

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 10 EVALUATION — PART 2  
REHEARSAL PLANNING & IMPLEMENTATION**

Participant's Name Colleen Hedtke  
Chapter K-Town Sound Show Chorus Date 5-4-2017  
Skill Area 10 Evaluation — Part 2 is to be completed by all classifications.  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_

*Instructions to participant:*

The time is six weeks before regional competition and three months before the annual chapter show. The chorus is competing. Write your plan for one regularly scheduled, three-hour evening rehearsal.

6:30 - 6:40 Physical warmups  
6:40 - 7:00 Vocal skill development (vocal warmups)  
7:00 - 7:30 work 3 rep songs for show  
7:30 - 8:15 work on competition package  
8:15 - 8:30 Run competition package twice  
8:30 - 8:35 Tape contest for qualifying  
8:35 - 8:50 Announcements + business  
8:50 - 9:20 work on new song  
9:20 - 9:30 random quartet sing rep song.

(Possible points = 5)

5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator

Debra A. Brung

Date

6/12/17

ED Signature

Date

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 7 EVALUATION  
VOCAL PRODUCTION**

Participant's Name Colleen Hedtke  
Chapter K-Town Sound Show Chorus Date 5-4-2017  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_

*Instructions to participant:*

Write the letter of the correct answer in each blank.

- d 1. When we are not singing or speaking, the vocal cords are open. We refer to the space between them as the:  
a. epiglottis                      b. larynx                      c. soft palate  
d. glottis                          e. cricoids
- C 2. The primary resonator in the human voice is the:  
a. hyoid bone                      b. larynx                      c. pharynx  
d. diaphragm                      e. external and internal intercostals
- a 3. In singing, muscles that interfere with vocal freedom are the \_\_\_\_\_ muscles.  
a. swallowing                      b. abdominal                      c. intercostals  
d. diaphragm                      e. sternum
- b 4. For proper resonance, the \_\_\_\_\_ must be lifted.  
a. vocal cords                      b. soft palate                      c. intercostals  
d. larynx                          e. diaphragm
- b 5. The "lid" that closes off the windpipe when we swallow is called the:  
a. cricoid cartilage                      b. epiglottis                      c. glottis  
d. sphincter                          e. soft palate
- d 6. Amplification of the voice is called:  
a. phonation                      b. articulation                      c. vibrato  
d. resonance                          e. harmonics
- C 7. Muscles that are *not* involved in breathing include:  
a. intercostals                      b. diaphragm                      c. epigastrium  
d. mylohyoid                          e. abdominal



- b 8. Proper phonation is achieved by lifting the:  
a. abdominal muscles    b. jaw    c. phrenic nerve  
d. larynx    e. epiglottis
- d 9. Closure of the vocal cords is called:  
a. resonation    b. articulation    c. relaxation  
d. interference    e. approximation
- c 10. For correct vocal production the \_\_\_\_\_ must be relaxed and free.  
a. intercostal muscles    b. vagus nerve    c. jaw  
d. hyoid bone    e. sternum
- b 11. Every sound that is produced, no matter what the source, must have three elements: an actuator, a \_\_\_\_\_, and a resonator suitable to the frequency or pitch produced.  
a. articulator    b. vibrator    c. reflex action  
d. approximator    e. transmitter
- d 12. Vowels are formed primarily with the:  
a. jaw    b. soft palate    c. vocal cords  
d. tongue    e. cheek muscles
- a 13. Intercostal muscles are the muscles that control the:  
a. ribcage expansion    b. diaphragm    c. abdominal lift  
d. shoulders    e. vocal cords
- c 14. Which of the following is *not* an articulator?  
a. lips    b. tongue    c. jaw  
d. teeth    e. hard palate
- e 15. The vocal cords are attached to the:  
a. soft palate    b. hyoid bone    c. pharynx  
d. epiglottis    e. thyroid cartilage
- a 16. The "middle voice" is used for producing tones:  
a. between middle C and the C an octave higher  
b. below middle C  
c. above middle C
- b 17. The area of the pharynx that is closed by the soft palate is the:  
a. laryngo-pharynx    b. naso-pharynx    c. oro-pharynx

- b 18. The ventricular bands are:  
a. vocal cords      b. false vocal cords      c. tongue muscles  
d. jaw muscles      e. transverse abdominal muscles
- C 19. The part of the body not involved in the swallowing mechanism is the:  
a. jaw      b. tongue      c. diaphragm  
d. lips      e. larynx
- C 20. Proper posture for singing is an upright stance with body weight primarily:  
a. on the outside (downstage) foot  
b. on the heels with the legs relaxed  
c. forward on the balls of the feet

Participant: Leave the rest of this page blank.

17 total points (maximum 20 total points)

Divide total points by 2 = 8.5 TOTAL SCORE (maximum 10)

Evaluator Debra A. Brunger

Date 6/12/07

ED Signature \_\_\_\_\_

Date \_\_\_\_\_



**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 200\_\_ - 200\_\_

**CONFIDENTIAL**

DCP Member's Name Colleen Hedtke Region # 4  
Chorus Name R-Town Sound

Classification: ☐ Director/Co-Director ☒ Associate/Assistant Director ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

       1. **Directing** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

Date of evaluation:                                 

7 2. **Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

Date of evaluation: 6/14/14

       6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam:                                 

       7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam:                                 

       9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam:                                 

       10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

Date of evaluation:                                 

Score Part 1:        Score Part 2:       

Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

7 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam: 6/14/14

       4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation:                                 

Score Part 1:        Score Part 2:       

(Max. 10 pts.) (Max. 5 pts.)

Enter Part 1 or Part 2 above. **Do not total both scores.**

       5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation:                                 

Score Part 1:        Score Part 2:       

(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

       8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation:                                 

Score Part 1:        Score Part 2:       

(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 5 EVALUATION — PART 2  
MANAGEMENT SKILLS**

Participant's Name Colleen Hedtke  
Chapter K-Town Sound Date 6-10-16  
Classification: Director/Co-director \_\_\_\_\_ Assoc./Asst. dir. ☒ Candidate \_\_\_\_\_  
Skill Area 5 Evaluation — Part 2 is to be completed by all classifications.

*Instructions to participant:*

Write a brief response to each question. Each question is worth 5 points.

1. List five (5) ways you could assist your director if you were an associate/assistant director of a 40-voice chorus.  
1. warm ups / vocal skill development  
2. Direct a song  
3. Direct a performance  
4. Voice placement of a new member  
5. Direct a rehearsal, the Director is unable to attend
2. Describe how you would develop an effective music team if you were the director of a 65-voice chorus.  
I would suggest two assistant directors for the BOD to approve. I would place 4 section leaders with one per section. I would also place assistant section leaders as needed to support the section leaders. Choreographer, performance chair, costume chairman and show chairman would complete my music team.
3. What are the key ingredients of a good working relationship between the chorus director and board of directors?  
A good working relationship between the director and board of directors starts with mutual respect. The chorus director works closely with the board of directors to establish and maintain an excellent musical product. The director works with the BOD to purchase music, hire coaches, set membership goals. The director is ultimately responsible for the musical product with support from the BOD. Communication is key in maintaining a great working relationship.



4. Briefly describe the two different types of chapter administration:  
(1) Board of Directors and (2) Integrated Chapter Management.

8 member - Board of Directors - the Director is not on the BOD. The BOD  
President  
Vice President  
Secretary  
Treasurer  
directors is the Business side of the Chorus.  
It works closely with the music team  
and director on the day to day Chorus operation

Chapter Management - Also known as Team management. The Director  
is part of the management team - Attends team meetings.  
The music and business parts of the Chorus are merged

5. Describe the differences and/or similarities in the director's role in each type of chapter administration.

In the BOD the director works closely with them to inform them of what the musical goals and needs are. The Board then discusses this and will work to meet these needs if they vote to approve. The director + Board work closely but separately to achieve these goals.  
In Chapter management the director is part of the management team. Communication is more streamlined in this type. Both can be effective management styles. Both types require good communication skills and mutual respect. The BOD can be more time consuming. The Team management style could be more Director run and less democratic if the team is intimidated by the director.

25 total points

Divide total points by 5 = 5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator D. Brung

Date 6/13/16

ED Signature \_\_\_\_\_

Date \_\_\_\_\_

**From:** Natalie Allen <nallensing@aol.com>

**To:** colleenhedtke <colleenhedtke@comcast.net>

**Cc:** emily <emily@sweetadelineintl.org>

**Subject:** Region 4 - DCP progress report- Colleen Hedtke

**Date:** Sun, Aug 3, 2014 9:45 pm

**Attachments:** DCP-\_Colleen\_Hedtke\_July\_2014.pdf (3126K)

---

Colleen -

Attached is your updated DCP progress report. If you have any questions, please don't hesitate to contact me. Also, if you plan to take any DCP tests at Fall meeting, please let me know no later than September 5. Thanks.

Natalie Allen  
Region 4 DCP coordinator

-----Original Message-----

From: Natalie Allen <[nallensing@aol.com](mailto:nallensing@aol.com)>

To: Natalie Allen <[Nallensing@aol.com](mailto:Nallensing@aol.com)>

Sent: Thu, Jul 31, 2014 3:45 pm

Subject: [Scan] DCP- Colleen Hedtke July 2014

--

Sent with Genius Scan for iOS.

Natalie Allen



**DIRECTOR CERTIFICATION PROGRAM**  
**SKILL AREA 3 EVALUATION**  
**ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES**

Participant's Name Colleen Hedtke  
Chapter K-Town Sound Date 6-14-2014  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_

*Instructions to Participant:*

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| A. Worldwide Liaison                | J. Prospective Chapter Supervisor |
| B. Education Coordinator            | K. <i>The Pitch Pipe</i>          |
| C. Coronet Club                     | L. Directors' Coordinator         |
| D. 2                                | M. 3                              |
| E. International Board of Directors | N. The quantity you've paid for   |
| F. Leadership Development Committee | O. The quantity you need          |
| G. Education Direction Committee    | P. Copyright holders              |
| H. Membership Coordinator           | Q. Music Services Department      |
| I. Music Education Committee        | R. Arrangers                      |

- X E 1. The governing body of Sweet Adelines International
- X I 2. Who is responsible for overseeing the musical excellence of the region?
- G 3. Who is responsible for supervising and evaluating both the musical and educational programs of Sweet Adelines International?
- Q 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- M 5. A chapter must compete at least once every \_\_\_\_ years in order to renew its charter.
- H 6. One of the two elected members of the Regional Management Team.
- X O 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- X R 8. The primary intent of copyright laws is to protect \_\_\_\_\_.
- K 9. What is the name of the official publication of Sweet Adelines International?
- X J 10. Who is responsible for supervising the internal development of prospective chapters in the region?

Fill in the blanks:

11. The purpose of Sweet Adelines International is to Educate  
its members in the singing of Womens Barbershop Harmony

12. What is the name of the International President? Marcia Pinvidic

X 13. What is your Communications Coordinator's name? \_\_\_\_\_

14. What is your ED's name? Jennifer Cooke

X 15. What is your Events Coordinator's name? \_\_\_\_\_

16. What is the name of the international program designed to introduce young women to the barbershop art form? young Women in Harmony

17. Of the eight regional leaders, to whom would you go for:

- a. approval of chapter standing rules? TC Regional Team Coordinator
- b. help in finding a coach? Education Coordinator
- c. help with membership retention? MEC membership Coordinator

Participant: Leave the rest of this page blank.

14 total points (Each correct answer is worth 1 point.)

Divide total points by 2 = 7 TOTAL SCORE (maximum 10)

Evaluator Natalie Kallen Date 6/15/14

ED Signature \_\_\_\_\_ Date \_\_\_\_\_