



# KIWANIS MUSIC FESTIVAL of GUELPH

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## INSTRUCTIONS FOR ADJUDICATOR ASSISTANTS

1. Arrive at the venue at least **15 minutes before** the start of the session to get set up and greet the first performers.
2. Check the materials on your table:
  - a) **Class Folder** with:
    - i) a schedule of classes for your session (program)
    - ii) for each class
      - (a) Two *Roster & Results* sheets
        - yellow - official marks for Coordinator
        - green - marks for Adjudicator to keep
      - (b) *Adjudication* sheets for each performer
      - (c) *Participant Certificates* for each performer
  - b) **Class Boards and Numbers**
  - c) **Other Materials:** ribbons - 1st, 2nd, 3<sup>rd</sup> (for Competitive), Participant (for those who don't place and all N/C performers), or Gold, Silver, Bronze (for A/S), paper clips, sharp pencils, pens, etc.
3. Check the Adjudicator's Table. Be sure (s)he has sharp pencils and pens and a supply of scrap paper.
4. Introduce yourself to the Adjudicator. Discuss with the Adjudicator the nature of the performances, i.e. Competitive, Award to Standard, Non-Competitive or a combination.
5. Ask the Adjudicator to sign ALL *Adjudication* sheets and *Certificates* before the session. Leave the *Adjudication* sheets with the adjudicator and take the *Certificates* to your table.
6. Discuss with the Adjudicator the procedure for the end of each class: eg. who gives the *Certificate* to the performers? Each Adjudicator has a preferred routine. Find out what the preferred procedure is and ask how you may assist. Most likely, the Adjudicator wants to hand out the certificates and ribbons and you can assist by being the 'table', assisting with the distribution.
7. At the beginning of each session, when the adjudicator is prepared to start, publicly welcome those attending and those performing, introduce yourself and the Adjudicator. You are welcome to pick out some highlights about the adjudicator found in the programme to make up your own introduction if you wish. **Please remind the audience to turn off cell phones, pagers and other electronic devices.** Please also announce that **photos and videos of performances may be taken if the performer has given their permission, but NO flash photography is allowed and absolutely NO recording of the adjudication is permitted.**  
If you notice someone disobeying these rules, it is your responsibility to discreetly speak to them and make them aware of the rules.
8. For each class, **for the performers:**
  - a) Hang up the class number and performers' numbers on the board (just the numbers - not the letters before the numbers - ie P, S, SP, etc.)
  - b) Call the performers to the front by class number and instruct them where to sit. Also instruct them where to sit following their performance (back to their original seat is simplest).
  - c) For solos and small ensembles seat them in order of performance in the front row. Choirs and bands will assemble elsewhere and sit in front rows of audience as a group and should return to the same rows following performance. Marshals should have this all organized for choirs and bands!
  - d) Receive from each performer:  
An original copy of the music to be performed (photocopies are not permitted unless the music is in the Public Domain or has been downloaded from the internet and paid for (these will have a note on the bottom saying something like "Authorized for use by name")

- e) Arrange the music into correct performance order and place on the Adjudicator's table.
9. For each class take the following **to the Adjudicator:**
    - a) **Roster & Results Sheet** – At the beginning of each class, the adjudicator should have the green sheet and you should keep the yellow sheet. The adjudicator will give you the green sheet at the end of the class and you will transfer the marks and place to the yellow sheet and use these results to organize the ribbons and certificates. Don't forget to give the green sheet back to the adjudicator for the next class!
    - b) **Music** to be performed (in order) – collecting music is most easily done by asking the performers to open their books to the correct page after which you can collect the open books starting from the last performer and working up to the first performer – then it's in the right order!
  10. At the agreed upon signal from the Adjudicator - usually at the nod of his/her head - announce the next performer by number and name or name only: eg. **Performer # 5, Johanna Zawitzki.** (Ask the performer for the pronunciation, if you are not sure). Performers appreciate having their names announced correctly! Some adjudicators prefer to announce the next performer themselves.
  11. At the conclusion of all the performances for each class, before the verbal adjudication, receive from the Adjudicator the green *Roster & Results* Sheets.
  12. Paper clip appropriate ribbons (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Participant **or** Gold, Silver, Bronze) to the certificates during the verbal adjudication. Anyone who does not place and all non-competitive participants receive a purple Participant ribbon.
  13. At the end of each class be sure performer receives:
    - a) Adjudication Sheet
    - b) Participant Certificate with appropriate ribbon
    - c) Music
  14. **After** the Adjudicator has finished talking to the performers and has handed out the *Certificates* and *Adjudication* sheets, change the class numbers on the board. **Please wait to change the numbers until the next class is ready to be called** so as to not confuse audience and performers as to where you are in the programme.
  15. Change of order of the performers is at the discretion of the Adjudicator Assistant, in consultation with the Adjudicator, or as updated in program print-out provided by Festival Coordinator in your file for the Session.
  16. If there is a cancellation or a no show, please leave their certificate and adjudication sheet in the file folder and do not mark these in any way. It's possible they might be rescheduled another day.
  17. At the end of the session, be sure the yellow *Roster & Results* sheets are completed and left in the file folder for the Festival Coordinator to pick up later. These sheets are **very** important! The Festival Coordinator collects them from your table at the end of each day and enters these results in the computer.
  18. The Adjudicator Assistant is responsible for the smooth running of the Session. The performers may be nervous; the parents may be anxious. ***The friendly efficiency of the Adjudicator Assistant is a very important factor in a happy experience for the participants.***
  19. Have a wonderful time listening to some beautiful music and thank you so much for volunteering your time!

Sincerely,  
 Heather Fleming  
 Festival Coordinator  
 Kiwanis Music Festival of Guelph  
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