

Adjudicator's Secretary

The Adjudicator's Secretary is responsible for handling all of the paperwork required by the Adjudicator and for recording all of the marks in the Secretary's copy of the Master Program.

Please Note: At the "Dance Sessions" there will be a writer working with the Adjudicator; otherwise the duties for the secretary are the same as for other sessions.

1. Arrive at the venue 20 minutes prior to your session.
 - At the venue remove the contents (see over) of the Secretary Box and be sure that the Adjudicator has an ample supply of sharpened pencils, an eraser and scrap paper.
 - Check the number/order of the participants (on the session program sheet in the secretary's binder) and have the Adjudicator sign the certificates. Remember each participant receives a certificate (up to and including FOUR participants – i.e. each member of a duet, trio or quartet). For groups larger than four, only one certificate will be presented.
2. The Adjudication sheets and the Certificates should be in the same order as the list of participants in the program.
 - Place the adjudication sheet on top of the corresponding performer's material. (The door monitor will deliver the performers' materials to you.)
 - Hand the adjudication sheet and the corresponding material to the Adjudicator as each participant is called to perform.
3. There is only ONE CERTIFICATE FORM per participant.
 - Write the appropriate word (GOLD, SILVER OR BRONZE) on the certificate based on the mark provided by the Adjudicator. (The mark IS NOT to be written on the certificate).

Gold with Seal

Gold

Silver

Bronze

90 and over

85 - 89

80 - 84

79 or less

For Clarification: All participants will receive a certificate (Preparatory Classes receive a *Participation Certificate* with a seal) and all performers in a given class may receive GOLD certificates if that is the assessment of the Adjudicator. We do not want to identify 1st, 2nd, or 3rd place in a class. The Adjudicator will announce the highest mark in a class when there is more than one participant.

4. Marks for each participant must be recorded in TWO SEPARATE PROGRAMS.
- The secretary will record the marks in the Secretary's Program in ink and the Adjudicator will record the marks in his/her own program.
 - **The Secretary's Program is to be returned to the Festival Office in the Secretary Box.**
5. **IMPORTANT:** Please remind the Adjudicator that marks are to be recorded on the adjudication sheet **ONLY** and **NOT ON THE CERTIFICATES.**
- Marks are **NOT TO BE ANNOUNCED** but the highest mark awarded in a class with more than one performer **IS TO BE ANNOUNCED** without reference to an individual participant. (This is in response to a request by teachers).

SECRETARY'S BOX CONTENTS:

- Secretary's Program Binder
- Colored (Red, Blue or Yellow) Folder containing:
 1. Participant adjudication sheets (Participant name and music selections will be on each sheet) Sheets are arranged in the order of performance (Do not re-arrange unless out of order).
 2. Certificates with the name of each participant (also arranged in order of performance)
- **Yellow Folder** containing: Gold seals
- **Pencil Box** containing:
 1. sharpened pencils
 2. black pen for filling out the Participants' certificates
 3. eraser
 4. pencil sharpener
 5. pens
 6. sticky notes
 7. Rotary Festival pins
- Gazette Festival Program

*NOTE: (This year we are not including the Festival Syllabus in the Secretary's box - if any question arises where the syllabus might be necessary, please call the Festival office: (780) 419-2658 or (780) 458-8967.

** In the event that a Festival photographer (from the Gazette or a photographer approved by Festival organizers) arrives, he or she may take pictures unobtrusively and we welcome that.

Each day a lunch will be available in the Festival Office located at the Salvation Army Church on Liberton Drive for all Adjudicators, Secretaries, Door Monitors and Conveners who are able to attend. Thank you for supporting the young performing artists in our community.

