

TMAA Adjudicator Sight-Reading Procedure/Script for Band and Orchestra

When the Conductor Enters the Room (Judges may still be in the room):

- Compliance Official (CO) should approach the conductor with a professional greeting.
- Allow the conductor (or assistant) to help get the group situated in their proper ensemble set up.
- Confirm that the conductor received the instrumentation information and percussion requirements for the sight-reading selection to be performed. If not, provide him/her a copy of the email or mailing sent by the executive secretary to all participants.
- If applicable, remind the conductor of the timpani pitches (have them on the board if possible). Also remind the conductor that the timpani need to be tuned prior to the beginning of the instruction period. An assistant conductor may assist with timpani tuning, if necessary. Once the explanation begins no one other than the primary conductor explaining the selection will be allowed to assist the timpanist with tuning or any other form of instruction.
- Allow conductor to quickly check tuning with the group before everything starts (orchestra only).
- **While the music is being passed out to the ensemble, ask the conductor how they want their time called out with any warnings (ex. 4 min left, 2 min left, 30 seconds left, etc.) (CO is the time keeper.)**
- Show the conductor the selection to be performed and ask the following question verbatim: **"This organization will be reading (title of selection) which has been chosen for conference _____ (varsity or non-varsity groups). Is this the correct conference for your organization?"**
- **At this point, excuse the conductor to a predetermined place in the room for the 3 minute score study.**

Compliance Official (CO) Instructions to the Ensemble:

- After a brief professional greeting to the ensemble, have the students open their folder and remove the parts for the correct selection they are to read for their conference. Then ask the following: **"Does everyone have the correct part and clef sign for your instrument?"**
Have the students turn the music over so it is not available for viewing. The compliance official should then solve any problems that might exist.
- Ask the conductor and group the following question verbatim: **"Has this organization or any of its student members heard, read, rehearsed or performed this selection (indicating the music) at any time prior to this evaluation?"**
If the answer is "yes", refer to Section 1111, (A) and (B) of the "UIL Constitution and Contest Rules".

Read the following without embellishment:

"Your conductor will have, (10 minutes/8 minutes/7 minutes) to explain this piece of music. He/She may use the time as he/she sees fit including singing, clapping/tapping, and/or counting. However, your conductor may not perform the music on any instrument. Students may play the sight-reading evaluation music individually, in small groups, or with the full ensemble, at the discretion of the director. Students may also sing the music and/or count, clap, and tap rhythms during the instruction period. Neither the director nor the students may mark on the music unless instructed to do so by the compliance official.

After the instruction period and prior to the performance, the sight-reading music must be turned face down. The judges will come back in the room. The performing group may then play a sustained note – unison or chord. No further warm-up or musical instruction of any kind is permitted by your director. Are there any questions regarding the procedure? Your timing will begin when your conductor asks you to turn the music over or when he/she opens his/her score. Good luck."

The judges need to be out of the room by this point for the director's instruction period. Instruction period ends – turn music face down and judges come back in room. Once judges are seated, music is turned over and performance begins.

At The Conclusion of the Performance, the Compliance Official will:

- Thank the students and ask them to be sure and leave the sightreading music on the music stand.
- Remind them to be sure that they take all their personal items with them as they leave the room.