

# Music Scholarship Audition Checklist and Timeline

## Step 1 Ask at least two people to send us a completed Recommendation Form.

These people can be band or choir directors, private lesson teachers, music ministers, or any other person who can speak authoritatively about your music skills. The person completing the Recommendation Form should mail or fax the form directly to MCC (not return it to you).

## Step 2 Complete the Music Scholarship Application Form.

Please print clearly. If you have the Adobe Acrobat Reader, you can fill in the text blocks on your computer by clicking each blank, entering the text, then printing the completed form. (*Caution: You may not be able to save the document after you complete it, so be certain you have all of the requested information before you begin.*)

Specify the ensemble for which you are auditioning. If you do not have a secondary instrument, leave the spot blank. If you are uncertain of your college major, enter “undecided” in the blank. Supply the names of the persons you have requested to complete a Recommendation Form. If they do not have a title (“Choir Director,” etc.), briefly explain why you have selected them.

**IMPORTANT: Once the form is completed, you may either mail or personally deliver it to the MCC Music Department. Please do not fax it. We prefer to have your Application Form before an audition time is scheduled.**

## Step 3 Schedule an audition time.

Call or e-mail the appropriate coordinator for your area of interest:

**Concert Band** – Dr. Brian Harris  
bharris@mclennan.edu  
(254) 299-8220

**Choir and Piano** – Ms. Gail Wade  
gwade@mclennan.edu  
(254) 299-8221

**Commercial Music** – Mr. Jonathan Kutz  
jkutz@mclennan.edu  
(254) 299-8110

Times may be reserved beginning 3 weeks prior to the audition date. When you call, be prepared to tell us a.) your name, b.) which ensemble you are auditioning for - band, choir, or commercial, c.) what your instrument or voice part is, and d.) your contact info (phone, e-mail). If you wish, you may request an audition time via e-mail - just be certain to include the above information.

## Step 4 Arrive at MCC prior to your audition time.

Arrive at the Performing Arts Center at least a half hour before your scheduled audition time. There will be a table in the lobby for you to sign in and ask any questions you may have. Practice rooms will be available so you can warm-up. You will be escorted into the audition room when the faculty are ready to hear you.

## Step 5 Expect a letter from the Scholarship Committee.

All applicants will receive a letter notifying them of their audition results. This usually takes about 3 weeks to arrive at your home. If it has been more than 3 weeks and you haven't received a letter, please contact the Music Department.

## Step 6 Return the Music Scholarship Offer Reply Form.

If you are offered a music scholarship, please return the Reply Form by the specified deadline. If you miss the deadline, you run a risk of losing the award. If you need additional time to consider the offer, please contact the appropriate area coordinator prior to the deadline. If you accept the offer and then change your mind about attending MCC or accepting the award, it is important for you to let us know as soon as possible so that the award may be offered to another qualified applicant.