



## **ETOBICOKE-MISSISSAUGA**

### **VOLUNTEERS FOR ASSESSMENTS**

#### **DUTIES & GUIDELINES**

##### **VOLUNTEER #2 - ADJUDICATOR'S ASSISTANT**

1. **Announce the class by Class Time and Grade Level and ask the students to come forward with their music.**
2. Seat the students in order of performance unless the adjudicator prefers otherwise.
3. **Tell the students to open their music on their lap. If they have 2 pieces, put the 1<sup>st</sup> piece they will performing on the top.**
4. Collect the students' books in reverse order. Start with the last person and have each person place his/her music on top of one another. Anyone who arrives after his/her turn has passed must play at the end of the class (in the last position).
5. Remind **students:**
  - a) **that** the adjudicator will tell them when to **come up to perform.**
  - b) **who are** playing a second piece to wait until the adjudicator signals that he/she is ready for it.
  - c) **to be respectful of their fellow performers, so no talking please.**
  - d) **that everyone here is looking forward to your performances today. Remember to breathe when you get up there. We are all rooting for you.**
6. Welcome everyone, announce the class and introduce the adjudicator (**read the bio provided**). Please ask everyone to turn off cell phones, etc. and make clear that videotaping and photos are allowed only "during your child's performance."
7. Ensure that the adjudicator has everything he/she needs.
8. Ensure that students are quiet (not talking, giggling or whispering) while a student is performing.

**\*At the Branch Competitions, cheque writing and marking the program with the placements is done by an additional assistant.**

*Updated: February 29, 2020*

**Branch Competitions:** Ensure each student is given a certificate of excellence after the performances (the adjudicator has them). The adjudicator will award first place (medal and cheque), second place (cheque), **3<sup>rd</sup> place (cheque)** and honourable mention (ribbon). Once the adjudicator has chosen the winners, fill out the names on the appropriate cheques and cheque stubs, put the cheques in the appropriate envelope and hand these to the adjudicator. **Also, write down who got 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and Honorable Mentions onto a program. This program with the placements will go to the treasurer at the end of the Branch Competitions. \***

9. **New for 2019:** Take a group photo at the end of each class. Email photos to Abigail Freeman, Publicity/Media: [abigailfreeman@rogers.com](mailto:abigailfreeman@rogers.com) . The volunteer coordinator will discuss how best to accomplish this task.
10. **At the end of each day,** please help take down and pack everything away.

**THANK YOU FOR YOUR HELP. YOU ARE VERY MUCH APPRECIATED!**



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