

TMAA Adjudicator Sight-reading Procedure for Band

When the Conductor Enters the Room:

- Approach the conductor with a professional greeting. It is suggested that this be done by a TMAA active or provisional member judge.
- Confirm that the conductor received the instrumentation information which should have included the instrumentation for the sight-reading selection to be performed. If not, provide him/her with a copy of the email or mailing that was sent by the executive secretary to all participants.
- Remind the conductor of the timpani pitches (have them on the board if possible). Also remind the conductor that the timpani needs to be tuned prior to the beginning of the general explanation period. An assistant conductor may assist with timpani tuning, if necessary. Once the explanation begins no one other than the primary conductor explaining the selection will be allowed to assist the timpanist with tuning or any other form of instruction.
- Remind the conductor of the percussion requirements of the selection to be performed.
- Have the conductor provide the time keeper with any "Warning" (ex. One minute then 30 seconds, etc).
- Have the students open their folder and remove the parts for the correct selection they are to read for their conference. Then ask the following: **"Does everyone have the correct part, including part assignment, correct key, and correct clef for your instrument?"** Have the students turn the music over so it is not available for viewing. The judge should then solve any problems that might exist.
- After any problems are resolved and all is confirmed, the judge will proceed to the following question.
- Show the conductor the selection to be performed and ask the following question verbatim: **"This organization will be reading (title of selection) which has been chosen for conference _____(varsity or non-varsity groups). Is this the correct conference for your organization?"**
- Remind the conductor that timing and instruction will stop between the general explanation and the summary explanation periods and that (he/she) will be expected to stop while the event chair or designee is reading: "Your general explanation period is over. You may now begin your summary explanation."

Instruction Period:

- After a brief professional greeting to the ensemble, introduce yourself and the other adjudicators to the students.

- Ask the conductor the following question verbatim: **“Has this organization or any of its student members heard, read, rehearsed or performed this selection (indicating the music) at any time prior to this evaluation?”** If the answer is “yes”, refer to Section 1111, (A) and (B) of the ‘UIL Constitution and Contest Rules’.
- **Ask the conductor if he/she would like the rules read to their organization. If the answer is “no” say “Your timing will begin when your conductor asks you to turn over the music or when he/she opens his/her score.” If the answer is “yes” read the following without embellishment:**

“The instruction period will be divided into two sections. During the first section, called the general explanation period, (7 minutes/5 minutes/4 minutes) your conductor may use the time as he/she wishes by incorporating any combination of silent study and/or conductor’s explanation. During this time period your conductor may point out specific performance problems, demonstrate how ritards, fermatas, etc. will be conducted, call attention to accidentals, identify unique characteristics of the music (i.e., who has the melody, important passages for certain sections, the presence of repeats, etc.) and answer your questions. At the conductor’s discretion, you may finger passages at any time during the general explanation period. The conductor and students may not count, sing or audibly reproduce the music in any other fashion, including any verbal subdivision of the beat while counting.

At the conclusion of the general explanation period timing and instruction will stop and the chair of the sight-reading panel or a designee will read aloud the following statement: “Your general explanation period is over. You may now begin your summary explanation.” Time will then begin for the final three minute (four minute for sub-non-varsity) summary explanation.

During the summary explanation, the conductor may instruct you as he or she sees fit, including singing phrases, demonstrating rhythmic figures or reviewing ritards and fermatas with singing and/or counting. However, your conductor may not perform the music on any instrument or allow you to tap rhythms or perform any part of the music in any fashion.

Immediately following the instruction period and prior to the sight-reading performance music will be turned face down. Each performing group may then play or sing a brief warm-up consisting of one of the following:

- A. long tones;
- B. a whole note scale; or
- C. eight measures of a warm-up choral.

No further warm-up, instruction or communication of any kind is permitted by your conductor, including the use of verbal counting to initiate the reading.

Are there any questions regarding the procedure?"

At the Conclusion of the Performance:

- Thank the students and ask them to be sure and leave the music on the music stand.
- Remind them to be sure that they take all their personal items with them as they leave the room. **Updated November 2016**