

DIRECTIVES FOR CONDUCTING FESTIVALS

JR 3-14

Purpose:

The National Federation of Music Clubs (NFMC) Festivals provide young musicians (through age 18) and adults (age 19 and above) opportunities and encouragement for continued musical growth. Over 140 solo and ensemble events are available to participants. Entrants do not compete against each other, but are rated on their individual merits. The Festivals are intended for average students as well as the very talented.

Organization:

National Festivals are sponsored by State Federations of Music Clubs. Rules and regulations are printed in the *Festivals Bulletin* (JR 2-1) and are approved by the NFMC.

Each area Festival is directed by a chairman who works cooperatively with the state Festival chairman and the state president. If there is a question or problem, the area chairman should first contact the state chairman. For more help, refer questions to the state junior counselor, the state president and then the national Festivals chairman. Read all Festival materials carefully, especially the *Festivals Bulletin* and the Festival articles in *Junior Keynotes*.

Participation Eligibility:

All participating teachers and counselors must be federated through membership in the National Federation of Music Clubs. Teachers may not submit entrants whom they do not personally teach.

Junior entrants must be federated through a junior club or junior division of a senior club or become an Individual Junior Member. Juniors entered in ensemble events (5 or more) may be associate members of the State and National Federation of Music Clubs.

Special Instruction: There *must* be a minimum of two (2) adults, who may be judges, present *at all times* in the audition room.

Guidelines for State Festival Chairmen:

- 1) Become familiar with all rules and regulations. Read the *Festivals Bulletin* and directives from the national chairman.
- 2) Read *Junior Keynotes* for up-to-date information.
- 3) Be certain that all area chairmen have necessary Festival material including directives from the national chairman.
- 4) If Festival liability insurance is desired, apply by completing the Insurance Request Form (available from the First Vice President). Some sites REQUIRE liability insurance. This form and payment must be mailed to the NFMC First Vice President by *August 1st*.
- 5) Place first order for national honor certificates for Superiors with the national chairman by *November 30th*. Estimate the number based on last year's state JR 3-3 report.
- 6) If needed, order more national honor certificates for Superiors from the national chairman. Order anytime prior to *April 30th*.

Guidelines for Area Chairmen:

- 1) Set date for Festival and arrange for location, pianos, insurance (NFMC group rates are available), and judges. Qualified judges must be provided for each event. (See Special Instructions.)
- 2) Order state certificates (JR 3-20) and other needed forms from NFMC Headquarters. Estimate number determined by previous Area Summary Report (JR 3-3)
- 3) Inform junior counselors, teachers, and special members of date and place, and remind them that photocopies are not permitted.
- 4) Remind all teachers and junior counselors that they **MUST BE FEDERATED!** Be familiar with all rules pertaining to federating.

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- 5) Send each teacher and junior counselor the number of application forms required and set a deadline for returning the applications. If dues have not been paid, applications should not be issued.
- 6) Check completed applications for the following: age of performer, proper classification, required composition listed in the *Festivals Bulletin*, appropriateness of music and composer of choice selection. Contact teacher or junior counselor *immediately* in event of any discrepancy.
- 7) Review any request for SCJM status. These requests must be submitted on form JR 3-13. Discuss with the state chairman and complete the form with instructions to judges prior to the Festival.
- 8) All Festival income is to be used for the Festival program. Fund balances remaining at the end of the year must also remain in the Festival fund.
- 9) In cooperation with the treasurer, send payment of Festival fees to the state treasurer by *May 1st*.
- 10) Submit Festival income and expense balance sheet to state Festival chairman by *May 1st*, if requested.
- 11) Send all judges information on the Festival program, assessment guidelines, and a copy of the rating sheet they will be using.

Scheduling Information:

- 1) Performance time is determined by the number of minutes on the application plus 3 or 4 minutes for judges to make evaluation. Give the judges time to write. *Do not schedule too closely.*
- 2) Send performance schedule to the applicable teacher prior to Festival day.
- 3) Judges should have a performance schedule also.

Festival Day:

- 1) Auditor: Record ratings for Festival reports. These ratings are also placed on the state certificates.
- 2) Registrar: Check names of participants upon arrival against prepared list and confirm that published music has been brought for use by the judges.
- 3) Door Monitor: Keep silence in the room during performance.
- 4) Page: Direct students to area where they are to perform. Pages used outside the room may act as runners to take rating sheets to the auditing room.
- 5) Publicity: Emphasize that the NFMC and the state Federation sponsor the Festivals.
- 6) Promotion: Arrange display area for junior achievements, materials, and scrapbooks. Feature senior club achievement books.
- 7) Rating Sheets and State Certificates: Give to teachers and junior counselors *only* after all records are justified and recorded by the auditor.

Suggestions for Teachers and Junior Counselors:

- 1) Read the *Festivals Bulletin* and each issue of *Junior Keynotes* carefully.
- 2) Validate records of transfer students with Festival chairman.
- 3) Select the correct event and classification and be sure to follow rules of progression.
- 4) Choose music in accordance with Festival rules.
- 5) Return applications promptly.
- 6) Submit requests for SCJM to the area chairman at least *30 days prior* to the Festival. Use form JR 3-13
- 7) Pay fees on time. Reminder: teachers and junior counselors **MUST BE FEDERATED** for their students to participate in Festivals. Applications will not be processed and students will not be scheduled until teacher dues and student fees have been paid.
- 8) If consecutive Superior honor certificates are desired for your students, make sure to confirm this with the area chairman. 12+ consecutive Superior certificates must be ordered individually **AFTER** the Festival by the area chairman. Use form JR 3-16

Reporting Festivals:

- 1) All applications and reports should be typed or printed and duplicated according to the instructions on the form. All information must be *complete, accurate, legible, numbered and dated.*
- 2) Prepare two separate reports if there are both junior and adult Festival participants..
- 3) State chairman must send any adjustment or correction to the regional chairman *to be received no later than May 15th* of the Festival year.

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Preparing JR 3-3 Summary Report:

- 1) Area Chairmen: Designate on JR 3-3 whether junior report or adult report. Do not combine. Prepare 3 copies of each report and send 2 to the state chairman no later than *May 1st*. Keep one copy of each report.
- 2) State Chairmen: Prepare 2 copies of state JR 3-3. Do not combine junior and adult reports. Match figures on state chairman's JR 3-3 with state treasurer's JR 3-7. Send one copy of the state JR 3-3 and one copy of each area JR 3-3 to regional chairman no later than *May 15th*. Keep one copy of state JR 3-3 and each area JR 3-3.
- 3) Regional Chairmen: By *May 15th* be sure you have received a state JR 3-3 and area JR 3-3 from each state in your region. No later than *June 1st*, submit to the national chairman a composite of all states in your region, showing all events that occurred in your region and the total number of participants for each state, as well as a composite report of consecutive Superiors for each state in your region. Separate reports for junior and adult festivals should be submitted. Do not combine.
- 4) National Chairman: By *July 1* prepare national Festivals summary report. By *July 1* send two copies to NFMC Junior Division Chairman.

Preparing JR 3-4 Report of all Entrants:

- 1) Area Chairmen: Prepare two copies and send one copy to state chairman no later than *May 1st*. Prepare separate reports for junior and adult participants. Keep one copy of each report. A computer print-out is acceptable; be sure information is complete and follows the same format as the form.
- 2) State Chairmen: Keep JR 3-4 from each area. Check area JR 3-4 with previous years for correct progression and accuracy of consecutive Superiors.

Preparing JR 3-7 State Treasurer's Report:

- 1) Prepare three copies. Match figures with state chairman
- 2) Send two copies to national treasurer by *June 30th*.
- 3) Keep one copy.

Certificate Procedures:

- 1) Every entrant who earns a Superior rating in Festival is entitled to receive a National Honor Certificate.
- 2) The cost of these certificates is included in the entry fee.
- 3) An entrant may earn a certificate in each event in which he or she is entered.
- 4) The certificates will be sent directly to the state chairman for distribution.
- 5) All Superior certificates, 1- year through 11-year – blue; 12-year and above – various.
- 6) For twelve-year (and above) certificates only, complete form JR 3-16 for each individual wishing to receive a National Honor Certificate. The process begins with the area chairman.

Current regional chairmen are listed in the NFMC Directory (AD 8-1) and in *Junior Keynotes* magazine.