

# Contest Rules and Guidelines

The following is information to help the solo and ensemble contest run smoothly.

1. The Excel document contains several spreadsheets with various types of information for this contest. Each tab has pertinent information regarding your discipline.
  - a. A schedule tab is displayed for each area of the competition. Please click the tab of your specific discipline, and it will give you the exact time and judge for each school.
  - b. The time tabs list all schools and exact performance time and judge for your school.
  - c. It is extremely important to note that you have been assigned various blocks of times for your school. This cannot be changed. The schedule is set and non-negotiable. I made every attempt to honor requests that were made.
2. When you arrive at the site, please follow these procedures:
  - a. Bring your Form 1 and schedule with you to the table located at the main entrance where you will receive your packet and trade your form 1 and schedule for your comment sheets.
  - b. We have printed them for you in the color we choose and with the proper barcode so ratings will be recorded efficiently.
  - c. Please go through your sheets and take out all sheets for students who will not be performing, mark them DNA and return them to the table immediately. This enables us to record these before we start receiving ratings.
3. A school map is attached so you can find warm up and performance areas.
4. A listing of judge's and room numbers is in an additional document.
5. **Band Directors, please be aware that** all percussion ensembles and timpani will be scheduled in the Band room. Please make sure your large ensemble(s) and timpanists perform in this room. All others are spread out among the other judges.
  - a. All percussion students assigned to the band room will enter through the inside door and exit through the outside door immediately following their performance. This will give the next group time to set up and helps the contest run on time. I appreciate your help.
  - b. Please make sure that students perform with the judge listed.
6. Prior to arriving, please prepare a written schedule using the given block of time for your students. They must perform during the assigned block of time.
  - a. If you are assigned only one block and you have a student with a problem, please contact me and we can discuss possible options.
  - b. Please spread out your DNA's throughout the day, not during the last hour. Spreading them out helps the contest run smoothly and on time.
  - c. As you are scheduling students, please spread out your accompanists so we do not get behind. It is not fair for other students to be sitting for extended periods

of time waiting on an accompanist. Limit accompanists to no more than 30 students.

7. Please follow these guidelines for changes:

- a. Remember that all selection changes must have been made “seven days prior to the first day of contest.” No selection changes may be made after this time. “Failure to Perform as Required results in disqualification. “
- b. In an emergency situation you may substitute another student in ensembles provided the student has not performed in two events in that discipline and/or the event codes are different. Please clear all substitutions with me in contest headquarters prior to performance.

8. Check out procedures are as follows:

- a. Student results will no longer be posted in the hallway. They will be available online once the sheet has been scanned. Online procedure is available in an attached document.
- b. Once your last student is posted come to headquarters to pick up your results and medals. First, go to the appropriate computer station and contest personnel will print your result sheet.
- c. Take the result sheet to the check out area. Personnel will give you your bag and count out the medals.
- d. Please verify the medal count and ratings before you leave. No additional medals will be given out once contest is over.

9. Please do not leave contest without picking up your results immediately following the posting of your last student.

10. Please discuss proper contest etiquette with your students and parents.

- a. Please do not allow students to play anywhere in the building except for the designated warm up areas or specific performance rooms.
- b. Please, no hats in the building. Also, no cell phones are allowed in performance rooms or in hallways.
- c. Please keep your students very quiet in the hallways.

11. We will have a hospitality room set up only for directors. We will have limited refreshments there for you and a place to rest your feet. Please do not take students into the hospitality room; this is for your enjoyment and to give you time to rest without students. Please enjoy.

12. Please call if you have any questions.