

DSPF JOB DESCRIPTIONS - 8.14.24

Adjudication Day

EVERYONE: Arrive 60 minutes prior to start time to set up, arrange rooms, signage

- Performance rooms: Inside/Writing surface, chair. Outside/chair for monitor.
- Registration area: Table w/ several chairs; Chairs for waiting area.
- Theory room: several tables and chairs to accommodate 12-16 students at one time.
- Administration: tables and chairs

Registration/Front Desk:

- Check off student name; confirm room and time
- Ask if they are taking theory test first or playing first
 - If playing time is ½ hour to day start time, they play first
 - If testing first, send them up to the room
 - If playing first, send them to the performance room monitor
- Parents must wait in whatever waiting area is designated near the front desk. No audience in the performance room.

Performance Room Monitor:

- Check off student names and times on your list as they arrive
- Check their music; make sure it's tabbed to the correct page
 - Remind them they will hand music to the judge
 - Remind them they may play a short scale and/or cadence to feel the piano
 - They may choose which piece to play first (or the judge will ask them which one)
- Ask them to sit down until it's their time
- If you see a student name who hasn't checked in with you, see if they are in the theory room or vocal room. They may have to go later.
- It's OK if students end up 'out of order.' Just confirm the switch with the judge.
- Walk student up to judge and introduce by first name.
- Every 6 or 7 kids, collect comment sheets from the judge and take them to Admin. Confirm that the judge signed the sheet.
- About 10 minutes in, ask the judge if they have any questions or concerns. (especially if it's a new judge)
- Keep the judge on schedule!!

Theory Room Monitor: (Theory room opens ½ hour AFTER start of event)

- Distribute correct level test to students according to the list provided.
- Be prepared to answer questions, monitor room for 'roving eyes.'
- Be aware of any students who may need assistance reading the test. Be ready to ask a question 'differently'
- If a student cannot finish the test before his adjudication time approaches, keep the test and tell them to come back to finish it.
- Help grade tests as they are completed.
- Give graded tests to Admin

Admin

- Enter performance ratings and theory test grades on spreadsheet.
- Assist as needed.

EVERYONE: End of Day:

- Return equipment to its storage positions.
- Wipe down tables.
- Lights off.
- Return all folders to DSPF box.

Recital Day

EVERYONE: Arrive 60 minutes prior to start time to set up as needed. (move piano, place student nametags in order of program)

BE SURE TO HAVE: Programs, seat nametags, ribbons

Back of Room Usher:

- Distribute programs as everyone enters
- Send performing students directly to the front to their designated seat. They DO NOT get programs!
- At the end, assist with distributing awards at end of program

Front of Room Usher:

- Help students find their assigned seats per name tags
- Look for nervous nellies' and help them relax
- Take note of any ADHD kids who might need to sit with parents after they play.
- Books on floor under their seat.
- Once everyone is seated, remind them...
 - Head to stage as student before them is walking to their seat
 - Take your time
 - Bow! (and smile!)
- At the end, assist with arranging students on stage around piano when receiving awards

Emcee:

- Opening remarks (see page 3)
- At the end: Announce student names for awards (*first names will suffice*), ask them to come forward and remain up front until end
- Closing remarks (see page 3)
- Misc: Handle any last-minute changes in the order due to unexpected tardiness.

*If the judge happens to be present at the recital, ask them to present the award to the students (hang ribbons around their necks as they are called forward)

End of Day:

- Return piano to storage position.
- Check pews for litter.
- Lights off!

TO THE EMCEE: Please feel free to personalize these ... or ignore them. It's just a suggestion!

PRE-RECITAL COMMENTS:

- Welcome everyone to today's Showcase Recital.
- RMTA thanks IUCC for hosting our events these past few years and allowing us all the opportunity of playing on this 9-foot concert Steinway.
- At yesterday's adjudication there were _____ Solo performance on piano, strings and voice
- Today we'll hear _____ of those students who received a Superior rating
- If applicable: We're also fortunate today to hear our judge _____ perform at the end of the program.
- Reminder:
 - No flash photography
 - Video recording/photography from your seats.
 - As a courtesy to the other performers, please remain until the end of the program when students will receive their ribbons.
 - At that time, we'll have the opportunity for photos.
- Let's get started with..... (*student name*)

IF TWO RECITALS: Because we have another recital at _____, we respectfully ask your help by taking your conversations to the lobby or to the back of the room to help us keep things moving.

POST RECITAL COMMENTS:

Now that the hard work is done, it's time for the ribbons. Students, as you hear your name (*first name will suffice...in order of the program*), please come forward to receive your ribbon and then we'll line you up on the steps for photos.

While students are still up front....

Thank you's....

- YOUNG MUSICIANS for working so hard for your teachers
- PARENTS for supporting your child's musical education
- TEACHERS for keeping music alive

See you next year!