

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

Bring your cell phone if you have one! Call 781-929-5192 if you run into any problems or emergencies.

- 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. You may open the doors in between contestants to let people in and out. You will not have a door monitor, so you might want to sit by the door if it is in one of the smaller rooms. If you are monitoring in a big hall, I would not worry about the door at all.
- 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** (including yourself!) from the room and **wait outside the door while the judges decide 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.**