MONITOR INSTRUCTIONS

INSIDE JUDGES MONITOR AND TIMEKEEPER:

- The person serving in this capacity must not be a teacher of an entrant(s) in the competition category and should not be a student.

- Meet with the State Competitions Coordinator and the judges for the orientation meeting.

- If there is a long break for the judges, remind them not to converse with entrants, teachers and parents until after the competitions are completed. The monitor provides a valuable service in not permitting entrants, teachers or parents to visit with the judges before or during the competition. At the conclusion of the competition, return with the judges to the designated room for balloting. Remain with the judges until the competition chair arrives. Do not remain in the room during the balloting process.

- During the orientation meeting, determine the signal for notifying judge(s) of the remaining time and clearly indicate when the time is up. Sit near the judge(s) and use either the official timer provided by the Competitions Chair or your own electronic device set in silent mode. Keep a running total, timing only the actual performance. Stop the timer between movements/works and restart when performance resumes.

- Collect music from the outside monitor and give to the judges. Music should be opened with selection of choice on top.

- Photocopied music has been approved and should not be questioned.

- Announce each entrant by saying, “Entrant number _____”

- At the conclusion of each entrant’s performance, return the music to the door monitor or to the entrant.

- Monitors should not make comments about any performance.

- You are responsible for keeping the competition on schedule. However, each entrant must receive the performance time allowed according to the competition guidelines. An entrant should not perform ahead of the scheduled performance time.

    - State Performance Times:
        - Junior: (fifteen) 15 minutes
        - Senior: (twenty) 20 minutes
        - Young Artist: (twenty-five) 25 minutes

MONITOR INSTRUCTIONS

OUTSIDE DOOR MONITOR

- See that the competition room is in order and open the door for the audience fifteen (15) minutes before the competition begins.
- Collect music from entrant and ask student to wait for music after their performance. Music should be opened with selection of choice on top.
- Deliver music to inside monitor and close door when inside monitor announces the entrant.
- Allow the audience to enter only between entrants.
- Open door at final applause and leave door open between entrants or during breaks.
- Remind people as they enter the competition room between contestants to turn off all electronic devices.
- Collect music from inside monitor and return to students.
- Photocopied music has been approved and should not be questioned.