

ADMISSIONS
Queens County Music Festival

1. Arrive 30 minutes prior to the start of the session.
2. Open the hall box and take out the cash box, programs, and daily passes, etc. ready for sale.
3. There is a float so at the end of the day make sure float is left. Put the rest of the cash in the envelope provided noting the amount, date, venue and your name. Place in cash box for pick up by Kay Linkletter or Norma Mossey.
4. Sell tickets and programs
 - a. Session passes \$ 2.00
 - b. Weekly pass \$12.00 (covers full week)
5. Maintain orderly conduct outside the performance hall.
6. Do not allow anyone to enter the hall during a performance. Try to keep track of the progress of the program.
7. At the end of your shift return the cash box to the hall box.

Thank you for your help, it is important to us

QUEENS COUNTY MUSIC FESTIVAL

Adjudicator's Secretary

1. At your desk you should have:
 - envelope with the music and file folders containing adjudication sheets for the session.
 - File folder with extra adjudication sheets
 - syllabus
 - program marked "adjudicator's secretary"
 - sharpened pencils & scratch pads
2. Ensure that the names of the contestants are on each adjudication sheet. In "own choice" class the titles of the selections should be on each adjudication sheet as listed in program.
3. Ensure that each sheet is placed in the correct order of performance as listed in the program.
4. Music for "own choice" classes will be brought to your desk, if they forget, please remind them. Give the adjudicator the correct music (turned to the correct page) in the correct order of performance.
5. Make sure you know the format the adjudicator wishes to use for the class:
 - Procedure for contestants e.g. in recital classes, do they want the music selections performed as a recital group or do they want the contestants to pause between selections while written adjudications are completed.
 - The festival recommends that contestants do not approach the piano until the adjudicator has completed the written adjudication of the previous competitor.
 - The adjudicator may wish to call the contestants up by name when ready
6. **Marks:** Enter all the marks in the "**Official Marks Program**" which is clearly marked (and has a stick attached). Scholarship and publicity will be referring to this program for required information. **DO NOT TAKE THIS BOOK OUT OF THE HALL.**
7. Enter marks in the **ADJUDICATOR'S SCHOLARSHIP BOOK**. This book is the adjudicator's records for the week
8. In classes where certificates are used, please have the adjudicator sign the certificates. You will see them when you get the session folder out as they are filed in the folders where they are required.
9. **PHOTOCOPIES OF COPYRIGHTED MUSIC ARE NOT PERMITTED IN ANY PUBLIC PLACE AT THIS FESTIVAL. Sobers Music Store has a direct music service and music purchased through them should have their stamp.**
10. Please inform the hall official if photocopies of copyrighted music is being used in the competition hall. The hall official will handle the matter. The adjudicator must not be involved in any festival regulation or policy. Cell numbers for assistance: Kay Linkletter 626-8731 or Norma Mossey 393-5856.

CONTESTANTS, TEACHERS, AND PARENTS MAY NOT APPROACH THE ADJUDICATOR

DO NOT DISCLOSE ANY PERSONAL INFORMATION ABOUT THE CONTESTANT TO THE ADJUDICATOR

HALL OFFICIAL/PLATFORM SECRETARY

One in the same

Arrive 30 minutes prior to the start of the session

1. On your desk at the front of the hall, there should be:
 - a. Program with changes made in it (check errata sheet to make sure your session changes are made)
 - b. *Class numbers (use large Black numbers if possible)
 - c. *Contestant numbers
 - d. *Ribbons
 - e. Errata Sheet (should be in program)* Class numbers, contestant numbers (in large brown envelope) and ribbons are in the Hall's official box
2. Place class numbers on the stand so that it is visible to the adjudicator.
3. Make sure the contestants are seated in the correct order of performance as listed in the program. (Unauthorized substitutions of contestants are not permitted)
4. Place each contestant number beside the class number on the stand (or another stand if not enough room)
5. **Have ribbons ready for the adjudicator** to give to winning contestants. . Red ribbons are first place, Blue 2nd place, white 3rd place and purple is a participation ribbon. Give **purple** ribbons to children in Pre-junior and junior classes who do not get a placement ribbon. The adjudicator's secretary will have certificates for choirs and orchestras
6. Enter the winning marks in the program marked **Platform Secretary**
7. Contestants are required to arrive 15 minutes prior to scheduled performance time. Platform official should call out the number of the next class so contestants can be in place and not slow down the program for the session. If a competitor is not present after the class number has been called, call out their name (in case they weren't aware of their class number) and ask them to come forward. Check the errata sheet in case a change did not get made. ***While you are waiting you might check through your errata sheet to see if any changes have been made that pertains to the program during your session.***
8. At the end of the session put numbers, program and ribbons in the locked box.
9. **INTRODUCE THE SESSION AND THE ADJUDICATOR. SAMPLE INTRODUCTION IS ATTACHED.**

**IF YOU DETECT PHOTOCOPIES OF COPYRIGHTED MUSIC, PLEASE
INFORM THE ADJUDICATOR'S SECRETARY IMMEDIATELY
AFTER THE PERFORMANCE.**

This includes photo copies used by performers, directors and accompanists.