

# 2025 Highwood Lions Music Festival

## Adjudicator Secretary Festival Guidelines

**A short training video will be sent to you a few days before the festival begins. If you have questions about your role, email Chelsea at [help@highwoodmusicfestival.com](mailto:help@highwoodmusicfestival.com) for more information.**

Thank you so much for volunteering to be a Secretary for our Festival. We really appreciate your commitment and willingness to help. This festival requires over 250 volunteer hours to happen, and we could not do it without you!

Please be at the venue (Okotoks Alliance Church for Musical Theatre, Voice & Speech, High River United Church for all other disciplines) 30 minutes before your scheduled start time. Refer to the Schedule and note times of your shifts, as not all sessions start at the same time.

You will find a box of supplies sitting underneath the Adjudicator's table. This box will contain the items you will need during your shift:

- The Secretary's copy of the Program in a binder
- Folders that contain all Adjudication sheets and pre-printed Certificates for each session
- Extra Blank Adjudication sheets and Certificates
- Seals – red, silver and gold
- Pencil case full of supplies
- Secretary's Instruction sheet (copy of this one)
- Sample of a correctly completed Certificate

Please make sure the Volunteers at the front Entry Table have the session's sheaf of Adjudication sheets—you may have to bring them out to them. As participants arrive, their music will be taken in at the Entry Table. The Volunteer there should place an Adjudication sheet in the book at the appropriate place. The Volunteer will bring the music to your table (if they have not done this before a session starts, you can go to ask for it).

Make sure the Adjudicator has signed the Certificates and Adjudication sheets. Most Adjudicators will sign all the upcoming session's Certificates before they start that session.

Once an adjudicator has assigned the mark to a student, you can complete their certificate. Some adjudicators will assign marks as they go and others will wait until the end of a group. The following marking scheme is used for Certificates (***please check that you have the correct certificate and that the Adjudicator has the correct comment sheet for each Participant and Class***):

- 90% and over – 'Superior' – Gold Seal**
- 85%-89% - 'Distinction' -- Silver Seal**
- 80%-84% - 'Honours' -- Red Seal**
- 79% and under – 'Merit' – no Seal**

There is only one pre-printed Certificate per participant. If you make an error, or there is a printing error, take down all of the participant's information (name, class, contact info) so we can reprint a certificate and get it to them after the Festival. **If there is concern or questions, please direct them to the Festival Director (Chelsea Bustin).**

If the participants are part of a group (duet, trio, etc) there will be a pre-printed Certificate for each group member, but only one Adjudicator sheet.

Please record the marks for each participant in the program at the Secretary's table.

If a Participant has cancelled or does not show up then write "Cancelled" on the adjudication sheet and certificate and place it in the back of the binder.

Do not discuss the Participants, their families, or teachers with the Adjudicator. Participant's families or teachers should not talk to the Adjudicator during Festival times.

We ask that you start off each session with a brief welcome, introduction of the Adjudicator, and reminder of the rules. These rules exist to create the best experience for each participant by reducing distractions. The adjudicator's shortened biography and the brief rules (also shown below) will be printed in the front of the secretary's binder for you to read- there's no need to research or write anything yourself.

Keep an eye on the timing and schedule. Try and make sure things start on time, and keep on time as much as possible. It may be necessary to gently remind the Adjudicator if things start running behind. Likewise, do not let the sessions start more than a couple of minutes before the scheduled time, even if there have been cancellations.

If any issues come up that you are unfamiliar with, or uncomfortable with, feel free to direct them to the Festival Director.

***If you cannot make your shift, please contact our festival director as soon as possible.***

Festival Director Contact Information:

Chelsea Bustin

[help@highwoodmusicfestival.com](mailto:help@highwoodmusicfestival.com)

Call or Text- 403-880-9586