



ACDA NATIONAL
2025
March 18-22 Dallas, TX

Audition Guidelines for Performing Choirs
2025 ACDA National Conference
Dallas, TX
March 18-22, 2025

The 2025 National Conference will highlight our rich choral heritage, celebrate the music and expertise of our present-day choral colleagues, and look with excitement to the next generation. We call upon our membership to share performances that demonstrate excellence and expertise highlighting a broad spectrum of choral repertoire, including music prior to 1850, historically excluded composers, and newly commissioned works. We seek applications for performances that will actively engage our ACDA membership.

Conductors from all R&R areas are strongly encouraged to apply. It is an important priority that ensembles from every R&R area be seen and heard on the concert stage at this national conference.

I. Eligibility

Conductors must be current members of ACDA and employed in the same position with the same organization since the fall of 2021. No choir or conductor may perform on successive national conferences as a performing choir, demonstration choir, or insight choir.

Co-conductors for a particular ensemble will submit ONE application for performance if all of the following conditions apply:

- Both conductors are ACDA members and have been co-conductors of the ensemble for at least three years
- Both conductors share an equal or similar leadership role with the ensemble
- Each conductor must submit THREE recordings and programs that represent their own performances with the choir. The complete submission (six recordings total—three recordings from each conductor) will be assessed as one performance application. If the application is submitted incorrectly, the ensemble will not be considered. Programs must clearly show that co-conductors have an equal or similar role in performance with the specific ensemble.

II. Registration and Travel Info:

It is understood that ACDA will not assume financial responsibility for travel, food, or lodging for ensembles or directors. Completing the online application implies that the conductor and the ensemble will obtain the necessary funds to travel and perform at the conference if accepted.

III. Application Process

All materials listed below will be submitted and uploaded through the Submittable platform at www.acda.org/conferences, no later than 11:59pm central time on April 17, 2024. Help desk support is available until 5pm central time on April 17, 2024. After that time, no support will be provided, even if technical issues are encountered. Applicants are encouraged to plan ahead to ensure they can complete the submission process. Late submissions will not be accepted for any reason.

The Submittable platform assigns each submission a number, assuring confidentiality until after the National Adjudication Committee has completed its consideration. At no time will the choir/conductor identity be known to any of the screening committee members. An incomplete upload of the audition materials listed below will not be considered.



The following is the list of requirements for the application:

FOR ALL SUBMISSIONS:

1. A list of your proposed repertoire for the 2025 conference. The proposed program should include the following:

- a. The title, composer and/or arranger, and complete publication information for each piece, and
- b. The approximate performance time of each piece. Total program time should not exceed 25 minutes total on stage, including applause.

Accepted choirs are expected to perform the program proposed in the application, as the proposed program is evaluated in the final screening rubric.

- The program should reflect the conference theme by presenting a historic program and/or a combination of eras and styles. Programs highlighting historically excluded and/or twenty-first-century composers are welcomed. Only one manuscript (not commercially available) piece may be included.
- The proposed repertoire listing must be accurate. Take care to confirm the spelling of titles and names, correct attributions of composers and arrangers, and detailed publisher information. An inaccurate submission will impact the final score.
- In the event of a duplicate selection, preference will be given to the application received first. Impacted conductors will be notified and required to make a substitution in their program; failure to do so by the deadline will result in cancellation of the invitation to perform.
- In special circumstances, the Conference Committee may consider petitions to change repertoire after invitations have been issued, between August 15-October 1, 2024. Changes impacting more than 20% of the total performance time will not be considered. Approval of changes are at the discretion of the Conference Committee Chair.
- The use of photocopies or duplicated music at ACDA conferences is strictly prohibited.

FOR ALL CHOIRS (EXCEPT CONTEMPORARY A CAPPELLA AND SHOW CHOIRS):

2. Three audio recordings (or six recordings for co-conductors—see Section I) in digital format are to be submitted. The combined total duration of the three recordings should be no longer than 10–15 minutes in length (20–30 min if co-conductors are submitting six recordings).

- a. The three audio submissions (six for co-conductors) should include representative examples of the choir's performance in each of the last three academic years (September through August), and each submitted recording must be conducted by the same conductor.
 - i. One selection from the 2023–24 academic year or 2024 calendar year
 - ii. One selection from the 2022–23 academic year or 2023 calendar year
 - iii. One selection from the 2021–22 academic year or 2022 calendar year



- b. For each piece included in the recording, include a PDF file of one concert program when that selection was performed. Each PDF file should display the program page that includes the repertoire. If the date is not shown on the repertoire page, please also include the page that shows the date of the performance (minus information that identifies the ensemble and conductor).
- c. The uploaded audio files (mp3) should contain only complete pieces (each 5 minutes or less). If a multi-movement work is excerpted, please include an entire movement.
- d. Submissions must be unedited recordings performed by the same conductor and the same ensemble; live in-concert performances are preferred and encouraged.
- e. Recordings may not be enhanced or engineered in any way.
- f. Recordings should reflect repertoire similar in complexity and style to the program proposed for the national conference performance, but they need not be pieces on your proposed program.

FOR CONTEMPORARY A CAPPELLA AND SHOW CHOIRS ONLY:

- 3. Three video recordings that include both audio and video (or six recordings for co-conductors—see Section I) in digital format are to be submitted. The combined total duration of the three recordings should be no longer than 10–15 minutes in length (20–30 minutes if co-conductors are submitting six records).
 - b. The three video submissions (six for co-conductors) should include representative examples of the choir's performance in each of the last three academic years (September through August) and each submitted recording must be conducted by the same conductor.
 - i. One selection from the 2023–24 academic year or 2024 calendar year
 - ii. One selection from the 2022–23 academic year or 2023 calendar year
 - iii. One selection from the 2021–22 academic year or 2022 calendar
 - a. For each piece included in the video, include a PDF file of one concert program when that music was performed. Each PDF file should display the program page that includes the repertoire. If the date is not shown on the repertoire page, please also include the page that shows the date of the performance (minus information that identifies the ensemble and conductor).
 - b. The uploaded video files should contain only complete pieces (each 5 minutes or less). File format is mp4.
 - c. Submissions must be unedited videos performed by the same conductor and the same ensemble; live in-concert performances are preferred and encouraged.
 - d. Videos may not have any post-production enhancement or engineering in any way.
 - e. Videos should reflect repertoire similar in complexity and style to the program proposed for the national conference performance, but they need not be pieces on your proposed program.



For All Submissions:

4. Conductor and Ensemble Biographies & Photos

- a. The ensemble's biography (100-word maximum).
- b. The conductor's biography (100-word maximum).
- c. The conductor(s) headshot in .jpg format, 3" x 5", high-resolution minimum 300 dpi
- d. An ensemble photo will only be requested for choirs selected to perform. The deadline is Oct. 1, 2024.

5. Choirs will be asked to self-categorize as follows:

a. Ensemble Type (select the ONE R&R area that best describes your ensemble)

- i. Children's and Community Youth
- ii. Junior High/Middle School
- iii. Senior High School
- iv. Two-Year College
- v. Four-Year College or University
- vi. Contemporary A Cappella
- vii. Show Choir
- viii. Vocal Jazz
- ix. Community
- x. Music in Worship
- xi. Professional

b. Voicing

- i. Soprano-Alto
- ii. Tenor-Bass
- iii. Mixed Voicing

6. Ensemble Statement (non-adjudicated) - Applicants are asked to share a narrative about their ensemble, the type of institution/organization, ensemble history, and mission in 300 words or less to help the committee contextualize your ensemble.

7. Director's name, home address, phone, e-mail address, ACDA member number, and renewal date.

8. Name of institution, address, name of choir, number of singers, voicing, and ensemble type (see #4 above).



9. Non-refundable application fee of \$50 submitted by credit card only.

IV. Screening Process

All auditions are "blind"; that is, the Adjudication Committee will not know the identity of the choir or conductor. There are two levels of screening:

1. An initial screening level at which finalists will be selected; and
2. A final screening level at which only those recommended from the first screening will be considered.

Level 1: Led by the National R&R Chair, an Adjudication Committee will be formed in each R&R area. Each committee will consist of no fewer than seven members comprising: National R&R chair of the area, National & Region R&R Coordinators of the area, current and/or former Region R&R chairs, choral directors who have previously performed at an ACDA Region or National conference, past Region Presidents, past National Officers, National Standing Committee members, and others appointed by the National R&R chair to ensure a diverse listening committee.

No person submitting performance audition materials for the 2025 National Conference may serve on an Adjudication Committee. The online submissions process automatically tabulates responses from adjudicators and generates a list indicating the collective top ten submissions in ranked order, plus five alternates.

Level 2: The National Conference Committee will hear the top 10 submissions in each R & R area, unless fewer than ten are submitted in that area, in which case all submissions will be heard by the National Conference Committee. Audition screening committee members will not know the identity of groups until AFTER final decisions are made so as to maintain the integrity of the blind audition process.

Every effort will be made to represent a broad range of excellent performing ensembles from each R & R area.

The rubric showing the performance criteria and rating scales which will be used by the adjudicators, along with all the information included here, is available at acda.org/conferences.

V. Schedule of Dates & Application Link

- Auditions Open: February 1, 2024
- April 17, 2024: Audition application, uploads, and payment completed by 11:59 pm CDT
 - Help desk support is available until 5pm central time on April 17, 2024. After that time, no support will be provided, even if technical issues are encountered. Applicants are encouraged to plan ahead to ensure they can complete the submission process. Late submissions will not be accepted for any reason.
- June 15, 2024: National auditions review completed
- July 1, 2024: Applicants notified of audition results

Application available online at the Submittable platform at acda.org/conferences.