

Thank you for making this event possible for our students! I know this is long and you are busy, but please read. You know I usually write short emails, so it is important if I write an epistle! Many of you know all of this better than I do, I am just trying to hit some high spots!

--I just sent the Adjudication Meeting recording to be played for all 4 adjudicators and the Adjudication Summary to you through Hightail. Please let me know you received it.

--PLEASE emphasize that the check marks must add up to the rating – say that several times!!!!

--Hosts are responsible for making sure each person completes and submits BEFORE they leave the 1st Division plaque form --

1 - for those who make a 1st Division in BOTH Concert & SR select the COMBO – they may order the 1st Division SR in addition to Combo, BUT they have to submit that form with \$\$\$ - NOT leave it with you to submit

2 – for those who make a 1st Division in ONLY Concert select CONCERT only

3 – for those who make a 1st Division in SR ONLY select Sight-Reading

-----Please understand I am not trying to talk down to anyone, but you would not believe the problems we have with this EVERY year!

--Hosts, please do NOT send us the 1st Division SR in addition to Combo, the 2nd Division Plaque orders, or any Sweepstakes orders that your region is not completely paying for. It only causes confusion. Please have the directors submit those with the proper amount of money. THIS WILL REALLY HELP! THANK YOU!!!

--All plaque order forms are available online in both Word & PDF. Please have the form that is “Region Concert Assessment Plaque Order Form 1st Division Concert - 1st Division Sight-reading” completed by each director who earns a 1st Division in Concert and/or Sight-Reading. Please check your result sheet and make sure you have a form for each recipient before you send them to us at the ASBOA office.

--Region paid plaques will be ordered as soon as the order forms AND the money are received at the ASBOA office. Individual paid orders will be sent as they are received with money at the office.

--My cell is 479.857.1832 – I am on call during your event. I will clean out my mail box which is 100% full at this moment.

--Please check the SR Routing chart which is available online – we are using some of the adjudicators as couriers so please make sure they are aware of their importance in the process and help them securing the music before they leave.

--Please have some of the ‘Notes to Director’ with envelopes available in case an adjudicator chooses to write a personal note.

--You are responsible for making sure there is no ‘peanut gallery’ around the adjudicators. Block off an area where they can talk on the recorders without being heard by other directors, parents or students. It is also important that they are treated as respected adjudicators. A crowd sitting too close to them talking about the performances and ratings can be very distracting. I am not saying they cannot speak to the judges, but we don’t need a troop judging the adjudicators where they can hear their remarks. I am sure that none of you have ever witnessed anything like what I am talking about J! If you have questions, please call and I will explain it in plainer English!

--Please do not post or disclose a group’s rating until the director has received them. Give the director time to tell the students. Remember you cannot give any of the ratings until SR is completed.

--Please read over other areas of the Constitution that deal with Concert Assessment.

THANK YOU, THANK YOU, THANK YOU for your servant’s heart to host this event!