

Instructions for Tabulator

1. Start right on time and welcome the group to the “33rd Annual Music Festival”
2. Call each student up when it is their turn (consult master list). If a student comes in late and misses their turn, they may play at the end of the session instead
3. Collect the record rating form, original music, and judging sheets from the students, and make sure entry number matches on all forms
4. Distribute judging sheets and music to judges
5. Solo, Duet, Trio, Quartet, and Quintet Events- Each student receives a certificate
6. Fill out the certificate with the student’s Name, Teacher, Event, Level, and Year
7. Collect completed judging sheets and paper clip them to the record rating form. Use the rating chart to complete the certificate
8. Circle the rating on the bottom of the rating form
9. Mark the rating to the left on the master list (S for Superior, E for Excellent, G for Good and F for Fair)
10. If a soloist used music, they still get a certificate but they receive no gold cup points (mark so on rating form)
11. Add the rating to the certificate
12. Pass out certificates to all students at the end of the session (do not announce ratings aloud)
13. Return all music
14. After the session is complete, return the judging sheets, and rating forms (clipped together for each student) to the front desk