



**National Alliance for
Audition Support**

Alianza Nacional para el apoyo de la audición

&

Inclusive Stages

A program of the League of American Orchestras

Audition Applicant Demographics Survey

Participant Toolkit:

*A Step-by-Step Guide to Learning More about Your
Auditionees*



Table of Contents

Welcome	3
HOW TO USE THIS TOOLKIT	3
 Survey Timeline & Checklist	 4
 Survey Guidelines	 5
USING ACCEPTD	5
INDEPENDENT DATA COLLECTION.....	6
GENERAL GUIDELINES.....	7
 Communication Templates.....	 8
DIRECT INVITATION TO AUDITIONEES	8
TEMPLATE LANGUAGE FOR APPLICATION MATERIALS.....	9
REMINDER EMAIL	10



Welcome

We are excited to welcome your orchestra as a participant in the Audition Applicant Demographics Survey, developed through the National Alliance for Audition Support and utilized as a part of Inclusive Stages, a program of the League of American Orchestras.

This survey aims to shed light on the demographics of individuals auditioning for roles in professional and community orchestras. By collecting and analyzing audition applicant demographic information, we seek to gain valuable insights that can inform efforts to improve the racial and ethnic diversity of musicians onstage, ultimately fostering a more inclusive and representative orchestral community. Your orchestra's participation in this project not only contributes to the broader goal of enhancing diversity within our field, but also provides valuable data about the individuals seeking to enter our industry. These insights may guide orchestras' efforts to develop more inclusive and equitable audition processes, leading to more representative and artistically enriched orchestras.

All participating orchestras will receive a summary of results following the submission of their auditionees' data. The report will provide a snapshot of current audition applicant demographics within participating orchestras, allowing for greater understanding of the individuals seeking to enter the orchestra field. Orchestras may be able to use the aggregated findings to inform their recruitment and audition practices.

HOW TO USE THIS TOOLKIT

The goal of this toolkit is to help maximize your efforts by improving the efficiency with which auditionees' data is collected and by encouraging higher response rates from your auditionees.

In this document you will find the survey schedule and checklist for this upcoming season, guidelines for the data collection process, and a series of communication templates, which will help you reach an optimal response rate for your orchestra. The included templates are intended to provide ideas and sample language for communications that provide clarity about the survey. Please adjust the language you find in this document as necessary to meet the unique needs of your orchestra.

Clear and transparent communication is key to maximizing the impact of this survey. Encouraging open dialogue both within your team and with auditionees about the survey's purpose helps build trust and ensures that the data collected truly reflects your audition pool.

Important note: *In order for us to be able to use your orchestra's data, we will need a minimum response rate of 80%. This means that for each audition your orchestra holds, at least 80% of auditionees must submit this survey. See the [Survey Guidelines](#) for more information about participating in this project.*

Please be in touch with any questions about this.



Survey Timeline & Checklist

- **September 2024:** Introduce staff to the project, ensuring familiarity with the process and [Survey Guidelines](#).
- **Monday, September 9, 2024 – Monday, June 2, 2025:** Collect audition applicant demographic data through your orchestra's chosen collection method.
 - *For information about choosing a data collection method, see the [Survey Guidelines](#).*
- **Prior to Each Audition:** Ensure survey link (if using Acceptd) and contextual information is sent out to auditionees and/or included in application materials.
 - *Depending on your orchestra's specific data collection process, we recommend using either the [Direct Invitation to Auditionees](#) template or the [Template Language for Application Materials](#).*
 - *If necessary, review the [Survey Guidelines](#).*
- **After Each Audition:** Encourage auditionees to participate in the survey, if they have not already completed it. We strongly recommend emphasizing two points:
(1) participation in the survey has no impact on their audition results, and
(2) their participation is strongly encouraged, even if they choose to use the 'Prefer not to disclose' options.
 - *Since each orchestra's audition timeline is different, we are intentionally not providing a specific recommendation around the timing for this reminder. We do, however, strongly recommend reminding auditionees about the survey at a time when they are not actively participating in the audition process, for example: after they exit the audition process; between rounds, if there are more than one or two days before the next round; etc.*
 - *Please see the [Reminder Email](#) template for suggested language.*
- **Monday, June 2, 2025:** The League sends out an email with a prompt to submit the data collected by your orchestra.
 - *If your orchestra elected to use [Acceptd](#), you will receive a prompt to provide supplemental information about your auditionees. Providing this information will help ensure that we are able to use your data in the aggregated summary report.*
 - *If your orchestra elected to collect auditionee demographic data [independently](#), you will receive a prompt and a submission form link to submit your orchestra's collected data. Note that this link is different from the survey link used by auditionees to provide their self-reported demographic data.*
- **Monday, June 2 – Friday, June 29, 2025:** Submit the 2024-2025 season data collected by your orchestra to the League.
- **Early-September 2025:** The League sends out the aggregated summary report to participating orchestras.



Survey Guidelines

Please read the following guidelines closely, as there is key information about how to participate in the Audition Applicant Demographics Survey.

- We are currently focused on collecting demographic information for auditions that occur during the **2024-2025 season**. Please do not include data from prior seasons.
- There are two ways to participate in this data collection effort:
 - Orchestras can choose to use the Acceptd platform, OR
 - Orchestras can choose to collect this data independently.

Depending on your orchestra's selected collection method, please read the relevant details below.

USING ACCEPTD

- By choosing to use Acceptd, your orchestra's auditionee data will be delivered directly to the League and you will not need to manually compile or submit your auditionee's data.
- Please ensure that your application materials contain the correct survey link:
- We **strongly encourage** you to use the communication templates below throughout each audition to encourage auditionees to participate in the survey.
- If you have participated in this process before, please note that we are adding a new step this year. In early June 2025, we will reach out to ask you to provide some supplemental data points, including:
 - Total number of auditionees for each audition,
 - Self-reported race/ethnicity information for audition winners, and
 - Self-reported gender information for audition winners.

This additional information will ensure that the data we receive from orchestras who use Acceptd contains the same level of detail as the data we receive from orchestras who collect auditionee's demographic information independently.



INDEPENDENT DATA COLLECTION

- By choosing to collect this data independently, your orchestra's auditionee data will need to be compiled and submitted to the League at the end of the season.
- We **strongly encourage** you to use the communication templates below throughout each audition to encourage auditionees to participate in the survey.
- We **strongly encourage** you to use the [attached spreadsheet](#) to track your data during the current 24-25 season. The formatting in this spreadsheet will help streamline the submission process for you.
 - Read the 'Instructions' tab closely, as it contains helpful information about the data that you include.
 - Add in your orchestra's demographic information on the 'EnterFormData' tab.
 - The spreadsheet will automatically calculate and format the totals for you in the 'Summary' tab.
- In early June 2025, the League will send out a submission form link to collect your orchestra's auditionee data.
 - If you have participated in this process before, please note that this link changes year-to-year.
 - If you used the spreadsheet referenced above, you will be able to copy-and-paste the totals directly from the 'Summary' tab into the submission form.
- If you are interested, below are some helpful resources for collecting self-reported demographic information:

[Collecting self-reported demographic information: what questions should you ask in surveys?](#)

[3 Must-Dos for Collecting Employee Demographic Data Beyond Race and Gender – Senior Executive](#)



GENERAL GUIDELINES

- Regardless of which collection method your orchestra chooses, we will only be able to include your orchestra's data in our aggregated summary report if your orchestra has a minimum response rate of **80%**.
 - This minimum response rate provides confidence that your orchestra's data set is a suitably representative sample of your auditionees, allowing for improved interpretations of the findings and trends.
- When submitting or independently collecting this data, please only mark that auditionees selected 'Prefer not to disclose' if they submitted the survey and specifically chose that option. If auditionees did not submit the survey, do not include them in the totals for 'Prefer not to disclose' - they should not be included in your data set.
 - Similarly, if auditionees partially completed the survey and left either of the demographic questions blank, do not include them in the totals for 'Prefer not to disclose' for that demographic category. They should only be included in the totals for 'Prefer not to disclose' if they specifically selected that option, not if the question was left blank.
 - Please note that these guidelines for the use of the 'Prefer not to disclose' options may affect your orchestra's response rate; however, this will provide a dataset which is more accurately representative of your auditionees.
- We **strongly recommend** collecting audition applicant demographic data prior to the day of the audition. For example, a link to the Accepted survey could be sent to applicants when they submit their initial application materials. We believe this timeframe will encourage more applicants to share their demographic information and won't add to audition-day anxiety.
- We **strongly recommend** including the following information in any communication about the survey:
"This survey is entirely voluntary, and **participating will not affect your audition in any way**. If you choose to participate, you can elect to remain completely anonymous, and the survey will take less than 5 minutes to complete."
- If you are unable to collect your auditionee's demographic information during this season's auditions or if you would like to opt out of this research project, please let us know directly by emailing inclusivestages@americanorchestras.org.

MORE QUESTIONS?

Thank you again for engaging in this critical work. If you have additional questions about the Audition Applicant Demographics Survey, please contact inclusivestages@americanorchestras.org.



Communication Templates

DIRECT INVITATION TO AUDITIONEES

From: Orchestra's Personnel Manager, General Manager, or other
Subject:

Dear [Auditionee's Name],

We are committed to building an inclusive culture here at the [Orchestra Name]. As part of our commitment, we are participating in a research project led by the National Alliance for Audition Support (NAAS) and utilized by Inclusive Stages, a program of the League of American Orchestras. This research initiative involves asking audition applicants to participate in a voluntary demographics survey, to help us better understand the diversity of our audition applicant pool and improve our efforts to create a more inclusive orchestra.

We encourage you to participate in this brief, 7-question survey. If you choose to participate, **you can elect to remain completely anonymous**, and the survey will take less than 5 minutes to complete. In addition, each demographic question includes an option to not disclose the information. Your response will be combined with submissions from auditionees at other orchestras across North America and will only be reported in aggregate.

COMPLETE SURVEY
[Insert Survey Link]

Please note that this survey is entirely voluntary, and **participating will not affect your audition in any way**. We sincerely appreciate your time and your participation in this national initiative. For more information about this initiative, please visit the NAAS [website](#) or the Inclusive Stages [website](#).

Thank you for helping us build a stronger, more inclusive [Orchestra Name] together. If you have any questions, please don't hesitate to reach out.

Thank you,

Name
Title



TEMPLATE LANGUAGE FOR APPLICATION MATERIALS

Voluntary Demographics Survey

We are committed to building an inclusive culture here at the [Orchestra Name], and as part of our commitment, we are participating in a research project led by the National Alliance for Audition Support (NAAS) and the League of American Orchestras. This research initiative involves asking audition applicants to participate in a voluntary demographics survey, to help us better understand the diversity of our audition applicant pool and improve our efforts to create a more inclusive orchestra.

We invite you to participate in this brief, 7-question survey as an optional part of our application process.

Please Note:

- This survey is entirely voluntary.
- **You can elect to remain completely anonymous** - the survey only requires you to share your instrument.
- Your submission will be combined with submissions from auditionees at other orchestras across North America and will only be reported in aggregate.
- If you choose to share your name, your submission will be anonymized prior to reporting.
- **Your decision to participate or decline will not impact your audition in any way.**

COMPLETE SURVEY

[Insert Survey Link]

You can find more information about this initiative by visiting the NAAS [website](#) or the Inclusive Stages [website](#).

Thank you for helping us build a stronger, more inclusive [Orchestra Name] together. If you have any questions, please don't hesitate to reach out.



REMINDER EMAIL

From: Orchestra's Personnel Manager, General Manager, or other
Subject:

Dear [Auditionee's Name],

We hope this message finds you well. We recently invited you to participate in our voluntary demographics survey, and we just wanted to send a quick reminder that your participation would be greatly appreciated!

As a reminder, **you can choose to remain completely anonymous**, and the survey will only take a few minutes to complete. In addition, each demographic question includes an option to not disclose the information. Your response helps us better understand the diversity within our audition applicant pool and contributes to larger efforts to improve representation across the orchestra field.

If you haven't yet had a chance, please consider taking the survey.

COMPLETE SURVEY

[Insert Survey Link]

Your participation is completely voluntary, and **your audition will not be impacted by your decision to participate in any way**. You can find more information about this initiative by visiting the National Alliance for Audition Support [website](#) or the Inclusive Stages [website](#).

Thank you again for your time and consideration!

Kind regards,

Name
Title