



***NATIONAL ASSOCIATION OF TEACHERS OF SINGING  
NATIONAL CAPITAL REGION CHAPTER  
STUDENT AUDITIONS 2019***

Thank you for volunteering to monitor the reception desk. The following provides information for your use.

**CLASS MONITOR CHECK-IN:**

Class monitors have been asked to check in at the Registration Desk 10 - 15 minutes before they are scheduled to be on duty. Please check off their names on the master schedule when they arrive and advise them of who has checked in for the class and of any last-minute cancellations.

**ADJUDICATOR CHECK-IN:**

An envelope of adjudication forms for each adjudicator will be left at the Registration Desk for individual pick-up. When an adjudicator arrives, have them sign in and give them their envelope. Please maintain custody of these envelopes until they are signed for.

**STUDENT REGISTRATION:**

Student participants have been instructed to register 10 - 15 minutes before their category start time.

As they register please:

- (a) check off their names on the master schedule,
- (b) advise them of the location of warm-up rooms,
- (c) make sure they know the location of the room they are to sing in, and
- (d) ask them to check the final posted schedule for their category in case the order of performance has changed.

**ADJUDICATION FORM PICK-UP:**

Students have been advised to pick up their adjudication forms from the Registration Desk after the results of their category have been posted. You will receive envelopes, containing adjudication forms, from the auditions chair or the results tabulator. Please maintain custody of these envelopes until they are picked up.

**SILENCE IN THE LOBBY AREA:**

As Freiman Hall (one of the performance spaces) is adjacent to the lobby, please see that **SILENCE** is maintained while the Auditions are in progress.

If you have any questions please do not hesitate to contact me in advance or speak to me at the Auditions. Thank you again and enjoy the Auditions.

Yours,

*Misty Banyard-Kelley*

Misty Banyard- Kelley  
NATS NCR - Vocal Festival Chairperson



uOttawa

Venue Sponsored by  
The School of Music  
University of Ottawa