

CHAIRPERSON / MC

Quick Reference Checklist VOCAL and PIANOFORTE

BEFORE SESSION

- Sign in and collect name tag and headset
- Review session schedule
- Prepare announcements
- Check sponsor acknowledgements
- Confirm adjudicator details

DURING SESSION

- Welcome audience
- Introduce sections, sponsors and performers (competitor first name only)
- Communicate session updates including any withdrawals
- Update all results in the Chairperson folder
- Make note on the iron maiden of any sessions that run significantly over or under time

IMPORTANT REMINDERS

- Maintain professional tone
- If a performer blanks, *please help them* by announcing “would you like to go off-stage and we can bring you on again when you’re ready”.
- Keep sessions running on time where possible
- Support audience behavior expectations in a friendly but firm manner

END OF SHIFT

- Thank volunteers and adjudicators
- Tidy the area
- Report session outcomes if required
- Hand over to the next volunteer and sign out

CHAIRPERSON / MC

Quick Reference Checklist DEBATING

BEFORE SESSION

Sign in and collect name tag
Review session schedule
Read through the Chairperson book and prepare announcements
Fill in the start and finish time for each session
Check sponsor acknowledgements (if any)

DURING SESSION

Welcome audience and adjudicator
Follow the announcements as laid out in the Chairperson book
Communicate session updates including any withdrawals
For each debate;

1. Invite both teams to the positions (affirmative to your right, negative to your left)
2. Introduce the topic to be debated
3. Introduce the teams and each of the speakers in speaking order – affirmative team first
4. Announce speakers' time limits for the debate
5. Ask the timekeeper to demonstrate the short warning bell and the longer final bell
6. Maintain order throughout the debate

TIME LIMITS

Grade 5/6	2 mins with a warning bell at 1 min 30 sec
Year 7/8	3 mins with a warning bell at 2 min
Year 9/10	4 mins with a warning bell at 3 min
Year 11/12	5 mins with a warning bell at 4 min

AFTER DEBATE

Invite the adjudicator to come forward to provide the adjudication
Confirm the result of the debate

1. Name the winning team
2. Do not provide any scores
3. Declare the debate closed and thank the debaters and the adjudicator

Invite teams to congratulate each other with the traditional shaking of hands

IMPORTANT REMINDERS

Maintain professional tone
Keep sessions running on time where possible
Support audience behavior expectations in a friendly but firm manner

END OF SHIFT

Thank volunteers and adjudicators
Tidy the area
Report session outcomes if required
Hand over to the next volunteer and sign out

CHAIRPERSON / MC

Quick Reference Checklist CHORAL and INSTRUMENTAL

BEFORE SESSION

- Sign in and collect name tag and headset
- Review session schedule
- Prepare announcements
- Check sponsor acknowledgements
- Confirm adjudicator details

DURING SESSION

- Welcome audience
- Follow the announcements as laid out in the Chairperson book
- Make sure the adjudicator and the 1st group is ready before you begin
- Announce section title, section description and the sponsor
- Communicate session updates including any withdrawals
- Announce the group, the title and the composer or each piece
- Update all results in the Chairperson folder
- Make note on the iron maiden of any sessions that run significantly over or under time

IMPORTANT REMINDERS

- Maintain professional tone
- Keep sessions running on time where possible
- Support audience behavior expectations in a friendly but firm manner

END OF SHIFT

- Thank volunteers and adjudicators
- Tidy the area
- Report session outcomes if required
- Hand over to the next volunteer and sign out

CHAIRPERSON / MC

Quick Reference Checklist SPEECH DRAMA AND COMEDY

BEFORE SESSION

- Sign in and collect name tag
- Review session schedule
- Prepare announcements
- Check sponsor acknowledgements
- Confirm adjudicator details

DURING SESSION

- Welcome audience
- Follow the announcements as laid out in the Chairperson book
- Make sure the adjudicator and the 1st performer is ready before you begin
- Announce section title, section description and the sponsor
- Communicate session updates including any withdrawals
- Announce the performer and name of the item (first name only of performer)
- Update all results in the Chairperson folder
- Make note on the iron maiden of any sessions that run significantly over or under time

IMPORTANT REMINDERS

- Maintain professional tone
- Keep sessions running on time where possible
- Support audience behavior expectations in a friendly but firm manner

END OF SHIFT

- Thank volunteers and adjudicators
- Tidy the area
- Report session outcomes if required
- Hand over to the next volunteer and sign out

CHAIRPERSON / MC

Quick Reference Checklist DANCE

BEFORE SESSION

Sign in and collect name tag and headset
Review session schedule
Arrive in plenty of time to read through the Chairperson book and familiarise yourself with the announcement and running order
Check sponsor acknowledgements
Ensure you fill out the start and finishing time for each session
Confirm adjudicator details

DURING SESSION

Chair the session – welcome the adjudicator, introduce competitors, give the audience information, announce sponsor/donor's promotions, announce results and assist with presentations when required. Play the music when each competitor is ready, noting if they start onstage or offstage.
Turn volume up or down as required / requested
Handle all situations in a calm and professional manner.
Announce each competitor (number only for troupes / crews, solos, duos and trios) and by name for championship sections and Energetiks Dance for Life.
Announce the name of the character or song being performed where relevant
Announce the scripted spiel over the microphone to the audience.

NB there is a technician on hand should an issue be encountered. The Stage Manager is also on hand to assist if needed.

At the end of the section, let audience know that we will await the adjudicators feedback.
Let audience know if there is a break following the section.
Prepare any prizes and awards (check the iron maiden for details)
You may be asked to assist the adjudicator with presentations
Complete results and times in the Chairpersons folder
Go to the next section (rinse and repeat!)

IMPORTANT REMINDERS

There is minimal opportunity to leave the desk during the session, so please have everything you need with you. Water or drinks are to be in a non-spillable cup or bottle.
Maintain professional tone at all times.
Keep sessions running on time where possible
Support audience behavior expectations in a friendly but firm manner

END OF SHIFT

Thank the adjudicator and the volunteers and the Her Majesty's staff and ushers for their work
Tidy the area
Report session outcomes if required
Hand over to the next volunteer and sign out

CHAIRPERSON / MC

Quick Reference Checklist CALISTHENICS

BEFORE SESSION

Sign in and collect name tag and headset
Review session schedule
Arrive in plenty of time to read through the Chairperson book and familiarise yourself with the announcement and running order
Check sponsor acknowledgements
Ensure you fill out the start and finishing time for each session
Confirm adjudicator's details

DURING SESSION

Chair the session – welcome the adjudicator, introduce competitors, give the audience information, announce sponsor/donor's promotions, announce results and assist with presentations when required.
Play the music when each competitor is ready, noting if they start onstage or offstage.
Turn volume up or down as required / requested
Handle all situations in a calm and professional manner.
Announce each competitor (number only).
Announce the name of the item for Aesthetics and Revue.
Announce the scripted spiel over the microphone to the audience.

NB there is a technician on hand should an issue be encountered. The Stage Manager is also on hand to assist if needed.

To keep things consistent, we have adopted the following procedure. Please stick to this:

If a team starts OFF stage

- Ensure stage lights are on
- Check with coach that team is in position
- Adjudicator rings bell
- House lights go down (tech job)
- MC announces competitor number and plays music

If a team starts ON stage with the curtain UP (March, Clubs, Rods, Freearm)

- This will be in a blackout
- Adjudicator rings bell
- House lights go down (tech job)
- Team moves to stage positions
- MC announces competitor number and plays music

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

If a team starts ON stage with the curtain DOWN (Aesth, S&D, Revue, Dance Arr, ALL Tinies items, and ALL PREMIER Inters/Seniors/Masters items)

- Coach should go directly to lighting tech to discuss dues
- Teams to stage positions
- When coach has finished speaking with the tech, stage goes to blackout
- Adjudicator rings bell
- House lights down, house curtain up
- MC announces competitor number and title and plays music (if applicable)

Lighting/DLP may only be used in Aesthetic, Rhythmical Aesthetic, Song & Dance, Calisthenics Revue, Dance Arrangement, and all Premier Inters, Seniors and Masters items. Rule Breach: 5 point penalty

House Curtain

- Stays UP for core items (March, Clubs, Rods, Freearm)
Competitors may enter/exit the stage in blackout (or blue light)
Coach has responsibility for when to turn off/on blackout. Tech will direct re usage.
- Comes DOWN at end of each item for all Aesthetic, RhythAesth, S&D, Revue and Dance Arr.
- Comes DOWN at end of EVERY item in Tinies
- Comes DOWN before EVERY item in Premier Inters, Premier Seniors and Premiers Masters (these sections are allowed lighting for every item, lighting tech and coach will check opening cue)

On return from the break the adjudicator will give results for March, Clubs and Rods from the Dress Circle. She will come to the stage to announce results for Freearm, Aesthetics and the fancy item at the end of the competition.

MC to check results in MyStage throughout the competition.

Write down results from MyStage for each section as they are marked 'completed'.

Do NOT let any coaches or competitors see what you are writing in your folder

Check them when results are read and fill in the Aggregate points table.

Complete aggregate table each time results are given.

Points are awarded;

1st = 6 2nd = 4 3rd = 2 HM = 1 MC = 0.5

Adjudicators must not award equal 1st, 2nd or 3rd.

If teams tie for HM or HC, both teams receive aggregate points in full.

At the end of the section, assist the Stage Manager to prepare the medals, ribbons and prizes to take onstage for the presentation.

Check the iron maiden to see if any special awards are also to be announced.

Set up small trophy table with Aggregate, Reserve and any other special trophies on it.

Know who is sponsoring the trophies and mention it in your speech.

- Thank the section sponsors

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

- Thank the trophy sponsors
- Thank the HMT techs and staff by name
- Thank the RSSS volunteers by name
- Introduce the adjudicator for results and comments

Once the presentation is done, you may re-iterate the prizes over the microphone and announce the winners by name.

Record the finish time of the section in the MC book

IMPORTANT REMINDERS

There is minimal opportunity to leave the desk during the session, so please have everything you need with you. Water or drinks are to be in a non-spillable cup or bottle.

Maintain professional tone at all times.

Keep sessions running on time where possible

Support audience behavior expectations in a friendly but firm manner

New volunteers in this role must shadow or train with an experienced volunteer before taking on this role by themselves

END OF SHIFT

Tidy the area

Report session outcomes if required

Hand over to the next volunteer (if needed) and sign out