

ADJUDICATION FORM INFORMATION:

Solo/Small Ensemble Adjudication Form – Online Completion

- 1) Enter Roster Data for all Soloists
 - i) Login and Navigate to the Roster folder
 - ii) Choose Edit Students
 - (a) Designate students listed as members of your program – this step will avoid duplication of names between the band, vocal, and orchestral programs. Click on Update Roster
 - iii) Choose Add Students
 - (a) Input remaining student names, grade level, and designate as an Instrumental, or Vocal student as appropriate. Students that are performing 2 or more solos **within the same instrument family** (IE. a bassoon solo and a piccolo solo) will need to be entered multiple times on the roster – use a unique name entry for each (IE. Alan Greiner (bassoon), Alan Greiner (Oboe), Alan Greiner (English Horn), etc.)
 - (b) Click on Submit
- 2) Adjudication Form Creation
 - i) Choose Ballot
 - ii) Choose Instrumental or Vocal
 - iii) Choose Create
 - iv) Select the appropriate type of Adjudication Form from the list provided on the right
 - v) Select the desired Event from the Event “drop-down”
 - vi) If soloist, select the soloist’s name from the “drop-down” menu (if this student is performing multiple solos within a single instrument family make certain you select the unique name you assigned above), if an ensemble choose a name for the ensemble that will uniquely identify them and enter it in the space provided and enter the number of performers in the ensemble.
 - vii) Enter accompanists name
 - viii) Enter Selection(s), composer/arranger(s), and publisher(s)
 - ix) Click on submit
- 3) Adjudication Form Assign – **Note:** you can only do this part **AFTER** you have finalized your initial schedule.
 - i) Choose Ballot
 - ii) Choose Instrumental or Vocal
 - iii) Choose Assign
 - iv) Choose the Center you wish to work with
 - v) Choose the correct ballot from the “drop-down” menu choices for each time slot.
 - vi) Click on submit

Solo/Small Ensemble Adjudication Forms – Manual Completion

- 1) Using your copy of the “Final” schedule, place the center number at the upper right-hand corner of the adjudication form and the Performance time at the upper left-hand corner for each entry.
- 2) Adjudication forms are given to the adjudicator by the performer along with the musical score(s) for the performance just prior to performance. **DO NOT SEND ADJUDICATION FORMS TO THE IHSMA OFFICE.**
- 3) When completing adjudication forms, use the name of the event as provided in the Spring Bulletin – Treble Clef Ensemble, Mixed Brass Ensemble, Wind/String Ensemble, etc.

STUDENT INTRODUCTION SCRIPT

Students are encouraged to use the Student Introduction Script or variation thereof when introducing their event to the judge. This is an excellent way for students to ease the tension of the festival setting, add a professional touch to their performance, and educate their audience in what to listen for. This script can be found on the IHSMA website (www.ihsma.org) in the Solo/Small Ensemble Festival section.

STUDENT COMMENT FORMS

Our Solo/Small Ensemble Festival is about learning. The sole purpose of this festival has always been to create opportunities for students to become better musicians. A vital part of becoming a better musician has always been the development of critical listening skills. With this in mind, the IHSMA has developed Student Comment Forms, documents upon which students can critically evaluate other performances, during the festival day.

These forms, when utilized, require students to critically listen to other performances and evaluate that performances strengths and areas of weakness. Properly used, Student Comment Forms become incredible tools for learning.

Obviously, these are optional for our member schools, but we encourage your consideration of their usage. They may be found on our website (www.ihsma.org) under the Solo/Small Ensemble Festival section.