**JUDGES’ ORIENTATION**(National Coordinators)

**Symphony Ballroom IV**

• Introduce judges to each other and to the judges’ monitor.   
Check judges name pronunciation.

• Hand out packets to judges and monitor.

• Remind judges that the honorarium check/badge is in the white envelope.

• Invite judges to be present at the winners’ announcements - not required but we like them to be introduced at this time   
 **Orchestra Ballroom C**

Saturday 5:00 (Junior)/5:30 (CM)

Sunday 5:00 (Senior)   
 **Conrad A**

Monday 5:00 (Young Artist)

• Go over Procedures/Comments/Protocol from Guidelines for MTNA Performance Judges (National) document

• Judges choose one spokesperson to stop the entrant during a work, to request the next work and to end the competition when the time is up.

• Monitor and judges discuss how they will communicate time

• Remind judges of time and memory requirements for the competition they are judging (this is also on the aforementioned document)

• Look over programs – discuss strategy for cuts, possible order of repertoire

• Monitor escorts judges to Competition Room and to **Symphony Ballroom I** for lunch/balloting

Monitors: pull the schedule out of the easel when finished. Return any MTNA timers if used.