



# The Grey County Kiwanis Festival of Music

## **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 solo brass and woodwind or, duet classes.
- Ensure the safe mounting and dismounting of stage area by all performers
- Hand sanitizer is available.

### **CLASSES**

- Set up the board with the class and performer numbers.
- The first choir in a class should be sent directly to the risers. Seat all other choirs. **A physical space should be reserved for the choir group to sit after they finish performing.**
- Music teachers for Brass, Woodwind and String classes may conduct a general tune up before each class.
- **Call each class by number to the front.**
  - Seat the performers according to their number in the program. Leave an appropriate space and inform the ADJUDICATOR CLERK if a performer is absent.
  - If a missing performer arrives before the end of the class, inform the CLERK who will discuss with the adjudicator if the performer is to be heard.
  - For OWN CHOICE classes, collect the music in performance order that the entrants will be performing, open to the appropriate pages, and give it to the Adjudicator. 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.
  - Change the PERFORMER number when the Adjudicator indicates he/she is ready for the next participant.
  - **New for 2024:** When announcing the next performer, ask if someone will be recording their performance and direct them to the designated recording chair. No flash photography permitted.
  - 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.**
- Change the CLASS number AFTER the adjudicator is completely finished with the class.

***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.**