



The Grey County Kiwanis Festival of Music

ADJUDICATOR'S CLERK: DUTIES AND RESPONSIBILITIES

Preparation

- Ask the Adjudicator to pre-sign certificates
- Set up the Adjudicator's table
 - 1) Adjudicator Report Sheets (given to each student or group)
 - 2) Music for Set Pieces (if applicable)
 - 3) Pens
 - 4) Note Pads (adjudicators write down the mark & hand it to clerk)
- Set up your table with your materials
 - 1) Adjudicator's Clerk Report Book
 - 2) Certificates (preferably already signed by adjudicator)
 - 3) Black Sharpie Pen to fill in certificates
 - 4) Gold, Silver, and Bronze Seals
 - 5) Programme
 - 6) Cancellation List

Note: Any set pieces will be in the green bin. Music for own choice classes will be collected from the performers and brought to the Adjudicator. ALL SHEET MUSIC OR REPERTOIRE BOOKS IN THE HALL MUST BE ORIGINAL (photocopies used only through special permission according to rules 18 and 21)

Certificates (*samples included in binder*)

- All students receive a certificate based on their performance. Individual certificates are given for up to four people in a group. **Groups larger than four receive one certificate for the entire group.**
- Participation certificates are awarded to:
 - 1) Suzuki classes
 - 2) Performers asking for "adjudication only"
 - 3) Performers with a mark below 75.
- Fill out the appropriate certificate(s) using black Sharpie pens provided. Check the program for the names and the Class Number. The adjudicator will provide the clerk with the student's mark.

Adjudicator's Clerk Report Book (*sample included in binder*)

- Record the information in the *Adjudicator's Clerk Report Book*

Thank you for your time and assistance to help make our festival a success!