



ADJUDICATOR'S STEWARD

**Please read these instructions carefully
as the smooth running of the Festival depends upon all the Stewards
working as a Team in each Hall.**

1. Please report punctually to the **Stewards' Office in the Festival Hall** at the time stated below, before taking up duty.
2. A programme will be provided.
3. Collect class folders and Certificates.
4. Sit next to the Adjudicator, pass him/her the Adjudication sheets as required and fill in the Marks Summary Sheet when the Adjudicator has decided on each competitor's marks.
5. Fill out certificates accordingly with pen provided.
6. All Competitors in '**Own Choice**' music classes, should hand you their copy before the class begins. Please sort this in competitor order and hand to the Adjudicator as required.
7. When filling in the names of the 1st and 2nd and 3rd place winners at the foot of the sheet, be sure to write very clearly in capitals.
8. A class must not start before the stated time.
9. At the end of each class, hand out to the Competitors as many adjudication sheets and 'Own Choice' music (not photocopies as copyright law only allows these to be used once) as possible.
10. You have overall responsibility for the room and any queries you cannot resolve please speak to a committee member.

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TIMES OF DUTY