

Adjudicator Meeting Agenda – Solo & Ensemble

Held one-half hour before the festival begins.

Distribute Adjudicator Envelopes

These should contain:

- All rubric forms arranged in scheduled order, plus a few blank forms.
- A finalized site schedule.
- Blank paper and envelopes (for writing notes to teachers if necessary).
- Several sharpened pencils.
- Important details/reminders for the day and a map of the school.
- Optional: Blank Forms (Be sure to instruct headquarters where to find these if needed.)

Make General Announcements

- Lunch (time, place, procedure, etc.).
- Where to check out at the end of the day.
- Payment method and timeline if not available at the festival.

Read these Reminders for Adjudicators:

- It is **not** appropriate to hold rubrics for events that were performed without completing them. Your rating should be based on what you hear as compared to an expected performance standard for the class and event.
- Every event requires a **publisher printed original of the matching, correct edition of the selection to be performed for the adjudicator**. A waiver is not acceptable unless it is from the **publisher**.
- It is **not** the responsibility of the adjudicator to verify music being used by the performer or accompanist.
- The use of legal electronically printed music is permissible. Legally purchased e-print music should have “This music was purchased by (name) through (music publisher/website) or similar printed on the top of each page or on a separate cover page. If the publisher provides no statement or cover page, the rules request that they attach a proof of purchase.
- Music saved to an electronic device (such as an iPad) is not permissible for the adjudicator.
- Any violation of a WSMA festival rule will result in the performance receiving a critique only (no rating).
 - If you suspect a rule violation but need confirmation, ask the performer(s) to wait because you have a question regarding their event registration. Then ask your door monitor to contact the festival manager ASAP.
 - If the next event is ready to perform, assure the event in question that their issue will be resolved as soon as possible and adjudicate the next performance.
- If there is a rule infraction:
 - Prior to the performance, inform the student(s) of the rule violation and allow them time to correct it. If needed, the student(s) can come back to perform later in the day. Students also have the option of transferring to another festival, which will allow them more time to correct the infraction and the opportunity to perform for a rating.
 - Remember, no student or ensemble will be prevented from performing for violation of a WSMA Festival rule.

- o If the event is performing with the rule infraction, use the assigned rubric and write comments on the back as usual. Cross out the rubric on the front and write the rule infraction at the bottom. Do not circle any numbers or descriptions on the front.
- For all events, verbal comments after a performance are encouraged if time allows. However, written comments are essential.
- **Keep on time.** The room chairperson can juggle the order of performers in order to help; however, no entry can be forced to perform ahead of their scheduled time.
- Events registered as comment only are evaluated on a comment only form. Written summary comments are expected in the space provided, as well as additional reinforcing comments on the back of the form.
- DNA rubrics should be held until the end of the day, marked as DNA and then returned to Festival Headquarters.
- For Music Theater events, please remember the following:
 - o Performances **must** be memorized and accompanied.
 - o Costumes are not required.
 - o The introduction may be made in character or as a narrative.
- If you wish to make comments directly to a music teacher, write them on a separate sheet of paper and place them in an envelope with the name of the school or the teacher on the outside.
- **Your role as a WSMA adjudicator is to support and enhance the efforts of the students and school director. All comments made, whether written or verbal should augment day-to-day efforts. Please remember to be positive and encouraging.**