

Awards Ceremony Procedures for Judges

- As soon as your judging commitment is completed, go to the contest administrator to receive instructions on helping the Awards Table Manager to set up the awards table. Make sure not to ASSUME anything and arrange any awards without instructions.
- Make sure that you have checked your grooming prior to the awards. Add lipstick, comb hair, make sure to have 'regulation' attire.
- Be alert and ready to follow instructions of the Awards Table Manager.. Do not allow yourself to be distracted.
- At the time that the Awards Ceremony begins, the judging staff will line up at the Awards Table to be handed the first set of awards. When handed a trophy, the announcer will need to read the results from the trophy results form. Present the award to the team representative and congratulate her. (Give her a hug) Make sure to have a pleasant smile at all times. NEVER pick up an award or packet that has not been handed to you.
- If there is someone that approaches you with a problem, escort them to the Awards Table Manager or Tally Administrator and not the announcer.
- If, for some reason, the incorrect award was handed to a team member, make sure to correct it as soon as possible without too much visual confusion.
- As soon as you have presented your award, go back to the end of the line of judges to pick up another award.
- If you are presenting an individual award that includes a large medal, please make sure to take the time to put the medal on her/him.
- If there is a photographer there, make sure to take a moment to 'pose' with the recipient and their awards. Do not take too long as it may delay the awards procedures.
- If there is a need to mail an insert plate to a team, make sure to briefly explain that their insert will be mailed to them the week after the contest.
- After the last award has been presented, make sure that all the judges line up in front of the awards table in an orderly manner (do not talk, fidget, nor bother with the awards table) to listen to the closing words, applaud, then disperse to congratulate teams.
- If you have been assigned to go out to assist with the store, make sure to go promptly to your

station. You may want to take a few moments to congratulate some of the teams on your way out.

- If you have been assigned to assist with passing out solo packets, make sure to go quickly to the table to spread the sacks out to be dispersed. You may need to find some of the teams if they have forgotten to pick up their packets. It is so much easier to disperse on site than to mail later.
- Make sure that all music tapes are distributed into team bags and not packed away. Remember to also collect solo finalist tapes from the sound table and put them in the results sacks.
- If someone approaches you with a question regarding scores, please refer them to the contest tally administrator.
- When everything has been dispersed, you may assist the Awards Table Manager in repacking the awards and supplies. Make sure that everything is put back into its proper tub. All headsets should be turned off and returned to the proper carry case. The Marantz patch cords always go back into the black case with the Marantz. The mixing board cords also go back into the case with the mixing board. The speaker cords go in a special tub especially for speaker cords. The microphones should not have the cords taken off and should be with the sound equipment. Trophies and acrylics should be wrapped properly. Please read the **PACKING AFTER AWARDS** section.
- When everything has been packed away, you may be assigned to stay either with the van and trailer, or with the contest supplies in the gym, until everything is fully loaded. The contest administrator may ask for input or feedback on how we can improve procedures for that contest. Everyone will go to eat when the last item has been packed away in the van and trailer.
- If you have driven your personal vehicle, make sure to turn in your mileage and you will be sent a check in the week following the contest.
- You will be paid according to your assigned job, number of days, experience and productivity as a judge. You will be paid an additional amount if you are a contest administrator and have completed the contest administrators seminar training