**DUTIES OF SECRETARY/ASSISTANT TO ADJUDICATOR**

Before the session begins:

* Adjudication sheets: Check each one to ensure the Class and Participant Name of each participant./adjudication sheet are in the same order as in the Program
* Cancellation and changes: Note these on the adjudication sheet and on the program/reports. Confirm with the Adjudicator that he/she is not aware of any other changes that have been made prior to the session start.
* Adjudicator: Ask about calling students; whether students may set up on stage while the adjudicator is writing; how he/she likes to be introduced if you are going to do this, keeping track of time etc.
* Impartial atmosphere: When the adjudicator is present, direct the attention of students, parents and teachers to yourself, if possible, and take their questions.

 Introduce the Session (only if the Section Head is absent and Adjudicator does not want to)

 During the Session

* Do not discuss participants with the adjudicator or anyone else
* Keep the area around the desk clear of audience and talkative people. Handle questions and problems as much as possible yourself so adjudicator is free to work uninterrupted.
* Music:
1. Do NOT collect music ahead of time unless directed to do so. In this case, be sure that the performer’s name is on it & put the adjudication sheet for each performer with their music.
2. If the performer is playing more than one piece, keep the music in the order of performance. If the piece is in a book, open it to the right page before giving it to the adjudicator.
3. Always give the adjudicator the adjudication sheet for each performer with their music.
4. Return performers’ music to them at the end of the adjudication if the adjudicator has not done this.

 **Changes to schedule, cancellations and “no shows”: Note in the Program, on reports, and on the adjudication sheet.**

 At the end of the Session

* Dispose of the unused adjudication sheets as directed and leave the table tidy for the next session.

**The Festival Board appreciates your help and support.**

**THANK YOU**