

## Guide to Filling in the Adjudicator Time-Frame Requirement Form

The deadline to submit the Adjudicator Time-Frame Requirement form to the Provincial Office is June 1. Do this soon after your festival, assuming your dates have been selected and confirmed for the next year. That way you can base your requests on your most recent festival.

Here is a general timeline for the adjudicator hiring process:

- August to October: General hiring takes place.
- October & November: Contracts are sent out.
- November & December: Contracts are received and adjudicator information updated.
- January: District Festivals are informed regarding their adjudicators, beginning with the earliest festivals.

The following information is helpful in the hiring process (include directly on the form or send a supporting document):

- Be specific with the disciplines – for instance, Voice, Choral, Musical Theatre and Speech Arts are all separate disciplines and should be referred to as such, rather than just Vocal to refer to all.
  - However, make sure all disciplines that should be adjudicated by one person are on the same line. For example, if you will have both Vocal and Choral entries in your festival, but want one adjudicator to do both, enter the line as Vocal/Choral. If you enter two separate lines, it will be interpreted as a request for two separate adjudicators.
- If you are asking for a multi-discipline adjudicator, which instruments are your priorities? For instance, perhaps last year your Choral/Voice/Speech Arts adjudicator was a choir specialist...so you may wish to request a Speech Arts specialist this year. Or you've had a brass specialist the last few years for your Band/Instrumental section and would really like a woodwind specialist.
- If you're asking for an adjudicator for all ages of a discipline, but you know there will mostly be juniors, make a note of the potential ratio.
- If you have specific qualities for which you are (or aren't) looking, make a list of these. For example, you may not need someone qualified to adjudicate Senior Voice but would enjoy someone well-suited to working with elementary school groups.
- If your budget allows for adjudicators to come from further afield, note that on your form. Our general rule of thumb is to aim for no greater travel distance than 100km per day of adjudicating (not always possible for one- or two-day festivals, or for festivals at some distance from any major centres).
- Indicate whether you expect your adjudicator(s) to conduct workshops.
- If you hold a final program or competition that you require an adjudicator for, and it's not reasonable for your hired adjudicator to stay between the sessions and the final program, you can request a "special adjudicator" to come in for just that final program. Your special adjudicator will be hired from a 150km radius of your festival, so will not require overnight accommodations. Mileage and meals must still be provided as usual, and they can be hired at a rate of \$150. Remember, **hiring your own adjudicator is strictly against the SMFA's policies.**
- If you wish to have a more active role in choosing your adjudicators, you can make special requests on your time-frame form. **SMFA policy is to allow three to five years between assignments to the same festival.**