Thank you for your interest in the 2018 OAKE National Conference Choirs which will be held in Oklahoma City, OK. The choir participation dates are March 21 – 24, which are one day offset from our official conference dates, March 22 – 25. We look forward to receiving your students’ applications. Review all steps before beginning. The following instructions must be followed exactly as printed. If you miss deadlines, or do not follow these instructions, your students will not be eligible for selection to the OAKE National Conference Choirs.

**Important Dates and Financial Obligations**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Deadlines/Dates</th>
<th>Fee</th>
<th>Responsibility of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Open – Applications found online at <a href="http://www.oake.org/choirs">www.oake.org/choirs</a></td>
<td>August 15, 2017</td>
<td></td>
<td>Teacher</td>
</tr>
<tr>
<td>Application and Fee Deadline – Parent submits online payment form** or teacher collects and mails checks to the OAKE National Office. **New this year!! Pay the audition fee online! oake.formstack.com/forms/choir_audition_fee ($1 processing fee)</td>
<td>October 15, 2017</td>
<td>$25 USD Non-refundable</td>
<td>Parent completes student info form, Parent pays online or by check to teacher, Teacher submits checks</td>
</tr>
<tr>
<td>Audition Results and Notification Emails Sent – Teachers will receive audition results via email. Typically a day later, acceptance and rejection notifications are sent to parents via email. Acceptance emails will contain registration links and other important information for parents.</td>
<td>by November 10, 2017</td>
<td></td>
<td>OAKE National Office</td>
</tr>
<tr>
<td>Accepted Student Registration &amp; Fee Deadline – Parents are responsible for paying registration fee unless the school covers the fee. Parents complete the online registration and either pay online or send the check directly to the OAKE National Office.</td>
<td>December 1, 2017</td>
<td>$230 USD Non-refundable</td>
<td>Parent pays and submits registration</td>
</tr>
<tr>
<td>Choir Packets Mailed to Teachers – Teachers will receive music packets to begin rehearsing repertoire with students in early December.</td>
<td>Early December, 2017</td>
<td></td>
<td>OAKE National Office</td>
</tr>
<tr>
<td>Teacher Conference Registration Deadline – Teachers are required to attend the OAKE National Conference if their student(s) have been selected to participate. Oklahoma City-area teachers can register for the one-day Secondary Choral Track.</td>
<td>December 10, 2017</td>
<td></td>
<td>Teacher pays</td>
</tr>
</tbody>
</table>
IMPORTANT MESSAGE: Whether you are new to OAKE or a veteran of the organization, if you audition your students and they are chosen to participate in the OAKE National Conference Choirs, you commit to:

- Help accepted students learn and memorize their music. Some rehearsal tracks will be available, but it is ultimately the responsibility of the teacher to ensure that the repertoire is learned and memorized before the conference. Music checks may be employed at the conference and any unprepared students may be asked to sit out of rehearsals at the choir coordinator’s or conductor’s discretion.
- Register and attend* the OAKE National Conference. Teachers who fail to register and attend the conference will not be allowed to audition students in subsequent years until registration payment has been received. *In the event that an emergency occurs, attending the conference may be waived if the teacher has fully registered and notification of absence is sent to director@oake.org. We encourage teachers to register before the conference Early Bird Registration deadline to receive reduced rates.
CHOIR DESCRIPTIONS

- **Children's Choir** - (SSA) - Treble singers in grades 4 - 5.
  Teachers may submit up to 12 applications for Children's Choir.
- **Youth Choir** - (SSAA) - Singers in grades 6 - 8 with unchanged* voices.
  Teachers may submit up to 12 applications for Youth Choir.
- **Concert Women’s Choir** - (SSAA) - Female singers in grades 9 - 12.
  Teachers may submit up to 12 applications for Concert Women’s Choir.
- **Chamber Ensemble** - (SATB) - Male changed voices in grades 9 - 12, plus female singers selected from all the high school women applicants. Teachers may submit an unlimited number of male applications for Chamber Ensemble.

*Middle school males with changed voices: Because many of our conductors feel that the long rehearsal schedule is not healthy for young men whose voices have recently changed, we currently do not accept applications for middle school males with changed voices.

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**STEP 1 - Collect Student and Parent Information; Scholarships**

Since teachers must submit applications on their students' behalf, it is important that you gather accurate information from your students and their parents. We recommend that you provide parents with the Parent Brochure, which can be found at oake.org/choirs. There is one required form and two optional forms in the Parent Brochure that you should collect for each student:

- **Information Form** *(aids in the completion of the student’s online application)* There are two new options that may make this process simpler and less error-prone for you. You may choose to email families the form provided by OAKE; families type in their student information and email the form to you, which you simply copy and paste into the online audition form later. You might also urge families to pay their $25 audition fee online at www.oake.org/choirs ($1 processing fee). **You must write your name and email address on the brochure so they have that information when paying online.** This is how teachers will receive emailed confirmation upon students' payment. These new options will save the teacher typing in student information and gathering checks. Alternatively, you may use the same paper and check payment process as in the past; families fill out a paper version which you'll re-type when submitting their audition.
- **Student Scholarship Essay** *(OPTIONAL - only if student is applying for scholarship)- scanned paper forms only *Scholarships are available only to students of OAKE members
- **Parent Statement** *(OPTIONAL - only if student is applying for scholarship)- scanned paper forms only *Scholarships are available only to students of OAKE members

*OAKE does provide a limited number of partial scholarships intended to increase diversity in the OAKE choirs. The amount of the scholarships varies but generally ranges from $250 to $500. PLEASE NOTE: Scholarships are available only to students of OAKE members. Students are not eligible to receive scholarships more than once and OAKE will not award more than one scholarship per submitting teacher.

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**STEP 2 - Send Payment**

*New This Year!* Parents may pay the audition fee online. If they choose not to, collect all of your student checks and send them to the OAKE Office together. Parents paying online will be required to enter the teacher's email address and a confirmation will be sent to you when payment goes through. The application fee for each student is $25 and must be paid either online or by check, made payable to OAKE and mailed to the address below. DO NOT mail any other attached documents* to the OAKE National Office. Only mail the check and make sure that the student’s name is written legibly onto the memo line of the check. Applications will be considered incomplete until payment is secured. *If your school is paying for multiple students via one check, please make sure you mail the check along with a complete list of the students for whom the check applies.

Parents Pay Online:
https://oake.formstack.com/forms/choir_audition_fee

Teachers Mail in Checks:
OAKE National Office
10801 National Blvd, Suite 590
Los Angeles, CA 90064
STEP 3 - Record the Audition

See instructions for each choir on the pages referenced below:
- Children’s Choir (pages 4 - 5)
- Youth Choir (pages 6 - 7)
- Concert Women’s Choir (pages 8 - 10)
- Chamber Ensemble (pages 8 - 10)

STEP 4 - Complete Online Application

The written portion of ALL applications must be submitted online. Printed applications will not be accepted. The online audition application is accessible at www.oake.org/choirs. Complete one choir audition application for each student using information gathered on the “Information Form” from the Parent Brochure. For families who submitted fillable pdf forms, copy/paste their info into the online audition form. This will greatly reduce errors due to typos or illegible handwriting.

After submitting an application, you and your student’s parent will receive an automated confirmation email.

Payment Reminder: The application fee of $25 must be paid online or by check made payable to OAKE and given to the teacher. Please make sure student names are written on the memo line for each check. Please make sure you follow guidelines outlined in Step 2 of this document.

If you have any questions or need assistance with the audition process, please contact the OAKE National Office at info@oake.org or 310.441.3555. Thank you and good luck to your students!
CHILDREN’S CHOIR AUDITION INSTRUCTIONS

Children’s Choir - (SSA) - Treble singers in grades 4 - 5.
Teachers may submit up to 12 applications for Children’s Choir.

- **Read the directions carefully.**
- Auditions must be submitted online as mp3s.
- Auditions must be on one **combined track**, not separate tracks.
- The teacher’s voice must not appear or be audible on recording while student is singing.
- The recording may not be edited; however, you may stop the recording at the end of each completed section. **Please leave 2 seconds between recorded sections.** A section may be rerecorded if the student makes an error within that section.
- There are many platforms and utilities that you can use to record an mp3. While it is ultimately the teacher’s responsibility to come up with a recording solution, below are simple instructions for one of the most popular platforms, Apple’s GarageBand. For more resources, we suggest that you contact a friend, or colleague or perform a google search for more options.
- If using GarageBand, record, save and export your audition as an MP3 using these steps:
  - Any recording enhancements such as adding reverb or using auto-tune are strictly forbidden. Using such techniques may result in the disqualification of a student’s application.
  - In the main GarageBand window, click the **Share** dropdown menu.
  - Select **Export Song to Disk**.
  - Select Compress Using **MP3 Encoder** and leave on **High Quality**. Do not select highest quality as this will increase file size and upload time.
  - Name and save the mp3 file on your desktop for easy access. Name file in the following format: “Singer’s full name, voice part, and choir), i.e. “John Smith, Tenor I, Chamber Ensemble”

**PART A:** **Spoken Introduction:** At the beginning of the recording, the singer clearly states his/her name, grade in school and the voice part for which he/she is auditioning.

**PART B:** **Vocalise:** The student will sing four (4) legato five-tone scale passages, ascending and descending, beginning on the given pitches. All vocalises must be sung a cappella. Only the starting pitch (one note) may be given for each of the four vocalises on piano, pitch pipe, or voice. If singing the pitch, the teacher may play the pitch for himself/herself. Vocalises are to be sung on the syllable, “moo”. We understand that the vowel may need to be slightly adjusted for the higher range. (Please sing these slowly, follow the metronome markings and do not stop the recording until all four phrases are completed.)

\[ \text{\textit{moo}} \]

\[ \text{\textit{moo}} \]

\[ \text{\textit{moo}} \]

\[ \text{\textit{moo}} \]
Four Starting Pitches for Vocalises for Children’s Choir:

<table>
<thead>
<tr>
<th>Soprano I</th>
<th>Soprano II</th>
<th>Alto</th>
</tr>
</thead>
<tbody>
<tr>
<td>Db above middle C</td>
<td>middle C</td>
<td>Bb below middle C</td>
</tr>
<tr>
<td>F above middle C</td>
<td>E above middle C</td>
<td>D above middle C</td>
</tr>
<tr>
<td>Ab above middle C</td>
<td>G above middle C</td>
<td>F above middle C</td>
</tr>
<tr>
<td>fourth line Db</td>
<td>C above middle C</td>
<td>Bb above middle C</td>
</tr>
</tbody>
</table>

PART C: Part-Singing/Solfege Exercise: The student will sing the following exercise three times, first singing the top notes of the phrase, then the middle notes of the phrase, and then the lower notes. **The three lines are sung continuously, without stopping or giving any pitches to the student other than the first pitch (sol).**

Using the chord pattern below, the student will:

1. first sing the top notes of the chord progression in solfege while the teacher plays the bottom two notes on the piano.
2. next sing the middle notes of the chord progression in solfege while the teacher plays the outer two notes on the piano.
3. and finally, sing the bottom notes of the chord progress in solfege while the teacher plays the upper two notes on the piano.

\[ \text{\( \text{\textcopyright} 80 \text{ – 100} \)} \]

Part D: Prepared Song (a cappella) – *America, the Beautiful* (or *O Canada*)
The judges will be listening for musicality, phrasing, breath support, beautiful tone, pure vowels, beginning and ending consonants, and great intonation.

\[ \text{\( \text{\textcopyright} 80 \text{ – 100} \)} \]

*Only the starting pitch (one note) may be given on piano, pitch pipe, or voice. You may not play more than one note.*

**America, the Beautiful**

- Soprano I: Starting pitch is A (key of D)
- Soprano II: Starting pitch is G (key of C)
- Alto: Starting pitch is F (key of Bb)

**O Canada**

- Soprano I: Starting pitch is B (key of G)
- Soprano II: Starting pitch is A (key of F)
- Alto: Starting pitch is F# (key of D)
YOUTH CHOIR AUDITION INSTRUCTIONS

Youth Choir - (SSAA) - Singers in grades 6 - 8 with unchanged* voices.
Teachers may submit up to 12 applications for Youth Choir.

*Middle school males with changed voices: Because many of our conductors feel that the long rehearsal schedule is not healthy for young men whose voices have recently changed, we currently do not accept applications for middle school males with changed voices.

- **Read the directions carefully.**
- Auditions must be submitted online as mp3s.
- Auditions must be on one **combined track**, not separate tracks.
- The teacher’s voice must not appear or be audible on recording while student is singing, except during the part-singing exercise.
- The recording may not be edited; however, you may stop the recording at the end of each completed section. **Please leave 2 seconds between recorded sections.** A section may be rerecorded if the student makes an error within that section.
- There are many platforms and utilities that you can use to record an mp3. While it is ultimately the teacher’s responsibility to come up with a recording solution, below are simple instructions for one of the most popular platforms, Apple’s GarageBand. For more resources, we suggest that you contact a friend, or colleague or perform a google search for more options.
- If using GarageBand, record, save and export your audition as an MP3 using these steps:
  - Any recording enhancements such as adding reverb or using auto-tune are strictly forbidden. Using such techniques may result in the disqualification of a student’s application.
  - In the main GarageBand window, click the **Share** dropdown menu.
  - Select **Export Song to Disk**.
  - Select **Compress Using MP3 Encoder** and leave on **High Quality**. Do not select highest quality as this will increase file size and upload time.
  - Name and save the mp3 file on your desktop for easy access. Name file in the following format: “Singer’s full name, voice part, and choir), i.e. “John Smith, Tenor I, Chamber Ensemble”

**PART A:** **Spoken Introduction:** At the beginning of the recording, the singer clearly states his/her name, grade in school and the voice part for which he/she is auditioning.

**PART B:** **Vocalise:** The student will sing four (4) legato five-tone scale passages, ascending and descending, beginning on the given pitches. All vocalises must be sung a cappella. Only the starting pitch (one note) may be given for each of the four vocalises on piano, pitch pipe, or voice. If singing the pitch, the teacher may play the pitch for himself/herself. Vocalises are to be sung on the syllable, “moo”. We understand that the vowel may need to be slighted adjusted for the higher range. (Please sing these slowly, follow the metronome markings and do not stop the recording until all four phrases are completed.)
Four Starting Pitches for Vocalises for Youth Choir:

<table>
<thead>
<tr>
<th></th>
<th>Soprano I</th>
<th>Soprano II</th>
<th>Alto I</th>
<th>Alto II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Db</td>
<td>Db above middle C</td>
<td>middle C</td>
<td>Bb below middle C</td>
<td>A below middle C</td>
</tr>
<tr>
<td>F</td>
<td>F above middle C</td>
<td>E above middle C</td>
<td>D above middle C</td>
<td>middle C#</td>
</tr>
<tr>
<td>Ab</td>
<td>Ab above middle C</td>
<td>G above middle C</td>
<td>F above middle C</td>
<td>E above middle C</td>
</tr>
<tr>
<td>fourth line Db</td>
<td>C above middle C</td>
<td></td>
<td>Bb above middle C</td>
<td>A above middle C</td>
</tr>
</tbody>
</table>

PART C: Part-Singing/Solfege Exercise: The student will sing “Row, Row, Row Your Boat” with solfa, in a round with the teacher. **The teacher will start** singing first, and the student will enter at m. 3. This will be sung a cappella starting on D (key of D).

![Music notation for Part C](image)

Part D: Prepared Song (a cappella) – **America, the Beautiful** (or **O Canada**)
The judges will be listening for musicality, phrasing, breath support, beautiful tone, pure vowels, beginning and ending consonants, and great intonation.

\[ \text{Tempo} = 80 - 100 \]

**Only the starting pitch (one note) may be given on piano, pitch pipe, or voice.**

**America, the Beautiful**
- Soprano I: Starting pitch is A (key of D)
- Soprano II: Starting pitch is G (key of C)
- Alto I: Starting pitch is F (key of Bb)
- Alto II: Starting pitch is Eb (key of Ab)

**O Canada**
- Soprano I: Starting pitch is C (key of Ab)
- Soprano II: Starting pitch is A (key of F)
- Alto I: Starting pitch is F# (key of D)
- Alto II: Starting pitch is E (key of C)
CONCERT WOMEN’S CHOIR &
CHAMBER ENSEMBLE AUDITION INSTRUCTIONS

Concert Women’s Choir - (SSAA) - Female singers in grades 9 - 12. Teachers may submit up to 12 applications for Women’s Choir.

Chamber Ensemble - (SATB) - Male changed voices in grades 9 - 12, plus female singers selected from all the high school women applicants. Teachers may submit an unlimited number of male applications for Chamber Ensemble.

- **Read the directions carefully.**
- Auditions must be submitted online as mp3s.
- Auditions must be on one **combined track**, not separate tracks.
- The teacher’s voice must not appear or be audible on recording while student is singing.
- The recording may not be edited; however, you may stop the recording at the end of each completed section. **Please leave 2 seconds between recorded sections.** A section may be rerecorded if the student makes an error within that section.
- There are many platforms and utilities that you can use to record an mp3. While it is ultimately the teacher’s responsibility to come up with a recording solution, below are simple instructions for one of the most popular platforms, Apple’s GarageBand. For more resources, we suggest that you contact a friend, or colleague or perform a google search for more options.
- If using GarageBand, record, save and export your audition as an MP3 using these steps:
  - Any recording enhancements such as adding reverb or using auto-tune are strictly forbidden. Using such techniques may result in the disqualification of a student’s application.
  - In the main GarageBand window, click the **Share** dropdown menu.
  - Select **Export Song to Disk**.
  - Select **Compress Using MP3 Encoder** and leave on **High Quality**. Do not select highest quality as this will increase file size and upload time.
  - Name and save the mp3 file on your desktop for easy access. Name file in the following format: “Singer’s full name, voice part, and choir), i.e. “John Smith, Tenor I, Chamber Ensemble”

**PART A: Spoken Introduction:** At the beginning of the recording, the singer clearly states his/her name, grade in school and the voice part for which he/she is auditioning.

**PART B: Vocalise:** The student will sing four (4) legato five-tone scale passages, ascending and descending, beginning on the given pitches. All vocalises must be sung a cappella. Only the starting pitch (one note) may be given for each of the four vocalises on piano, pitch pipe, or voice. If singing the pitch, the teacher may play the pitch for himself/herself. Vocalises are to be sung on the syllable, “moo”. We understand that the vowel may need to be slighted adjusted for the higher range. (Please sing these slowly, follow the metronome markings and do not stop the recording until all four phrases are completed.)

\[ \text{\textbf{The music notation is shown here, depicting the vocalise sections.}} \]
Four Starting Pitches for Vocalises for Women’s Choir and Chamber Ensemble:

<table>
<thead>
<tr>
<th>Soprano I</th>
<th>Soprano II</th>
<th>Alto I</th>
<th>Alto II</th>
</tr>
</thead>
<tbody>
<tr>
<td>D above middle C</td>
<td>middle C</td>
<td>Bb below middle C</td>
<td>A below middle C</td>
</tr>
<tr>
<td>F# above middle C</td>
<td>E above middle C</td>
<td>D above middle C</td>
<td>middle C#</td>
</tr>
<tr>
<td>A above middle C</td>
<td>G above middle C</td>
<td>F above middle C</td>
<td>E above middle C</td>
</tr>
<tr>
<td>fourth line D</td>
<td>C above middle C</td>
<td>Bb above middle C</td>
<td>A above middle C</td>
</tr>
</tbody>
</table>

Tenor

| C below middle C |

Bass

| Start on your lowest comfortable note |

| E below middle C |

| Bb (second line) |

| G below middle C |

| D (third line) |

| F (fourth line) |

PART C: Solfege/Intonation Exercise: The student will sing the following exercise a cappella on solfege. The starting pitch may be given on piano, pitchpipe, or voice.

Four Starting Pitches: Soprano 1 - E; Soprano 2 - D; Alto 1 - C; Alto 2 - B; Tenor - D; Bass - Bb

\[ J = 80 - 90 \]

PART D: Part-Singing/Solfege Exercise: The student will sing the following exercise on solfege in this way:

The teacher will play three parts while the student sings the fourth part as follows:
The first pitch (C for the women and E for the men) may be given.
The women will sing the soprano line (while the teacher plays the ATB lines), followed continuously by singing the alto line (while the teacher plays the STB lines).
The men will sing the tenor line (while the teacher plays the SAB lines), followed continuously by singing the bass line (while the teacher plays the SAT lines).

\[ J = 80 - 90 \]
Part E: Prepared Song (a cappella) – *America, the Beautiful* (or *O Canada*)
The judges will be listening for musicality, phrasing, breath support, beautiful tone, pure vowels, beginning and ending consonants, and great intonation.

\[ \text{Tempo} \approx 80 - 100 \]

Only the starting pitch (one note) may be given on piano, pitch pipe, or voice.

**America, the Beautiful**
- Soprano I: Starting pitch is A (key of D)
- Soprano II: Starting pitch is G (key of C)
- Alto I: Starting pitch is F (key of Bb)
- Alto II: Starting pitch is Eb (key of Ab)
- Tenor: Starting pitch is G (key of C)
- Bass: Starting pitch is D (key of G)

**O Canada**
- Soprano I: Starting pitch is C (key of Ab)
- Soprano II: Starting pitch is B (key of G)
- Alto I: Starting pitch is F# (key of D)
- Alto II: Starting pitch is E (key of C)
- Tenor: Starting pitch is A (key of F)
- Bass: Starting pitch is F# (key of D)