



New Mexico Pageant of Bands Function Description Judge Liaison/Coordinator

Last Revision:
10/4/2017
Reports to:
POB President

Summary

Select the judges, arrange travel to/from Albuquerque, make hotel reservations for judges, work with Executive Board to establish location for Friday and Saturday dinners, provide transportation for judges during the weekend. On event day, provide judging materials for the judges, collect judges' scoring sheets/tapes, and provide for the needs of the judges.

Pre-Event Procedures

- Establish budget for judges' travel, stipends, and expense. This may determine number of judges
- Determine date for POB
- Contact potential judges for interest and availability. Sources: past judges, referrals, personal contacts, DCI or BOA contacts, university band programs, organizations such as WGI, staff of drum corps, etc. Begin contacting potential judges as soon as the date is known. Many will already be committed by April.
- Select a panel of judges to fill the different judging captions. Some criteria: not working in NM, not judged last year, not working with any NM bands, not all from far away (reduces travel costs), variety of experience and location (not all from TX, for example), previous POB experience
- Send contracts to judges. Include detailed information on travel arrangements.
- Begin travel arrangements for judges. Either they purchase and send receipt for check reimbursement, or liaison purchases and gets reimbursement. **MAKE NO FINANCIAL COMMITMENT UNTIL CONTRACT IS RECEIVED.**
- Make block reservation at judges' hotel. Reserve meeting room for dinner, if applicable.
- April – August: secure judges' contracts and ensure travel reservations are made.
- September: Stay in touch with judges. Get lunch selections from judges and send to Lunch Person. Send copy of judge scoring sheets to judges for their review.
- October: Send "Pick-up" information to judges. Arrange shuttle schedule from airport to hotel, either by liaison or with additional help, depending on judges' arrival times.
- October: copy judges' scoring sheets (different colors for each caption) and fill out band names/class.
- October: Make badges for judges.
- Friday before Pageant:
 - Organize airport pickup and shuttle judges to hotel
 - Transport judges to dinner
 - At dinner, make introductions, discuss scoring, go over schedule, answer questions, establish who will determine each of the Caption Awards.

Day-of-Event Setup

- Bring scoring sheets, badges, notepads, and other materials to the pressbox. Help haul tabulation computers, printers, audio tape recorders, and coolers to the pressbox.

- Arrange transportation of judges from hotel to the stadium.
- Meet with judges to discuss their position, and location of breakfast, drinks, snacks, and restrooms.
- Review operation of audio recorders and handling of scoring sheets. The judges may retain sheets until all bands in a class have performed. All sheets for a class will then be collected. Audio recorders will be collected after each band performs.
- Confirm which judges will determine each of the Caption Awards.
- Ensure that judges have all the materials they need, including a program and performance times.

Day-of-Event Tasks

- There are at least twice as many recorders as judges. Collect audio recorders from each judge after each band performs, and give each judge a blank recorder from the next set. Bring recorders with judges' comments to the tabulation room where the comments will be put on computer, and erased from the recorder.
- After an entire class has performed, collect judges' scoring sheets for that class.
- Assist in tabulation and verification of scores, as needed.
- Collect and verify Caption Awards from the responsible judges
- After the awards ceremony, direct the judges to the field area where feedback sessions with band directors will occur.

End-of Day Tear-Down Tasks

- Collect all audio recorders and scoring sheets
- Collect excess supplies
- Help haul materials out of the pressbox
- Arrange for judges' transportation to dinner/hotel
- Collect personal items.
- Clean up pressbox area.

Post-Event Tasks

- Direct judges to the dinner area
- Ensure that judges receive their stipend checks.
- Sunday: Arrange for transportation of the judges to the airport
- Turn in receipts, as necessary.
- Prepare the Post Event report for distribution at the last (November) POB Organizing Committee meeting. The report should include what went right, what went wrong and suggestions for next year.

Supplies Checklist

1. Scoring sheets
2. Pageant Programs and Performance Order sheets
3. Pencils/pens/notepads
4. Judge badges
5. Cooler with bottled water
6. Sunscreen
7. Coat (may be cold, especially during setup)