

Proctor Instructions – Choir

Region 2 Music UIL Concert & Sightreading Evaluation

Preparing for the Sightreading Performance

- Communicate with the director to determine a timeline for the video taping of the sightreading performance.
 - You will need to make sure that you have made the correct number of copies for the selection to be read.
 - Music will be available to you within a 2week window of the reading.
 - Email Kathy Johnson, at uilregion2music@gmail.com, with the designated 2 week window so that I can make the music available to you.
 - § You are not to show any part of the music including the score to anyone prior to the reading performance.
 - § Keep copies of the music in a secure location until the time of the reading performance.
 - § It will be your responsibility to retrieve the music from the students and the score from the director to destroy immediately after the reading.
- You will be signing a compliance statement to this effect.
- Communicate with the director to determine who will be responsible for setting up the room to be used for the sightreading performance.
- Communicate with the director and the official timekeeper as to how the director would like his/her time called.
 - Instruction Period
 - Second Instruction Period
 - You will be given the times for each period at the beginning of the 2-week window.

The Sightreading Procedure

- Greet the director as he/she enters the room.
- Make sure the timekeeper and director have communicated how time should be called during each portion of the sightreading process.
 - Greet the director & students
 - § Maintain a solemn and professional atmosphere
 - § Students should be in their assigned spots, standing quietly, and awaiting instructions.

- Pass out the music
- Follow the UIL script without embellishment or improvisation.
 - § This script will be provided to you by the executive secretary.
- Once the instructions have been read, ask the director and students if there are any questions.
- Once the director asks the students to open their music, the timing will begin (the timekeeper will be responsible during this time)
- Only one director may give instructions and conduct the ensemble at the evaluation

Instructional and Reading Periods

- Make sure that you have carefully read the sightreading rules.
 - Watch for any infraction of the rules.
 - Give a verbal warning if the director does not follow the rules that are outlined for you.
 - Should you have to give several verbal warnings, make note of this on the “*UIL Region 2 Music Rule Violation or Procedural Irregularity*” form and email that form to Kathy Johnson at uilregion2music@gmail.com once the sightreading performance is complete.
 - You may not reprimand or otherwise disqualify an organization for an infraction.
- When the timekeeper says ‘stop’ at the end of the second instructional period, the organization will commence the second reading.

Sightreading Performance

- Once the reading begins,
 - The director may not give any further verbal instruction, communication, or reproduction of the music.
 - Should the choir stop and have to re-start, please make note of this on the “*UIL Region 2 Music Rule Violation or Procedural Irregularity*” form and email it to Kathy Johnson at uilregion2music@gmail.com.
- When the reading is complete,
 - Thank the students and director for their participation and hard work.
 - Have the students pass their music in to you and collect the directors score.
 - Immediately destroy the copies of the sightreading music by shredding them.