What Happens at Festival?

**Volunteers Arrive**

Hall Convenor arrives 1 hour ahead of start time to set up venue in preparation for welcoming volunteers, competitors and audience.

Two Registration volunteers arrive an hour ahead of start time to begin their duties [see separate job description for details].

Adjudicator and Secretary arrive 30-45 minutes ahead of start time to get set up and ready for classes to start [see separate job description for details].

**Competitors Arrive**

Competitors typically begin arriving at venue 30-45 minutes ahead of their class time.

Upon arrival in the venue, they should go to the Registration Desk to check in so volunteers know they are present.

Competitors need to pass in their labelled music to the volunteer at the Registration Desk. The label needs to give the Competitor’s name, class number, name of piece and page it is found on. Open the book to the page or add a tab for easy finding.

Once competitors have registered, labelled and passed in their music, they should take off their coats; change into shoes from boots, go to the washroom etc., then go into the performance room.

Competitors for each class will sit together in the front row, in order of performance. If they are performing in the next class, they can proceed to the front row; if in a later class, they can sit in the audience until time for their class.

Accompanists may sit in the second row behind the performers.

Family and friends may find seating in the performance room, outside of reserved areas.

There is to be no entry or exit from the performance room during a performance.

**Start of Session**

Five minutes prior to the session, the Hall Convenor or Secretary will encourage performers in the first class to come to the front row, where they will be seated in order of performance.

Five minutes prior to the session, the Secretary will retrieve the music from the Registration Desk and check that it is in order of performance.

Two minutes prior to the session, the Hall Convenor or Secretary will welcome everyone and remind people to turn off cell phones and state restrictions for recording.

The adjudicator may address the competitors before starting the performances.

When ready, the adjudicator will call upon the first competitor to perform their piece.

The competitor goes to the stage area, tunes if necessary, performs, bows and returns to their seat.

Competitors and audience will wait quietly while the adjudicator writes comments on the performance and the secretary prepares certificate.

When the adjudicator is ready for the next performer, they will indicate and the process of performing and waiting repeats until all the performers in the class have been heard.

When all competitors have performed and the adjudicator is finished writing comments, he/she will go to the front of the room and talk to the performers either as a group and/or as individuals. Competitors may be asked to try something on their instrument as part of the oral adjudication.

When the adjudicator comments are complete, Certificates of Participation will be passed out and books returned.

Competitors of preceding class will return to their families in the audience and/or leave the room while the competitors in the next class are called forward to sit in front row in order of performance.

The process repeats throughout the session until all classes and competitors have participated.

**Choral, Band and Classroom Competitors:**

Competitors in Choral, Band and Classroom classes should arrive 30-45 minutes before the start of their class.

Upon arrival, they should gather with their director/teacher and group members in a hall way.

Directors/teachers need to let the registration desk know they are present; label and pass in music. They should let the registration desk know where they are congregating so that members can be directed appropriately.

If there are a large number of groups participating, it is a good idea to have areas assigned with signs posted.

Directors/teachers should line up their group as required for performance. Please encourage the use of washroom facilities before entry into the performance room.

When directed by the Hall Convenor, directors/teachers will be asked to seat their groups in the performance area in their assigned area, ready to go on stage.

The first group will be instructed when to advance to the stage. Tuning and set up should be done as quickly as possible. When ready, the director should introduce their group by name/school and their accompanist; the group will perform their piece[s].

If there are more than one group in a class, the first group will be seated upon completion of their piece[s] and the second group will advance to the stage. This exchange will take place while the adjudicator is writing the comments for the first group. The process repeats until all groups have been heard. An oral adjudication will follow.

If there is only one group in a class, the group should remain in place on stage for their adjudication, unless otherwise directed by the adjudicator.