



## Center Manager

### **The order of things you will need to do:**

1. Ask the performer(s) their performance time and where they're from.
2. Ask performer(s) if their measures are numbered in their music. If they're not, they cannot enter the room until they are.
3. Ask performer(s) if everyone is present before going in (piano accompanist is allowed to go in to warm-up on the piano).
4. Ask for their judge's copy of their music.
5. If everyone is present then they can go in.
6. Take the judge's music copy to the judge, then wait for the judge's go ahead to start.
7. Read this script:

**Welcome to AC/GC High School and Class 1A State Music Contest. At this time, please silent or turn off all electronic devices. Video recording and cameras are allowed without flash photography.**

**Our next performance is a FLUTE SOLO scheduled for 8:45.**

(EVENT)

(TIME)

Event name and time are found on the main schedule. Change event name & time for each performance.

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### **OUT-OF-ORDER PERFORMANCE SCRIPT**

**Welcome to AC/GC High School and Class 1A State Music Contest. At this time, please silent or turn off all electronic devices. Video recording and cameras are allowed without flash photography.**

**Our next performance is a FLUTE SOLO performing out-of-order, originally scheduled for 8:45.**

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### **MUST DO'S**

1. Keep on schedule
2. Performers are only allowed to perform OUT-OF-ORDER when:
  - There is a SCRATCH in the schedule (symbols can also be S or SC)
  - All parties have agreed (director, performer(s), accompanist)
  - Audience members wishing to watch are present
3. Check off performances on the schedule.



# STATE SOLO and SMALL ENSEMBLE FESTIVAL



## Warm-Up Room Manager

### **The order of things you will need to do:**

1. Ask the performer(s) their performance time and where they're from.
2. Ask performer(s) if their measures are numbered in their music. If they're not, offer them a pencil from your table.
3. Ask performer(s) if everyone is present before going in (accompanist, performers in their group)
4. If everyone is present, proceed to **reading this script:**

**You will have 7 minutes in the warm-up room starting as soon as the door closes.**

**I will knock on the door when there's 1-minute remaining.**

**When time is up, the door will be opened & everyone will leave as soon as possible.**

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### **MUST DO'S**

1. Keep on schedule
2. Stay 10 minutes ahead of each performance - allows 3 min. for travel before they perform  
**example: their performance time is 8:25 - they need to enter the warm-up room at 8:15**
3. TIMER: Keep time using the stopwatch provided or on your smartphone
4. Each performance is allowed 7 minutes in the warm up room starting when the door closes
5. Knock on the door with 1-minute remaining (at 6:00 min.)
6. DO NOT kick them out before time
7. Help keep the hallways quiet
8. Cross off performers on the schedule
9. Circle all NO SHOW performers
10. Performers are allowed to perform OUT-OF-ORDER when:
  1. There is a 'SCRATCH' in the schedule (symbols can also be S or SC)
  2. All parties have agreed (director, performer(s), accompanist)
  3. Audience members wishing to watch are present



# STATE SOLO and SMALL ENSEMBLE FESTIVAL



## Timekeeper

### **The order of things you will need to do as TIMEKEEPER**

Use the stopwatch provided or your silenced smartphone device.

1. Start the timer with the first note performed
2. Timer will not stop between movements or selections if more than one selection is being performed
3. Timekeeper must loudly say **"TIME"** when a performance goes beyond their allowed maximum time
4. Show the timer to the judge after every performance
5. Clear the timer after showing the judge

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## KNOW THE TIME LIMITS

### All Solos

1. Minimum: 2:30 min. (2 ½ minutes)
  2. Maximum: 6:00 min.
- **EXCEPTION:** percussion soloist performing on 1-instrument has min. time of **2:00 minutes**

### All Small Ensembles (2-24 musicians)

1. Minimum: 2:30 min. (2 ½ minutes)
  2. Maximum: 6:00 min.
- **EXCEPTION: 8:00 minutes** is allowed for:
    1. Small Choir - 9-28 singers with 3-part music at some point
    2. Mixed Choir - 7-24 musicians; any combo. of woodwind, brass, percussion, piano, & singers



# STATE SOLO and SMALL ENSEMBLE FESTIVAL



## Runner

Know where all the centers and warm-up rooms are located ~ on the website, go to the tab 'CENTERS' to find a map of the room locations.

- Center 1 Warm-Up: room #113 (across from Foods rm.)/Center 1 Perf: Auditorium
  - Center 2 Warm-Up: room #6 (in former jr. high)/Center 2 Perf: room #4
  - Center 3 Warm-Up: room #101/Center 3 Perf: media center
  - Center 4 Warm-up: room #204 (art rm.)/Center 4 Perf: band room
2. Report any SCRATCHES to Warm-Up Manager & Center Manager
  3. Go to each performance center, go in to collect music, then:
    - Ask the judge, timekeeper, and center manager if they need anything
    - Do your best to get them what they ask for
  4. Bring collected music to the main office
  5. Update ratings on the paper copies posted on the main office's glass partition
  6. Repeat

## LUNCH TIME VOLUNTEER

The volunteer working over lunch hour will:

1. Go to each center one at a time
2. Escort the judge to the cafeteria for their FREE lunch from the Booster Club
3. Escort them to the Hospitality Room #117 (a.k.a. Mrs. Lange's former room)

Center 1	Center 2	Center 3	Center 4
Judge: Cheryl Thompson Lunch: 12:00-12:37	Judge: Paula Keeler Lunch: 12:00-12:37	Judge: Jeana Larson Lunch: 12:00-12:52	Judge: Jarrod O'Donnell Lunch: 12:00-12:52

Don't trust stairs,  
because they're always up to something!



# STATE SOLO and SMALL ENSEMBLE FESTIVAL



## Main Office

1. All music directors will check-in with you.
  - Welcome them to our school
  - Place a check mark next to their name on the lanyard check-out form
  - Give them a 'Director' lanyard
2. Ask them if they have additional SCRATCHES to report (performance cancellations)  
**If they do have additional SCRATCHES, here's what you do:**
  - Write down which school they're from, which center, and what time was assigned
  - Share those SCRATCHES with the website input people
  - Tell the runner to share the SCRATCHES with the Warm-Up Room & Center Manager
3. Check-In/Check-Out volunteer workers
  - Place a check mark next to their name on the lanyard check-out form
  - Give them a 'Volunteer' lanyard
  - When they're done, they'll return the lanyard, then check "Lanyard Check-In"
4. Post ratings
  - Retrieve these from the website people
  - Double-check you have the correct EVENT, CENTER, TIME, and RATING
  - POST rating on the RATINGS WALL found on the office's glass partition

**BE SURE TO WRITE THE RATING IN THE CORRECT CENTER SCHEDULE**
5. Place all music brought to you into the correct School envelope
6. LAST VOLUNTEER WORKER
  - Directors & Judges will check-out with you
  - Collect their lanyard, and place a check mark next to their name on the lanyard form
  - Give director's their school's envelope if any of their music is there
  - Ask the JUDGES:
    - Did you choose an Outstanding Performance?
    - If YES - did you mark it online?
    - If NO - then you don't do anything after that

**If judge's, directors, volunteers need me please come find me OR call/text:**

**Kyra - (319) 231-9964**



# STATE SOLO and SMALL ENSEMBLE FESTIVAL



## Website Input

You will be monitoring ratings online as each judge (4) works through the day.

Using a guest computer, you'll need to:

1. Login

- Username: Teacher
- Password: GoChargers!

2. Check you are connected to the wifi. Here's the info. In case you're not connected.

**WIFI** is available with two options to login (to help with lagging):

- Username: GCGuest, Password: ACGC24-25
- Username: GC\_Activities, Password: #Secure03.acgc!

3. Go to the website: [www.ihsma.org](http://www.ihsma.org)

- Login with:
  - Username: kyraababcock
  - Password: ihsma

4. Go to 'Site Options,' then Solo\_Ensemble

5. Left Column: Festival Day

6. Judges Deliberations

7. Choose which center you want to see (you'll watch all 4 centers)

8. Look for 'Divisional Rating'

9. **Share the ratings for each center with the main office worker frequently** so they can write them on the rating wall for everyone to see. Share whenever a new rating is entered, and share frequently (I know I said that already, but it's important).

10. **A DIRECTOR SHOULD NOT BE ALLOWED TO SEE THE RESULTS OF ANY PERFORMANCE THAT HAS BEEN WITHHELD A RATING.** The director will need to contact Thad Driskell directly after he's spoken with the judge. Share Thad's cell number with the director: (319-651-3050)

11. Finally, the last volunteer will need to check for 'Outstanding Performance' in each center. The star will be blackened if the judge chooses it. Please make sure each judge verifies if they've chosen an Outstanding Performance or if they didn't.



## STATE SOLO and SMALL ENSEMBLE FESTIVAL



### Welcome Table



You are the state music contest's official greeter! Your smiling face is the first thing they'll see, and your helpful directions will steer them in the right direction. Some things to do in this role:

1. Encourage people to donate to our contest: Suggested Donation is **\$3/adults & \$1/students**.
2. Spectators are welcome to donate more than the suggested amount.
3. We will not make "change" for donations given.

**4. Please encourage spectators to donate by saying donations go to:**

- **AC/GC music department ~ 60%**
- **IHSMA (Iowa High School Music Association) ~ 40%**

**ALWAYS MONITOR THE DONATION BOX.**

**If you need to step away for a minute, bring the box to the main office, then grab it when you return to the table.**

5. Help them find locations by showing them the school map or where to locate directional signs.
  - a. Main Office will be directly behind you
  - b. Ladies Restroom is behind you on their right
  - c. Mens Restroom and a Universal Restroom is right of the Main Office
  - d. Main Gym (homeroom for schools) is left of the Main Office
  - e. Directional Signs are hanging on the walls and ceiling tiles
6. Help monitor 'Center 1 Audience Entrance' doors.
  - a. Spectators will enter the auditorium doors to your left
  - b. Remind them to enter BETWEEN performances (not whenever they get there)
7. Help your replacement so they know what to do.
8. LAST VOLUNTEER WORKER - leave the table & chair there, then bring everything to the main office.