

Updated by Jane Burgess 7/5/25

### **TICKET SELLER**

**The Ticket seller needs to arrive 30 minutes prior to the beginning of a session.**

Parents, relatives, friends and teachers are asked to pay for tickets.

The entry fees cover the Adjudicator's fee and the tickets help to cover the cost of hiring the venue.

Admission to General Sessions is as follows:

Free for Adelaide Eisteddfod members, Sponsors of any Division, Competitors, Accompanists and children under 5

\$15 General Admission

\$10 Concession (both student and pensioners), Teachers of students in the event

\$5 for children 5 – 12 years

Where possible, use the Zeller ticket machine for ticket sales.

A cash float has been provided for those paying by cash.

Hand each person a paper ticket (like a raffle ticket) after payment has been made.

**At end of day, leave a \$400 float in the cash box and give the days takings to the treasurer Christopher brown for safe keeping.**

### **BOOKING IN**

**The Booking In volunteer needs to arrive 30 minutes prior to the start of a session** to Book In competitors arriving for that session.

#### **Competitors who have Booked In online**

Tick off the name of the competitor from the list on the Announcer Sheet when they arrive.

Most competitors will have Booked In and completed their copyright form online.

Check that the piece(s) listed on the announcer sheet are still correct.

**Competitors who have not Booked In using the online form** will need their details to be completed on an Adjudicator Report Sheet and the Announcer sheet. They will also need to complete a Copyright declaration Form.

On the **Announcers Sheet**, record the name of the piece(s) being played, the movement(s), if any, and the Composer next to the Competitor name.

On the **Adjudicator's Report Sheet**, record the Competitor's number and name, the Composer, name(s) of piece(s) being played and movements (if any) and attach this to the copy of the music for the Adjudicator.

There are spare Adjudicator Report Sheets in the Booking In folder.

**Copyright Declarations Forms** are also found in the Booking In folder.

The paperwork for each section should be handed to the Convenor before the start of that session.

All **withdrawals** are to be made via text message or email to the Convenor and **are NOT to be accepted by Booking In Volunteers**. Refer all queries to the Convenor.

### **ANNOUNCING**

**The Announcer should arrive at least 10 minutes prior to the session they are announcing.**

Place the Section number and Competitor number on the Board.

**At the start of a session**, announce the details of the Section, conditions, sponsor(s), prizes.

Introduce yourself and the Adjudicator by name. There is information about the Adjudicator in the Program Guide.

If Sponsor(s) are present, make them welcome.

Remind the audience to turn off mobile telephones.

Recording Performances is not permitted due to copyright laws and child protection laws.

Ask the first competitor to come onto the stage. Once the competitor is on the stage and the Adjudicator has indicated they are ready to start, introduce the performance piece. It is at this point that the audience can clap and the competitor bows. This may need to be explained to the audience.

As each competitor finishes and leaves the stage, ask the next competitor to come onto the stage and wait for the Adjudicator. For example: "Would competitor number 2 please make their way to the stage now". This is not the time for the audience to clap. You may need to explain that to the audience. Once the Adjudicator indicates they are ready, introduce the performance piece. The audience will then clap, and the competitor will then bow, organize their music and start performing. Announcers should introduce each Competitor by the number next to their name in the Program Guide and not by their name.

Always wait for the Adjudicator's signal before announcing the piece/s to be performed.

After the last Competitor has performed, explain that we will wait for the Adjudicator to make a decision and for the volunteers to prepare the certificates.

The names of the winning competitors are to be written on the certificates once the Adjudicator has made a decision and the Adjudicator Awards Sheet has been completed. The Timekeeper may assist with this.

Once all the certificates and prizes are ready for presenting, invite all the performers and the sponsor (if they are present) to come to the front and stand on the stage. Once this has occurred the Adjudicator can announce the prizes. The prize winners may need to be organized on the stage. When the Adjudicator is ready, invite him/her to give comments and announce winners (by number). If the Sponsor(s) are present, they should be invited to present the Awards otherwise an Official of the Adelaide Eisteddfod Society should make the presentations. It is at this point that parents can be invited to take photos.

## **TIME KEEPING**

[The Timekeeper should arrive at least 10 minutes prior to the session they are timekeeping for.](#)

The role of the Timekeeper is to record the details of each session on the Timekeepers Record Sheet. This sheet is found in the Adjudicator Folder for each section. Spare copies of this form can be found in the Timekeeper folder.

Timekeepers Record Sheet: A new Timekeeper sheet is required for each new session. The instructions for the Timekeeper Sheet are found on the back of the sheet. The time limits for each section are clearly set out in the Program Guide.

At the end of the session the Timekeeper is to make sure the results of the session are recorded on the Adjudicator Awards Sheet. Copies of this can be found in the Adjudicator folder for each section. The Adjudicator may ask the Timekeeper to complete this form with the results of the section. The Adjudicator must sign this form.

The names of the winning competitors are to be written on the certificates. The Announcer and Music Organizer may also assist with this.

**MUSIC ORGANISATION** Assisting the Adjudicator with Music pdfs on Computer and large screen. The music for most competitors will be in a folder on a computer next to the adjudicator.

Attach the computer to the big monitor.

Open the Music folder and locate the section. Open the music so it shows on the monitor.

When the competitor begins to play, scroll through the music so that the adjudicator is able to follow the music as the competitor plays.

Some competitors may bring original or photocopies of the music on the day. This will be given to you before the start of the session.

The Adjudicator may also ask you to assist with the management of other paperwork such as writing the names on the winners' certificates or attaching competitor reports to the Performance Certificates etc