

ENSEMBLE FESTIVAL VOLUNTEER ROLES

★ Emcee/Backstage Monitor Job Duties

* *Please speak clearly into the microphone.*

Before the recital – Welcome everyone, introduce judges, announce program changes, if there are any, or additional information (we will leave a script for you backstage)

During the recital – Keep students organized and calm while they are backstage. Optional: Take a picture of each group before they perform on your smartphone. After the event, upload the pictures into a Google Drive folder and share the link with the chairperson.

After the recital- Invite everyone to exit to the lobby. Books, certificates, and ribbons will be given to the student at the Music Pick-up table in the lobby. Remind teachers only to go to the Judge's Helper Station to pick up their students' adjudications before leaving.

★ Adjudicator Job Duties

This job takes place during the recital. You will be stationed inside the Theater at the judge's table. You are one of three adjudicators present and will take turns judging. Each ensemble group is rated by only one judge.

1. ***View the original score*** while the group is performing.
2. ***Fill out the adjudication form and give a corresponding rating.*** A sample adjudication form is available to preview at lvmta.com on the Ensemble Festival page.
3. ***Copy the rating*** to the certificates for the students.
4. Tuck the adjudication form and all certificates into the original score and ***hand it to the Judge's Helper*** as soon as you are finished with each group.

★ Judge's Helper Job Duties

This job takes place during the recital. You will be stationed inside the Theater, next to the judges' table.

1. ***Collect original books*** from the judge.
2. Ensure that the proper adjudication sheet and certificates are included with the book.
3. ***Remove the adjudication sheet and file*** according to teacher ID number.
4. Based on rating, ***insert the appropriate ribbons*** inside the original book:
Purple – I+ (Superior with Honors)
Blue – I (Superior)
Red – II (Excellent)
White – III (Satisfactory)
5. If the group entered as an optional NFMC Junior Festival entry and they received Superior with Honors, place a ***gold Honors sticker*** onto their white NFMC certificates.
6. **RECORD ALL RATINGS** on a recital program. ***Leave the recital program inside the Judge's Helper folder***, do not remove.
7. At the end of the recital, ***give original books*** (with certificates and ribbons tucked inside) to the Awards's Presenter.
8. Let the Award's Presenter know which NFMC Junior Festival groups received a Superior with Honors, so an ***Honors medal*** can be handed out.

★ Award's Presenter Job Duties

This job begins at the conclusion of a recital. You will be stationed at the Music Pick-up table in the lobby.

1. ***Collect original books*** from the Judge's Helper table.

Certificates and ribbons will be tucked inside the book.

Additionally, if the group was an NFMC Junior Festival entry and received a Superior with Honors, get ***Honors medals*** from the chairperson to distribute.

2. Take everything to the Music Pick-up table in the lobby.

Call the students by name to collect their books, certificates, ribbons, and medals.

3. Only ***announce their rating if they received a Superior with Honors*** – designated by a purple ribbon and a I+ on their certificate. Pass out Honors medals if they are NFMC.

4. Adjudication sheets will go directly to the teacher. ***They should not be inside the original books.***