

**STUDENT AIDES ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Judges Aides**  
**At Least 3 at All Times!**

- Provide judges with sharpened pencils and paper.
- Deliver scores, adjudication forms, and recording tapes to the judges.
- Verify that the judges have the correct form for each performing ensemble.
- Return scores, adjudication forms, and tapes to the registration desk after each performance.
- Keep unauthorized people out of the judging area (rope off if needed).
- Supply judges with water, coffee and donuts.

**STUDENT AIDES ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Sight Reading Aides**  
**At Least 3 or 4 at All Times!**

- Assist the sight-reading judge in passing out folders to each group.
- Keep the three sets of folders separate (band, orchestra, and string orchestra).
- Collect folders after each performance and place parts in score order.
- Deliver adjudication forms to the registration desk after making sure that the judge has signed it and marked a rating.
- Supply the judge with sharpened pencils, paper, water, coffee, and donuts.

**STUDENT AIDES ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Student Guides**

- Meet buses upon their arrival at the festival.
- Assist in the unloading and parking of the bus.
- Direct group to designated instrument storage area.
- Lead participants to the warm-up room or to the performance area to hear other ensembles.
- Follow a predetermined traffic pattern.
- Guide the group from the warm-up room to the performance area. Avoid starting too early so that the groups must stand outside prior to their performance.
- Remain with the assigned group.
- Lend whatever help possible to the directors, especially as the ensembles set up for their performance and for sight-reading.
- Stay with your assigned ensemble during their entire festival experience.

**STUDENT AIDES ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Ushers**  
**At Least 2 at All Times!**

- Distribute programs.
- Close performance area doors during the time of performance.
- Guard the doors!! Do not permit people to enter or leave during a performance.
- Help maintain silence in the performance area.
- Keep audience members out of the judges area.
- Do not permit food or beverages in the performance area.

**STUDENT AIDES ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Announcers**

- Check program order of music selections with the director prior to the performance.
- Check the pronunciation of composition titles, composers, and arrangers with the director.
- Just prior to the performance, announce the following over the public address system:
  - Name of the school and director
  - Name of the organization (Concert Band, Symphonic Band, etc.)
  - Classification (class A, B, etc.)
  - Music selections, composers, and arrangers, in order of performance

**STUDENT AIDES ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Stage Crew**  
**At Least 3 at All Times!**

- Assist each group in setting up chairs and stands for their performance.
- Assist each group in setting up percussion for their performance.
- Remove any extra chairs and stands from the performance area.
- Move the piano when needed to a location requested by the director.
- Move the podium on or off stage, as requested by the director.
- Make sure that all Samohi percussion remains on stage, and is returned after each performance.

**ADULT ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Registration Desk**  
**At Least 2 at All Times!**

- to manage the paperwork and ratings
- to manage the Student Aids, Student Guides and Student Ushers

<ul style="list-style-type: none"><li>- <b>Supervise</b> the delivery of adjudication forms, tapes, and scores to the judges. Be prepared to take care of those tasks if any students do not show up, or follow through on their assignments</li></ul>
<ul style="list-style-type: none"><li>- <b>Greet</b> each director or school representative as they arrive. Help direct them and answer any questions or concerns they may have.</li></ul>
<ul style="list-style-type: none"><li>- Collect the <b>adjudicator's scores</b> from each school as they arrive, place a score in each of the judges envelopes. Send a student to deliver them to the judges – to place the envelope in the ORDER OF PERFORMANCE at each adjudicators desk.</li></ul>
<ul style="list-style-type: none"><li>- Check to see if directors sent <b>seating charts</b>. If not, ask them to complete a seating chart. If possible, make 4-5 copies, and send a student with the copies to the stage crew. Send one additional copy to the Sight Reading Room.</li></ul>
<ul style="list-style-type: none"><li>- After each performance, <b>check that each adjudication sheet has a rating marked</b> and that <b>the judge has signed it</b> (before returning the sheets to the director). Collect the adjudication sheets, scores and tapes from the student aides. Place all the adjudication sheets, scores and tapes in ONE folder to be returned to the director <b>AFTER</b> the scores are recorded.</li></ul>
<ul style="list-style-type: none"><li>- <b><u>Document the rating on the Festival Recap Sheet (Page 14) before returning the adjudication sheet to the director.</u></b></li></ul>
<ul style="list-style-type: none"><li>- <b>Post ratings.</b> The festival rating board shall indicate the overall rating only, by word, not by number (e.g. "Excellent," not II)</li></ul>
<ul style="list-style-type: none"><li>- Place a copy of the <b>Festival Evaluation Form</b> in each Director's Envelope.</li></ul>
<ul style="list-style-type: none"><li>- Place 2 copies of the <b>Evaluation of Festival Adjudication Form</b> in each Director's Envelope.</li></ul>
<ul style="list-style-type: none"><li>- Give a <b>District Festival Superior Rating Verification</b>, signed by the festival host, <b>only</b> to the directors of groups that receive a "Superior" rating.</li></ul>

**ADULT ASSIGNMENT SHEET**  
**BAND AND ORCHESTRA FESTIVAL**

**Medals, Pins & Stickers**  
**At Least 1 at All Times!**

- Sell medals, pins, and stickers (with a parent or other responsible adult in charge).
- Keep careful and accurate records of what is sold, and the amount of money collected
- Upon completion of the festival, prepare all unsold materials, records, and money to be returned to SCSBOA.
- Assist the Registration Table with managing student behavior in the room. Invite those who do not have a purpose being in the lobby to depart. Especially invite disruptive students to depart. Remind all participants that sound from the lobby bleeds into the seating area – and can disrupt the performances.



**ADULT ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Instrument Storage**  
**At Least 1 at All Times!**

- Meet and greet the leaders of each school group.
- Assign storage locations. Help guide each group to their assigned location.
- Monitor all entry and exit points. Be aware of anyone who seems to be “casing” the room and its contents.
- Help each group locate and depart with their equipment/possessions upon completion of their festival experience.
- Manage student behavior in the room. Invite those who do not have a purpose being in the room to depart. Especially invite disruptive students to depart.

**ADULT ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Warm Up Room**  
**At Least 1 at All Times!**

- Meet and greet the leaders of each group as they enter the room.
- Assist the groups with set up and preparation for warm up.
- Monitor time, so that they will depart in time for their performance on the stage.
- Help direct each group to exit leading to the stage.
- Check to make sure that no instruments/equipment/possessions are left behind in the warm up room. (Especially Samohi Students!)
- Manage student behavior in the room. Invite those who do not have a purpose being in the room to depart. Especially invite disruptive students to depart.

**ADULT ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Drop Off & Gate Manager**  
**At Least 2 at All Times!**

- Coordinate with Campus Security to open and close the gates for visiting busses and festival equipment trucks.
- Meet and coordinate with students who will be serving as guides for visiting schools.
- Meet each arriving group, and introduce their leader to their student guide.
- Help fill in if a student guide is late or missing.
- Direct busses and transportation vehicles to where they can park. Arrange to communicate with them when their groups are ready for pick up. (cell numbers, etc.)

**ADULT ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Relief Wanderer**  
**At Least 1 at All Times!**

- Make regular rounds to all festival locations where adults are working. Be available to substitute in any position to allow for bathroom breaks, missing volunteers, or other situations which may arise.
- Areas to check include: Registration Desk, Medal Sales, Food Sales, Instrument Storage Room, Warm Up Room, Gate Manager & Bus Circle Drop Off and Stage Manager.
- Be prepared to assist any groups experiencing a crisis (student heat exhaustion, lost students, lost busses, forgotten instruments/music, etc.

**ADULT ASSIGNMENT SHEET**  
BAND AND ORCHESTRA FESTIVAL

**Adjudicator Breakfast/Lunch/Dinner**  
**Pick Up & Set Up**  
**At Least 1 for Each Meal!**

- Decide which **restaurant(s)** will be used to obtain meals for the adjudicators. Alert them in advance, if necessary.
- Prepare **order forms** for the adjudicators to complete. Include a small selection of food they can choose – which will also allow choices for those with dietary restrictions. (vegetarian, etc.)
- Deliver the order form to the person in charge of preparing the adjudicator materials – at the latest the evening before festival. This form will be included in each **adjudicator packet**.
- At least 1/2 hour before the start of festival, **Breakfast** for the adjudicators should be set up. Keep all receipts to turn in to the festival host – who will be reimbursed for the cost of coffee and donuts.
- Other **breakfast items** may be included – juice, bagels, muffins, fruit, etc. Please turn in all receipts to the festival host, or the parent group leader.
- Make sure **water** is available for the adjudicators throughout the day. They talk all day, and will need a generous amount of liquid.
- On the day of the festival, **collect the order forms**. Allow time for picking up and delivering the order in time.
- The adjudicators only have a brief amount of time for dinner/lunch breaks, so **meals must be delivered** with plenty of cushion room before their breaks.
- Together with the festival host - Determine the **eating area** where the adjudicators will eat. Set up the meal – complete with utensils and drinks.
- Let the **registration desk** know when everything is set up so that they can direct the adjudicators to their meals.
- When the adjudicators are finished eating, **clean up** the eating area, and dispose of all trash.
- Turn in all **receipts** to the festival host, or to the leader of the parent group for reimbursement.

**ADULT ASSIGNMENT SHEET**  
**BAND AND ORCHESTRA FESTIVAL**

**Festival Food Sales**  
**At Least 3 throughout the Day/Evening!**

There are two purposes for food sales at festival – both equally important:

1. Food sales provide a valuable service to those schools/students/adult leaders who are visiting our campus to participate in festival. Because of travel and scheduling, they need to feed their students. Offering food for them to purchase on site saves the extra travel/time/energy/emotion required to find an appropriate location, and manage the students off campus. Many groups count on their students being able to purchase food on site.
2. Food sales provide income to help offset the costs of running and participating in a festival. There are many hidden costs which are not reimbursed by SCSBOA, in addition to the costs of entering our own ensembles into the festival.

Here are some guidelines for Food Sales at Festival.

- At, or before the beginning of the school year, complete an on-campus activity permit for the day of the festival. The permit should include food sales. Coordinate with the music teacher who will be the festival host.
- Determine what food will be offered for sale.
- Prepare a food list to submit to the District Food Services to verify that it meets all state and local regulations. Obtain their approval for selling food on campus during the festival.
- Please note these guidelines:
  - o There are no restrictions on what may be sold 1/2 hour before and 1/2 hour after school hours.
  - o During school hours, no sugar drinks may be sold. Regular fruit juice is okay.
  - o During school hours, only baked chips may be sold.
  - o During school hours – hot meals can be tricky. Pizza should be okay, however, District Food Services should be consulted about any other hot food items.
- Determine prices for all food items. Determine where food will be purchased. Arrange for any discounts and donations that may help with the fund-raising.
- Prepare a pre-sale food order form that can be sent to all participating schools. Determine a deadline that will allow for planning food orders.
- Determine where food will be sold. Past locations include under a canopy between the band room entrance and the PE facilities and selling out of the guard/uniform room. (doors facing the baseball field.
- By at least one week before the festival, verify all volunteers who will assist with food sales.
- By at least one week before the festival, verify all those who will assist with food pick-up and delivery on the day of the festival.
- By at least the day before the festival, prepare all food items, and set up materials – tables, tarps, signs, etc.
- The day before the festival, obtain the cash boxes and change from the parent treasurer.
- On the day of the festival, manage all volunteers. Make sure that all money is accurately accounted for.
- Make sure food is available throughout the day. There have been occasions when the Food Sales ran out of items early, and left students hungry.
- At the end of festival, supervise all clean up.
- Total all sales, and turn in all receipts for re-imburement. Turn in all proceeds to the treasurer.

**ADULT ASSIGNMENT SHEET**  
**BAND AND ORCHESTRA FESTIVAL**

**Adjudicator Recording Coordination**  
**At Least 1 at all times - Day/Evening!**

**Required Equipment (supplied by SCSBOA)**

- 6 or 7 Olympus Voice Recorders – 2 for each adjudicator and one for emergencies.
- 1 Computer (laptop) with Roxio or other CD burning software installed. If no CD burning software is available, the Windows Media Player can also be used to burn CD's.
- Short USB cable (supplied with voice recorders)
- AAA Batteries for recorders – host should have some extra on hand
- CD's labeled with SCSBOA Logo and school information. 1 or 2 CD's for each group – Long performances (26 minutes or more) may necessitate burning of 2 CD's.
- Sleeves to hold CD's.

**Prior to event:**

- Create a New Folder on your desktop
- Rename folder with Festival Name, for example Santa Monica Festival.
- Open Festival folder and within this folder create folders with school names of all participants. To keep them in order of performance, type performance number in front of name. (Windows automatically sorts the name), for example 1. Ramona 2. Diamond Bar, 3. Canyon etc.

**Festival Day:**

- Distribute recorders 30 min prior start of Festival to adjudicators
- Assigned judge will briefly review basic functions: record, pause record and stop. Emphasize the **importance of pressing STOP** at the end of the of the commentary and remind the adjudicators to keep the recorder at least 4 inches from the mouth to avoid the “heavy breathing” syndrome.
- Remind adjudicators to listen to the first recording by pressing PLAY. Best result will be obtained by listening to the recording using earphones. The speaker volume may be controlled with the + and – buttons.
- After concluding wrap-up, adjudicator places recorder on desk for pick-up
- Assigned adult to pick-up recorders and issue next voice recorders (blue or red).

**Transfer audio files to computer:**

- Click on Festival folders and select school.
- Press release on back of recorder, detach and attach the voice recorder to the short USB cable – be sure recorder is in STOP mode.
- A window may pop up with Autoplay options. Click first on “Always do this for audio files” to eliminate this pop-up window in the future. Next select “Open folder to view files.” You will see a list of 5 Folder indexes and a music folder. Click on DSS-FLDA. Drag the file(s) (WS310010 or file with similar numbers) in the Index Folder A to the school folder on your desktop. If no windows pop-up, you will need to go to START and click on computer, then double click on WS\_311M and select the DSS\_FLDA folder.
- Once file is copied to school folder, rename that file to 1, 2 or 3.

- Once renamed, delete file from voice recorder window. Right click on files and press delete. Disconnect recorder from cable and re-assemble for use.
- Follow the same procedures for judges 2 and 3.

### **Burning the CD using Roxio:**

- Start Roxio, then under “Most Frequent Tasks” select “Audio CD”
- Insert Blank CD-R disc
- Left click on the school folder and drag entire school folder to Roxio window. All individual judges’ files will be displayed in the Roxio window.
- Check the length of the program in the left bottom corner. Use this information to check if the files will fit on one CD. If not click on 3 and then click on X to remove Judge 3# from the list. Don’t worry – that file is still in the school folder. If total files exceed 79+ minutes (most will not) you must burn two CD’s – one of judges 1 and 2 files and one of judge 3 file.
- Click the **Action** button when all the audio files have been added to the music CD project.
- Click **Done** when the recording is complete. For the next CD burning click on “New Project.” Click “**No**” to **not** save the current Audio CD project.
- If you need to burn a second CD, drag Judge 3 file from the school folder to Roxio and repeat the process.
- Use a Sharpie to write name of school, festival and date – insert CD in sleeve.

### **Burning the CD using Windows Media Player:**

- Open Windows Media Player. Click on Burn Tab. Be sure the top of the window refers to Audio CD. If no double click on BURN or check the Burn options to select Audio CD.
- Drag entire school file to be burned to burn list. Individual audio files will appear on the list.
- If the length of the program exceeds 79+ minutes, Windows Media Player will automatically divide the files to fit on two discs. Click “Start Burn” in the top Menu or bottom (in earlier versions). Once completed the disc will eject and the left pane will show status and “Complete.”
- Insert blank CD for the 2<sup>nd</sup> CD if necessary, Click Start Burn. Once completed disc will eject automatically.
- Use a Sharpie to write name of school, festival and date – insert CD in sleeve.