

# WORSHIP AUDITION | *ADMINISTRATION "HOW TO"*

## Pre Audition:

Arrange a communications plan for advertising the event

Update application (change old dates etc...)

Assign application due date at least a week ahead of audition (make the due date a Sunday).

Send out applications

Once applicants have turned in their applications they are then eligible for a practice packet. They must use the sign out sheet to get a packet. Once they receive a packet and sign out they officially are added to the roster for the audition.

## Packets:

Choose 4-5 songs

Update and edit chord sheets for those songs

Create Packets

- Cover sheet and info

- Helpful Tips

- Chord Sheets

- CD's

Create sign out sheet (the sheet asks their name, instrument, e-mail, number, and whether they in a community group or serving)

Create a roster spread sheet

Reserve:

- Sanctuary on Church Calendar

- Green Room

- Sound Operator

- Judging Panel

- Slide Operator

- House Band

Traffic Signs:

- Entrances

- Check In Spot

- Block Sanctuary Windows

A week before the audition, when the roster is complete, assign time slots for the applicants. Send out to all applicants telling them to be at least 20 min early to their time slot.

## **Audition:**

As the applicants arrive at the “check in point” they are given an orientation by an audition manager (someone who is not also judging, and who can escort applicants in and out of the audition room). They will be asked to wait in the Green Room until their allotted time. Read the “Worship Audition Info Packet” for more details on how the audition works.

Green Room:

- Snacks

Judging Table:

- Score Sheets

- Chord Charts

- Pens

- Program Outline (roster and list of time slots)

Create Orientation Outline

When an applicant is done, an audition manager copies score sheets and gives one copy to the applicant on their way out.

## **After Audition:**

Make results letters and send them out

Read the “Worship Audition Info Packet for more information on “after the audition”