

## **Louisiana Music Educators Association All-State Jazz Auditions**

### **Instructions for: District Director or the District's Designated Jazz Chair**

See the “**All-State Jazz Auditions – Audition Process**” for instructions about the procedure to be followed during the audition. Note: If you need help recording the auditions, contact Lee Hicks or designated members of LAJE for assistance.

Please fill out the Excel master lists/forms (located in the Dropbox folder with the other audition material) carefully, being sure to accurately link the audition numbers to students' names.

**Once ALL of the auditions for your district are completed, please follow these procedures:**

**1.** Be sure to label the mp3 file for each person auditioning (*and back them up on your computer*) as follows:

*Ex.: **LMEA All-State Jazz Audition - District 9, Alto Sax 1***

**2.** Please scan and email all registration forms with the recorded files to [LMEAJazz@gmail.com](mailto:LMEAJazz@gmail.com) and include your LMEA District # in the subject line. This will save time for the entire process. Please save all of the files on your computer, back them up on a disc, and save it in case there are any issues with the file transfer through email. Please save ALL of the information until after the All-State Jazz ensemble has been selected and finalized.

**3.** Once you have emailed all of the registration forms, mp3 files, etc... you must mail the hard copies of the registration form and a single district check to the jazz division chair. If there is an issue with uploading the files, please include CDs with your recorded mp3 files and label them as follows: LMEA District # \_\_, 2016 All-State Jazz Auditions, Saxophones, etc...

*i.e. 1 CD for Saxophones, 1 CD for Trumpets, 1 CD for Trombones, and 1 CD for Rhythm Section*

If you need to use more than one CD for a section that is fine, just label it as indicated above and include Saxophones Disc 1 or 2, etc...

**Please mail all student registration forms, Excel forms, check, and CD recordings (if necessary) to:**

**Lee Hicks  
LMEA Jazz Division Chair  
100 Bulldog Drive  
Mandeville, LA 70471**