

## TAPING TIPS

During the course of a year in Sweet Adeline life, all members may be asked to qualify for specific performances on specific pieces of music (contest pieces, etc.). Listed below are a few tips for making yours and your tape evaluator's life a little easier.

1. Tapes should be placed in an envelope with your name on the front. (Brown envelopes are normally available in the rehearsal hall.)
2. Please write your name on the tape, as well.
3. Include in the envelope a critique sheet for each song taped (normally available in the rehearsal hall).
4. It is very helpful to speak the date of the taping at the beginning of the tape.
5. Kindly rewind your tape to the beginning of the current taping.
6. At the end of the taping please say "End of taping".
7. Please do not tape more than two songs for critique at a time.
8. Either personally give your tape evaluator your tape or put it in her mailbox.
9. If your tape evaluator asks you to retape, please take the time to review the critique she has provided and spend some time practicing the corrections she has requested BEFORE you retape. Also include in the envelope a new, clean critique sheet as well as the previous one.
10. Please be kind to the tape evaluator---know the words and notes BEFORE you tape!
11. When taping deadlines are announced, please be proactive and turn your tape in BEFORE the deadline! (Better yet---be the first to turn yours in and be cleared so you can brag about it!)