

Checklist for Judge's Meeting on Auditions Day

Greet, welcome and thank the judges.

Point out all materials in their folder: critique forms, schedule for the day, summary of performance expectations etc. Ask them to take a minute RIGHT NOW to read the summary of expectations to make sure they do not have any questions on how to properly award points.

Ask if there are any general questions about the tracks: D2, D3, D2NM or state.

Highlight when they will be given a break (mid morning, lunch, mid morning) and where they can go to get a beverage, restrooms etc.

To help in communicating: find out if the judges (and room monitors) have their phone and have texting. This could save a number of minutes if there is a question that needs addressing immediately and also can take care of things like pencils need sharpening, room is freezing, needs coffee etc.

Remind the judge what to do at the end of the day: where to go, expense and contact information forms to fill out, folder needs to be turned back in etc.

General reminders/point out the following:

- ◆ Play the instrument in your room to be aware of any “quirks” that students may experience as they perform.
- ◆ Suggest signing their forms ahead of time to save time while judging.
- ◆ Because of scheduling requests and/or siblings, you may hear a number of different grade levels and/or different tracks (D2, D3, state, D2NM) in your site. Be aware of the student's grade/track before they begin.
- ◆ Double check the student's first name and/or their ID number to make sure you have the correct critique sheet.
- ◆ (If applicable) You may hear “new age” repertoire being performed – just to make sure you are aware this is approved as contemporary repertoire.
- ◆ (If applicable) There may be a high school senior(s) that is being given extra performance time because he/she is preparing for college auditions.
- ◆ If there are ANY unusual situations or questions about rules, please ask the monitor to get the district chair *immediately* instead of waiting until the break/lunch/end of day etc. It's too easy to forget the details of what the situation is if not addressed right away – it could involve the points given for state track students etc.

- ◆ Write as many helpful comments as time will allow without getting behind schedule. If you get significantly far behind, the monitor or district chair may speak to you to make sure you are aware of the situation.
- ◆ DO NOT penalize the student for your personal opinions in regard to repertoire choices. If the pieces fit the rules/guidelines for the auditions, judge on their performance, not on if you prefer/like their choices of pieces. Keep in mind, the repertoire has been checked and approved in advance by the district chair.
- ◆ For D2NM or D3 students using their music, photocopied sheets are allowed to help facilitate their page turns.
- ◆ If possible, please do not hold onto the critique sheets for hours at a time. Please turn them into the monitor or runner every half hour so they can be recorded and sorted.
- ◆ Do NOT give the critique forms to the student or parent.
- ◆ Parents should not attempt to discuss their child's performance with you. This can lead to disqualification of the student.
- ◆ Let the room monitor know if you need something to drink, or sharpened pencils, if the temperature in the room is uncomfortable. The monitor can relay this to the district chair through a runner as they come around.
- ◆ THANK YOU and ENJOY your day!