

Name _____ Band/Orch Teacher _____

Thank you for volunteering to work at the County Solo Festival coming up at _____.

You have been assigned to **“REGISTRATION”** on the following shift(s):

Friday Afternoon, Jan. ____ Please report to the atrium at ____ **PM**. (done at ____ PM)

Friday Evening, Jan. ____ Please report to the atrium at ____ **PM** (done at ____ PM)

Sat. Morning, Jan. ____ Please report to the atrium at ____ **AM** (done at ____ PM)

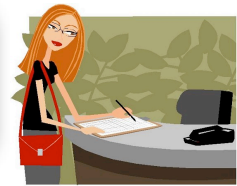
Sat. Afternoon, Jan. ____ Please report to the atrium at ____ **PM** (done at ____ PM)

Your job is very important. You will be filling out student’s scoresheets. In some cases, putting labels on and in some cases filling out sheets by hand. You will also be looking up solo music in the rulebook!.

There is a lot of information on the back of this sheet. **Please read it, and we will do a short training session during lunch very soon.**



REGISTRATION PROCEDURE



Student comes up to your table to register....

1. **GREET THEM.** “Welcome to solo festival. Which room are you in?... and your name?”

2. **FIND THEIR SCORESHEET** (There will be a manila folder for each room)

Check #1: Does it have labels already applied?

Check #2: Are labels on both the top score sheet, and the yellow bottom scoresheet?

Check #3: Look up student’s **level** on the label. Does it match with the scoresheet?

3. **Find the Manual Page No.** on the lower left hand corner of the student’s label.

4. **TURN TO THIS PAGE IN THE YOUR MANUAL**

Look up the solo. Is it on this page? If not, don’t panic. Keep looking.... Sometimes it’s listed under a collection, or an “editor’s name”. If you still can’t find it, grab an adult.

DO NOT TELL A STUDENT OR PARENT THAT THEIR SOLO IS NOT IN THE BOOK. ...ever!

5. For Levels 1-4 Solos, **ask “WHICH SCALES HAVE YOU PREPARED?”**

CIRCLE THEIR SCALES.

Level 1 & 2, only need to circle 3 scales.

Levels 3 & 4, need to circle 7 scales.

(Violins & Violas need to play 2 of those 7, two octaves. (cellos & basses, one)

Write a small “2” under the 2-octave scales they’ve prepared.

Levels 5 & 6 need to play all scales, so you don’t have to circle anything.

Emergency?
call:

6. **ask “WOULD YOU LIKE TO BE CONSIDERED for ALL-COUNTY?”**

This festival takes place on March ____ & ____ this year. **CHECK Yes or No on the solo sheet for Audition.**

7. **Give Student their Scoresheet** Wish the student “Good Luck ! “ ... “Play Well” ...

Problems you may encounter:

You can’t find the student’s scoresheet.... > Grab a brand new scoresheet, and handwrite the info at the top. Get the information from the student’s copy of the solo...

The level may be wrong on the sticker... > Cross it off neatly, and write the correct level next to it.



Use this sheet to go step-by-step for your first few registrations, until you get the hang of it. ALL of these steps are important... so we can’t skip one!



Please keep your area neat and organized.



Be careful don’t ever write ON TOP of a scoresheet. They are carbons, and the writing goes through!

Before you leave... put up the sign that says “REGISTRATION WILL RESUME AT...” put correct time there.