



Middle School Choral Performance Assessment Checklist for Directors

Day of the event

Cayce United Methodist Church

1600 - 12th Street Extension - Cayce, SC 29033

Enter NAPLES AVE and park BEHIND THE CHURCH

Camille Jones - 803-960-0647

What to bring:

- [Complete Adjudication Form](#) and bring three copies to the site
There will be no extra copies for you to complete at the event. If you do not have your paperwork completed for the judges, you will perform for audio comments only and no ratings.
- Bring a copy of your NAFME Card OR a receipt that membership has been paid and is up to date
- Bring 3 copies of each piece of repertoire with measures numbered. If you do not have 3 legal copies of each piece of music, you will not be allowed to participate.
- Review the rules with chaperones and students
Remind students and parents of **NO CELL PHONE USE**. No recordings should be made without prior authorization from all groups.
Look for posted signs to indicate registration, warmup rooms, etc.

I am here. What do I do next?

- Buses should park in the back parking lot of the church on NAPLES AVE. Leave your students on the bus while you follow the sidewalk to the first door on the street side to register. Once you bring all the necessary items to register, you may get your students.
- If you are observing prior to warmup and performance, you may park in the 12th street entrance. However, you may NOT enter the building through CHAMBERS HALL. You should come straight to the main sanctuary. Remind students to enter quietly.
- If you need a dressing room, please let me know at this time.

It is time to sing.

- Report to the registration desk if you are observing. Follow the sidewalk down the NAPLES AVE side of the church. Remind your students to be quiet and respectful. Your guide will lead you to the warm up area.
- You must leave at the end of your warm up time. If you are late for any reason, you will not be given extra time. If you miss your warmup time, you will have to assemble and prepare to enter the sanctuary for adjudication. Please do not leave the sanctuary during another school's performance but rather wait until the performing choir is finished. Please be nice to the guides as they volunteer to do this and are not paid.
- After warm up, you will be guided to the sanctuary to perform. You will enter the stage from behind the choir loft. See dimensions below as to the option you will choose to use. You will exit LEFT with the bottom row leaving first.
- The dimensions of the performance area:
 - Option 1 - IN FRONT OF PULPIT**
 - 3 - 3-Step Wenger Risers + Floor Row**
 - 20'W x 6'D**
 - Additional Rows on the PULPIT LEVEL**
 - 18'W x 6'D**
 - Option 2 - CHOIR LOFT**
(Choosing this option would involve the choir entering from both sides of the choir loft)

2 Full Back Rows

2 Side Half Rows on either side of the organ

Capable of making a full row on the first row

MORE DETAILS on DIMENSIONS forthcoming



- You are welcome to do a non-adjudicated warm up piece or a scale to hear the sound of the room.
- Once your performance concludes, you will EXIT STUDENT LEFT out of the sanctuary to CHAMBERS HALL for sight reading. Once that is finished, you should exit to the parking lot. DO NOT go back through the building. After sight reading, scores can be picked up at the registration desk. Please give us 30-40 minutes to process.
- There are many restaurants in the Cayce and Columbia area to enjoy. Please leave NO TRACE and cleaner than it was when you arrived.

I hope this document helps everyone. Please feel free to call me at 803-960-0647 if you have any questions or concerns. I am looking forward to seeing and hearing your kids at CPA!

Thanks,

Camille Jones
CPA Chair