

MARSHAL

Revised April 2013

1. **Arrive at the venue at least 15 minutes before the Festival session begins.**
2. Begin the session at the time listed in the Program.
At the beginning of the session and after each break include the following announcements.
 - a. a welcome to the performers and audience
 - b. a **very brief** introduction of the adjudicator, **summarizing** the highlights of the biographical information in the front of the Program booklet
 - c. announce that donations for the Festival are needed and welcome and may be put in the container at the Doorkeeper's table. Point out the National Festival donation form in the program and that you can designate a portion of a donation to come back to the local Festival.
 - d. Request:
 - i. no talking or whispering during performances
 - ii. no exit from or return to the room during the performances or adjudications
 - iii. all performers to obtain their selections from the Doorkeeper when they leave
 - e. a request to turn off cell phones or pagers .
 - f. 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
 - g. an announcement of any program changes
 - h. an instruction that **each performer, when called, is to hand their music to the adjudicator secretary, open to the correct page** then proceed to the performance area and begin when the adjudicator indicates he/she is ready..
3. **DO NOT** begin any class before the time listed in the Program.
4. Announce each class by number and description as listed in the Program booklet.
Then announce each entrant name and selection(s) as listed in the Program.
(If you are uncertain of the pronunciation of a performer's name, please check with him/her, a parent or teacher.)
 - a. Use your judgment in timing the announcement of each performer, but make certain that performers have adequate time in the performing area before beginning.
 - b. Watch the adjudicator for a cue that he/she is ready for the next participant(s).
 - c. Announce school groups and choirs when the preceding group completes its performance.
5. Under no circumstances may an entrant be moved from one class to another without the approval of the Festival Secretary.
6. Call again at the end of a class any entrant who did not perform when called the first time.
7. Maintain quietness and good order throughout the session.
8. Close the session with thanks to the adjudicator, performers, and audience, as well as an invitation to attend other sessions.
9. Announce the day, time and location of the Grand Concert:
Saturday evening, 7:30 p.m. at Charlie Killam School
10. Refer any problems to the Location Supervisor