

INFORMATION TO SITE HOST

Please read Section II, "Site Host's Responsibilities," of the CMEA Bay Section Handbook and follow these procedures explicitly.

- * Send out letters/Emails to directors, adjudicators and CMEA reps in a timely manner
- * The numerical score for participants is confidential and should never be posted
- * Only letters for ratings words should be used (E for excellent, etc)
- * No numbers or plus or minus markings are permitted
- * Final ratings should never be more than one rating apart
- * No ratings may be changed by anyone once they are publicly posted
- * Have all participants return the "Adjudicator Evaluation" form ASAP
- * For large group festivals make sure I receive the "Large Group Festival Rating" form ASAP with each adjudicator's name listed above his or her ratings
- * For large group festivals, after hearing them, send your groups' tapes to me
- * For Solo-Ensemble festivals be sure I receive the "Solo-Ensemble Festival Rating" form ASAP with each adjudicator's name listed with the event adjudicated
- * Attempt to take adjudicators off-site for their meals or at least away from all others
- * Adjudicators' checks will be mailed to them within the next few weeks
- * List your constantly manned, on-site phone number and Email address on information sent to everyone
- In Solo-Ensemble festivals, areas in parenthesis after the adjudicators' names indicate areas of secondary expertise – assign to lower level students

Please call if you have questions or concerns.