



The Grey County
Kiwanis Festival of Music
www.kiwanismusicfestival.net

PLATFORM MANAGER

DUTIES AND RESPONSIBILITIES

Preparation

- Open the pianos. Be sure the bench is out and a second bench is available, when needed
- Have enough music stands available for brass, woodwind, and string classes
- Ensure the safe mounting and dismounting of stage area by all performers

Classes

- Set up the board with the class and performer numbers
- Call each class by number to the front. Change the PERFORMER number when the Adjudicator indicates he/she is ready for the next participant. Change the CLASS number AFTER the adjudicator is completely finished with each performer in the class.
- Seat the performers according to their number in the program
- Leave an appropriate space and inform the SITE MANAGER if a performer is absent. The Site Manager will inform the Adjudicator.
- If a missing performer arrives *prior to the adjudication*, inform the Site Manager who will arrange for the performer to be heard.
- For OWN CHOICE classes, collect the music in performance order that the entrants will be performing them, open to the appropriate pages, and give it to the Site Manager. Pieces for SOLO classes **MUST** be memorized unless otherwise specified. Ensembles, Brass and Woodwind soloists may use music.
- The Adjudicator indicates when the performer should approach the stage, get settled and begin to perform. Be prepared to help young performers. A booster seat and foot rest are available for junior piano.
- The performers return to their seats and wait for the Adjudicator's remarks
- **ENSURE THAT ALL PERFORMERS TAKE THEIR MUSIC WITH THEM WHEN THEY LEAVE**
- The first choir in a class should be sent directly to the risers. Seat all other choirs. A physical space should be left for the standing group to sit as they finish performing
- Music teachers for Brass, Woodwind and String classes may conduct a general tune up before each class.



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