



## Recording Technician

Please report to the Contest Office at least 45 minutes prior to scheduled start time to collect your Volunteer's Identification.

Your role is the operation of the recording equipment that is being used to record the adjudicator's comments during the contest. You will be seated next to the Adjudicator, behind the screen.

A list will be provided to you of a recording code for each competitor in event order. The Announcer will advise draw numbers before each performance so that you can ensure that you are using the correct recording code as at times competitors may run out of program order.

The adjudicator will be commenting **both throughout the performance and after the performance**. Therefore you will need to ensure that commentating has been fully completed prior to finalising the recording. Perhaps you can have an agreed statement the adjudicator makes to signify this eg "end of recorded comments"

You need to "finalise" the recording once the Adjudicator gives you the signal and you can then set up the recording for the next competitor. More specific instructions on how to do this will be provided on the day

Please ensure that you are communicating with the Adjudicator when starting and finishing the recording so that you don't miss anything.

There will be someone on the day monitoring the recording levels in each room and will advise between performances should there be any issues. A back up recording device will also be installed in each room.