

# Applying to Become an Adjudicator for MSBOA Solo and Ensemble Festivals

## Information

The Michigan School Band and Orchestra Association seeks highly qualified music educators to serve as adjudicators for our festivals. Evaluation of our students and ensembles holds a very high position of importance in the mission of the MSBOA. We therefore consider the qualifications of each candidate very carefully. Candidates must have a minimum of five (5) successful years (ten (10) years preferred) teaching instrumental music and must have demonstrated a high level of achievement in his/her programs.

## The Process

Persons interested in becoming an adjudicator for any of MSBOA's festivals must first apply to the Association using the Application found at the end of this document. This application is reviewed by the District Executive Board that has jurisdiction over the applicant's home. Each District renders a decision, either approving or not approving the candidate. Those recommendations are submitted to the full MSBOA Executive Board for a final decision. The full Executive Board will decide on each candidate individually and may or may not agree with the District's decision. This meeting takes place at the MSBOA Fall Executive Board Meeting held the first full weekend in November.

Candidates that are approved must then attend the Adjudicator Workshop held on the second Saturday in December. After successfully completing the full one-day workshop, the adjudicator is placed on the MSBOA Probationary Adjudicator list. Each candidate must then successfully adjudicate at least four (4) festivals in two (2) different MSBOA Districts to be placed on the Permanent Adjudicator list. The candidate will be given forms to record each festival at which he/she adjudicated. It is the responsibility of the candidate to keep the forms until the required number is obtained and then submit all the Probationary Adjudication Forms at one time to the MSBOA State Office.

## Timeline

- **October 2, 2023** – Deadline for the submission of applications to the State Office. Be sure to have two (2) signatures of support and include the required paragraph with your submission.
- **October** – Applications will be submitted to each District for evaluation.
- **November 10, 2023** – The Full Executive Board will hear the recommendations of the Districts on each candidate.
- **The week of November 13, 2023** – Candidates will be notified of their status (accepted/not accepted) for the workshop.
- **December 9, 2023** – Solo & Ensemble and Band & Orchestra Adjudicator Workshop schedule 8:30 am – 5:30 pm. Lunch is provided (tentatively). \$50 registration fee paid at registration.

**Site: TBD**

**For additional information, please contact:**

**Cheryl Thomas, Vice President for Adjudication**  
cthomas@trschoools.org  
(269) 352-3566

**Garret Ernst, Executive Director**  
gernst@msboa.org  
(517) 347-7321

Deadline:  
October 2

**Michigan School Band and Orchestra Association**  
**Application to attend the S&E Festival Adjudication Workshop**  
**Saturday December 9, 2023 Location: TBD**

Deadline:  
October 2

**The Process:** Each applicant must complete this application including the listing of **two references and a brief statement** about their beliefs concerning the aims and goals of the festival. This application will be reviewed by the District Executive Board and a recommendation will be made to the full MSBOA State Executive Board for a final decision in November. The results of the status of the application will be sent to each applicant following the meeting. Approved candidates must attend the workshop in its entirety to be placed on the Probationary List.

**➡ NOTE:** Each applicant must include a brief paragraph on their beliefs about the aims and goals of festivals and have this application signed by two colleagues.

Print name: \_\_\_\_\_ MSBOA District in which you reside? \_\_\_\_\_  
Home address \_\_\_\_\_ email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_  
Present position \_\_\_\_\_  
School address \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

List the college(s)/universities that you have attended and degree(s):

INSTITUTION(S)	DATES ATTENDED	DEGREE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list your teaching experience (all types.) A minimum of 5 years total after a college degree is required, 10 years preferred.

Institution	Dates	Music area(s) and grades taught
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How are you maintaining your performance skills? \_\_\_\_\_

List any previous adjudicating experience that you have had (where, what & when): \_\_\_\_\_

What experience have you had in preparing students for this type of festival? \_\_\_\_\_

List up to five specific instruments (**not instrument families** ie: woodwinds or strings.)  
List only those instruments that you feel qualified to critique and are prepared to adjudicate.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

**REFERENCES:** Please have two colleagues/peers sign below in support of this application.

Print name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Signature \_\_\_\_\_  
Print name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Signature \_\_\_\_\_

I understand that I must attend a full-day workshop before being placed on the Probationary Adjudicator List.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **Date** \_\_\_\_\_