



The Grey County Kiwanis Festival of Music

ADJUDICATOR'S CLERK: Duties and Responsibilities

Preparation:

- **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, Pencils, Pencil Sharpener & Eraser
 4. Note Pads (*adjudicator writes down the mark & hands it to clerk*)
- **Set up your table with your materials**
 1. Adjudicator's Clerk red binder (*contains all the pre-printed report sheets*)
 2. Pre-printed Certificates
 3. Cancellation List (*if applicable*)
 4. Pens for filling in Report
 5. Black Sharpie Pen to fill in certificates
 6. Diamond, Gold, Silver, and Bronze Seals

Note: Any scores for 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.)

Recording Student Marks:

- Record the student's mark in the *Adjudicator's Clerk red binder*
- Write in 'no show' for students who don't show up.

Completing Certificates (*sample 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.**
- The adjudicator will provide the clerk with the student's mark.
- Fill out the student's certificate(s) using black Sharpie pen by writing in the following:
 1. Diamond, Gold, Silver, or Bronze level,
 2. the numerical **MARK**,
 3. and attach the matching **SEAL**.

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

NOTE: Your VOLUNTEER BADGE serves as your FESTIVAL PASS and gives you access to all venues & to the Festival of Stars Awards Concert.