

# Adjudication Cheat sheet

## Do you have...

- Notebook
- Pens
- Light
- Script
- Production Form
- Travel Form
- 6 Evaluation Forms
- Mailing list
- Brochures
- Bus. Cards

## When you get there:

- Meet the contact person
- Set time & place to meet after
- Evaluate the house
- Read & Save the program
- Evaluate the auditorium
- Preview set & lighting
- Record start time

- \* Leave them feeling they accomplished something worthwhile
  - \* Leave them with a clear understanding of how they can make their work better, now.
- 

## 1.OPENING

- \* Introduce myself & TANYS
- \* I was invited to relay what I see...One opinion...not judging...not redirection - >reflection
- \* Sharing between fellow craftsman...encourage discussion...ask questions...stop me if not sure what I mean or you don't understand a term I am using
- \* Do not use suggestions without director's permission
- \* My observations based on 10 points of consideration (mention them)
- \* I might suggest choices, those made and others that could be considered
- \* It should take about an hour

## 2.ADJUDICATION

- \* Notes - Give EXPLICIT examples!
- \* Question & answer...was there an area I neglected?

## 3.CLOSING

- \* TANYS mailing list sign up sheets
- \* Brochures
- \* Adjudicator evaluation forms
- \* Congratulations on a great job!