



INSTRUCTIONS FOR HOST STUDIO

BEFORE SYLLABUS:

The Adjudicator will need a sturdy table and straight-backed chair in a space with the keyboard visible. Also supply some pens and sharpened pencils and, if needed, a staple remover. Make sure there is adequate lighting for the adjudicator.

Lay out the packet materials for the Adjudicator. See that the student entries are in the same order as listed on the schedule.

Lay a schedule on the table for the Adjudicator and post one in the waiting area.

Mark the entrance of your studio.

Provide an appropriate waiting area for students.

Contact District Syllabus Chair for any additional instructions, if needed.

Contact your assigned Adjudicator to inquire about any specific needs he/she might have (dietary needs and/or restrictions, directions to your studio, etc.).

DURING SYLLABUS:

Please make sure the Adjudicator is made as comfortable as possible. Your hospitality is greatly appreciated, and is a vital part of the success of this program!

Someone (a “Monitor”) must be present at all times to help the adjudicator if a need arises. However, no one is allowed in the room during the evaluation except the student and the adjudicator. Maintain a reasonably quiet atmosphere.

IMMEDIATELY AFTER SYLLABUS:

Make sure the Adjudicator has signed ALL entry forms and conference forms. The adjudicator must sign forfeits as well.

In the postage-paid pre-addressed mailer, collect:

1. The signed student entry forms
2. The signed teacher conference forms
3. Any schedules, any unused forms and materials

WITHIN 24 HOURS AFTER SYLLABUS:

Deposit the mailer in any mailbox.