

## Judging Guidelines

Thank you so much for judging at the upcoming Fall Festival. I'm looking forward to working with each one of you!

Please arrive 15 minutes early so you'll have a chance to read through the judging materials you'll find in your room and be ready when your first student arrives.

I'll have name tags at the front desk and would appreciate your wearing one during the festival.

We have 428 students this year and it's imperative that we stay on time as much as possible. Please begin as soon as both judges are in the room and you have a student ready to play.

If you feel that a student's repertoire doesn't meet the Fall Festival specifications, please write your reasons on a post-it note and attach it to the rating sheet. Please do not write your concerns directly on the rating sheet. Please still give the student a rating. Post-it notes are included in the judge packet you'll find in your room.

If a student comes with a Copyright Form, please paper clip it to the rating sheets and the pages will get it to the audit room.

Students who forget their music play for comments only. Do not give a rating. Please write "No Music. Comments Only" at the bottom where you would normally give a rating.

Please make sure you leave your door open if you have a student who didn't show and your room is available. The upstairs rooms (Rooms 3-7) can easily back up, so if your room is available, the hall monitor will bring you a student from a room that is running behind. If a student isn't brought to you, please let the hall monitor know that you are available.

At the end of the day, once all of your students have played and their ratings have been recorded, you can come to the audit room and pick up the packet of your students' rating sheets and certificates.

And just as a general reminder, please remind your own students to bring two rating sheets and their music, with their measures numbered.

Thank you for your help, and I look forward to working with you on Saturday!