

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 video</u> on the Audition Information Page and have your students check it out too!</li> <li>Audition time slots have been extended to 9 minutes in length as of Fall 2017 to allow auditions to run closer to on time. (All time constraints in the audition are still the same.)</li> <li>The order of scales &amp; triads has changed beginning Fall 2017. The scales will now go BEFORE triads.</li> <li>Remember to scroll to the bottom of the aschoir.com home page and "like" us on Facebook, Instagram and Twitter!</li> <li>Registration deadline is September 14th!</li> <li>Please remind your students that cell phones are not allowed in the audition rooms during 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>	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 registration form on the AS Choir website.		Submitted electronically through JoForm	Email Josh Jackson if you have any issues filling out or submitting your registration form.
Fill out director responsibility/signature form	Sept. 14, 2021	Scan and email this page to <a href="mailto:kmiles.aschoir@gmail.com">kmiles.aschoir@gmail.com</a>	If you do not have the capabilities to scan or if you must pay by check, you can mail both check and director responsibility sheet to the address listed on the website
Pay online to CMEA \$30/student	Sept. 14, 2021	Use the online link from the All State Choir website to make your payment	If you cannot pay by credit card, please contact Kaitlin Miles prior to the deadline.
Fill out form(s) for any site change petitions and/or accommodations needed	Sept. 14, 2021	Email to BOTH Kaitlin Miles and your site scheduler	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. 8-12, 2021	email Kaitlin if you have not received results by Friday, Nov. 12, 2021	
Double check the spelling of accepted students for the program and nametags	Nov. 15-19, 2021	<a href="mailto:kmiles.aschoir@gmail.com">kmiles.aschoir@gmail.com</a>	Registration fees for the festival are \$50 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	Nov./Dec.	Check the website for instructions: <a href="http://www.aschoir.com">www.aschoir.com</a>	
Fill out student code of conduct forms with signatures	Nov. 19, 2021	Email to Kaitlin Miles at <a href="mailto:kmiles.aschoir@gmail.com">kmiles.aschoir@gmail.com</a>	
Pay online to CMEA \$50/student	Nov. 19, 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	Nov./Dec.	<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	Nov./Dec.	<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	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: <a href="http://www.aschoir.com">www.aschoir.com</a>	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 A&S	Jan.	<a href="http://www.as.com/">http://www.as.com/</a>	
Complete required medical forms from your school district for students	Jan.		
Help prepare your students on the ASC Literature and for 2nd Auditions	January		
Give your students any rehearsal notes or items from the clinicians ahead of time	January		
Give your students the reminder list and schedule for the ASC Festival	January	<a href="http://www.aschoir.com">www.aschoir.com</a>	
Come to Denver and enjoy a great All State Choir Festival on February 20-22, 2020.	Jan. 20-22, 2022		
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