

CHAIRPERSON FOR SOLO MUSICAL THEATRE

1. Check in the hallway to see if the next performer is present.
2. Obtain comment **sheets** from the performer.
[Since you will be introducing each performer by name, check any pronunciations needed. **You will introduce the speaker by reading the musical title, author and song title from the comment sheet.**]
3. The performer may use one chair if desired. If needed, help place the chair where the performer wishes.
4. The performer must provide their own tape recorder or CD player. Help them set it up and see that it is plugged in. **Ask** if they wish to do a brief sound check before the performance begins.
5. Give the comment sheets to the judges when they're ready (done writing on previous sheets).
6. Cross the performer's name off the schedule outside the performance center. [This way others know who is performing.] ----Close the door to the performance center.
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. Announce the performer by following the script, "WELCOME to Ames High School and the IHSSA State I.E. Contest. At this time, we ask that you kindly turn off all cell phones and electronic devices. Videotaping or photography are not allowed unless permission has been secured by the IHSSA Executive Director. Please avoid talking and whispering. We ask that you remain in your seats until the end of each performance and exit accordingly.

We are happy to introduce; **(Performer Name)** _____ , **from School #** _____, performing **(Title of Selection)** _____.

If a contestant is appearing out of order say:

"Appearing out of order is Contestant (name) , School Code (give code) ."

Open the door to allow others to enter and the audience to leave.

Check for the next performer and **repeat Steps 1-8.**

At the end of each section – take the judge's ballot envelope to the **MEDIA CENTER** before beginning the next section.

At the end of your assignment, if your replacement does not come to the room, return this entire packet to the volunteer headquarters as quickly as possible as it will be needed for the next section.