



# TMEA REGION XXV

## MS/JH Vocal Division Handbook

2024 – 2025

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### **ABOUT THIS DOCUMENT**

This document is meant to include all necessary information regarding the audition and selection process for the Region XXV MS/JHS Choirs, as well as general information about the Pre-rehearsal, Clinic, and Concert events, which involve only selected students. Detailed information about the pre-rehearsal and clinic/concert events will be made available at a later date. Every effort has been made to consolidate this information for ease of use; however, if you have questions, please contact a region officer as soon as possible.

### **MEET THE OFFICERS**

Officers are elected at the Spring Meeting in even-numbered years. A MS/JH Coordinator, Coordinator-Elect, Secretary, and Treasurer shall serve for two year terms. The Coordinator-Elect shall serve for a total of four years; two years as Coordinator-Elect and two years as Coordinator. The Secretary and Treasurer will serve two year terms, unless otherwise re-elected and willing to serve. The Treasurer, the Coordinator, and a HS Region Chair must co-sign on all MS/JH financial accounts. Newly elected officers assume their responsibilities immediately following the Spring Meeting.

<b>Region Coordinator:</b>	Daryl Jackson <a href="mailto:daryl.jackson@wylieisd.net">daryl.jackson@wylieisd.net</a>	McMillan JH (Wylie ISD) 972-904-6055
<b>Coordinator-Elect:</b>	Halley Radebaugh <a href="mailto:halley.radebaugh@pisd.edu">halley.radebaugh@pisd.edu</a>	Renner MS (Plano ISD) 972-742-7070
<b>Secretary:</b>	Melissa Bunzendahl <a href="mailto:melissa.bunzendahl@pisd.edu">melissa.bunzendahl@pisd.edu</a>	Bowman MS (Plano ISD) 214-735-6309
<b>Treasurer:</b>	Solange Mainer <a href="mailto:solange.mainer@pisd.edu">solange.mainer@pisd.edu</a>	Otto MS (Plano ISD) 281-543-4729

### **OFFICER RESPONSIBILITIES**

#### **Coordinator:**

1. Preside over Region MS/JH Vocal Division Meetings
2. Contact and hire Region clinicians and accompanists
3. Arrange and oversee Region repertoire selection committee
4. Make arrangements for creation of Region repertoire accompaniment tracks
5. Find sites for Region audition, pre-rehearsal, and concert

6. Secure neutral party to compose sight-reading for Region audition day
7. Receive and organize Region entries
8. Coordinate scheduling of auditions
9. Oversee tabulations room on audition day
10. Make final decisions about audition procedures on Region Audition Day
11. Plan, prepare, and e-mail all necessary information to region directors regarding the Audition and Clinic/Concert
12. Plan and coordinate Region Clinic/Concert Day
13. Order Region patches; distribute on Clinic/Concert Day
14. Act as Master of Ceremonies for Region Concert
15. Contact and hire UIL judges
16. Assist UIL secretary with creation of middle school UIL schedule
17. Communicate with TMEA officials and attend MS/JH Coordinator meetings at TMEA
18. Handle and address grievance process/issues through proper chain of procedure
19. Coordinate communication with HS Region Officers

### **Coordinator-Elect**

1. Arrange recordings and t-shirts for Region concert
2. Hire instrumentalists for Region concert
3. Coordinate Region repertoire packets with JW Pepper
4. Make judging assignments for Region auditions and hire qualified supplemental judges
5. Communicate with supplemental judges regarding cuts, guidelines, and other expectations
6. Secure cuts tracks for the Region audition day
7. Act as region liaison to the host on the audition day and during preparations
8. Assist Coordinator on Clinic/Concert Day
9. Act as assistant Master of Ceremonies at Region Concert

### **Secretary**

1. Take minutes at MS/JH fall and spring region meetings
2. Type and copy minutes for presentation at following meeting
3. Collect director information at fall meeting
4. Create, distribute, and maintain a spreadsheet of director information
5. Compile list of selected student names for Region program
6. Prepare Region concert program and print or distribute as agreed upon by Region
7. Oversee registration at Region audition day and assist as needed
8. Assist Coordinator at pre-rehearsal and clinic/concert

### **Treasurer**

1. Present detailed financial report at fall and spring region meetings.
2. Collect campus fees
3. Collect audition entry fees
4. Make travel/hotel arrangements for Region clinicians
5. Purchase necessary items and keep region checkbook balanced and up to date
6. Purchase all items necessary for Region Audition and Clinic/Concert Days, including breakfast and lunch for students and directors and any other necessary supplies.
7. Assist Coordinator at pre-rehearsal and clinic/concert

## **HONORARIUMS**

- Coordinator: \$300
- Coordinator-Elect: \$200
- Treasurer: \$200
- Secretary: \$200
- Clinic/Concert Accompanist: \$300
- Region Clinician: \$350 plus travel expenses
- Guest Judges: \$150 + lunch
- Recording Pianist: \$20 per song recorded
- Recording Singer: \$30 per voice part recorded
- Region Recording Manager: \$50 flat payment
- Tabulations: \$250, unless the director is sponsoring singers in region auditions
- Audition/Clinic Hosts: reimbursed up to \$300, additional costs covered with approval by Chair and Treasurer with receipts provided
- Region Concert Instrumentalists: \$100

## **DIRECTOR/ACTIVE MEMBER SPONSOR RESPONSIBILITIES**

- A. In accordance with the TMEA Constitution, any director whose student(s) participates in Region choir auditions must be a member of TMEA and shall be required to provide proof of membership prior to the audition. **STUDENTS WILL NOT BE SCHEDULED AN AUDITION IF YOU ARE NOT AN ACTIVE MEMBER OF TMEA.**
- B. All directors from a campus who sponsor singers in the region choir audition process shall judge auditions and/or work in other capacities during audition day.
- C. Sponsoring directors who are unable to fulfill their judging responsibilities on audition day shall secure and compensate (stipend + cost of lunch) a proxy judge. The Region Coordinator shall be notified of the proxy judge at least 48 hours prior to the audition day.
- D. All sponsoring directors with singers selected for the region choir shall work all Clinic/Concert Day events.
- E. Sponsoring directors who are unable to fulfill their responsibilities at the Clinic/Concert day shall secure a proxy. The Region Coordinator shall be notified of the proxy at least 48 hours prior to the event.
- F. Sponsoring directors & proxies shall attend the director's meeting on audition day and remain on site until the results have been posted.
- G. Directors must secure original copies of audition repertoire for each student who auditions. Photocopies are not permitted as per the TMEA Copyright Policy.
- H. Failure to adhere to the rules, policies, and guidelines will be subject to the terms of TMEA Rules & Policies Infractions. Every effort will be made to avoid penalizing a student for a director's error.

## **REGION CHOIR VOICING AND REPERTOIRE SELECTION**

- A. There shall be three region choirs; two treble & one tenor-bass.
- B. All singers will sing either Soprano 1, Soprano 2, Alto 1, Tenor 1, Tenor 2, or Bass 1 (as listed in TMEA online entry).
- C. Repertoire for the region choirs will be selected by committee during the summer break, including audition selections. Accompaniment tracks, learning tracks, and sight-reading tracks will be available in the Google Drive.

## **AUDITION ENTRY PROCEDURES**

- A. Sponsoring directors shall ensure that each singer is well prepared for the audition process. Every student must be academically eligible to participate.
- B. Each campus sponsoring region choir auditionees shall pay a \$90 campus fee, which includes access to tracks for all parts, accompaniments, and sight-reading instructions. Access to the Region Google Drive may be limited until the school fee is paid.
- C. The online entry process shall open 30 days prior to the audition deadline (see Region Timeline).
- D. Directors must enter students online ([www.tmea.org](http://www.tmea.org)). Click on "Divisions", then "Vocal", then "Audition Entry Process" (see below for step-by-step instructions).
- E. The entry fee is \$12 per student. The region shall award no refunds in the event a campus overpays. Personal checks and cash are discouraged. In the event that a check is rejected or fees are charged to the region, the check-writer shall be held responsible for securing proper payment and reimbursing the region for all fees.
- F. If a student can ONLY audition in the morning or afternoon, please designate "EARLY" for morning or "LATE" for afternoon. Specific audition times will not be given or guaranteed. Please note this information on the Region Contract.
- G. The Official Entry Form/Invoice must accompany entry fees. Directors may scan the Official Entry Form/Invoice and email to the Treasurer and Region Coordinator along with a receipt of a check request in the event both cannot be mailed by the deadline (see Region Timeline).
- H. Student contracts shall be completed by each singer entered into the region choir audition process and kept on campus (see page 10).
- I. Any deletions, DNAs, and changes to the audition entry must be made to the Region Coordinator immediately.

## **STEP-BY-STEP INSTRUCTIONS FOR ONLINE ENTRIES:**

### **Getting started:**

1. Go to [www.tmea.org](http://www.tmea.org)
2. Click on Divisions > Vocal > Audition Entry
3. Click Director Login
4. You will be asked to enter your TMEA Membership number. If it is your first time logging in, leave the password blank; you will create a password on the next page. Please note: this password is not associated with your membership renewal.
5. After submitting this information, you will be taken to the Director Information page.
6. After you complete the information, click **SAVE**. You are not registered and will be taken to your personal Director's page. You may edit your personal information and/pr select a contest and begin entering students. The next time you log in, you will see this page in place of the registration page.

### **For directors with more than one school:**

To enter students from more than one school, follow the steps under "Establish Your Account" for your first school. For your second school, add a zero (0) before your member ID (i.e. 1234 becomes 01234). For each additional school, add an additional zero (i.e. 1234, 01234, 001234, etc).

### **To uploading all entries at once using a .csv file:**

IMPORTANT: If you are unsure about how to use this alternate method of entering students, please follow the section below to enter your students. This method is designed for directors who have not begun entering students, because uploading a file will delete any entries you have typed in manually.

1. Click "View Contest" underneath your campus name, and then select an audition from the list of available contests. This will take you to the contest summary page.
2. Make note of the deadline. You will not be able to add, edit, or delete entries after this date.
3. Click the Upload File button.
4. Read the on-screen instructions. Use the field names that are given on the screen to create your .csv file. You may copy and paste the field names from the screen. All required fields must have data listed for each entry. To see the default data required, go to add a single student and check the drop-down list values.
5. Once you have finished your .csv file, return to the entry page and click the "Browse" button. Select your .csv file and click "Open".
6. Click the Process File button. This will save your file to the TMEA server.
7. If there are no problems, click the "Done" button. Otherwise, if there is a problem, it will be specified. Make the requested changes to your file and then upload the revised file again.

### **To enter students manually:**

1. Click "View Contest" underneath your campus name, and then select an audition from the list of available contests. This will take you to the contest summary page.
2. Make note of the deadline. You will not be able to add, edit, or delete entries after this date.
3. Click "Add student". The type or level of the contest will determine the information required.
4. Enter the information requested for the student. If any required fields are left blank, the student's entry will not be saved.
5. Click "Save entry". The entry is saved and you are then returned to the contest summary page. Once a student is entered, their name will appear in the table. If the student is *not* listed, their entry was not completed due to missing data.
6. To add more students, repeat steps 3-5.
7. To edit or delete an entry, click on the student's name to edit and save the entry, or click on delete to remove the entry.

### **The Official Entry Form/Invoice and check for the school fee and entry fees shall be mailed to:**

TMEA Region XXV MS/JH Vocal Division  
c/o Solange Mainer  
504 North Star Rd.  
Plano, TX 75074

### **Audition entry checklist:**

- ✓ Have you joined TMEA?
- ✓ Have you obtained the audition music?
- ✓ Have you verified that auditionees are academically eligible?
- ✓ Have you verified that your online entries are accurate? Voicing, time preference, etc.
- ✓ Have you submitted your Official Entry Form/Invoice and check to the Treasurer?

## **AUDITION PROCEDURES FOR DIRECTORS**

- A. Judging assignments will be distributed one week prior to auditions by a Region officer.
- B. A 5-judge panel shall be used for auditions. If there are not enough directors within the region to fill each panel, qualified supplemental directors may be hired as necessary.
- C. All judges must bring their own original audition music and a pencil. Guest judges will be provided with an informational packet prior to the audition day, consisting of music, directions, guidelines, etc. by the Coordinator-Elect.
- D. All judges must arrive on time for the directors' meeting. Guest judges arriving late shall have their pay docked \$20. Directors who are late shall be subject to the terms of TMEA Rules & Policies Infractions.
- E. **Head Judge** (Judge #1) shall bring an extension cord for the room and play tracks from their own device. Seek an officer immediately if you have problems playing the audition track. The same device must be used at the same volume for all auditions in that room.
- F. If a singer asks a question such as "Do I sing it now?", a brief response may be made by the Head Judge only.
- G. If a student accurately sings a voice part other than the one registered, the Head Judge shall ask the room monitor to hold the auditioning student while the Region Coordinator is summoned. All further action is at the discretion of the Region Coordinator.
- H. **Efficiency Expert** (Judge #2) shall bring a stapler to the audition. After each audition, you will compile the rating sheets, ordered by judge number and staple.
- I. Students will sing only a portion, or a "cut", of each of two audition pieces. Every singer must prepare the same voice part for both selections. Cuts will be released via email (see Region Timeline).
- J. Each song is worth a maximum raw score of 150 points each, for a total of 300 points. Sight-reading is worth 60 points.
- K. The criteria for sight-reading will be:
  - All sections will sight-read primarily between Do and So.
  - All sections will sight-read the same 8 measure line in their appropriate key
    - As of 2022-2023, Basses will sight-read a different 8-measure line that is more comparable to a UIL bass line.
  - The line will consist only of quarter, half, dotted half, whole, eighth notes and quarter rests.
  - Skips will be in the tonic chord only.
  - Sight-reading keys are as follows: Soprano I/II – G, Alto – F, Tenor I – G (sounds in A), Tenor II – G, Bass – G
    - NOTE: The change from F Major to G Major for the Bass right reading was voted on and approved at the Fall 2020 Region meeting.
  - Tenor I/Tenor II will sight-read in TREBLE CLEF. Bass will sight-read in BASS CLEF.
- L. The sight-reading audition track for each part has been included with the rehearsal tracks. Students may begin to practice out loud at any time following the second song, and should not be penalized for practicing prior to the designated "30 second practice time".
- M. Only sight-impaired SPED students will be exempt from the sight-reading portion of the audition.
- N. Lunch will be catered by a local restaurant. Directors must pay the Treasurer before or on

audition day.

- O. All judges MUST remain at the audition site until their room has been completely tabulated, certified, and posted.
- P. All efforts will be made to limit the numbers of singers heard in each room. If any section goes over 65 entries, another zone will be created.
- Q. Audition results will be posted and available for review for exactly one hour. YOU MAY NOT TAKE PICTURES OF THE RESULTS. Directors will only be allowed to take home: 1) Results by School or 2) Results of Contest with ranks listed. Online posting may only include students who made the choir and may only be listed by voice and audition number. (per TMEA)
- R. Pick up all students' rating sheets and printouts from your labeled envelope in the library before leaving (or make arrangements to have them picked up for you). Students are not allowed to pick up these materials for their teachers.
- S. Treble and Tenor-Bass choir packets will be available for purchase on site immediately after the audition. A PACKET MUST BE PURCHASED FOR EACH SELECTED STUDENT ON AUDITION DAY. Packets should not be purchased at this time for directors (who are responsible for their own music) or alternates or designees (for whom packets will be made available on an as needed basis).
- T. The packets will be available on audition day after the lists have been posted. Directors will pay Region 25 directly and should fill out a form to be turned into the Treasurer with how many of each packet they should be invoiced for. Directors are strongly encouraged to open a PO prior to the audition day.

## **AUDITION PROCEDURES FOR STUDENTS**

- A. Audition times will be assigned in AM or PM blocks. Registrations for each block will BEGIN 30 minutes prior to the block start time. Upon registration, students will receive a pre-assigned audition number, but no specific times will be given.
- B. After registration, all students will gather in the cafeteria. Students will be given the opportunity to sing through the cuts, after which small groups will be escorted to the audition rooms. Each student will remain in the cafeteria until his/her audition number is called. CELL PHONES/SMART WATCHES ARE NOT PERMITTED; if an officer sees a student communicating via cell phone/smart watch, that student may be subject to disqualification.
- C. Students may not have contact with their directors after registration is complete.
- D. After being escorted to the audition room, students will check in with the monitor outside the audition room. The monitor will record the student's name and audition number as a back-up form of documentation.
- E. Upon entering the audition room, the monitor will give the judges the audition number only. The monitor will leave the room and secure the door before the audition begins.
- F. Students must bring their own music to the audition. NO music will be provided.
- G. Judges will sit behind screens. Only one student is permitted in the audition room at a time.
- H. After both songs have been performed, instructions for sight-reading will follow and the track will play the tonic triad in broken fashion (D-M-S-M-D-S,-D), followed by the starting pitch. At that time, a 30 second practice period will follow.
- I. At the end of the 30 second study period, the track will play the tonic triad again in broken fashion followed by the starting pitch. No additional study time is allowed.

- J. If the student stops and starts over, the judges will assess the first attempt up to where the student stopped. Then the judges will resume assessing with any new material attempted for the first time. Only one opportunity is allowed to sing the exercise unless there is mechanical failure with the playback equipment.
- K. After auditioning, students are encouraged to leave as soon as possible after their audition has been completed.
- L. If a student arrives late to his/her audition, he/she will be worked in if possible. Any student arriving later than 30 minutes after the last block has begun auditioning will NOT be allowed to audition.

**SELECTION OF THE REGION CHOIRS:**

A. Selection numbers are as follows:

Treble I:	Total – 54	Soprano 1 – 18	Soprano 2 – 18	Alto – 18
Treble II:	Total – 54	Soprano 1 – 18	Soprano 2 – 18	Alto – 18
Tenor-Bass:	Total – 75	Tenor 1 – 25	Tenor 2 – 25	Bass – 25

- B. In the event that a voice part is split into two zones/rooms, the top 9 ranking students from each room will be placed. In treble rooms, the next 9 (ranks 10-18) will be placed in the Treble II choir.
- C. In the event that a voice part is split into three zones/rooms, the top 6 ranking students from each room will be placed. In treble rooms, the next 6 (ranks 7-12) will be placed in the Treble II choir.
- D. Alternates shall be determined in the following manner: one per part per room with a minimum of two per part. In the event of a tie, the combined raw scores of songs will be used. In the event that a selected student is unable to participate, the director shall contact the Region Coordinator, who will then contact the appropriate alternate.
- E. A verification list will be sent to the sponsoring directors after the auditions to confirm correct spelling of student, director, and school names.

**REGION CHOIR CLINIC/CONCERT DAY EXPECTATIONS:**

- A. Attendance at the rehearsal and performance is required. These include the clinic all day Saturday and the Saturday afternoon concert.
- B. Any student missing more than one half hour of any rehearsal will not be allowed to continue his/her participation in the Region Choir. Exceptions will be made only in true emergency situations at the discretion of the Region Coordinator. Only one tardy is allowed and must receive clearance from the Region Coordinator. Any student more than 10 minutes late to the final assembly before the performance will not be allowed to sing. Students knowing of unavoidable conflicts to the dates listed should NOT audition.
- C. Students must be on their best behavior in rehearsal so that the section leader and directors will be able to use the time and talent to their fullest potential.
- D. Any director observing students not meeting the expectations will complete an Incident Report for the student. Students receiving two Incident Reports from directors will be sent home.



- E. Any student obviously not knowing the music, at the discretion of the section leader and with the approval of the Coordinator, may be asked to forgo participation.
- F. All music **MUST** be memorized for the Clinic/Concert day. Clinicians generally allow the singers to look at their music until the afternoon session, at which point memorization will be required.
- G. Singers will wear the formal choir uniform required for home campus performances for the Region Concert.
- H. Patches will only be awarded to those students performing in the final concert. Directors will pick those up from the Region Coordinator at the directors' meeting on Saturday.
- I. **DISQUALIFICATION** – students may be disqualified for misconduct at auditions, clinic, and/or concert. Disqualified students forfeit all region choir privileges.

## **REGION CHOIR REPERTOIRE 2025:**

### **Audition Repertoire:**

#### Treble Singers:

- Still Wie Die Nacht (arr. Leavitt)
- Come At Dawn (Butler)

#### Tenor-Bass Singers:

- Dies Irae (arr. Gray)
- She Dwelt Among the Untrodden Ways (Patterson)

### **Concert Repertoire:**

#### Treble I Choir:

- Still Wie Die Nacht (arr. Leavitt)\*
- Fire and Ice (Crocker)
- Shine On Me (Dilworth)

#### Treble II Choir:

- Come At Dawn (Butler)\*
- She Sings (Bernon)
- The Mermaid's Lament (Martin)

#### Tenor-Bass Choir:

- Dies Irae (arr. Gray)\*
- She Dwelt Among the Untrodden Ways (Patterson)\*
- Come Travel With Me (Farthing)

#### Combined Choirs:

- Sisi Ni Moja (Narverud) – OR – commissioned work by Christi Jones (to be voted upon)

## REGION TIMELINE 2024-2025

**August 10** – Fall Region meeting at the Robinson Fine Arts Center in Plano at 10:00 am.  
The handbook & directory will be distributed electronically.

**September – January** – There are no major region deadlines or events during this time.  
Practice tracks for audition music will be distributed **by November 1**.

**January** – UIL Entry deadline end of month (date on Region Website – TBD)

**February 3** – Region online entry window begins. ([www.tmea.org](http://www.tmea.org))

**February 28** – Region online entry deadline. Online entries must be entered by midnight CST. Mailed entry packets must be postmarked by this date, emailed entries must be sent, and hand delivered entries must be received by this date. **BE SURE TO SUBMIT A CHECK REQUEST EARLY ENOUGH TO MEET THIS DEADLINE!!!**

**March 4/5** – UIL Concert & Sight Reading Contest: NORTH ZONE @ Allen PAC

Concert Judges: Allison Hartzell, Jena Burkholder, Shannon Moriak-Carnley

Sight Reading Judges: Joel Price, Mary Jane Phillips, Amanda Ransom

**March 6/7** – UIL Concert & Sight Reading Contest: SOUTH ZONE @ Robinson FAC

Concert Judges: Clinton Hardy Ferrie, Theresa Pritchard, Colton Blake

Sight Reading Judges: Joel Price, Brittni Kelly, Emily Fry

**March 10** – Verification emails will be sent to directors by the Coordinator.

Directors will be expected to confirm this information *promptly* via email.

**March 24** – At 7:00 AM, cuts of the audition selections are announced to all directors via e-mail and may be released to students at that time.

**March 29** – **Audition Day** at Curtis MS (1530 Rivercrest Blvd., Allen, TX 75002)

Hosts: Kaylee Sadafszaz-Martinez and Leonardo Castro

**April 4** – Deadline to notify officers of students who are unable to perform; Last day for substitutions. No more alternates will be contacted after this date.

**April 12** – **Clinic and Concert** at Wylie East High School (3000 Wylie E Dr, Wylie, TX 75098)

Treble 1: Clinician – Christi Jones                      Accompanist – Jane Schmidt

Treble 2: Clinician – Kelly McDonald                      Accompanist – Jordan Peek

Tenor-Bass: Clinician – Ryan Forkner                      Accompanist – Jim Wilson

\*\* A director's meeting to cover spring business may be scheduled for the morning.

Director arrival by 8:15 am, Student arrival at 8:30 am, Concert at 3:00 pm

**May (TBD)** – Spring Region Meeting

# **REGION 25 MS/JHS CHOIR COMMITMENT & CONTRACT**

Students and parents or guardians must sign this contract in order for the student to audition for the Region 25 MS/JH All-Region Honor Choir. Please sign and return this contract to your choir director by their assigned deadline. Signed contracts must be received before your director can enter you into the Region Choir auditions.

**School:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

*I agree to commit myself to all required dates if I am selected as a member of the Region Choir. In addition, I understand and will follow all the rules regarding behavior and preparation for the Region Choir.*

**Student Signature:** \_\_\_\_\_

*I agree to support all required dates if my child is selected as a member of the Region Choir.*

**Parent Signature:** \_\_\_\_\_

**On the audition day (circle one):**

- I must sing in the morning
- I must sing in the afternoon
- I can sing at any time

**Audition Date:** Saturday, March 29, 2025 – Curtis Middle School, Allen ISD

## **Required dates, if selected:**

**Clinic/Concert Day:** Saturday, April 12, 2025 @ Wylie East HS  
Registration @ 8:30 am      Concert @ 3:00 pm