

DOOR MONITOR PROCEDURES

Evaluator Name/Room.....

Dear Room Monitor(s),

Your job is a very important one! The effort that you put forth is very much appreciated! Please review the information below. Thank you for all of your help!

Greeting to the Students:

1. How would I like to be introduced?
 - a. I will introduce myself
 - b. Please introduce me as follows: _____
2. How would I like the door monitor to introduce the students?
 - a. I will call out the student's name using the information on the evaluator forms
 - b. Please introduce the student to me
3. I would prefer to (circle one)
 - a. Bring in the student myself
 - b. Please bring the student into the room
 - c. Other _____

A Smooth Evaluation Day for Everyone

4. The student has the option to choose the order in which they are evaluated. Please ask the student in advance. Please ask, "In which order would you like to do your evaluation?"
 - a. 1)Sight reading , 2)Technique, 3)Repertoire
 - b. 1)Technique, 2)Sight reading, 3)Repertoire
5. Between Students
 - a. Please allow ___minutes before sending in the next one.
 - b. Please bring the next student in right away.
 - c. I will be walking each student to the door as they go in and out.
6. When I am behind schedule, please note my preference
 - a. I am always aware and I will find time to catch up. I don't need to be reminded, thank you.
 - b. Please inform me when I am ___minutes behind
 - c. I usually stay on time and this is not a concern.

Items for the Room Monitor to Check before Each Student Evaluation

- The answer to Question Number 4
- Music opened in the order in which they are playing the repertoire
- Check if music has measure numbers at the start of each system
(Please inform me if it is not numbered)
- Copied music (please check this carefully--it could be CD sheet music or public domain)
- **Please keep any test preparation materials or personal items out of the evaluation room.**
(For example, no technique booklets or cell phones allowed)

Rescheduled Evaluation Times*

- a. I prefer to stick to my schedule. I cannot help with any rescheduled evaluation times.
- b. Yes, I will hear the rescheduled student, if I am ahead of schedule or when there are no-shows.
- c. Yes, I will hear the rescheduled student, but they have to come at the end of day.
- d. Yes, I will hear the rescheduled student at any time

* Procedure IV # 5 states: it will be the branch's responsibility to pay the evaluator for the extra evaluation at the end of the same evaluation day." These rescheduled evaluation times may occur only by approval of the branch chair.

Minimum Rate:	10 min eval = 1/6	(\$7.50)
	15 min eval = 1/4	(\$11.25)
	20 min eval = 1/3	(\$15.00)
	25 min eval = 5/12	(\$18.75)
	30 min eval = 1/2	(\$22.50)