

## Recording Evaluator

### ***As an OVC Evaluator, I Understand My Duties to Include:***

1. Listening to and evaluating qualifying recordings of an assigned group of singers.
2. The use of word sheets for all songs being evaluated. (Word sheets are available from your Section Leader Administrator and/or from the chorus members only website)
3. The use of recording equipment which provides for the least amount of distortion possible.
4. Timely completion of evaluations.  
All singers should have their recordings and word sheet returned within one week of submission. This can be done most efficiently if handled electronically.
5. Providing up-to-date written records to the Section Leader Administrator of each assigned singer's progress.
6. Open communication with the Administrative, Teaching and/or Specialist Section Leaders regarding any problem areas or concerns.
7. Understanding that the following standards will be used when doing recording evaluations:

### **Evaluation Procedures & Markings**

- \* Get word sheets from the Administrative Section Leader
- \* Use HIGHLIGHT YELLOW for NOTES that need fixing
- \* Use HIGHLIGHT ORANGE for WORDS that need fixing
- \* Use HIGHLIGHT PINK for EXCEPTIONALLY GOOD THINGS!!