

**TMEA REGION 15**  
**MARIACHI DIVISION**  
**HANDBOOK**



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## **INTRODUCTION**

This handbook was prepared as a guide of the duties for the Region Mariachi Chairperson and the Region membership. The original is on file with the current Region Chairperson and is available for further updates and corrections. This is the latest version, submitted on **August 7, 2023**.

## **TMEA EVENTS**

1. TMEA All-Region Middle School Mariachi Auditions
2. TMEA All-Region High School Mariachi Auditions
3. TMEA All-Region Middle School and High School Mariachi Clinic & Concert

\*TMEA events are open to any student who is enrolled as a full time student (as defined by TEA) in a Texas school during the semester in which the activity takes place. (See student eligibility requirements on Section I)

*Note:* Students competing in all TMEA sanctioned activities need to follow the regulations contained in Sections I and II in Appendix A.

## **ELECTED POSITIONS**

### **General Powers**

The affairs of the Region shall be managed by its officers.

### **Number and Tenure**

The officers shall serve a tenure of two years, as prescribed by TMEA, starting and ending at the May region meeting in even numbered years. An officer shall be able to serve unlimited successive terms if elected by the membership. The Vice-Chairperson will become Chairperson after two years unless the membership votes otherwise.

### **Qualifications**

An Officer shall be a member in good standing of the Orchestra/Mariachi Division of TMEA.

### **Vacancies**

Any vacancy occurring shall be filled by the appointment of the Chairperson until such a time as a vote can be held by the general membership. A vacancy occurring in the office of the Chairperson shall be filled by calling an emergency meeting and holding an election.

### **Compensation**

Officers shall not receive any stated salary or compensation for their activities. The Chairperson may receive compensation as voted on by the Region 15 Mariachi Division membership up to \$500 for each term (2 years). The membership **MUST** vote at the end of the term to approve compensation.

### **Removal**

An officer may be removed by vote of two-thirds majority of the membership of the Region 15 Mariachi Division.

## **Election**

Officers will be nominated and elected at the May region meeting in even numbered years.

**Resignation:** An officer may resign by giving written notice to the Chairperson two weeks in advance.

## **Officers**

**Chairperson:** The Chairperson shall be the principal executive officer of the TMEA Region 15 Mariachi Division and shall, in general, supervise and control all of the business and affairs of the region. He or she shall preside at all meetings of the region. He or she may sign contracts or other instruments. He or she shall appoint committees, and shall be an ex-officio member of these committees. He or she shall be custodian of records, conduct official correspondence and be responsible for all funds and securities of the region through the supervision of the other officers.

**Vice-Chairperson:** In the absence of the Chairperson or in the event of his or her inability to act the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers and be subjected to all the restrictions upon the Chairperson. The Vice - Chairperson shall perform such other duties as assigned to him or her by the Chairperson. The Vice Chairperson will be responsible for updating the region mariachi website.

**Secretary:** The Secretary shall keep the minutes of every meeting and be custodian of records. Their work shall be open to inspection by the Chairperson and Vice-Chair person. The Secretary must keep a record of attendance at meetings, keep records of correspondence, and perform other duties as assigned to him or her by the Chairperson.

**Treasurer:** The Treasurer will be responsible for keeping records of all monies received, receive and give receipts for monies due and payable to the region, and deposit all such monies in the name of the region in such banks, trust companies or other depositories as shall be elected by the region. The Treasurer will have to submit the financial report to the chairperson for submission to the TMEA state office twice a year.

## **Director/Active Member Sponsor Responsibilities-Auditions, Clinic/Concert & Meetings**

### **Duties of the Directors/Active Member Sponsors**

1. Maintain active membership in TMEA
2. Attend all meetings
3. Make sure all contact information is up to date with the Region Mariachi Chair
4. Discuss student expectations/behavior prior to each event
5. For all Region 15 events that include students, the director/active member sponsor must wait with their student until their parent/guardian picks them up. Do not rely on the host(s) to wait with the students.
6. Failure to adhere to the policies state in this handbook subjects the Sponsor/Director to the *TMEA Penalties for Rules and Policies Infractions* process.

### **Before the Audition**

1. Enter students in entry software (see Appendix B for more instructions). Directors will abide by the following entry procedures:
  - a. Use the current system provided by the Chairperson via email to enter students. Double-check all entries for accuracy.
  - b. Make checks payable to: TMEA Region 15 Mariachi Division. Send checks to the Region Chairperson at the address provided on the region mariachi calendar.
  - c. The postmark deadline date will be selected and announced by the Chairperson at the Fall Region meeting and will be printed on the Region Calendar. The deadline will be two weeks prior to the audition date. All entries must be entered online by the deadline.
  - d. All eligible students may audition for the All-Region Mariachi. (*See TMEA and TEA/UIL side by side rules for eligibility or see Appendix A*)
2. Directors with students auditioning must attend and assist with auditions. Directors who do not have students auditioning may also be given assignments by the Chairperson to assist with the auditions. Any director with a student auditioning or who has been given an assignment **MUST** be present at the audition. A proxy may substitute for a director; however, the proxy must be qualified to teach mariachi/orchestra/band/choir in the public schools and the proxy must assume all duties assigned to the director they are substituting for. Notice of execution of a proxy must be given to the Chairperson at least 24 hours prior to the start of the event. The Chairperson will file a grievance for any director who is not present at the audition site. Notice: a proxy may not receive monetary compensation from the region.

### **Day of the Audition**

1. Directors/Sponsors must be at all events where their students are participating.
2. If a director is unable to be at the audition and has students entered in the process, the director must send a proxy that can judge in the contest. The director must also notify the Region Mariachi Chairperson of the proxy.
3. Directors/Sponsors should bring calculators to the auditions to avoid addition errors during judging. Errors can result in delay in posting the results and/or incorrect ranking of the students. Tabulated audition results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period the results are subject to the TMEA Appeals Process.
4. Inform students about the cellular phone and other electronic devices policy and its implications. *TMEA Policy: No electronic devices may be used or accessed by a student participant until the auditions for the student's section have been concluded. Failure to comply with this regulation may result in student disqualification. The list of non-allowable electronic devices includes, but is not limited to, phones, electronic games, computers, cameras (within an audition room) and playback systems.* Inform the students there is a landline phone available to them at the contest site.
5. Directors/Sponsors should collect the music folders from the Chairperson for their students who earn a position and return the signed acceptance form to the Chairperson before music is released.

6. Directors/Sponsors **must** remain present and available at the audition site until their panel's scores are entered and any discrepancies are corrected.

### **Region Clinic & Concert**

1. Carry out all assigned tasks given by the Chairperson
2. Supervise all students and assist the clinicians with tuning
3. Make sure your students are informed, prepared and equipped
4. Notify the Chairperson of missing students or attendance conflicts as soon as possible
5. Take your students to dinner on Friday and lunch on Saturday
6. Help tear down equipment after the concert (if needed)
7. Assist with set-up (if needed)
8. Help clinicians with sectionals/lessons

## **Duties of the Region Chairperson-Auditions, Clinic/Concert & Meetings**

### **Before the Audition**

1. Chair the music selection meeting. Directors will bring music suggestions and the Chairperson will provide supplies for choosing and preparing excerpts/etude sheets for each instrument at the meeting. The Chairperson will collect and file a copy of each excerpt/etude audition sheet for each instrument at each level to ensure everyone has access to it.
2. Assign judging panels with 5 judges per panel; designate one as panel chairperson; assign a qualified monitor to administer the audition in each audition room to assist the students and judges.
3. Make High School and Middle School judging packets, which include copies of the audition music and all necessary tabulation forms (found in the TMEA Region Chair's Resources). Provide pencils for all judges.
4. Email region membership the current system for student entry and provide entry procedures.

### **Day of the Audition**

1. Chair a directors' meeting at the beginning of the audition. Take roll of the judges and other directors with assignments. Explain the audition procedures and forms and provide the actual judging sheets for explanation. Meet with the monitors and other assigned persons to explain procedures. As they become available, sign and post the results according to TMEA rules. After the auditions, distribute the folders to the students accepted into the Region Mariachi. Remind students and directors of the expected behaviors.
2. Check to ensure the audition host is reimbursed for expenses (with receipts) and that entry fee receipts are provided to schools that entered students.

## **Clinic and Concert**

1. Hire clinicians, send contracts and rehearsal schedules. Inform them of reimbursements and fees, and assist them with lodging, meal information and driving/flight information. Clinicians should arrive before lunch on Friday and depart Sunday morning. (If there are no available Friday flights, they may arrive on Thursday night)
2. Inform clinicians we will escort them around town. It is customary to take clinicians out to dinner at Region expense after the concert.
3. Arrange for a company to videotape the concert (must be an approved TMEA vendor)
4. Arrange for a T-Shirt and Plaque company to take orders (must be an approved TMEA vendor)
5. Take attendance of students and enforce all attendance policies
6. Assign teachers to assist each clinician with tuning and monitoring students
7. Contact clinicians for biographical information for the program. Give audition roster and clinician bios to program appointee who will design and have them professionally printed. Secure a sponsor(s) for the printing costs of the program.
8. Send students and clinician names to the t-shirt printing company.
9. Write and give an acknowledgement speech which introduces clinicians.
10. Check with host for complete arrangements
11. Get scores to the clinicians before they arrive (to study or make changes)
12. Collect receipts from clinicians. Have checks for their fees and hotel bills ready at the end of the concert
13. Distribute region patches to directors or students
14. Distribute directions to the clinic/concert site
15. Send a list of needs (stands, chairs, rooms) to the region clinic and concert host

## **Hosting Duties – Auditions & Clinic/Concert**

### **Duties of the All-Region Audition Host**

1. Provide a classroom for each judging panel; tables and chairs for 5 judges; chairs and music stands behind the judges for all students auditioning.
2. Provide an office, necessary personnel and materials, including access to a copy machine and paper.
3. Provide a warm-up/waiting area for students
4. Arrange for refreshments (save receipts) and prepare a hospitality room for directors
5. Prepare and place signs showing where auditions will be held, where warm-up space is available, where results will be posted, restricted areas, and other signs that will clarify the audition process.
6. Provide a place for the posting of results, for teacher review of results, and for the distribution of folders. Parents and student may NOT enter the teacher review room, nor may raw scores be removed from this room by anyone other than the Chairperson
7. The host school may provide a concession stand at the site
8. Provide a phone for students
9. Provide a screen between the judges and students auditioning in each audition room.
10. Provide access to sharpeners for the judges
11. Arrange to have student runners available to help with anything that is needed

12. "How to Host" is available in Appendix C

### **Duties of the All-Region Clinic/Concert Host**

1. Provide a classroom/rehearsal area and a stage for each group and provide those classrooms with the adequate amount of music stands and chairs.
2. Buy snacks (save receipts for reimbursement) and set up a hospitality room for directors
3. Make and place signs
4. Hosting school may set up a concession stand
5. Arrange a set-up and tear-down crew
6. Provide a seating area for students while in the audience. (Cases will be kept in an alternate location)
7. Arrange at their campus for the use of the auditorium and rehearsal facilities. Provide chairs, podium, microphones, stands, risers (trumpets) and air conditioning.
8. Arrange to have ushers at the doors to distribute programs before/during the concert.

### **TMEA All-Region Mariachi Audition Procedures (Region Only)**

1. The Chairperson will distribute the music packet after the music selection meeting and remind directors of membership verification requirements and audition fees.
2. Audition music may include region cut from the All-State Etudes and an excerpt from a piece to be played at the All-Region Clinic and Concert.
3. Directors with students auditioning must attend and assist with auditions. (Refer to #2 on Before the Auditions)
4. Students will all be in the same room and will get called by a number and/or letter and will remain out of view from the judging panel. Vocals will enter the room and audition one at a time. If there is more than one panel, the students will change rooms while the judges remain in their assigned rooms.
5. Tabulated audition results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period the results are subject to the TMEA appeals process.
6. Students must be eligible at all stages of the All-Region process. This includes the audition, all rehearsals and clinic and concert.
7. The audition host of each TMEA event will purchase beverages and light snacks for the directors. The Region Chairperson will reimburse them from receipts provided. Hosts are encouraged to keep catering costs moderate.
8. Only participating students and teachers are allowed in the audition area. Parents are allowed in the warm-up areas only.
9. No electronic devices will be allowed. Only non audible single purpose metronomes are permitted.

### **TMEA All-Region Mariachi Auditions Certifying for State**

1. We will hold an audition solely for students wishing to certify for state.
2. The audition will include the all-state mariachi etudes: two instrumental etudes and one vocal etude.
3. The auditions will be judged by a panel of 5 judges.



4. The audition will be done in three rounds, starting round one from top to bottom, round two starting one third down and round three starting two thirds down.
5. The procedures will follow all TMEA Audition procedures.
6. All rankings and ties must be handled in accordance with the procedure for tie breaking as printed in the All-State Orchestra Audition Procedures and Guidelines.
7. The contest chair must certify the total number of students allowed per instrument provided the number of contestants meets or exceeds the demand. If the number of contestants is less than the demand, those contestants shall be certified. No chair or judging panel shall have the authority to eliminate a student if a Region or All-State spot is available.
8. We will certify a maximum of the following instrumentation to record for the Area level audition:
 

3 trumpets	1 guitarra de golpe
9 violins	1 guitarrón
1 vihuela	1 harp
2 nylon guitars	
9. All rankings and ties must be handled in accordance with the procedure for tie breaking as printed in the All-State Orchestra Audition Procedures and Guidelines.
10. The certified students will move on to record for the Area Auditions.

#### **Audition Music Region Only**

1. The mariachi directors of Region 15 will choose the audition music at the music selection meeting.
2. The mariachi directors will also choose the music to be performed at the clinic & concert at the music selection meeting
3. Auditions may include excerpts from the All Region Clinic and Concert.
4. Cuts to the music will be announced at the beginning of the audition

#### **Audition Music All-State track**

1. The audition music will be the music provided on the TMEA website consisting of two instrumental etudes and one vocal etude.

#### **Audition Personnel**

1. Five member panels must be used for all auditions
2. Judges, tabulators and monitors should all be members of TMEA unless there are not enough members of Region 15 Mariachi to assist with the audition.
3. Tabulators will use the software provided by TMEA.
4. As all directors and member sponsors will be used to judge or monitor, it is recommended that each school bring one or two additional adults to supervise students in the warm-up area(s). These adults may be needed to monitor hallways as well.
5. There are no stipends associated with auditions.

# CLINIC AND CONCERT

## Stipends/Honorariums

1. Clinicians will be given an honorarium for their work with the region mariachi. The amount will depend on their expertise, experience, and amount of travel. The region will also reimburse and/or provide the clinicians with travel expenses including but not limited to: meals, lodging, mileage, airfare.
2. No stipend or honorarium will be given to the host or to the host school. Reimbursement of the cost incurred for directors snacks/breakfast while hosting the clinic and concert will be reimbursed with receipts.

## Student and TMEA Director/Active Member Sponsor Attendance Requirements

**TMEA Director/Active Member Sponsor (herein called “director):** If a director has a student from their campus who was awarded a place in the region mariachi, that director is responsible for their student throughout the clinic and concert. The director may send a proxy if they are unable to attend. The proxy takes all responsibilities of the director.

1. The director must make sure that the student has a ride to and from the host site
2. The director must make sure the student has all of their materials for the clinic, i.e. music pencil, clinician gift contribution.
3. The director must make sure that the student receives all the necessary meals
4. The director will make sure that the students are exhibiting proper behavior during rehearsals.

**Student:** Will abide by the following attendance requirements.

1. Attend all rehearsals associated with the clinic and concert.
2. If an emergency arises (sickness, death in family or an act of God) and the student is absent from more than one third of the total rehearsal time on each individual rehearsal, or the afternoon concert, the student will forfeit his/her position and/or region patch. The Region Chairperson may decide to award the patch for any student present for only a portion of the clinic and concert after hearing the explanation by the student’s director. Any sickness must be certifiable by a written physician's excuse.
3. Students will make the necessary arrangements to schedule all conflicts (college entrance exams, UIL activities, athletics, and church activities) at a time other than the region clinic and concert.
4. Students will be on their best behavior during rehearsals and the concert.

## Student Elimination

1. Once a student enters the TMEA audition process, he/she may be eliminated only by either:
  - a. Audition process itself
  - b. TMEA Appeals Process
  - c. Student’s TMEA Director/Member Sponsor

2. Students who do not participate in the clinic and concert forfeit their region patch.
3. Students demonstrating improper behavior or being disruptive to the other students or the clinician are subject to removal or disciplinary action. If a student is removed due to improper behavior, he or she will also forfeit their patch.

**Use of Alternates**

1. In the event that a student becomes ineligible or is unable to play in the All-Region Mariachi, the Chairperson may move an alternate into the section.
2. An alternate may be substituted by the Chairperson up to the first hour of the Friday All-Region Mariachi Clinic & Concert.
3. Alternates do not attend the Friday and Saturday All-Region Clinic/Concert unless they have been contacted by the Chairperson to fill a vacancy. Teachers should not bring alternates to the Clinic/Concert unless directed to do so by the Chairperson.
4. Alternates not moved into vacancies in the mariachi should be on stand-by in the event a vacancy occurs. If called by the Chairperson to fill a vacancy, the student must arrive within the first hour of the Friday All-Region Mariachi Clinic.
5. If vacancies occur in any section greater than the number of designated alternates, the Chairperson may move additional students into the mariachi in the order in which they placed in the audition.

**Instrumentation for each Ensemble**

High School and Middle School Instrumentation (Per Group)			
Violin	12	Alt.	4
Trumpet	4	Alt.	2
Harp	2	Alt.	2
Guitarron	2	Alt.	2
Vihuela	2	Alt.	2
Guitar	3	Alt.	3
Guitarra de golpe	1	Alt.	1
Soprano*	1	Alt.	1
Alto*	1	Alt.	1
Tenor*	1	Alt.	1
Bass*	1	Alt.	1

**\*\* Vocalists will also be allowed to be instrumentalists. Vocalists will follow the same audition procedures as instrumentalists. Vocal auditions for high school will be held on the same day as the middle school auditions. Students chosen as vocalists for the region mariachi DO NOT have to be selected as instrumentalists as well. BUT may do both if selected to advance in an instrument and vocal panel.**

## **Region Meetings**

The mariachi division holds two major organizational meetings each school year, one in August and one in May. The actual date, meeting time and location are set by the membership of TMEA Region 15 and are published in the August and May editions of the Southwestern Musician and available on the TMEA website and on our TMEA Region 15 Mariachi website.

The mariachi division may hold additional meetings at other times, including at the TMEA Convention in February and in the spring semester for selection of region music. The chairperson will announce any additional meetings to the membership.

TMEA Region 15 Mariachi Division members are responsible for attending the two major organizational meetings each school year and strongly encouraged to attend all additionally called meetings of the region.

*Dates and meeting locations will be distributed to the directors in their calendars. The dates and locations for these meetings will also be emailed out and reminders will be sent. If a director is unsure of a date or location, they must contact the Region Chairperson. Absence due to lack of information will not be accepted.*

# **APPENDICES**

## **APPENDIX A -AUDITION ENTRY PROCEDURES**

1. All entries are due fourteen days prior to the audition date. Entries may be postmarked or hand-delivered. All entry numbers will be held confidential by the region Chairperson.
2. The late and final online entry deadline will be seven days prior to the day of the audition.
3. Correction to an existing student entry may be made between thirteen and seven days prior to the contest without penalty, but a student entry added less than fourteen but more than seven days prior to the contest will result in an additional 100% student late fee.
4. A campus entry created less than fourteen days prior to the contest will be subject to the TMEA Grievance Process
5. Directors will be allowed to add or change student entries the day of the audition. The 100% additional student late fees will be assessed.
6. All fees must be paid or supported by a school purchase order prior to the start of auditions

### **Online Entry Procedures**

1. Go to [www.tmea.org](http://www.tmea.org)
2. Click or hover on the tab that reads "Divisions and Regions"
3. Click on "Orchestra"
4. Click on "Audition Entry"

### **Establish a Campus**

1. Login as Director
2. If this is the first time you are logging in you will be redirected to the "Add a Campus" Page.
3. Enter all of the required information for your school
4. Click the "Add Campus" button to create the campus and return to the campus list.
5. To enter students for more than one school, click the "Add A Campus" link from the campus list to create a campus record for each school.
6. Once you have your campus(es) set up, click on view contests
7. Find the contest you are registering for and click on view students.
8. Add the students (make sure to verify their name, grade and instrument)

### **Finish Your Entry**

1. Once you have completed the entry of students for a contest, go to the student list for the contest.
2. Click the "Official Entry Form" link.
3. Print and sign the form. Your membership card will already be attached.
4. Mail the Official Entry Form, Declaration of Intent forms (if applicable) and payment to the address listed on the Official Entry Form. Be sure it is postmarked on or before the contest deadline!

## APPENDIX B - REGION AUDITION HOST INSTRUCTIONS

1. Check with your campus to make sure there is nothing else going on and that you can use most of the building. Get a custodian to work the day.
2. Make sure someone is going to bring food and drinks for the directors.
3. Contact teachers whose rooms you will be using 1 or 2 weeks in advance. Also, make sure there will be Air Conditioning the day of the audition

Violins will need 2 rooms

Trumpets 1 room

Armonia 2 rooms

Vocals 1 room

Warm-Up Area

Directors' Lounge

Tabulation Room

\*\*\*Remember that this can vary depending on the amount of entries\*\*\*

4. Do a walk-through of your school the way the students will go the day of the auditions so you will know how many signs of each sign to copy. If there is an area that you do not want kids going into, move tables or stands to block the hallway you don't want them going into and add posters or signs to tell the kids the area is off limits.
5. Be happy you probably will not have to judge!
6. The day before the audition, take your student volunteer around the rooms you will be using and draw diagrams of the set-up of the room so that you can put the furniture back where you found it so the teacher will let you use the rooms again in the future.
7. After school is over, send your student to each room to clear a large area in the middle of the room for the judges. You will need 5 desks or a table that can hold 5 judges. It is best to get a chair rather than have the judges sit in the desk seats. Five or six stands per room to create a screen to block the judges from the kids. One stand per room for the student. A chair in the armonia rooms for the student. You can use butcher paper for the screens.
8. Tape signs to show students and teacher where to go
9. Have a printer available for tabulations
10. Have internet available for Chairpersons laptop, **all judges and contest personnel.**
11. Get to school at least an hour before to check rooms to make sure everything is still set up. Get ice for coolers for the drinks. Bring some stands for the warm-up area.
12. Be on standby for anything that needs doing
13. Walk around the site to make sure everything is running smoothly.
14. Post results as they come out
15. As rooms start to finish, be there to start putting the rooms back to how they were
16. Once everyone is done, make sure everything is put away and put back to where it was before.

## **APPENDIX C – RUNNERS, MONITORS & JUDGES**

**Runner:** Runners are important because they help carry out tasks that need immediate attention. They aid the judges, monitors, host and Chairperson as needed.

Runners will:

1. Aid the judges with anything they need (getting extra pencils, making copies etc.)
2. Aid the Chairperson or the host with anything they need.
3. Let the Chairperson know of any issues that may arise with the judges (questions etc.) or with any of the students.
4. Runners may or may not be assigned to a specific area.
5. As soon as a task is given, carry out as quickly as possible.
6. Always report back to the Region Chairperson

**Monitor:** Monitors will help carry out the auditions. They are essential in keeping the pace of the auditions and making sure everything goes smoothly. They will call out the letters/numbers.

Monitors will:

1. Stay in the audition room at all times.
2. Announce letters/numbers of the auditioning students to the judges
3. Give the “cuts” to the students prior to auditioning
4. Tune instruments that may have gone out of tune
5. Change any strings that may pop
6. Assign the runner with any task that the monitor cannot carryout
7. Remove students from the room when/if the judges need a break
8. Ensure that students remain unseen
9. Once the panel has finished, pick up the judges folders with their scores (keep them confidential) and turn them in to the Region Chairman

**Judge:** Judges will score the students on their performance during the audition. Judges need to be members of TMEA (unless there was a lack of judges).

Judges will:

1. Fulfill their judging assignments
2. Arrive on time to their judging assignments
3. Remain impartial during auditions
4. Will score all students fairly
5. Will not make rude comments or remarks about a student or their performance
6. Write constructive comments on the judging sheet
7. Use a calculator to correctly tally up their scores
8. Remain in the audition room until a break is given or auditions for the panel have finished
9. Will not see the students or know what letter/number was assigned to a particular student.
10. Turn in their folder with their scores to the monitor at the conclusion of their panel auditions
11. Remain in the audition site until they have been cleared to leave by the Region Chairman.