

## Solo and Ensemble Performance Evaluation Organizing Information

**PLEASE NOTE: Any expenditure that exceeds these guidelines or is not mentioned below must be approved by the Vice-President for Performance Evaluations.**

Contracts, vouchers and W9s should be distributed to the adjudicators in advance of the festival or at the judges meeting prior to the event. Instruct your judges to fill out two contracts and to keep one for their records. Collect all contracts, vouchers, and W9s from all adjudicators before they leave the audition site. Return all paperwork (including the bill for piano rental) to GMEA in one envelope within 15 days of the event. Make sure you fill out your part of the contract and the number of hours each judge worked. **The bill for piano rental MUST be included in this packet. Please tell the piano rental company that you need to send their bill in with your packet!**

**Honorarium** - \$25 per hour to a maximum of eight hours. If travel exceeds 100 miles round trip, a judge employed for less than a day shall receive a minimum fee of \$80. Approval must be obtained in advance from the State Performance Evaluation Chair before employing a Solo and Ensemble judge for more than eight hours.

**Expenses** - \$20 per day for meals, lodging with prior approval.

**Mileage** - .40 cents per mile, with a maximum of \$75 (paid to the driver only).

### Expenditure Guidelines:

- ✓ Custodian and security costs must be kept to a minimum according to accepted school policy.
- ✓ A maximum of \$100 is allowed for postage and phone expenses (total) with receipts.
- ✓ A maximum of \$150 per piano per day is allowed for piano rental.
- ✓ No funds are allowed for performance site rental.
- ✓ No funds are available for a hospitality room. (Usually the groups operating the concession stand provide refreshments for the judges.)

### Suggestions to reduce expense of Solo and Ensemble Performance Evaluation

- ✓ Figure one piano per sixty (60) performing units
- ✓ Assign non-piano performing units to a separate room
- ✓ Figure on twenty-five percent (25%) no-shows
- ✓ Schedule students a sign-in time and route them on the day of the performance evaluation, limiting the number of judges Consider assigning sixty (60) units per judge