


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 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 13th! ●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, 2023	Submitted electronically through JotForm	Email Josh Jackson if you have any issues filling out or submitting your registration form.
	Fill out director responsibility/signature form	Sept. 13, 2023	*NEW* Attach this form where indicated in your electronic registration form.	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, 2023	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, 2023	Email to BOTH Garlyn Saddler, 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. 13-17, 2023	email Kaitlin if you have not received results by Friday, Nov. 17, 2023	
	Double check the spelling of accepted students for the program and nametags	Nov. 13-17, 2023	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. 8, 2023	Email to Kaitlin Miles at kmiles.aschoir@gmail.com	
	Pay online to CMEA \$50/student	Dec. 8, 2023	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.	Email directly to the hotel	(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.
	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 8-10, 2023.	Feb. 8-10, 2023		
	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