

**UNIVERSITY OF PORTLAND JAZZ FESTIVAL**  
**SIGHT READING PROCEDURE**

- **ONLY Band Members and Directors are permitted in the sight-reading room. (Audience and observers are not allowed.)**
- **Music is to be left in envelopes until the direction is given to open music.**
- **Set up and tune up are allowed after entering the room.**
- **Sight Reading procedures will be read to the band by adjudicator or festival worker.**
- **The director is given three minutes to review the conductor's score. During this time the band is expected to remain quiet.**
- **The room monitor will ask the band to remove music from envelopes to put on music stands.**
- **The ensemble and director have five minutes to review the music together.**
- **Band member may not play their instruments, but they can sing and clap rhythms. The conductor cannot play, sing or clap, but can respond to student singing and clapping. The five minutes can be spent any way the ensemble chooses; group led by director, students working independently or any combination of group progress.**
- **The festival worker will signal when five minutes are complete, at which time the room must become quiet.**
- **The director will count the music off and the band will play. While the band is playing, the conductor may choose to speak the rehearsal letter/numbers without penalty.**
- **When the music is complete, the room will again become quiet for comments and suggestions from the adjudicator.**
- **Replace music in folders.**