

## **S&E PERFORMANCE ROOM WORKER JOB LIST**

1. Open Door and Welcome next solo/ensemble participants and audience members.
2. Check to make sure that the next student coming in is the correct event/school/name.
3. Take the original copy and form from warm-up room worker or participant.
4. Check to make sure the score is an original - not a photocopy. If not – have them go to the office.
5. Make sure the original's measures are numbered.
6. Give original to Adjudicator.
7. Help performers with chairs, stands, and tuning if needed.
8. Announce event via "S&E Room Worker Script".
9. Time the performance to make sure it meets time requirements (minimum 90 seconds JH and 120 seconds HS).
10. During performance, make out a medal card for the previous performance\*.
11. Help the judge stay on schedule. If they are not, remind them of the time at an appropriate moment.
12. After the adjudicator is finished working with the performer(s), open the door and give previous performer their original copy and medal card (if a I or II).
13. Post the rating on the schedule of events list outside performance room door. Scratches and changes should be posted here as well.
14. As needed, give completed adjudicator sheets to office worker (MSBOA members only).
15. When your assignment is complete, take all forms, paperwork, etc. back to the main office.
16. All time or room changes **MUST** come from the main office. If you have any questions, send the student/director/parent to the headquarters for the event.
17. Your judge **MUST NOT** be taken to task for any reason. Any questions or concerns should be directed to the headquarters.

\*Medal cards should be filled out as follows – Please fill out **one card per event**. If there is more than one performer in an event, please designate that on the card.

**Questions for S&E – who gets the original - the warm up room worker or is it given directly to the room chair?**

## **S&E PERFORMANCE ROOM WORKER SCRIPT**

Welcome to the 20\_\_ MSBOA District V Solo and Ensemble Festival. For the benefit of the performers, please refrain from using flash photography during the upcoming performance. Our next event is a event type performed by performer's name(s). He/She/They will be performing title of song(s) by composer/arranger.

## **S&E MEDAL TABLE WORKER JOB LIST**

The site host will have your area set up with a table, medals etc. As the kids bring their form to you, check to make sure that it has been filled out correctly. There should only be one form per event. If there are multiple performers for that event, it will state that on the medal form.

- Take the form from the student.
- Give the required amount of medals to the participants.
- Congratulate the performers with a smile. 😊
- Keep the medal forms to be given back to the host at the end of your shift (separated).
- Stay until all events from the shift have performed and received their medals (the host may relieve you if the day runs long).
- Take the medals and the forms back to the main office (PLEASE do not leave the medals unattended).

## **S&E OFFICE WORKER JOB LIST**

Working in the office is a bit of a “when it rains, it pours” kind of scenario. The busiest times are usually at the beginning and the end of the work assignment, but you will be collecting adjudicator sheets throughout your assignment.

- Events that have already been scratched before you arrive will have a line through them. These are available for future “switches” as needed.
- If a director scratches an event, draw a line through it and then send confirmation of that scratch to the warm-up and performance room via the “event change” form.
- Any performance-time changes you make **MUST** show on the master schedule in the main office.
- It is always easier to switch a time within a room rather than moving the event to another performance site. In the event that you need to change rooms, make sure that the adjudicator form is also taken to the new room as well.
- Periodically collect adjudicator sheets from the performance rooms and put them with the individual schools’ envelopes. As you add each sheet to that schools envelope, draw a line or check-off that event on the envelope.
- If you run into any questions that you are unsure of, ask the host chair or the V.P. in charge of S&E.