

**DIRECTOR CERTIFICATION PROGRAM
SELF-EVALUATION FORM
CONFIDENTIAL**

Instructions: Please complete this form and send it to your DCP Coordinator. Use the back of this form if you have any comments.

Chorus Name TuneTown Show Chorus Region # 23 Date 10-27-03

Name Debra Box Home Phone 615-776-3206
Address 229 Forest Trail Work Phone cell 615-243-3475
Brentwood, TN 37027 Fax --- Email tenorbox@comcast.net

I am currently serving as a Sweet Adelines International chorus:

☐ Director/Co-director

☐ Associate/Assistant Director

☒ Candidate

Using a numerical rating from 1-5 (1 = low and 5 = high), please rate your level of proficiency in each of the following skill areas:

- 2 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 3 2. Analytical Listening - Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production
- 1 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 3 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 3 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 1 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*
- 3 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 4 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 3 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 3 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

February 6, 2004

Dear Marsha,

A few months ago I emailed the enclosed self-evaluation form to you to be reviewed to determine the course of studies I need to begin the Director Certification Program.

Please let me know what further information you may need in order for me to begin.

Thanks,

A handwritten signature in blue ink, appearing to read 'Debra'.

Debra Box
229 Forest Trail
Brentwood, TN 37027
(615) 776-3206
e-mail: tenorbox@comcast.net

Director Certification Program Application

Chapter Name TuneTown Show Chorus Chapter # 2331 Region 23
Name Debra Box Membership # 88862
Address 229 Forest Trail Home Phone 615-776-3206
Brentwood Alternate Phone 615-243-3475
TN Zip 37027 Fax _____ Email tenorbox@comcast.net

Current Sweet Adelines International Title/Position

☐ Director/Co-director Chapter Name _____
☐ Associate/Assistant Director Chapter Name _____
☒ Candidate Chapter Name TuneTown Show Chorus

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 96? Has your affiliation been continuous? no
1996-1997

Please list former chapter(s) and region(s): Metro Nashville Chorus Region 23
1998-2003 TuneTown Show Chorus

PAID

Sweet Adelines International Experience

☐ Chorus Director/Co-director
☐ Associate/Assistant Director
☒ Section Leader
I. _____ Regional Leader
____ Arranger
____ Other _____

☐ International Faculty
☐ Judge (_____ Category)
☒ Quartet Member
____ Quartet Coach
____ Chorus Coach

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Musical Background

Formal education: _____

Other musical training: Grew up with Church affiliated singing schools. Have taught 20+ years at church camps (singing schools)

Barbershop experience outside Sweet Adelines International: _____

Please list membership in other musical organizations (e.g., MENC, ACDA, NATS): _____



SWEET ADELINES
INTERNATIONAL

... a worldwide organization
of women singers
committed to advancing
the musical art form of
barbershop harmony
through education
and performance.

INTERNATIONAL
HEADQUARTERS:

P.O. Box 470168
Tulsa, OK 74147-0168
918-622-1444
FAX 918-665-0894
800-992-7464

www.sweetadelineintl.org

July 15, 2003

Ms. Debra Box
Tune Town Show Chapter #2331
229 Forest Trl
Brentwood TN 37027

Dear Debra:

Thank you for your interest in the Director Certification Program (DCP). You are now enrolled as an applicant in the program. We commend you for taking advantage of this opportunity to further develop your skill and expertise as a chorus director.

Advancement within the program is contingent upon the satisfactory completion of specified requirements for each level. Advancement is also based on your proficiency in the following skills:

Musical/Technical

Conducting
Analytical Listening
Judging Categories & Competition
Vocal Production
Music Theory
Rehearsal Planning and Implementation

Management/Communication

Organizational Knowledge & Director
Teaching
Management
Communication

The ED/DCP Coordinator will notify you of any testing sessions available in your region/area. Following are some resources available from our international sales department that you might find useful in preparing for the sessions: *DCP Resource Modules, Arranger's Guide, Judging Category Description Book*, international competition video and audio tapes.

One of the requirements of the program is to complete the enclosed self-evaluation form and return it, in the envelope provide, to the Directors Certification Program Coordinator. This will provide the ED/DCP Coordinator and you a basis against which to measure your progress. The information on the self-evaluation form is considered confidential.

Please feel free to call on your ED/DCP Coordinator if you have any questions regarding the program.

Sincerely,

Pat C. Berry
Music Services Assistant/DCP

cc: Diane M. Clark, ED #23
Marsha R. Fortune, DCPC #23

Memo

Date: July 15, 2003

To: Marsha R. Fortune, DCPC #23

From: Pat C. Berry, Music Services Assistant/DCP

Re: Director Certification Program

Enclosed is information on Debra Box who has enrolled in the Director Certification Program. Please make contact as soon as possible introducing yourself as the DCP Coordinator for your region.

You will also want to make certain that all DCP members are notified when the region has testing sessions, training sessions, or classes for directors.

If a DCP participant's classification changes (e.g., is no longer a director or assistant director), moves to another region, or changes chapters, please let me know.

Enclosures

:pb

cc: Diane M. Clark, ED #23