your students select appropriate solos	Aug./Sept.	(guidelines on website)	Optional solos are posted in the resource section on the AS website	
Prepare your students for audition skill elements	Aug./Sept./Oct.	(guidelines on website)	Resources available on the AS website	
Contact AS Chair, Stacy Miller, if any of your students will need accommodations because of an IEP.	October 15th, 2020		Accommodations cannot be made if Stacy is not contacted before October 15th.	
Fill out registration form for each auditioning student on the Opus Event website.	November 1st-15th, 2020	Link to Opusevent.com can be found on AS Choir website	Email Josh Jackson if you have any issues filling out or submitting your registration form.	
Fill out director responsibility/signature form	November 1st-15th, 2020	Found under the AS Choir logo on the Opus Event registration page.	If you do not have the capabilities to scan your form, please contact Kaitlin Miles at <a href="mailto:kmiles.aschoir@gmail.com">kmiles.aschoir@gmail.com</a>	
Pay \$30/student registration fee in Opus Events.	November 1st-15th, 2020		You can send a link to students/families if you would prefer for them to pay individually. AS Choir would prefer schools pay with one transaction to lessen the fees on our end. Thank you!	
Receive your audition results by email	January 18th-22nd, 2021	email Kaitlin if you have not received results by Friday, Jan. 22, 2021		
Double check the spelling of accepted students for the program and nametags	44232	<a href="mailto:kmiles.aschoir@gmail.com">kmiles.aschoir@gmail.com</a>	Registration fees for the festival are \$35 per student.	
<b>ORDER music for your students!!!</b>	<b>Immediately when you are notified of student accepted!!!</b>	Link will be on <a href="http://www.aschoir.com">www.aschoir.com</a> to J.W. Pepper Music.	<b>Do NOT wait to order music.</b> Limited copies are ordered from the publishers.	
Students should download all rehearsal music according to the instructions given in the festival registration materials	Feb/Mar	Check the website for instructions: <a href="http://www.aschoir.com">www.aschoir.com</a>		
Fill out student code of conduct forms with signatures	Feb. 5, 2021	Email to Kaitlin Miles at <a href="mailto:kmiles.aschoir@gmail.com">kmiles.aschoir@gmail.com</a>		
Pay online to CMEA \$35/student	Feb. 5, 2021	Use the online link from the All State Choir website to make your payment		
Fill out the hotel forms and send them the money	Feb/Mar	<b>Mail directly to the hotel</b>	(Do NOT 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	Feb/Mar	<a href="http://www.aschoir.com">www.aschoir.com</a>	(We encourage you to share rooms efficiently within your district or area)	
Get overnight field trip approval from your school board if needed	February			
Arrange for transportation as needed	Feb/Mar			
Watch for extra part splits if the music warrants such	February		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: <a href="http://www.aschoir.com">www.aschoir.com</a>	Feb/Mar	Mail to Audio Company		
Arrange for <u>your own</u> sub-festival dates!	March/April		You must attend the festival with your students or have a designated adult with them.	
Inform your students and parents about concert tickets on ASX	March/April	<a href="http://www.asx.com/">http://www.asx.com/</a>		
Complete required medical forms from your school district for students	March/April			
Help prepare your students on the ASC Literature and for 2nd Auditions	Feb/Mar/April			
Give your students any rehearsal notes or items from the clinicians ahead of time	Feb/Mar/April			
Give your students the reminder list and schedule for the ASC Festival	April	<a href="http://www.aschoir.com">www.aschoir.com</a>		
Come to Denver and enjoy a great All State Choir Festival on April 25-27, 2021.	April 25-27, 2021			
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	