

University of Kansas
Jazz Instrumental Audition Procedures
AUDITIONEE/PROCTOR GUIDELINES—Fall 2018

In order to recreate the professional audition environment; most importantly, to preserve anonymity and eliminate all bias, the following guidelines must be preserved by Proctors and Auditionees for Jazz Instrumental Auditions at the University of Kansas:

- Auditionees will sign up for a specific audition time according to their instrument, using their **KU ID NUMBER ONLY**.
- Auditionees will report to the assigned audition site one slot prior to their specific audition time, and will fill out the **JAZZ AUDITION FORM** (available online at <http://music.ku.edu/jazz/ensembleauditions>) with the requested information. This form will serve as a "ticket" for audition order number assignment and is designated by KU ID number only. The Auditionee will then wait for the Proctor to greet them and escort them into the audition room.
- Once the Auditionee enters the audition space, they will give the Proctor the completed Jazz Audition Form and fill out their full name on the "Key Form" held by the Proctor. The Proctor will keep the official record of KU ID numbers, names, and audition order numbers. This information will not be made available to the Committee until ensemble staffing decisions have been made according to KU ID numbers/audition order numbers.
- When the Auditionee is ready to begin, the Proctor will announce the order number by saying, "Auditionee number ___ is ready to begin." The Committee will take the Auditionee through the process, and once dismissed, the Auditionee is free to go.
- Auditionees are NOT allowed to talk during the audition. If the Auditionee wishes to repeat a passage, the Auditionee will whisper the request to the Proctor, who will then relay the request to the Committee. Such requests are not guaranteed to be granted. If the Auditionee misunderstands any directions, or has any questions, these inquiries must be addressed to the Proctor ONLY. The Proctor will relay such requests and/or questions to the Committee. If the Committee asks a question or has a request, the Auditionee must NOT answer as if in a conversation; all verbal communication will be through the Proctor.

NOTE: The Committee reserves the right to shorten a passage during the audition, skip passages, request that passages be repeated, refuse requests for repeating passages, and also to dismiss the Auditionees at any point during the audition should they not meet the required standard of preparation. Auditionees must refrain from outbursts of either a positive or negative nature with respect to performance in order to preserve the anonymity of the audition process. Failure to adhere to these rules may force the dismissal of the Auditionee.