

EPTA (UK) Piano Competition—Round 1 Guidelines for ROs/Stewards

Before Round 1

1. Decide on a date, time and venue for the competition and immediately email admin [at] epta-uk.org with this information for the entry form and website
2. The total budget for venue hire, piano hire and piano tuning is £150. If the fees are overbudget, please contact the administrator before confirming the booking.
3. Book an adjudicator and agree a fee in line with the BIFF rate (<https://www.federationoffestivals.org.uk/>). **(3-hour session £127; 6-hour session £179; 9-hour session £239 + travel @ .45p/mile. For 2023. Rates will increase for 2024**
4. Set an entry deadline. All entries must be submitted via the [EPTA UK website form](#). Money received for round 1 at specific regions will be distributed back to the Regional Organiser after the closing date.
5. Verify repertoire as correct for the class. If the repertoire is not listed on EPTA UK's [repertoire list](#), please refer to your list of graded repertoire or contact the administrator.
6. Please use the recommended [BIFF criteria](#).
7. The RO/steward to fill in all certificates of entry with correct names **in advance** of the competition.
8. We recommend helpers to be assigned 'duties' during the running of the event:
 - i) Someone on the door for registration, programmes and stopping people entering during a performance.
 - ii) Someone front of house to announce each performer.
 - iii) Adjudicator steward; ideally someone who has no pupils entered into the competition.
 - iv) Refreshments co-ordinator.

On the Day

- The RO is responsible for ensuring that the competition rules are obeyed.
- The RO/steward should make sure that music scores are presented to the adjudicator prior to each performance.
- The RO/steward should have a stopwatch or similar device that can time performances accurately.
- The RO/steward must time each performance and should feel comfortable about stopping any performers that runs over the specified time limits.
- The adjudicator's steward must, under no circumstances, interfere or give any direction/advice etc. directly or indirectly in regard to the adjudicator's decision.
- The adjudicator must not see the names of competitors' teachers.
- The RO/steward should put all paperwork in correct order.
- The RO/steward should assign a page turner for the day if possible.
- The RO/steward should give all successful candidates the paperwork for the regional final round and ensure they understand the importance of returning the Regional Final entry form **by Thursday 29th February 2024**

Post Competition

- Erase any personal data of entrants by the end of the current EPTA UK membership year.

Updated on 14th September 23