

TMAA Adjudicator Sight-Reading Procedure/Script for Band and Orchestra

revised Summer 2025

Compliance Official (CO) Instructions to the Ensemble AS THEY ENTER THE ROOM:

NOTE: The Judges may stay in the room to be introduced to the ensemble by the CO, but must leave the room prior to the start of the instructional period and go to a location where, if possible, they are unable to hear the ensemble. The CO should have a plan to alert judges to punctually return to the sight-reading room at the conclusion of the instruction period.

- Approach the conductor with a professional greeting.
- Allow the conductor (or assistant) to help arrange the group in their proper ensemble set up.
- Confirm that the conductor received the instrumentation information and percussion requirements for the sight-reading selection to be performed.
 - If not, provide a copy of the document sent by the UIL Region Executive Secretary.
 - If applicable, remind the conductor of the timpani pitches (have them on the board, if possible).
 - Remind the conductor that the timpani need to be tuned prior to the beginning of the instruction period.

NOTE: An assistant conductor may assist with timpani tuning. Once the explanation begins, no one other than the primary conductor explaining the selection will be allowed to verbally assist any instrumentalist with tuning.
- **ORCHESTRA ONLY:** Allow the conductor to quickly check tuning with the group before the process begins.
- While the students are being seated and the music is being distributed, ask the conductor how they prefer for their time warnings to be announced (ex. 4 min left, 2 min left, 30 seconds left, etc.)

NOTE: The CO can delegate the time-keeping responsibilities to contest volunteers when available. While the time-keeping role may be fulfilled by a contest host or volunteer, the CO is responsible for timing to be done in accordance with UIL guidelines.
- Show the conductor the selection to be performed and ask the following question verbatim:
 - **"This organization will be reading [title of selection] which has been chosen for [conference] [varsity, non-varsity]. Is this the correct conference for your organization?"**
- At this point, excuse the conductor to a predetermined place in the room for the 3 minute score study.

Note: If multiple directors are able to assist the ensemble with setup, the score study period can take place as the ensemble is setting up and music is being distributed.

Compliance Official (CO) Instructions to the Ensemble BEFORE the sight-reading performance:

- After a brief professional greeting to the ensemble, have the students open their folder and remove the parts for the selection they are to read.
- Once all music has been distributed, have the students turn the music over and ask...

"Does everyone have the correct part and clef sign for your instrument?"
- Have the students turn the music back over so it is not available for viewing.

- Work with the students and helpers on-hand to solve any part distribution problems that might exist.
- Once the director has finished their score study period and has returned to the front of the ensemble, ask the conductor and group the following question verbatim:

“Has this organization or any of its student members heard, read, rehearsed, or performed this selection (indicating the music) at any time prior to this evaluation?”

NOTE: If the answer is “yes”, refer to Section 1111, (A) and (B) of the UIL Constitution and Contest Rules.

- Read the following without embellishment:

"Your conductor will have, [10 minutes/8 minutes/7 minutes] to explain this piece of music. They may use the time as they see fit including singing, clapping, tapping, and/or counting. However, your conductor may not perform the music on any instrument. An audible metronome may be used to provide a downbeat pulse.

Students may play the sight-reading evaluation music individually, in small groups, or with the full ensemble, at the discretion of the director. Students may also sing the music and/or count, clap, and tap rhythms during the instruction period. Neither the director nor the students may mark on the music unless instructed to do so by the Compliance Official.

Are there any questions regarding the procedure? Your timing will begin when your conductor asks you to turn the music over or when they open their score. Good luck."

- After the instruction period, have the students turn the music face down. The judges should now return to the room.
- Once the judges are seated, the director may lead the group in playing a sustained note – unison or chord.

NOTE: No further warm-up or musical instruction of any kind is permitted by your director.

- The director should ask the students to turn over the piece and begin the performance.
NOTE: There is nothing within the rules that prohibits a director from verbally counting off the ensemble prior to the performance.

Compliance Official (CO) Instructions in regards to providing feedback to the ensemble director:

- The CO Feedback Form will be utilized to provide written feedback on the Instruction period
- The CO should provide feedback on how the Instruction period was utilized. Feedback should not be provided on the adjudicated performance.
- The CO Feedback Form (below) should not be viewed by the sight-reading adjudicators and will have no impact on the ensemble's rating.

Compliance Official (CO) Instructions to the Ensemble AFTER the sight-reading performance:

- Thank the students for their performance.
- Ask the students to leave the sight-reading music on the music stand face-up for ease of collection.
- Remind the students to take all personal items with them as they leave the room.

University Interscholastic League

This form should be utilized for general comments and feedback relating to the Instruction period ONLY. This form should not be viewed by sight-reading adjudicators, and comments/suggestions will have no impact on the ensemble rating.

School Name: _____ **Classification:** _____

[illegible]

Compliance Official [signature]