

**ASSOCIATE DIRECTOR
for
AUDITIONS**

CHRONOLOGY

JANUARY

- Attend Festival Follow-up Meeting (usually last Sunday of January)

FEBRUARY

- By February 15th send annual budget request to ISU or U of I contact so that budget can be prepared for March meeting.
- Secure location
- Budget for binders

MARCH

- Attend Spring Meeting of Planning Committee

APRIL

MAY

- Prepare copy for both the High School and University/Vendor Fall Mailings.
- Prepare tips for website

JUNE

- Attend two-day Summer Meeting of Planning Committee. At this meeting, be sure to view the facilities for auditions. Also discuss the preliminary monitor arrangements with the student representative.

JULY - AUGUST

SEPTEMBER

- Attend Fall Meeting of Planning Committee
- Attend ITA Convention

OCTOBER

- Discuss with the All-State Director arrangements that need to be made to accommodate all-state student auditionees.
- Consider doing an audition workshop on Saturday for underclassmen (reconsider: did not happen 2010)
- Secure a leader for the audition warm-up on Friday morning (did not happen 2010)

NOVEMBER

- Contact students and/or sponsor if resume has not been received.
- Finalize monitor requirements.

- Send preliminary letter to college/university representatives. Include dates, time, and hotel/motel information. Confirmation letter was handled by exhibits.
- Begin duplication of student resumes.
- Develop preliminary schedule of technical and performance auditions. Discuss schedule with workshop directors.
- Before Thanksgiving meeting, confer with Exhibits director to check that your list of universities matches his/her list of exhibiting universities.
- Prepare a list of universities who have applied to participate in auditions for the Festival program. This list will need to be turned in at the Thanksgiving meeting.
- Attend 2 day Thanksgiving Meeting of Planning Committee (in some calendar years this meeting is the weekend before Thanksgiving).

DECEMBER

- Arrange to post audition schedule on Festival website.
- Arrange resume notebooks and auditioner's packets
- Create evaluation form for students and college representatives.

JANUARY

Festival Week Responsibilities:

- Attend Pre-Festival Planning Committee Meeting (Wed. eve.)
- Prepare and set-up for Festival (Thursday morning/afternoon). Make sure auditioner's packets are with registration materials.
- Greet and assist with registration (Thursday 3-8 pm)
- Meet with all student auditionees half hour before opening ceremony
- Attend Opening Festival Performance(s) (Thursday evening)
- Meet with college reps before performance auditions starts on Friday
- Supervise technical and performance auditions on Friday
- Oversee callback notification process
- Attend Final All-State Performance (Saturday afternoon)
- After Festival write exit report and prepare 30 copies for January meeting.
- Write thank you letters to college/university reps for attending.
- Attend and present exit report at Festival Follow-up Meeting (usually last Sunday of January)

updated July 2010