

ADJUDICATOR COORDINATOR

May 2012

1. Seek and hire adjudicators (and dance secretary), and assume responsibility for all communication with them before, during, and after the Festival.

2. Be responsible for the following correspondence:

[Note that it is preferred that all correspondence back and forth between adjudicator coordinator and adjudicators be dealt with electronically, if possible, to keep postage costs down and avoid delays.]

a. An initial letter sent to each adjudicator which:

- i. confirms our offer (setting out festival dates he/she is needed for, and adjudicator's area of responsibility) and includes provision for the adjudicator's acceptance.
- ii. indicates the remuneration (stipend, travel, meals, accommodation).
- iii. includes our local Festival philosophy and our teaching expectations.
- iv. requests a biography and PR photo (headshot) of the adjudicator (preferably electronic copies)
- v. includes a stamped, self-addressed envelope *[only if the adjudicator does not have the capability to deal with correspondence electronically]*.

b. A second letter to each adjudicator about one week before the Festival begins, which includes:

- the relevant portion of the Festival Program
- current copy of the appropriate Awards and Grand Concert Recommendations List
- marking/grading system
- current expense claim form (asking that it be completed immediately upon arrival)
- list of out of county participants that are not eligible for cash prizes/scholarships and a list of participants eligible for the multi-talent award
- google map directions (or map obtained from the Chamber of Commerce) showing venue locations and accommodation location.
- IF there are any piano quick study or piano sight reading entries, request that the appropriate piano adjudicator provide music for this upon arrival.
- the current Guidelines for Adjudicators advising:
 - ties are to be used sparingly
 - there are to be no three-way ties for first place in a class
 - no marks are to be announced
 - letter grades are to be placed on adjudication sheets and certificates
 - our expectation that the adjudicator will adhere to the time schedule

c. A contract letter sent to the dance secretary which confirms our offer (setting out festival dates he/she is needed for, indicating the remuneration, and including provision for the dance secretary's acceptance).

d. A thank you card for each adjudicator, welcoming him/her to our Festival and expressing our appreciation for their work. This should be presented to each of the adjudicators as they arrive, along with their welcome gift (see #5 below).

- e. Prepare and deliver a letter of request to Camrose Sobeys for a welcome fruit basket to be donated by them for each adjudicator who is staying overnight locally.
3. E-mail a copy of each adjudicator's biography and photo to the Festival Secretary and Computer Operator for inclusion in the program, and to the Publicity Chairperson for the local papers.
 4. Make hotel reservations as necessary.
 5. Be responsible for the delivery to the hotel of the welcome fruit baskets for each overnight adjudicator upon their arrival (along with their Welcome/Thank you card – see #2d above). Be responsible for approaching (or having Michelle Duncan approach) Tim Horton's (Camrose) for \$10 gift certificates for each adjudicator not needing to stay overnight locally - also for delivering those gift certificates along with the Welcome/Thank you card (see 2d) to these adjudicators as they arrive.
 6. Assume the following responsibilities during Festival week:
 - a. Meet the adjudicators upon arrival (and present the non-overnight ones with their welcome card and gift certificate):
 - i. Give each of them an up-to-date, labeled Program and check to see they are in possession of all the sheets e-mailed/mailed out to them earlier which they will need for adjudicating during the week (i.e. award and grading sheets, adjudication guidelines, lists of out of county and eligible multi-talent participants).
 - ii. Remind each of the information contained in the Guidelines for Adjudicators and verbally and carefully lay out the criteria for the Rose Bowl and Multi-Talent Award.
 - b. If there is a lieder class, both the Voice and the Piano adjudicators are required inasmuch as both the vocalist and the pianist are adjudicated.
 - c. Obtain "quick study" music from the piano adjudicator. Duplicate it as necessary and add each participant's name. Take the music to the piano venue, where it will be picked up by the participants.
 - d. Confirm that the piano adjudicator brought the required sight reading music.
 - e. Meet with each adjudicator at the conclusion of his or her final adjudication in order to:
 - i. Obtain recommendations for relevant awards, Provincial Festivals, and the GrandConcert. Check Provincial Festival recommendations for eligibility. For the Rose Bowl award, obtain as much supporting information as possible for presentation to the awards meeting.
 - ii. Pay the adjudicator.
 - f. Inform the Awards Chairperson of award winners as the information is obtained from the adjudicators.
 - g. Attend awards and Grand Concert planning meetings.
 7. Be responsible for all aspects of recommendations to the Provincial Festival, once the recommendations have been obtained from the adjudicators.
 - a. Make a final check of recommendations for eligibility.
 - b. Telephone each person recommended to ensure that he or she will be able to participate.
 - c. Follow each call with an e-mail attaching the current Provincial Festival brochure, and informing them of their Provincial class number, and the tentatively scheduled date/time and location of their class. Remind the participant to become knowledgeable of Provincial rules.
 - d. Obtain payment for half the Provincial fees from each recommended participant and submit it to our Treasurer. Prepare and submit our provincial recommendations using the online entry

form. Then obtain from the treasurer one cheque to cover all entry fees and mail it along with the completed adjudicator signature provincial entry form/s to the Provincial Executive Director within a week of the closing date of our Festival.

e. When informed of class times and locations by the Provincial Executive Director, advise each participant by telephone and e-mail.

8. After consultation with the other festival committee members as to how to rate each adjudicator, complete and submit the online adjudicator evaluation forms.

9. Maintain a file of adjudicators hired, and other contacts made.

10. When the Festival is over, update your job description and submit to Festival Secretary.

11. Present a written report to the annual meeting.