

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	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 audition video on the Audition Information Page and have your students check it out too! 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.) The order of scales & triads has changed beginning Fall 2017. The scales will now go BEFORE triads. Remember to scroll to the bottom of the aschoir.com home page and "like" us on Facebook, Instagram and Twitter! Registration deadline is September 14th! Please remind your students that cell phones are not allowed in the audition rooms during auditions. Audition registration fee is \$30 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 registration form on the AS Choir website.	Sept. 13, 2022	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. 13, 2022	Scan and email this page to kmiles.aschoir@gmail.com	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. 13, 2022	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. 13, 2022	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. 14-18, 2022	email Kaitlin if you have not received results by Friday, Nov. 18, 2022		
Double check the spelling of accepted students for the program and nametags	Nov. 14-18, 2022	kmiles.aschoir@gmail.com	Registration fees for the festival are \$50 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	Dec./Jan.	Check the website for instructions: www.aschoir.com		
Fill out student code of conduct forms with signatures	Dec. 9, 2022	Email to Kaitlin Miles at kmiles.aschoir@gmail.com		
Pay online to CMEA \$50/student	Dec. 9, 2022	Use the online link from the All State Choir website to make your payment		
Call the approved hotels to reserve rooms for you and your student(s).	Nov./Dec.	Mail directly to the hotel	(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.	
Get overnight field trip approval from your district if needed	Dec.			
Arrange for transportation as needed	Dec./Jan.			
Watch for divisi assignments 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	Jan./Feb.	Mail to Audio Company		
Arrange for your own sub festival dates!	Jan./Feb.		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	January	http://www.axs.com/		
Complete required medical forms from your school district for students	January			
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!	February	www.aschoir.com		
Come to Denver and enjoy a great All State Choir Festival on February 20-22, 2020.	Feb. 9-11, 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	