

Reviewing

Chairperson

1. Check in the hallway to see if the next performer is present. The performer may set up while judges are finishing their written comments.
2. Obtain the comment sheet from the performer.
 - a. If needed, ask the performer how to pronounce their name and title of selection.
3. Write “IN” next to the name of the performer once they have entered the room and close the door.
4. The performer may use: a small table, a blackboard, an easel, audio/visual, a screen, or other equipment they furnish. If needed, please help the performer set up their equipment. They may do a sound check.
5. Check to make sure the performer and timer are ready, and then check one last time to make sure the judge is ready.
6. Announce the performer by reading your script on the back of this folder.
7. **Give the comment sheet to the judge.**
8. Open the door to allow the audience to leave and others to enter.

Check for the next performer to enter and **repeat steps 1-8.**

At the end of your shift,
return this entire packet to the office as quickly as possible.