



Performance Evaluations

Instructions for Adjudicators 2020

Regional Chairpersons: Complete the information. Send to adjudicator one week prior to the Evaluations

1st Audition Day

Location: _____

City: _____

Date of Evaluations: _____

Times: _____

Special Instructions: _____

Judging (Check one): Full Day (lunch provided) Half Day

2nd Audition Day (if applicable)

Location: _____

City: _____

Date of Evaluations: _____

Times: _____

Special Instructions: _____

Judging (Check one): Full Day (lunch provided) Half Day

Name of Regional Chairperson Contact: _____

Region to be adjudicated: _____

Phone number of Regional Chairperson: _____

- Dress in Professional Attire.
- Only one judge is selected to adjudicate per region, so you're it! We appreciate you fulfilling this important job!
- Please arrive 20 minutes earlier than scheduled adjudication time.
- If you are judging a full day, then lunch will be provided for you.
- Please contact the regional chairperson if you have special dietary needs.
- Performance Evaluation goals:
 - o **A valuable performance opportunity and a chance for students to receive expert feedback.**
 - o **Select performers for the UMTA Conference Honor's Recitals.**
- Smile and try to make the student feel comfortable and at ease.**
- Try to make positive comments and reinforce the positive aspects in a student's preparation. Do make every effort to justify any negative comments, and **write as many comments as you possibly can. Everything you write is important.** Please write at least half of a page of helpful comments. In general it is preferable to keep comments focused on the quality of the performance rather than on the material selected.
- Please note that students may choose to perform a shorter section of a larger work, i.e. a Fugue from a Prelude and Fugue, or a movement from a Sonata/Sonatina.
- It is your responsibility to stay on time with the schedule provided by the local audition chairperson, and to see that each individual student stays within the time limit of:
Elementary, Jr. High, Ensembles = 7 Minutes
High School, Adults and College = 10 minutes
- Please retain the evaluation sheets of all student performers until the end of the audition. If your region has more than one day allotted, please give the regional chairperson the evaluation sheets at the end of each day.
- At the end of the last day of the Evaluations, please fill out the Nominating Form. This is where you list the students who have qualified to perform on the honor's recitals at the UMTA State Convention (student number and piece/composer). You may select up to 20% of the total number of students who have auditioned at your region. Please try to select qualified students from each of the levels. If no student qualified from any of the levels, you do not have to select representative students for the Honor's Recital. Also, you do not have to send all 20% of the students if there are not that many qualified performers for the state honor's recitals. The provided breakdown of the 20% for each category is a guideline for your use. Please use your good judgment.
- You will receive payment for your time adjudicating and miles from UMTA after you have completed the Evaluator Form and the Nominating Form. The Regional Chairperson is not allowed to pay you at the audition. You will receive your check from the UMTA treasurer in a week or two. If you do not receive it before the State Conference, please contact Sean Steiner (seansteiner224@gmail.com or 801-644-1126).