

**ROTARY MUSIC FESTIVAL – 2023
GUIDELINES FOR ROTARIAN 1**

CLASSES:	March 13-15, 2023	
ROSE BOWL COMPETITION:	12 Noon, Wednesday, March 15, 2023	
FINAL CONCERT:	7 P.M. Wednesday, March 15, 2023	
VENUES:	ARTS AND CULTURE CENTRE STEPHENVILLE HIGH SCHOOL ZION PENTECOSTAL CHURCH	
ADJUDICATORS:	Vocal and Choral	Peter Halley
	Piano	Jennifer Billard
	Instrumental	Darin White
	Dramatic Speech	Ben Pittman

Rotarian 1 for each session will be responsible for picking up the adjudicator one-half hour prior to the start of the session.

The Guideline folders, the Rotarian copy of the festival booklet, the Participation Certificates for each student, as well as a list of the Secretaries to the Adjudicators will be left at the front of each venue. Please return them there at the end of your session. For choirs, there will be certificates for each member, but Rotarian 1 will hand them to the teacher.

Although there is no dress code, we do like to appear professional, since it presents the quality of our Festival to participants and festival-goers. Therefore, we do not wear our Rotary t-shirts for this event. Absolutely, please, wear your Rotary name tag!

Rotarian 1:

1. Pick up the above-mentioned items, at the **Reception Desk** in the lobby of the **Arts and Culture Centre** at least 15 minutes prior to the start of your session. For

the **Stephenville High School sessions**, the items will be available in the **Main Office**. For **Zion Pentecostal Church**, the items will be available at the **entrance to the performance area**.

2. Arrange for all participants to be seated together at the front of the venue. Check their attendance with the names in the festival program booklet. They usually sit in their order of performance. (It is a good idea to confirm, at this time, how they pronounce their names, in the event that an uncommon name or spelling shows up.)

*In the ACC **Main Theatre**, the front row, right side (facing stage) is used. For larger classes, you may use the second row as well.

*For **Stephenville High**, the centre front seats are used.

*For **Zion Pentecostal Church**, the front seats are used.

When all participants are seated,

- confirm that the adjudicator and secretary to the adjudicator are ready.
- Confirm that Rotarian 2 (and the ACC usher) are aware that the class is starting.

(It is important that you do not start a class before the scheduled time. Family members may miss a child's performance if a class commences prior to the time stated in the program.)

Only performers and the assigned Rotarian should be seated in the area in front of the adjudicator. (*Rotarian 1 can sit in a seat just behind the performers. Your announcements are read from the floor beside your seat or in front of the participants. There is no need to go to the stage.*) If you notice that some audience members are seated in this area, kindly ask them to move back. This arrangement prevents distraction to the adjudicator and performers.

3. Rotarian 1 does all the announcing for all the classes in his/her session.

Before the first morning, afternoon or evening session:

Good morning (afternoon) and welcome to our 46th Annual Rotary Music Festival. My name is _____ and, on behalf of Rotary Club of Stephenville, I extend a warm welcome to you all. (You might want to repeat this later in the session, if you notice a turn-over in audience members.)

Before we get started, I must remind you that video- and picture-taking are strictly prohibited and we ask that you kindly abide by this rule. Further to this, we remind you to turn off cell phones and pagers to avoid distraction to our performers and adjudicators. (Likewise, you might want to repeat this if you notice that new people have come in)

Introduce the class, as follows: (example only) this can be read directly from the festival booklet.

Welcome to class _____ (class number and name). Ex. 383 BOYS' VOCAL SOLO - 11 YEARS

Our adjudicator for this class is _____ (adjudicator's name).

Our Secretary to the Adjudicator is _____.

Our first participant is _____ (number and name).

Example:

Participant Number 1 is Noah Castillo performing "In Old Donegal" by Dorothy Parke

The participant will return to his/her seat after performing. The adjudicator will take some time to write the adjudication, and will signal when he/she is ready for the next performer. At that time, you will announce the name of the second participant, and so on.

Example:

Participant 2 is Will Butler performing "Song of the Boats" by Betty Roe

When all performers in that class have finished and when the adjudicator is ready, he/she will approach the performers and deliver the adjudication. Then the adjudicator will give out the written adjudications and placement certificates (for competitive classes).

Before the students leave, Rotarian 1 gives each one a Participation Certificate, found in your basket. Following that, gather the students for the next class. If things are falling behind schedule, you might want to help move it along a bit. However, never start a class before its scheduled time. Then when everyone is ready and in place, announce as follows:

Welcome to any newcomers. A reminder to turn off cell phones and to please refrain from taking any photos or videos during the performance. We now have Class Our first participant is.....

4. Cancellations will be marked in red in the "Rotarian Copy" of the program which will be left at the front of each venue. Please leave this program there for the full week. **When announcing participants, please pass over any cancellations and move on to the next participant. There is no need to make reference to this.**

IF YOU ARE UNABLE TO ATTEND AN ASSIGNED SESSION, PLEASE ARRANGE TO HAVE A ROTARIAN REPLACE YOU. AS A LAST OPTION, YOU MAY CHECK THE FESTIVAL CHAIR.

Please return the Guideline Folder and Program Booklet to where you found it. Thank-you for your contribution to our Music Festival!

(Please see next page for the Rotarian 1 who is opening the festival on Monday morning.)

Rotarian 1 who is working the first session Monday morning is asked to officially open the Festival with a few words, as follows:

Good morning and welcome to our 46th annual Rotary Music Festival. My name is _____ and on behalf of the Rotary Club of Stephenville, I would like to extend a warm welcome to our four adjudicators:

<i>Vocal and Choral</i>	<i>Peter Halley</i>
<i>Piano</i>	<i>Jennifer Billard</i>
<i>Instrumental</i>	<i>Darin White</i>
<i>Dramatic Speech</i>	<i>Ben Pittman</i>

We welcome our participants and wish them success and enjoyment in their performances this week, and, of course, a warm welcome to our teachers and parents and other audience members. We hope you have a very rewarding and enjoyable week.

Our Music Festival Committee and Community Steering Committee have devoted much time and effort to making this festival an enjoyable event for all involved. We are quite excited that it has finally arrived and look forward to many the wonderful displays of talent as the week unfolds.

Just before we start, I must remind you that video- and picture-taking are strictly prohibited and we ask that you kindly abide by this rule. Further to this, we remind you to turn off cell phones and pagers to avoid distraction to our performers and adjudicators.

Then, continue with Rotarian 1 notes on page 3 and page 4.

*(Please see next page for notes for the **Stephenville High School venue.**)*

Stephenville High School Venue

For the Rotary Music Festival classes that are held at the **Stephenville High School Theatre**, Rotarian 1 may be in receipt of the Guidelines Folder and the Festival Booklet before arriving at the school. Otherwise, they will be on the counter in the Main Office.

Essentially, all guidelines that apply to the **Arts and Culture Centre** venue apply to the **Stephenville High School** venue.

As for the seating of the participants at the high school, the front rows of the centre section are used.

The area in front of the adjudicator is kept vacant as it is at the Centre.

Please be aware that periodic noise may be an issue at **Stephenville High School**, especially during class changes and dismissal times. There are a lot of students moving at once, and many are not aware that performances are going on. Furthermore, sound travels quite easily in the school hallways and the theatre is flanked on both sides by these hallways. Every effort will be made to curtail any noise.

Please leave your Guidelines Folder and Festival Booklet at the same place where you received it.

Again, thank-you for your participation!