**OMEGA PSI PHI FRATERNITY, INC.**

**OFFICIAL ADJUDICATOR’S GUIDELINES**

A copy of these guidelines should be placed in the hands of each judge.

1. Use one (1) form for each participant.
2. Each category must be rated. Check one (1) box ranging from poor (1) to superior (5).
3. Comments and/or constructive criticism may be noted. This is not mandatory.
4. All judges must sign sheets. Judges do not have to extend ratings.
5. The tabulator will extend each line item to the total column and sum up total number of points. He/she must also sign the tabulation sheet.
6. Draw up tally/summary sheet by category. List each contestant and scores from each judge. Extend each score and sum up total number of points. Select winner. In case of ties, the adjudicators will be requested to reconvene and select a winner.
7. All rating and summary sheets must remain with the Local or District Talent Hunt Chairman. Students should be permitted to see their form for future growth.
8. 5-Points should be deducted for each minute performed over seven (7) minutes.
9. Participants must memorize selection. If printed scores are used the contestant cannot win 1st place and will receive 0 for that category on the adjudicator forms.
10. Participants must have three (3) copies of scores or scripts for judges. If participant does not comply with the requirement for copies, he or she (at the discretion of the chairman) may be permitted to perform, but cannot become a winner.
11. All participants must be judged by the same guidelines as set by the Omega Psi Phi Fraternity, Inc.

### Appendix B

**PROCEDURE FOR CONDUCTING A SUCCESSFUL TALENT PROGRAM – REVISED, 2013**

1. Secure a date and place as soon as possible after September.
2. No local programs will conflict with the district programs. Thus, the names, addresses, selections to be rendered by the local winner at the district, should reach the District Talent Hunt Chairman not later than 30 days prior to the district meeting.
3. Each participant should be a high school student in grades 9-12 who resides in the local jurisdiction of the chapter hosting the talent hunt. No student may represent more than one chapter unless selected as part of a multi chapter competition. The performance should be limited to the field of vocal or instrumental music, dance and dramatics for elimination. Participants will perform alone, as opposed to group participation. Selections will be limited to classical, semi-classical, gospel and jazz music, dance, dramatics and art.
4. Contact the public and private music teachers, counselors and/or principals to get the names and addresses of interested students. Write to interested student asking for a suitable time to come and discuss their appearance with them and their parents. Previous experiences have shown that parents are not aware of their child’s intended participation and object at the last moment to the student’s appearance, which may affect the success of the program.
5. Make certain that the piano at the site of the Talent Hunt Program is tuned and in good condition and that the auditorium is the proper size for the anticipated audience. Performing before an empty or half-empty house is depressing to the participants. It is preferred that a grand piano and a place designed for performance be utilized.
6. Have OPPF Candidates, Quettes and brothers “dress-up” the auditorium with flowers, palms, etc., for the program. Use the shield to its best advantage. In the absence of the aforementioned, have a florist to decorate.
7. Male participants must wear a dark suit or appropriate attire (i.e. No T-shirts, jeans, sneakers, etc.). Each female must wear appropriate attire (i.e. a dressy dress, or a simple short or long evening dress). Dance and drama participants may wear appropriate attire for their presentation. At the district level the contest should be formal. At the International level the attire will be formal.
8. Three judges are recommended for the local, state, and district levels—one in vocal; one in instrumental music; one in vocal and instrumental. If other categories are represented, experts in each category should be used.
9. Have a printed program that shall include the history of the talent hunt. Advertisements and patrons’ lists can be included if it is desirable. Advertisements require planned, advanced work.
10. Send a letter of appreciation to each participant, accompanist and any others who help to make the program a success.
11. A desirable program should not exceed 1-½ to 2 hours. An audience becomes restless if the program is too long. Six minutes length for a selection is most desirable, seven minutes is the maximum. 5-Points should be deducted for each minute performed over the agreed upon maximum times.
12. It will be left to each local chapter to determine the nature of the awards to be given to the participants. Some may give monetary prizes while others may choose trophies, etc.
13. A good photographer must be engaged to take pictures. These are to be sent to the local press as well as to the District Director of Public Relations. A good, glossy print of the winners, with cover story, is to be included in the documentation. Flash pictures are not to be taken during the performance.
14. The chairman and his committee are required to make prompt, full and detailed reports of the Talent Hunt committee activities in line with district and chapter requirements.
15. The matter of ushers is most important. The way the public is greeted and treated at the program will greatly impact the level of support for future programs.
16. No one is to be admitted into the performance hall while a student is performing. The audience will be informed of this requirement by the Master of Ceremony. This will be enforced by the ushers.
17. One member of the committee must have sole responsibility for seeing that the auditorium is opened, clean, well lighted with ample chairs, decorations and other needed properties for the occasion.
18. The backbone of tickets sales will be the brothers in the local chapter.
19. At the local, state, and district levels, the chairman will be presiding. He must wear a tuxedo or dark suit.
20. Guest artists are usually selected to perform while the judges are arriving at a decision. Community groups add much to the enhancement of audience participation.
21. If tickets are used, make sure the word “Donation” is printed on them. Certificates for each contestant may be secured from the District Talent Hunt Chairman; the certificates are to be typed or printed and framed.
22. It is recommended that a reception for the contestants immediately before or after the program proves worthwhile and make good public relations at the Local, District and International level.
23. Each participant in the International Talent Hunt Demonstration must be chaperoned by an adult. A member of the fraternity is not allowed to chaperone a contestant of the opposite sex without documentation from the student’s parent/ guardian which has been reviewed by the District Counselor. The district is obligated to pay this expense. The sponsoring or local chapter is obligated for the expense of a chaperone to the state or district meeting.
24. Materials required by the International Talent Hunt Chairman for the printed program are due 60 days before the Talent Hunt Demonstration is presented at the Conclave. The same items are required during a non conclave year. This includes
    1. Parental Release and Consent Form
    2. Contestant Application
    3. Biographical sketch (100 words or less)
    4. Photo of student, high resolution, (4x6)
    5. Activity report