

## Yellowknife Music Festival SECRETARY - Volunteer Duties

- **Set up** adjudicator/secretary table with pens/pencils/water, 2 chairs
- Fill out one **adjudication form** for each entry.
- **Collect music** from Greeter, ensuring the appropriate page is flagged
- **Organize music + forms** in performance order
- Announce **opening remarks** (see attached). This may be done by Festival Coordinator or Secretary.
- When the adjudicator is ready, hand him/her form + music for each student/ensemble
- **Introduce** each participant when the adjudicator is ready.
- Fill out **certificates in your best penmanship** (write the adjudicator's name and if there is time, have them sign it)

“Non-competitive” participants (**NC**) receive a PARTICIPANT certificate only.

**PARTICIPANT:** Good Overall. Shows accomplishment and promise.

“Competitive” participants (**C**) receive the following certificates, do not write the marks on the certificate or form

**GOLD:** An outstanding performance and achieving a mark of 90+

**SILVER:** An excellent performance and achieving a mark of 83-89

**BRONZE:** very good performance and achieving a mark of 75-82

Ensembles receive 1 certificate.

Duets and Trios receive 1 certificate per performer

- Enjoy time with the adjudicator and make sure they are comfortable.
- Last person on duty tidies and straightens everything up.

*Any decisions regarding changes of repertoire, competitive/non-competitive status, use of photocopies will be at the discretion of the adjudicator and/or Festival Coordinator or Designate.*

*Participants, parents, directors and teachers are not permitted to speak to the adjudicator or approach the desk. **DISCUSSIONS with the ADJUDICATOR** may be facilitated by the Festival Coordinator or Designate.*

**Thanks for volunteering!!**