

## Teacher Preparation Checklist

Please **READ and follow** these directions thoroughly. Email or call your District Chair, Holly Mullenix or Lisa Hewitt, if you have questions).

	1. Pay NAFME, FMEA, and FEMEA dues by <b>September 15, 2017</b> .
	2. Seek permission from your principal to participate in the All-State Orff (sample principal letter provided).
	3. Select students who meet eligibility requirements and communicate with their parents/guardians using the letter provided.
	4. Print online-generated Orff application forms to send home with your students for parents/guardians to sign in <b>BLUE or RED</b> ink and fill in or change information. If you don't have all the information needed prior to printing the forms, information added or changed on the forms by the parents must also be added or changed in the website.
	5. Make two copies of each application form. Keep one copy and enclose one copy <b>and</b> the signed (blue ink) original in your audition package.
	6. Secure audition fees from each nominated student.
	7. Communicate with your bookkeeper/PTA to secure a check payable to <b>FEMEA</b> for your students' Orff audition fees.
	8. Make two copies of the check/money order. Keep one copy and enclose one copy and the original check/money order in your audition package.
	9. Once all students are entered online, an Invoice/Teacher Contract will be generated. Make one copy for you to keep and submit the one with original signatures in <b>blue or red</b> ink.
	10. Prepare yourself for recording the audition by reading all instructions carefully. Practice reading the script before recording the audition.
	11. Secure a soprano recorder, an Orff-style alto xylophone (no concert xylophones) and an acoustic piano tuned to A440. If only an electronic keyboard is available, use the piano setting.
	12. Practice examples online at listed tempo.
	13. Teach and practice the prepared pieces, the 8-beat imitation samples along with "Are You Sleeping?" with your students.
	14. Make audition recordings in a setting that will not be disturbed in .mov or mp4 format.
	15. Make the video and watch it before uploading to the website. Check the following: <ul style="list-style-type: none"> <li>• Can you hear the student? Is the face of the student off camera? Are the hands seen?</li> <li>• Is there any visual of your school name either in the room, or on clothing?</li> <li>• Is there static or distortion?</li> <li>• Is the child's voice the dominant voice during the round?</li> </ul>
	16. <b>Read</b> and follow the Directions for Submission and prepare your audition package.
	17. Mail your All-State Orff Audition Packet to your District Chair postmarked by <b>September 22, 2017</b> .