

You have been selected to be a **TIMER** for the Bay State Contest. Thank you!

Please click on the “Volunteer Assignment” link for your assignment.

Bring your cell phone if you have one! My cell number for that one day only will be 508-517-0402.

- Download the pages of the division you are timing 2 days before the contest. This will help you make sure the students have all the scores for the judges.
- Stopwatches will be provided, but if you have your own, bring it. Stopwatches will be in the competition rooms. Practice using it before the competition begins. Be sure that the judges are seated where s/he can see and hear the performer easily as well as maintain privacy.
- Do not allow anyone to enter/exit while a student is performing. **If there is a door monitor** assigned to the room ask her/him to sit by the door so that people may enter only between performances.
- Check the students in by Contestant Number, and be sure that they have their music ready, with all books opened to the proper page or marked clearly.
- Call each student to perform BY NUMBER (not by name) in the order given on your audition sheet. Tell the contestant to wait until the judges indicate readiness, and then give the music scores to the judges.

KEEP THE AUDITION ON SCHEDULE. DO NOT ALLOW ANY STUDENT TO EXCEED THE ALLOTTED TIME. Indicate when the halfway point is reached, and again when time is up. **THE JUDGES WILL STOP THE STUDENT, NOT YOU.**

- Return the music scores to the student.
- You may tell them that awards will be presented twenty minutes after the division ends, in Conlon Room 323 (Building 1B on the map)
- Clear everyone from the room and **wait outside the door while the judges decided winners.**
- Collect the signed and sealed winning results sheet and evaluations from the judges, and take them to the awards room.
- **DON'T FORGET TO LEAVE THE STOPWATCH WITH THE JUDGES FOR THE NEXT MONITOR!**

STOPWATCH OPERATION:

- **Press the RIGHT button to start it. Press the RIGHT button to stop it between pieces, and press the RIGHT button to start it up again.**
- **Press the LEFT button to reset the watch to zero.**