



Room Supervisors/Announcers Instructions (Solos)

- Please report to the Contest Office at the time advised by the Volunteers Coordinator.
- Your role will entail the overall responsibility of running the room that you have been assigned, which includes looking after the doorkeeper, runner, accompanist, recorder and adjudicator. You will also be required to act as announcer and distribute prizes. We suggest that you familiarize yourself with all people working with you in your hall as well as the office personnel and your registrar.
- A brief of any specific announcements, sponsors and supporters briefs and other items / advertisements to be announced may be provided to you before the commencement of the day / event.
- Your room should already be set up for you but you may be required to collect from the office your rooms stationary box, order of events for your hall and any other information or items you may require.
- As Room Supervisor you will need to ensure that events run to time and that each competitor performs within the contest rules.
- You will need to make sure that the following is adhered to during the running of the events:
 - Confirm the adjudicator and accompanist have been provided with all music
 - A short but reasonable amount of time is allowed for tune up but competitors need to be ready to go as quickly as possible
 - The door is shut prior to the competitors starting their performance
 - Competitors are to be introduced by **draw number only and not name** and the piece that they are to perform is to be announced
- Your room Runner will deliver the Running Sheet from the Registrar of your room for each event. This will detail all the competitors along with any scratchings. Once an event is over, the Runner will collect the running sheet along with relevant music and the adjudicator's comments so that results can be processed before presentation.
- Unless otherwise approved, All competitors will play in program order.
- No swapping of playing positions should be allowed unless by arrangement with the Chief Contest Supervisor. The programed playing order has been randomly selected. If any change does occur, the player will **still retain their program number**



- Any competitor who fails to appear when called (within a reasonable time) will be deemed to have scratched.
- Regardless of any withdrawals or if a competitor is playing out of program number order, competitors must always retain their program number as identified in the official program . (e.g. program number order 1 – John Smith, 2. Jack Jones, 4 scratched, 3. Ann Nguyen and 5. Mavis Johnston.
- You may need to remind first time competitors that they should tune to the piano and will need to wait until the bell has been rung as a signal that the adjudicator is ready.
- If a competitor is using his or her own accompanist and this person is not available when the contestant is due to perform then the competitor must use the official accompanist. The event cannot wait for their preferred accompanist. Please refer to By-Law 24 O.
- At the conclusion of a competitors performance, thank the competitor and hand them their slip with the weblink for their adjudication and advise them this will be available for download later in the day.
- Once an event is over, collect the results sheet from the adjudicator along with any music for the event. Collect any music for the event from your room accompanist and place all items into the event folder and hand to your room runner or the Contest Supervisor if they are present. These will be taken back to the office for processing.
- All results are confidential and will be collected and returned to you by your Venue "Runner". All results will be announced in the Venue where the event took place. A full list of the results from every venue will be publicly displayed in the main foyer.
- All adjudicators music and official accompanists music must be returned to the contest office with the results for that event.
- Results should take approximately 5-10 mins to prepare. You should start the next event whilst this is taking place with the results for the previous event being announced at the completion of the next event.
- In the case where there are a series of events with 1 or 2 competitors only, these events can be run back to back with Results presentations held at the conclusion of these events but before a larger event.
- Always ensure that you invite the adjudicator to address the audience and competitors when results are announced.



- As announcer, when advising results you should read down the page eg Competitor No 1. 87 points, Competitor No 2. 88 points etc. After announcing all the results announce the winners ("therefore Competitor No XX (Name) is the winner of 3rd place , 2nd and 1st placings.
- Should any person raise a dispute you should immediately refer them to the Contest Supervisor.
- Any music to be given back to competitors can be done after the results have been announced. Photocopies of music will not be returned to competitors.
- Please return all unclaimed adjudications to the runner for delivery to your hall registrar after each presentation.
- Afternoon events must not commence before the advertised starting time.