

DOORKEEPER

Revised April 2013

1. Arrive at the venue 30 minutes before the Festival session begins.
2. Ensure that the name tags found in the supplies bag are worn by volunteers. Please ensure they are returned to the bag at the end of the session.
3. Sit at the table provided outside the door, where there is a door.
4. Sell Festival Programs and monitor the donations container.
5. Mark the arrival of each performer in the Music Festival program booklet labeled "Doorkeeper".

NOTE: Under no circumstances may an entrant be moved from one class to another without the approval of the Festival Secretary.

6. **Check to see that each selection has a label** attached with the following information:

Class # and name

Competitor # and name,

Selection Title and Page # (if appropriate).

Note: (Use the supplied labels only if the music comes in unlabeled.)

**** New in 2011: Remind performers that they will keep their labeled music with them and hand it to the adjudicator's secretary, open to the correct page when they are going up to perform.**

7. Monitor admittance during sessions.
 - a. Admit no one during a performance or adjudication.
 - b. Use discretion in admitting anyone during a class. The writing time of the adjudicator may be long enough to allow people to enter quietly.
 - c. Admit accompanists, music supervisors, and Festival officials as requested by them.
Note: Recorders and video or other cameras are permitted if the user remains stationary and records only his/her own competitor. **Flash cameras are prohibited.**
Adjudications must not be recorded.
8. Return selections to participants, if the adjudicator does not do so.
9. Do not allow performers to enter the performance area for rehearsal at any time.
10. If there are any questions or problems consult the Location Supervisor.
11. At the close of the session, return all materials to the Location Supervisor.