

Solo Tally Administrator Information

- Assign each judge a number and keep it consistent on the tally sheet. Soloists names should be listed on the tally sheet, grouped by team according to school size (HS PVT, Sm, Med., Lg High School), or age (Elem, Int, Jr). *It is requested that schools give us their soloists name on their registration form. This will allow time for judges and administrators to fill out all forms. However, soloists still may be added at the competition.
- Soloists should check in with the solo administrator prior to their performance time. Please be sure you call for soloists to check in and they should give you their music and any tempo adjustments or sound checks.
- Count the tapes immediately to insure you will have enough tapes for the entire day .There should be 1 tape and 2 scoresheets per soloist. There will be two judges for solos. Add the two judges scores together then determine division rating. 172-200=Div. I, 146-171= Div.II, 145 & under= Div.III
- Have each judge write last name of soloist and team on each scoresheet, envelope, and tape prior to the contest and during breaks. Once again you will have many of the girls names prior to each contest! !
- Call for "On Deck" soloists by school or team name. It is your responsibility to keep the solo portion of the contest moving smoothly and promptly. If there is a lag time in the soloist showing up, contact the team area for announcements to be made to call for soloists.
- If you need an extension cord, you can get one from the team area.
- If a soloist is not ready, go on to the next performer. Keep the audience still and quiet during a performance. *Each soloist has a two minute time limit. We give them a 15 second leeway period because many sound systems play tapes at different speeds. If the routine performance exceeds 2 minutes and 15 seconds the soloist is no longer eligible to be a solo finalist if her score permits.
- Use a highlighter pen to highlight time on outside of envelope if time is over 2 min. 15 sec. and write "OVERTIME" underneath the time.
- You may be required to run the music for the soloist. All music checks need to be made on the music check station set up next to the sound area.
- Maintain a pleasant and enthusiastic voice. Always remember to say the girls name and school each time before and sometimes after her performance. This is for the judges and the audience.
- Soloists may go out of sequence. It is your responsibility to insure that the judges are aware of any changes in the order .
- Collect scoresheets and tapes from each judge. Be sure scoresheets are signed.
- Total scores and record on the scoresheet and circle the division rating.
- Record individual judge's scores, divisional rating, and the total score (combined from all judges) on the Solo Tally Sheet.
- There should be no scratch outs or write overs on the scoresheet. If you make a mistake fill out a new scoresheet quickly.
- Each soloist receives a medal: Gold for a DIVISION I Rating and Silver for a DIVISION II Rating. Avoid, if possible giving a soloist less than a Div. II rating.
- Make a "last call" for soloists in the team area before you pack up.
- After the last soloist has danced and you have finished tabulating, re-check the Solo Tally Sheet (have another judge double check your scores and addition) and list the top 8-10 soloists in each category (or whatever number of finalists the contest administrator has designated) on the Solo Finalists Sheet. List NAME & SCHOOL on the sheet to be read for the announcement of finalists. They should be listed in random order. Make 2-3 copies as needed (one for the announcer(s) in each performance area and one for the solo judges).
- Please be sure to tell the judges to keep a list of their "TOP" scorers throughout the day in each category. At the conclusion of the solo portion get with the judges to discuss solo finalists to insure that no one was overlooked. Please check each categorical score on sheet to insure that the judges did not make an improper score.
- At this time you should already know who your winners are.
- Rank the soloists and list their NAME & SCHOOL on the final results sheet to be read at the Final Awards Ceremony. Make two extra copies of finalists (announcer & video people).
- **IMPORTANT: PLEASE KEEP THE RESULTS AND TALLY SHEETS HANDY DURING THE AWARDS PRESENTATION AS WE HAVE HAD TO REFER TO THEM.**
- Organize the solo results packets by school/team name and file into the proper team results bag behind awards table. *Keep all solo results with you and in the proper folder. Hand them to the contest administrator at the end of the contest. Please do not show results sheet to ANY parent or director. Refer directors and parents to the Contest Administrator or office on Monday.
- At the end of the day, you will need to verify any of soloists who may have added with the ADTS Registrar to insure proper bookkeeping.