

Solo Musical Theatre

Chairperson

- I. Check with judges (at the top of the session) if they would like to allow sound check during the writing or if they would prefer that sound check happens immediately before the performance.
2. Check in the hallway to see if the next performer is present. The performer may set up their technology to play music while judges are still writing.
3. Obtain the comment sheet from the performer.
 - a. If needed, ask the performer how to pronounce their name and title of selection.
4. The performer may wish to use a chair. If needed, please provide assistance. The performer may also bring their own chair.
5. The performer **must provide their own technology to play music**. If needed, please provide assistance.
 - a. Ask if they wish to do a brief sound check before the performance begins.
6. Write “IN” next to the name of the performer once they have entered the room and close the door.
7. Check to make sure the performer and timer are ready, and then check one last time to make sure the judge is ready.
8. **Give the comment sheet to the judge.**
9. Announce the performer by reading your script on the back of this folder.
 - a. **Please read everything (Title of Song, from the Musical, by author) indicated on the ballot as part of your selection introduction.**
10. IF a judge asks for a copy of the score/piece, paper OR a digital copy is acceptable. This will **ONLY** be given if the judge specifically asks. **You do not need to collect anything from the performer.**
11. Following the performance, open the door to allow the audience to leave and others to enter.

Check for the next performer to enter and **repeat steps 2-11.**

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