

# AUDITION REGISTRATION DIRECTOR'S CHECKLIST



No	ITEM	
1	<b>Print the <i>Director Responsibility Form</i> and complete</b> *You will attach this document to your online registration form*	
2	<b>Complete ONE <i>Audition Registration Form</i> per school.</b> The form will be linked on the ASC website in mid-August. Please DO NOT submit your school's registration form until all students have been added. Please double check your form multiple times before you submit to ensure no one is left off the registration form.	
3	<b>Pay audition fee of \$30/student on the CMEA Website:</b> <a href="https://cmeaonline.org/all-state-groups/">https://cmeaonline.org/all-state-groups/</a>	
4	<b>If you have any students who will need accommodations through and IEP or 504, complete an <i>Accommodation Request Form</i> for each student and upload those forms to your school's registration form.</b> Forms can be found at: <a href="http://www.aschoir.com/auditions/#audition-info">www.aschoir.com/auditions/#audition-info</a>	
5	<b>Review ASC audition procedures and updates.</b> <a href="http://www.aschoir.com/auditions/#audition-info">www.aschoir.com/auditions/#audition-info</a>	
6	<b>Assign your auditioning students a solo to prepare for their audition. Solos should be between 1 and 2 1/2 minutes long and must follow the guidelines provided by ASC.</b> *Broadway, Jazz, Hymns (directly from a hymnal), choral octavos, and popular literature are not considered appropriate for this audition. If a solo is longer than 2 1/2 minutes, feel free to edit in order to keep the solo under 2 1/2 minutes. If the solo goes long, the judge reserves the right to cut the student's performance off to keep auditions moving on schedule.	
7	<b>Prepare your students for the skills assessed in the auditions.</b>	
8	<b>Find an accompanist to play live for your students' auditions.</b> The ASC Board recommends one accompanist per 10 students.	
9	<b>When site schedules are published, it is the director's responsibility to assign individual students in the time slots provided for your school and communicate that information to your students.</b>	

ALL AUDITION FORMS, ACCOMMODATION  
REQUESTS & PAYMENTS ARE DUE BY  
**WEDNESDAY, SEPTEMBER 10TH, 2025**