

PLANNING A ZONE YOUNG ARTIST COMPETITION

- Choose the venue, set the date and time, and hire an adjudicator. Seek out the best adjudicator for the job. Not all adjudicators are suitable for a high level of competition. Ask the adjudicator for a short bio and a picture- this can be used on the program.
- Ensure that a warm-up room will be available for singers and instrumentalists. Allow them to book warm-up time well before the competition.
- See that the piano is tuned before the competition.
- Have a desk light, water, pens and pencils available on the adjudicator's table. Make up adjudication sheets for each competitor with competitors' names and chosen repertoire, and have these sheets ready on the adjudicator's table.
- Inform other branches in the Zone of the competition date, time, venue, adjudicator's name and application deadline. Remind the branches of the donations required from each branch to help offset the costs to the host branch.
- Send a copy of the competition rules to the adjudicator well ahead of time. Also send a map and/or directions to the adjudicator and to the other branches in the Zone. Or, send the complete address of the venue so directions can be easily downloaded from Mapquest.
- Have the branch competition convenor at the venue well ahead of time to welcome the adjudicator and the competitors. Ensure the booked warm-up times are followed.
- After the entry deadline, check all the repertoire for each competitor to be sure all the rules are followed e.g. Appropriate level; Canadian piece for Young Artist; Correct language requirements for vocalists; etc. Then send the list of all repertoire to be heard to the adjudicator promptly.
- Have all cheques ready and signed, in envelopes, for venue rental, adjudicator, etc., so there are no money issues at the competition
- Try to get coverage of the competition from the local newspaper, and take advantage of any free advertising.
- Have programs printed and include students' names, repertoire, branches represented, level of competition, adjudicator's picture and biography. Acknowledge any scholarships, bursaries or prizes.
- Be sure to have the original application forms on hand. The adjudicator must sign these forms for the winners and runners-up.

- Report winners and runners-up to the next level of competition by sending in the original application forms. The same forms are to be used at each level. Also, report names of winners and runners-up to other branches in the Zone, and to the Provincial Convenor.
- Explain to the adjudicators that a winner does not necessarily have to be recommended to go on to the next level. We are looking for only the highest levels of performance. The Young Artist winner must be at a level of performance to handle a tour.