

NATIONAL FEDERATION OF MUSIC CLUBS



JUNIOR DIVISION FEDERATION FESTIVALS

PROCEDURES MANUAL

JULY 2025

NATIONAL FEDERATION *of* MUSIC CLUBS

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FORWARD

1. The official rules and procedures governing the NFMC Festivals program are located in the NFMC Junior Division Festival Procedures Manual (JR 3-18). *(6-2018, Milwaukee, WI)*
2. All content added, adjusted, or deleted in the NFMC Junior Division Federation Festivals Procedures Manual (JR 3-18) must be approved by the NFMC Board of Directors and will be updated by NFMC Headquarters. *(6-2018, Milwaukee, WI)*
3. All additions and adjustments to the NFMC Junior Division Federation Festivals Procedures Manual (JR 3-18) must include a date, year, and location of when the item was approved by NFMC Board of Directors. *(6-2018, Milwaukee, WI)*
4. The NFMC Festivals Program is a copyrighted project of the National Federation of Music Clubs. No part of the NFMC Festivals Program may be duplicated, misrepresented, or substituted with State-, Area-, or teacher-created material. *(6-2019, Jacksonville, FL)*

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PURPOSE OF THE NFMC FESTIVALS PROGRAM

1. Festivals are designed for ALL members of the NFMC. Festivals are not a competition but an opportunity to perform and receive evaluation. The National Federation of Music Clubs sets the rules, and all Festivals are administered by the respective State Federation of Music Clubs in accordance with the rules as stated in the NFMC *Festivals Bulletin*. No exceptions will be made. The National Festivals Chair, in consultation with the proper authorities, may pass final judgment on questions or interpretation of rules and procedures. (*Standing Rules, K-1*)
2. The National Federation of Music Clubs Festivals provides young musicians and Adults (age 19 and above) opportunities and encouragement for continued musical growth. Over 140 solo and ensemble events are available to participants. Entrants are evaluated on their individual merits. The Festivals are intended for students at all levels of ability. (6-2016, *Tulsa, OK*)

MEMBERSHIP & PARTICIPATION ELIGIBILITY

1. A Junior Club Counselor or a Teacher entering students in Junior Festival shall be required to be a member of a Senior Organization or be an Individual Member of the State and National Federation. (*Standing Rules, K-1; 8-3-00*)
2. Each teacher of Festival entrants must be a Senior member of the NFMC, either as a Senior Club member or a Senior Individual member. Additionally, all individual teachers affiliated with a conservatory must be Senior members. NFMC Bylaws Article III, Section 3A defines membership.
3. All participating teachers, counselors, and Festivals Chairs must be federated through membership in the National Federation of Music Clubs. (6-2016, *Tulsa, OK*)
4. Junior entrants must be a member of an active Junior Club or be a Junior Individual member (refer to NFMC Bylaws Article III, Section 5). Group entrants may be associate members of the State and National Federations. (*Standing Rules, K-1*)
5. Dual state memberships are permissible. However, Festival entrants cannot enter the same event in multiple states in the same academic year. A year is defined as the academic year July 1-May 15. (6-2018, *Milwaukee, WI*)
6. Junior Individual Membership is not transferable between states. (6-2018, *Milwaukee, WI*)
7. Junior entrants must be under 19 years of age on the date of Festival. (*Standing Rules, K- 1; 6-8-11*)
8. Adult entrants must be members of an active Student/Collegiate or Senior Club or be a Student/Collegiate or Senior Individual member. (*Standing Rules K-1*) Student/Collegiate members are age 19 – 26. (*General Rules 2017 Bulletin, p. 1*) Membership dues must be current and are separate from Festival Fees. (*Standing Rules, K-1*)
9. Membership dues must be current in your state before Festival entries can be processed. (6-2016, *Tulsa, OK*)

10. A five-dollar (\$5) fine shall be assessed to each Junior Club whose dues are not postmarked to the NFMC Treasurer by **February 1**. (*Standing Rules, J-4; 8-10-03*)
11. The State Treasurer's Membership Dues report (FI 8-1) must be submitted by **December 1** to the NFMC Treasurer. (*6-2016, Tulsa, OK*)
12. Dues are determined by each State Federation and include a fixed amount for National dues. (*6-2016, Tulsa, OK*)

FESTIVALS CHAIR RESPONSIBILITIES

NFMC Festivals Chair

1. There shall be one Festival Chair for both Adult and Junior Festivals with the title, "NFMC Festivals Chair." (*Standing Rules, K-1; 8-9-03*)
2. The NFMC Festivals Chair must be a Senior member of the National Federation of Music Clubs, either as a Senior Club member or Senior Individual member. (*6-2016, Tulsa, OK*)
3. All NFMC Festival certificates and theory tests are ordered through the NFMC Festivals Chair. The NFMC Festivals Chair is responsible for creating the ordering form, sending it by email to all State Festivals Chairs and/or State Presidents, setting the deadline for ordering, and transmitting orders to NFMC Headquarters. All twelve year and above certificates are authorized and sent directly from the NFMC Festivals Chair to the specified recipient. (*6-2016, Tulsa, OK*)
4. The NFMC Festivals Chair will send a congratulatory letter with all twelve year and above consecutive superior certificates. (*6-2018, Milwaukee, WI*)
5. The NFMC Festivals Chair is the Chair of the NFMC Festivals Committee and chairs the annual NFMC Festivals Meeting at the NFMC Conference/Convention. (*6-2106, Tulsa, OK*)
6. The NFMC Festivals Chair is responsible for bringing all items approved in the NFMC Festivals Meeting to the Junior Division for consideration and subsequent vote. (*6-2016, Tulsa, OK*)
7. The NFMC Festivals Chair must prepare a national Festivals summary report by **June 30** and send a copy to the NFMC Junior Division Chair. (*6-2016, Tulsa, OK*)
8. The NFMC Festivals Chair must keep an up-to-date database of all State Festivals Chairs and notify Regional Festivals Chairs of any changes in their respective areas. (*6-2016, Tulsa, OK*)
9. The NFMC Festivals Chair is responsible for updating all Junior Division forms pertaining to NFMC Festivals and for updating the Festivals page in the NFMC Manual. (*6-2016, Tulsa, OK*)
10. All pertinent records must be saved and passed on to the National Festivals Chair's successor at the end of his/her term of office. (*6-2016, Tulsa, OK*)

NFMC Regional Festivals Chairs

1. There is one (1) Regional Festivals Chair for each of the five (5) NFMC regions of the United States. Each Regional Chair will be the liaison between the State Festivals Chairs in their respective regions and the National Festivals Chair. (6-2016, Tulsa, OK)
2. All Regional Chairs must be senior members of the National Federation of Music Clubs, either as a Senior Club member or Senior Individual member. (6-2016, Tulsa, OK)
3. All five (5) Regional Festivals Chairs serve on the NFMC Festivals Committee. As part of the NFMC Festivals Committee, regional Chairs in the five designated regions will be responsible for: Voting as part of the NFMC Festivals Committee and being aware of all issues on the agenda and recommendations to the Junior Division at the NFMC Conventions/Conferences. (6-2016, Tulsa, OK)
4. Regional Chairs will be included and consulted after state officers with all inquiries, conflicts, or policy clarifications in their region before contacting the National Festivals Chair/Officers, and will provide regional assistance with policy resolutions. (6-2016, Tulsa, OK)
5. Regional Chairs must receive all JR 3-3 information from each state in their region by **May 31**. The Regional Chairs must submit to the National Chair a composite of all states in their region showing all events that occurred in their region and the total number of participants for each state, as well as a composite report of consecutive superiors for each state in their region, no later than **June 10**. *Separate reports for Junior and Adult Festivals should be submitted*. Junior and Adult reports **should not** be combined. Regional Festivals Chairs do not report financial figures for the states in their respective regions to the NFMC Festivals Chair. (6-2017, Dayton, OH)
6. Current Regional Chairs are listed in the NFMC Directory and in the *Junior Keynotes* publication. (6-2016, Tulsa, OK)

State Festivals Chair

1. The State Festivals Chair acts as a liaison between his/her state's Area Festivals Chairs and the Regional Festivals Chair. (6-2016, Tulsa, OK)
2. All State Festivals Chairs must be Senior members of the National Federation of Music Clubs either as a Senior Club member or Senior Individual member. (6-2016, Tulsa, OK)
3. State Chairs need to secure one (1) copy of each NFMC publication used for Federation Festivals from the **nfmc-music.org** website. Select those publications that will be necessary for your state's Festivals. Direct Area Chairs to these publications online and provide guidance to them if they need assistance in understanding the forms. (NFMC 2019- 2021 Manual)
4. All State Festivals Chairs must become familiar with all rules and regulations. State Festivals Chairs must be familiar with the NFMC *Festivals Bulletin*, the NFMC Junior Division Federation Festivals Procedures Manual (JR 3-18), and directives from the National Chair. Additionally, State Chairs need to read *Junior Keynotes* for up-to-date information. (6-2016, Tulsa, OK, NFMC 2019-2021 Manual)

5. State Festivals Chairs need to ensure that all Area Festivals Chairs have all necessary Festival materials, including directives from the National Festivals Chair. (6-2016, Tulsa, OK)
6. State Festivals Chairs are responsible for communicating any changes at the State and National levels to their Area Festivals Chairs. (6-2016, Tulsa, OK)
7. State Festivals Chairs should try to hold a Festivals Workshop at least once a year for all Area Festivals Chairs within their state. During that time, instructions can be given, problems discussed, Festival supplies distributed, dates set for area Festivals, recordkeeping explained, etc. (NFMF 2019-2021 Manual)
8. In collaboration with State Federations, the State Festivals Chair should develop guidelines for Federation Festivals in his/her state. Guidelines must adhere to NFMF rules. (NFMF 2019-2021 Manual)
9. **For states holding Festivals between July 1 – December 1**, all State Summary Festival reports JR 3-3, JR 3-7, and Festival monies will be sent to the NFMF Headquarters no later than **December 15**. A copy of *both* the treasurer's report and the JR 3-3 must accompany the report to national. (6-2018, Milwaukee, WI)
10. **For states holding Festivals between December 2 – May 15**, all State Summary Festival reports JR 3-3, JR 3-7, and Festival monies will be sent to the NFMF Headquarters no later than **June 1**. A copy of **both** the treasurer's report and the JR 3-3 must accompany fees to national (6-2016, Tulsa, OK)
11. State Festivals Chair reports are due to Regional Festivals Chairs no later than **May 31**. *Do not combine Junior and Adult reports*. Figures on the State Festivals Chair's JR 3-3 and State Treasurer's JR 3-7 must match. Send a copy of the state JR 3-3 and a copy of each area JR 3-3 to the Regional Festivals Chair. Send a copy of the state JR 3-3 with entry fees to NFMF Headquarters no later than **June 1**. (6-2017, Dayton, OH)
12. State Festivals Chairs keep one (1) copy of state JR 3-3 and area JR 3-3/3-4 reports for your own records. Check area JR 3-4 with previous years for correct progression and accuracy of Consecutive Superiors. (6-2016, Tulsa, OK)
13. State Festivals Chairs must send any adjustments or corrections of reports to the Regional Chair no later than **May 31** of the Festival year. (6-2016, Tulsa, OK)
14. Keep records at the State level for 12 years. All pertinent records must be saved and passed on to the State Chair's successor at the end of his/her term of office. (6-2016, Tulsa, OK)
15. All reports, requests, and certificates must go through the State Chair. (NFMF 2019-2021 Manual)
16. NFMF certificates are sent directly to State Chairs for distribution, unless otherwise requested; see p. 12, #12 for more information. (6-2016, Tulsa, OK)
17. State Festival Chairs must place orders for national theory tests, state certificates, and honor

certificates by the deadline determined by the National Festivals Chair. Estimate the number based on last year's state Festival report plus a 10% increase. (6-2016, *Tulsa, OK*)

18. State Chairs need to set a deadline well before **October 1** for their Area Chairs to place their orders with them for certificates and musicianship materials. (6-2016, *Tulsa, OK*)
19. State Chairs are responsible for making sure Festival Fees are computed accurately and for reminding the State Treasurer to pay NFMF no later than **June 1**. (NFMF 2019-2021 *Manual*)

Area Festivals Chair

1. Each Area Festival is directed by a Chair who works cooperatively with the State Festivals Chair and the State President to facilitate festivals in their state. If there is a question or problem, the Area Chair should first contact the State Festivals Chair. For additional assistance, questions should be directed to the State Junior Counselor and/or the State President, and then to the Regional Festivals Chair. If a conflict or issue cannot be resolved through the aforementioned channels, the issue should then be brought to the National Festivals Chair. (6-2016, *Tulsa, OK*)
2. It is imperative that Area Chairs read the NFMF Junior Division Federation Festivals Procedures Manual (JR 3-18), the NFMF *Festivals Bulletin*, and the directives and updates from their State Festivals Chair in order to become familiar with all rules and regulations. Additionally, Area Chairs should read their *Junior Keynotes* for updates and pertinent information in order to assist with their knowledge base regarding rules and regulations. (6-2016, *Tulsa, OK*)
3. All Area Festival Chairs must be Senior members of the National Federation of Music Clubs, either as a Senior Club member or Senior Individual Member. (*General Rules Bulletin* 2017, pg. 1)

NFMF FESTIVALS COMMITTEE

1. The Festivals Committee shall consist of the NFMF Festivals Chair, five (5) Regional Festivals Chairs, NFMF Federation Cup Chair, *Festivals Bulletin* Editor (ex-officio), and *Junior Keynotes* Editor (ex-officio). (*Standing Rules, J-4 and K-1*)

FESTIVAL AREA PROCEDURES

Guidelines for Area Chairs

1. Area Chairs need to read the NFMF *Festivals Bulletin*, the NFMF Junior Division Federation Festivals Procedures Manual, and *Junior Keynotes*, as well as all directives and updates from their State Festivals Chair, to become familiar with all rules and regulations. (6-2016, *Tulsa, OK*)
2. Area Chairs set the date(s) for the Festival(s) and arrange for venue, pianos, and judges. Qualified judges must be provided for each event. (6-2016 *Tulsa, OK*)
3. It is the Area Chair's responsibility to review the NFMF Liability Insurance offered for

Festival events. While coverage is optional, purchase is strongly encouraged! Insurance is available for purchase through your State President and/or State Insurance Chair. Please contact your State President and/or Insurance Chair for deadline information. State clearly if you will need a proof of insurance certificate in hard copy form. Child Protection Forms **MUST** be submitted with insurance requests and payments, as required by our insurance provider. No insurance request will be fulfilled unless this Child Protection Form is submitted properly. All State Insurance Chairs are listed on the NFMC website. *(6-2016, Tulsa, OK)*

4. Special Instructions: There **must** be a **minimum** of two (2) adults, who may be judges, present **at all times** in the audition room. The two adults may not include the teacher or the parent of the entrant. *(6-2016, Tulsa, OK)*
5. The Area Chair must communicate with his/her State Festivals Chair regarding Festival dates, materials needed, certificates (State and Superior Certificates), and musicianship tests. These materials must be ordered through the State Festival Chair before **October 1** of each year. Use the previous Area Report as a guide for ordering certificates, and if applicable, allow for 10% growth from the previous year's report. *(6-2016, Tulsa, OK)*
6. Chairs can download all other needed forms from the NFMC Festivals page. These forms can also be found under the NFMC Publications Junior Division page and are available for free in a PDF format. *(6-2016, Tulsa, OK)*
7. Area Chairs must inform Junior counselors, teachers, and special members of Festival date and place, and remind them that photocopies are not permitted. Online music must be obtained from legitimate sources and accompanied by a hard copy receipt or studio license. *(6-2016, Tulsa, OK)*
8. Chairs must remind all teachers and Junior counselors that they **must be Federation members** to be eligible to place entrants in area Festivals. Chairs should be familiar with all rules pertaining to federating. *(6-2016, Tulsa, OK)*
9. Area Chairs 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 processed. For areas with online application capabilities (Vivace), teachers who have failed to pay dues should not be allowed to gain access to the area's online registration system until all dues are made current. *(6-2016, Tulsa, OK)*
10. Area Chairs are responsible for notifying teachers immediately if any error is found in applications or if insufficient dues or fees have been paid. *(6-2016, Tulsa, OK)*
11. The Area Festivals Chair is responsible for setting a deadline for the return of Festival applications. It is recommended that this be at least **eight to ten (8-10) weeks prior to Festival**. This would permit most entrants time to learn another piece should the selected literature be incorrect. Registration using the NFMC Online Festivals Management System (Vivace) will ensure that a correct required piece is selected. The Area Chair must notify teachers immediately if there is an error in the choice piece selection. *(6- 2016, Tulsa, OK)*
12. It is the Area Festivals Chair's responsibility to check completed applications for the following: age of performer, proper classification/progression, required composition

listed in the *Festivals Bulletin*, appropriateness of music, and composer of choice selection. The Area Chair must notify teachers immediately if there is an error in the choice piece selection. (6-2016, Tulsa, OK)

13. Area Chairs process requests for Specially Capable Musician status to the State Festivals Chair. These requests must be submitted on form JR 3-13. Parents/guardians must sign the form if the entrant is a minor child. Adult entrants must sign the application. Discuss with the State Festivals Chair and complete the form with instructions to judges prior to the Festival. (6-2016, Tulsa, OK)
14. The JR 3-13 Specially Capable Musician application must be approved by the local (Area) and State Festivals Chairs. A one-time filing for permanent conditions will be allowed. The student's teacher must keep the approval form and resubmit to the Area Chair each year. (2025, Austin, TX)
15. Send all judges information on the Festivals Program, assessment guidelines, and a copy of the rating sheet they will be using. (6-2106, Tulsa, OK)
16. Make sure all judges understand the vision of the NFMF Festivals Program and rating system through a thorough briefing with judges prior to the event. Communicate specifically to the judges that their duties do not include comparing entrants and selecting participants to go on to a state competitive event (if applicable), but to evaluate students on their individual merits and in accordance with the assessment guidelines detailed on the rating sheet. Try to "pair" judges with events/classes with which they have had extensive experience teaching, mentoring, or adjudicating, if possible. (6-2016, Tulsa, OK)
17. In cooperation with the treasurer, send payment of state and national Festival fees to the State Treasurer within two (2) weeks after the conclusion of your area Festival. The NFMF deadline is **May 20**, but state boards may establish an earlier deadline. (6-2016, Tulsa, OK)
18. Submit Festival income and expense balance sheets to the State Festivals Chair along with your report within two weeks following your area festival. (6-2016, Tulsa, OK)
19. It is recommended that Local (Area) Chairs compile their Festival reports (JR 3-3, JR 3-4, and JR 3-7 through Vivace or manually) within two weeks following their Festival. The NFMF deadline for sending Area reports and fees to the State Chair is **May 20**. Each state board may establish an earlier deadline. Send the following reports to:
 - a. The JR 3-3 and JR 3-4 to the State Festivals Chair,
 - b. The JR 3-3 and JR 3-7 to the State Treasurer, along with the entry fees collected.
 - c. Keep one (1) hard copy of all three (3) reports in your files. (6-2017, Dayton, OH)
20. Keep records at the local level for 12 years. Prepare for the NFMF Online Festivals Management System (Vivace). (6-2016, Tulsa, OK)

Festivals Scheduling Guidelines for Area Chairs

1. Performance time is determined by the number of minutes on the application plus three or four (3 or 4) minutes for judges to make their evaluation. Give the judges time to write. Do not

schedule students too close together. (6-2016, Tulsa, OK)

2. Send the performance schedule to the applicable teachers two to four (2-4) weeks prior to the Festival day. (6-2016, Tulsa, OK)
3. Judges should also have a performance schedule. (6-2016, Tulsa, OK)

Suggested Festival Day Assistants to Area Chairs

(retired JR 3-14 | 6-2016, Tulsa, OK):

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 a 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. Keep space outside the adjudication room quiet.
4. **Page:** Direct students to the area where they are to perform. Pages used outside the room may act as runners to take rating sheets to the auditioning 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.

Area Festival Reports

1. The NFMC Online Festivals Management System (Vivace) can run all reports. See Vivace's Support Center/Helps for Festival Area Admins for instructions on downloading reports.
2. All non-Vivace applications and reports should be typed or printed and duplicated according to the instructions on the most recent forms. All information must be complete, accurate, legible, numbered, and dated. (6-2016, Tulsa, OK)
3. Compile two (2) separate reports (JR 3-3) if there are both Junior and Adult Festival participants. Designate on each report whether Junior or Adult report. Send a copy of your report(s) to: (1) the State Festivals Chair, and (2) the State Treasurer, along with the entry fees collected. Keep one (1) hard copy in your files. This process should take place no later than two (2) weeks after your Festival Day. Keep one (1) copy of the report. NFMC deadline for Area Reports to be sent to the State Festivals Chair is **May 20**. State boards may establish an earlier deadline. (6-2017, Dayton, OH)
4. Compile the JR 3-4 report and send it to the State Festivals Chair no later than the NFMC deadline of **May 20** (or no later than the state board's established deadline). Again, prepare separate reports for Junior and Adult participants. Keep one (1) copy of the report. A

computer printout is acceptable; be sure information is complete and follows the format indicated by the instructions on the form. *(6-2017, Dayton, OH)*

5. All Area Festival reports must be submitted to the State Festivals Chair on or before the state deadline. NFMF deadline is **May 20**. *(6-2017, Dayton, OH)*

NFMF RATING SHEETS

1. All Area Festivals must use the current, official NFMF Federation Festivals Rating Sheet (JR 3-9). Ratings other than those titled “Superior, Excellent, Satisfactory, Fair, Needs Improvement” will no longer be recognized by NFMF for Consecutive Superior National Certificates or Federation Cup point accrual and will be non-transferable between states. *(Standing Rule K-2 and 6-2017, Dayton, OH)*

NFMF CERTIFICATES

1. No state, Festival Area, or teacher may copy, digitally reproduce, misrepresent, or create non-NFMF Festival certificates or Federation cups for distribution to Festival entrants. *(6-2019, Jacksonville, FL)*
2. Every entrant who earns a Superior rating in Festival is entitled to receive a National Superior Certificate. The cost of these certificates is included in his/her entry fee. An entrant may earn a certificate in each event in which he/she is entered. *(6-2016, Tulsa, OK)*
3. All Superior certificates are blue with the exception of 3, 6, 9, and 12 years or more, which are special colors. *(6-2018, Milwaukee, WI)*
4. For twelve (12) year and above Consecutive Superior Certificates only, a JR 3-16 form for each individual must be completed. The process begins with the teacher or Area Chair. Twelve year and above consecutive superior certificates must be ordered AFTER the Festival by the Area Chair. The Area Chair submits the completed JR 3-16 to the State Festivals Chair for approval. The State Festivals Chair forwards the completed form to the National Festivals Chair for approval. *(6-2016, Tulsa, OK)*
5. The deadline for twelve year and above Consecutive Superior Certificates applications to be sent to the National Festivals Chair for processing is **June 1** of the current Festival year. *(6-2017, Dayton, OH)*
6. All NFMF Festival certificates are ordered through the NFMF Festivals Chair. The NFMF Festivals Chair is responsible for creating the ordering form, sending it by email to all State Festivals Chairs, setting the deadline for orders, and transmitting the orders to NFMF Headquarters. All twelve year and above certificates are authorized and sent directly from the NFMF Festivals Chair to teachers, unless otherwise specified. *(6- 2016, Tulsa, OK)*
7. Requests for state certificates must be placed by the State Festivals Chair using the order form sent to them by the National Festivals Chair. Completed order forms must then be sent directly to the NFMF Festivals Chair by the prescribed deadline, either by U.S. Postal Service or by email. *(6-2016, Tulsa, OK)*

8. State Chairs should order certificates based on a 10% increase from the previous year to allow for potential Festival growth in their state. *(6-2016, Tulsa, OK)*
9. State Festival Chairs have the option of personalizing their State Certificates and need to send a JPEG file of the applicable State President and/or Festival Chair's signature along with the certificate order form. There will be a slight increase in the individual price of the certificates for this service, so State Festivals Chairs need to go through the necessary state channels to make sure the expenditure is authorized. *(6-2016, Tulsa, OK)*
10. Shipping costs vary depending on the number of certificates being ordered. For precise shipping costs, State Chairs should consult NFMC Headquarters. Orders sent to multiple addresses will be charged on a per-package basis. *(6-2016, Tulsa, OK)*
11. Unless prior arrangements have been made, all NFMC state certificates are sent directly to the State Festivals Chair. *(6-2016, Tulsa, OK)*
12. If the State Festivals Chair wishes to have state certificates sent directly to his/her Area Festivals Chairs, he/she will need to include with his/her certificate order an Excel or Word file with the address, phone number, and email contact information for each Area Festivals Chair along with the quantity and type of certificates that should be sent to each. *(6-2016, Tulsa, OK)*
13. Area Festivals Chairs are no longer permitted to place orders for certificates with NFMC Headquarters. All orders must be placed through the State Festivals Chair. *(6-2016, Tulsa, OK)*
14. State Certificates cannot be scanned and uploaded to state websites. *(6-2016, Tulsa, OK)*
15. Consecutive Superior Certificates are optional. Each Area Chair may choose whether or not to use these certificates. *(NFMC Bulletin 2017, pg. 7)*

NFMC THEORY TEST ORDERS

1. No state, Festival area, or teacher may copy, digitally reproduce, misrepresent, or create non-NFMC Festival theory tests. NFMC Festival entrants must be given the annually distributed official NFMC theory tests. *(6-2019, Jacksonville, FL)*
2. All NFMC Theory tests and answer keys can only be ordered by the State Festivals Chair through the National Festivals Chair. Area Festivals Chairs are no longer allowed to order theory tests and answer keys through NFMC Headquarters. *(6-2016, Tulsa, OK)*
3. Theory tests and answer keys are ordered on the same form as the state certificates. The order form can be obtained from the National Festivals Chair. *(6-2016, Tulsa, OK)*
4. Theory tests and answer keys can be sent to the State Festivals Chair as a PDF file at no cost. *(6-2016, Tulsa, OK)*
5. NFMC Headquarters will send PDF copies of the theory tests and answer keys to State Festivals Chairs ONLY, not to Area Festivals Chairs. *(6-2016, Tulsa, OK)*

6. Theory tests are to be distributed to the Area Festivals Chairs by the State Festivals Chair no earlier than 2 weeks before the Area Festival event. *(6-2016, Tulsa, OK)*
7. Any changes or corrections in the tests/answer keys will be sent via email to the State Festivals Chair. *(6-2016, Tulsa, OK)*
8. All PDF copies of the theory tests and answer keys are to be deleted from Festival Chairs' computers within two (2) weeks of their last area Festival event. *(6-2016, Tulsa, OK)*
9. NFMF Theory tests and answer keys are proprietary materials. Federated states and/or area Festivals cannot create and administer theory tests that do not originate from NFMF. *(6-2016, Tulsa, OK)*

LIABILITY INSURANCE

See *Guidelines for Area Chairs*, #3, pg. 8.

FESTIVAL FEES

1. Festival fees are separate from membership dues. *(Standing Rules, K-2)*
2. Required National and State fees must be paid to the Area Festivals Chair by each entrant for each event entered. *(Standing Rules, K-2)*
3. In addition to the required NFMF entrance fee, a per capita "surcharge" may be added when needed to cover only Festival expenses, provided it is not combined with any other fees. After all expenses are paid, any remaining amount may be held towards the next year's Festival expenses, may be applied to Junior Scholarships and Awards, or used at the state's discretion as approved by the state's Board of Directors. *(Standing Rules, K-2)*
4. Fees due to National must be paid before receiving Festival Certificates and/or Federation Cups. *(Standing Rules, K-2)*
5. Teachers may not charge Festival entry fees in excess of the amount established by the Area Festivals Chair/Committee. State boards may set a financial penalty for failure to comply. *(Standing Rule K-2)*
6. Teachers must not personally add additional amounts to Festival Fees above those charged by the Area Festival. *(6-2016, Tulsa, OK)*
7. States and/or Areas cannot charge fees that are contrary to established NFMF General Rules and guidelines for the Festivals Program. *(6-2016, Tulsa, OK)*

TEACHER RESPONSIBILITIES

1. Teachers are responsible for complying with all directives from the National Chair, the Regional Chair, the State Chair, and the Area Chair. *(6-2016, Tulsa, OK)*

2. Every teacher whose students participate in NFMC Festivals is required to subscribe to *Junior Keynotes*. (*Standing Rules, K-2; 6-27-05*)
3. Teachers must enter only those entrants whom they personally teach in the event(s) entered. (*Standing Rules, K-2*)
4. The teacher must keep up to date on all Festival information by reading the Festival section found in each *Junior Keynotes Magazine* and by checking the NFMC website for any *Bulletin* corrections. (*6-2016, Tulsa, OK*)
5. Teachers are responsible for correctly selecting classifications and music. (*6-2016, Tulsa, OK*)
6. The teacher is responsible for meeting all deadlines. (*6-2016, Tulsa, OK*)
7. The teacher should be available to assist the Area Chair when needed, either prior to the Festival or at the Festival site. (*6-2016, Tulsa, OK*)
8. Each teacher must own a current NFMC *Festivals Bulletin*. (*6-2016, Tulsa, OK*)
9. In the case of an error made by the teacher that results in the disqualification of a student, the teacher is to cover the expenses and assist the area Chair in making the arrangements for the performance with qualifying repertoire. (*6-2016, Tulsa, OK*)
10. Should there be an error on the part of the teacher that would disqualify the entrant (e.g. incorrect choice of literature, photocopies, etc.), the following options may be selected with the assistance of the Area Chair:
 - a. The entrant may be entered in another Festival in the state at a later date. The teacher will be responsible for any additional fees incurred, or
 - b. A make-up date may be set for the entrant to perform. The teacher may assist the area Chair in securing a judge. Any expenses must be satisfied by the teacher.
 - c. Should either of these two options be used, the Area Chair's reporting deadlines must not be compromised. (*6-2016, Tulsa, OK*)

STATE-TO-STATE TRANSFERS

1. Currently, if not in Vivace, state-to-state transfer information is verified through use of the JR 3-1 form. The JR 3-1 form can be obtained from the NFMC website under "Publications." Once the online Festival Management System is fully functional for all states, the current process for transfers will no longer exist. (*6-2016 Tulsa, OK*)
2. It is the responsibility of the transfer student(s) new teacher to collect as much information as possible from the student/parent/guardian to submit on the form. (*6-2016, Tulsa, OK*)
3. Once the teacher completes the form, he/she submits it to his/her Area Chair, who sends it to the State Festival Chair. (*6-2016, Tulsa, OK*)
4. Verification of state-to-state transfer information is obtained only through communications between State Festivals Chairs or other designated State officials who maintain State Festivals records. (*6-2016, Tulsa, OK*)

EVALUATIONS FOR RURAL, EXPATRIATE, MILITARY & DISTANCE LEARNERS

1. Entrants located overseas or who reside more than 150 miles from the nearest Festival site will be considered to be in an area where no Festival is located and may participate if:
 - a. The original area or state collects dues and fees,
 - b. All rules and procedures are followed as outlined in the current *Bulletin*, and
 - c. A video recording is sent for review and rating, or a Skype, Zoom or FaceTime evaluation is scheduled with the approval of the Area Festivals Chair and judged with the same criteria as a live audition. (6-2018, Milwaukee, WI)
2. Respective State Federation of Music Clubs shall set and administer the rules for Federation Festival entries involving teachers using virtual adjudication. Students must be registered in the state where the teacher is Federated. (*Standing Rules, K 2-3*)
3. Entrants using online media for long-distance instruction may participate if:
 - a. The entrant is registered in the Area Festival where the teacher has membership.
 - b. The entrant may travel to the area on Festival day, or
 - c. The entrant will have an evaluation using the same online media as is used for instruction. The adjudication will be scheduled with the approval of the Area Festivals Chair and judged with the same criteria since it will be a live audition. (6-2016, Tulsa, OK)

STATE FESTIVALS

1. All Area Festival Centers are established by the State Board of Directors. Individual teachers may not establish a Festival Center. The State Festivals Chair shall be appointed by the State Board of Directors. The State shall have on file a list of all Festival Centers and Area Festival Chairs. (6-2016, Tulsa, OK)
2. The NFMF *Festivals Bulletin* **cannot** be reproduced online for the purpose of Area or State Festivals registration, in part or in whole, without password protection on the site on which it is being published and without written permission from the NFMF. (6-2016, Tulsa, OK)

NFMF FEDERATION FESTIVALS BULLETIN

1. The National Federation of Music Clubs sets rules, and the respective State Federations administer the Festivals Program in accordance with the rules that appear in the *Festivals Bulletin*. No exceptions to these rules will be made. (2019-2021 Manual)
2. The *Bulletin* is under copyright protection and cannot be reproduced by any means, stored in a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without the written permission of the National Federation of Music Clubs. (*Title page, 2017 Bulletin, 6-2016, Tulsa, OK*)
3. The NFMF *Online Festivals Bulletin* is currently in development for member access with a release date to be determined.
4. The life of the NFMF *Festivals Bulletin* will be four (4) years, beginning with 2017-2020. (*Standing Rules, J-4*)

5. There shall be a *Festivals Bulletin* publication deadline of **March 1** of the publication year. (*Standing Rules, J-4*)
6. The National Festivals Chair will be the final authority on all changes, corrections, or adjustments concerning the *Festivals Bulletin* once it has been published and distributed. (6-2018, Milwaukee, WI)
7. Any adjustments, deletions, or additions to ALL **rules** in the *Bulletin* must be approved by the Festivals Committee prior to the printing of the *Bulletin*. (6-2018, Milwaukee, WI)
8. The addition or deletion of *Festivals Bulletin* **events** must be proposed and approved by the Festivals Committee prior to the printing of the *Bulletin*. (6-2018, Milwaukee, WI)
9. If an event has zero (0) participants for three (3) years, the event will be archived, then unarchived upon request. (10-2023, Executive Committee)

NFMC *Bulletin* Distribution

(6-2024, Bettendorf, IA)

1. The NFMC *Festivals Bulletin* will be available for purchase to members only.
2. Additional copies may be requested with verification of use.
3. Advisors will be provided with a complimentary copy.
4. The following non-members may also purchase *Bulletins*:
 - a. composers/arrangers with pieces in the *Bulletin* (1 copy).
 - b. publishers with pieces listed in the *Bulletin*.
 - c. music retailers may purchase up to three (3) copies for in-store use only.

NFMC *Bulletin* Chair/Editor

1. The NFMC *Bulletin* Chair/Editor oversees the production of the NFMC *Festivals Bulletin* and arranges for its delivery to NFMC Headquarters. (*Manual 2019-2021*)
2. The term of office for the Federation *Festivals Bulletin* Chair/Editor shall be four (4) years with an optional 4-year renewable term. (*Standing Rules, J-4*)
3. The NFMC *Bulletin* Chair/Editor serves as an ex-officio member on the Festivals Committee. (*Standing Rules, J-4*)
4. The National *Bulletin* Chair/Editor will provide the National Festivals Chair with the names and contact information for each advisor he/she utilized in the creation of the *Bulletin* in order to facilitate any necessary *Bulletin* adjustments. (6-2018, Milwaukee, WI)

NFMC Festivals *Bulletin* Committee

1. The NFMC Festivals *Bulletin* Committee shall consist of the NFMC Festivals *Bulletin* Chair/Editor and Committee members: NFMC Junior Division chair; NFMC Festivals chair;

Vivace Online Festivals Management System chair; NFMC Federation Cup chair; NFMC Budget Chair (ex-officio); and two (2) appointed members. (*Standing Rules K1*)

Advisor Guidelines for Selecting Festival Repertoire

(6-2016, Tulsa, OK)

1. All material selected *must* be currently in publication or readily available from public domain websites. **No out-of-print repertoire is to be chosen.** Please perform due diligence to ensure that the music you select is available.
2. Advisors are **not** limited to the sample repertoire that is received from the publishers. If other repertoire fits the criteria, then feel free to include it on the list.
3. *For Piano Solo:* All required repertoire must be original works. No transcriptions or arrangements allowed. Compositions must be by American composers, i.e., native or naturalized citizens of the United States.
4. *For Piano Solo:* Up to 30% of repertoire may be selected from the List of Favorites. A list will be provided.
5. *For American Patriotic and Folk Song Piano Event:* Repertoire must consist of **American** patriotic and folk songs.
6. If selecting repertoire from a book or collection, try to ensure that the remainder of the pieces in the book are of sufficient quality for teachers to be happy purchasing a book rather than sheet music.
7. Keep in mind that the repertoire is not only utilized by Juniors, but also by Adult Festival participants. Try to select pieces that appeal to all ages, with a variety of styles.
8. When an advisor is finished making selections, if he/she is using previously published material (anything with a copyright date of 2016 or prior) *check previous Bulletin lists to see if it has been selected before and in what class.* (Please contact the NFMC Bulletin Editor to obtain a prior list). In the past, pieces were selected for more than one *Bulletin*, but in different classes. Please use due diligence to prevent this from happening again.
9. Advisors will be responsible for adding the repertoire list to the Online System. Further specific instructions for this will be given at a later date.

SPECIALLY CAPABLE MUSICIAN

1. In any section or event, regular rules regarding memorization, progression, and choice of materials may be altered for entrants who have been identified as physically or mentally challenged. (6-2016, Tulsa, OK)
2. Specially Capable Musician identifies a Junior or Adult who needs special exceptions to the General Rules. SCM is not an event or class. (6-2016, Tulsa, OK)
3. SCM may be a temporary or a permanent identification. Some Juniors/Adults may have

temporary problems that would identify them as SCM. They would return to standard rules when the problems cease. (6-2016, *Tulsa, OK*; 6-2025, *Austin, TX*)

4. When a teacher is seeking SCM status for a student, he/she must complete Form JR 3-13 (SCM Application), which can be downloaded from the NFMC website under “Publications,” and obtain the parent/legal guardian’s signature if the entrant is under age 18. This form should be submitted to the Area Admin/Chair at the time of registration. Based on the nature of the entrant’s special capabilities, instructions, and information on modifications allowed to the entrant will be provided for the judges. (6-2016, *Tulsa, OK*)
5. The JR 3-13 Specially Capable Musician application must be approved by the local (area) and State Festivals Chairs, and a one-time filing for permanent conditions will be allowed. The student’s teacher must keep the approved form and resubmit to the Area Chair each year. (6-2025, *Austin, TX*)
6. The needs of the Junior/Adult entrant must be clearly specified. Any special accommodations in the audition process, which would facilitate the entrant’s ability to have a successful Festival experience, need to be included on the application form. (6- 2016, *Tulsa, OK*)
7. Neither the words “Specially Capable Musician” nor the initials “SCM” are to appear on the rating sheet, nor are they to be placed on any Federation Cup or certificate earned by the entrant. (6-2016, *Tulsa, OK*)
8. Adult entrants or parent(s)/guardian(s) are to be given complete instructions regarding the audition process for their SCM. The teacher is responsible for discussing any necessary accommodations with the Adult entrant or parent/guardian of the Junior entrant and for obtaining their written permission prior to submitting the SCM applications to the Area Festivals/State Festivals Chair. (6-2016, *Tulsa, OK*)
9. Information and instructions to the judge(s) at the time of the entrant’s audition must be understood by the Adult entrant, parent/guardian, teacher, and Area Festivals Admin/Chair. (6-2016 *Tulsa, OK*)
10. Judges should be made aware of any accommodation(s) to the entrant’s audition process prior to the entrant entering the audition room. It is the Area Festival Admin/Chair’s responsibility to notify the judge(s) of adjustments. (6-2016, *Tulsa, OK*)
11. Any information attached to the rating sheet should be removed directly after the audition and handed to the parent/guardian for safekeeping. (6-2016, *Tulsa, OK*)
12. The SCM application must be resubmitted in subsequent years if the designation is temporary. As entrants mature and grow, the need for different accommodations or the removal of this designation may be needed. The Adult entrant or parent/guardian must always be consulted regarding entry as a SCM. (6-2016, *Tulsa, OK*)
13. If the Adult entrant still has a legal guardian, that guardian must sign the form. If the entrant is a legal Adult and does not have a legal guardian, the entrant must sign the form. (6-2016, *Tulsa, OK*)

SCORES

1. Published scores of the required and choice compositions must be provided for the judges. (*General Rules 2017 Bulletin, pg. 4*)
2. Scores electronically reproduced or hand copied are prohibited. Only compositions in their original form and published key(s) will be acceptable, with these exceptions:
 - a. Vocalists may use scores that have been legally electronically produced to provide the appropriate vocal range.
 - b. Entrants may use legally produced scores from vendors, provided they include the letter of permission that accompanies this music. This includes music purchased on CD or in an app that allows for scores to be printed. If the authorization to print is not for the user, then the authorization to print for multiple users must be included in the verification.
 - c. Legally downloaded scores must include the verification that the download is from a valid source. Verification could be a document printed from the download website or verification printed on each page of the download. (*General Rules 2017 Bulletin, pg. 4*)
3. The use of transposed electronically reproduced music will be allowed in Festivals for Vocal events only. (*Standing Rules, K-2; 8-11-96*)
4. NFMC will honor and uphold copyright law. Festival leaders and teachers need to educate themselves concerning the legitimacy of downloaded music from the internet and proof of intellectual property. (6-2016, Tulsa, OK)
5. NO photocopied music will be allowed in the audition room unless accompanied by written permission from the publisher, stating that the selection is out-of-print. Teachers are cautioned to seek this permission well in advance of the Festival date (*General Rules 2017 Bulletin, pg. 4*).
6. Accompanists who use illegal photocopied music will result in the disqualification of the entrant.
7. All events, including Hymn Playing, American Patriotic/Folk Songs, and Collaborative Piano, require strict adherence to the score. Embellished accompaniments, hymns, and/or APFS will result in student disqualification.
8. Any digital score to be used in an NFMC Festival Audition must be accompanied by a proof of purchase, permission to use the score, or a studio license obtained by the teacher/Junior Counselor/Senior Club member prior to submitting the entrant for an audition. Proof must accompany the score at the time of entry if a computer download is used in place of a commercially printed score. It is recommended that all music and proof of purchase should be hard copy and given to the Area Festival Chair at the time of entry, and once approved, to the judges at the time of audition. (6-2016, Tulsa, OK)

Proof of Public Domain

(6-2016, Tulsa, OK)

1. Individuals should only use a public domain composition if they have proof of public domain from a legitimate source. If that legitimate source is not in their possession, there is no way to prove beyond a doubt the music being used is actually in the public domain and not from a

copyrighted source. A legitimate source is defined as a tangible copy of the work with a copyright date old enough to be in the public domain.

2. When an individual uses music that is in the public domain as either a download from the internet or from a CD with music scores loaded and available for use, proof of public domain is the responsibility of the teacher and/or entrant. Proof should be submitted at the time of entry into an NFMF Festival Audition and must accompany the score and be made available at the time of audition by the teacher and/or entrant.
3. State and Area Festivals have the right to determine if legitimate proof exists before allowing the use of a score from the public domain.

NFMF FEDERATION CUP PLAN

Purpose

1. The purpose of the Federation Cup Program is to provide extrinsic motivation for learners of all ages to continue their musical training through participation in Festivals and earning points to receive Festival cups. The plan, which is sponsored by the NFMF, is available to all entrants in the NFMF Festivals program, including Adults. Accumulation of points is not affected by an interruption in Festival participation or rating progression. (6-2016, Tulsa, OK)

General

1. Any participant entering an event in the NFMF Festival is eligible to enter the Federation Cup Award Plan. Participation is optional, but points earned must be in conjunction with the NFMF Festivals. Cups are awarded on a point system based on Festival ratings. Federation Gold Cups are earned only in the Junior Division (up to age 19), and Federation Silver Cup points are earned only in the Adult Division (age 19 and above). Points in each Division are totaled separately. (*Standing Rules, K-2*)
2. No state, Festival area, or teacher may copy, digitally reproduce, misrepresent, or create non-NFMF Festival certificates or Federation cups for distribution to Festival entrants. (6-2019, Jacksonville, FL)
3. There is no crossover of ratings or points from Junior and Adult Festivals. (*Standing Rules, K-2*)
4. Each state should have a Federation Cup Chair. (May 2015)
5. State Presidents must appoint a State Federation Cup Chair who will be responsible for verifying points, keeping accurate state records, approving and ordering all cups. Federation Cups can be ordered by anyone but must be approved by the State Federation Cup Chairs. (6-2016 Tulsa, OK)
6. Federation Cup funds should be accounted for separately from Festival funds. (NFMF Bulletin 2017, pg. 11 and NFMF Standing Rules)
7. A Junior or Adult entered in the Federation Cup plan should pay cup fees prior to each Festival entered. Each state determines the amount of the cup fee and the time and method of

payment. A fee should be paid regardless of rating earned for the accumulation of points.
(NFMF Bulletin 2017 pg. 12)

8. If a participant discontinues participation in Festival, there is no refund. (6-2016 Tulsa, OK)
9. No fees may be paid to claim retroactive points. (6-2016, Tulsa, OK)
10. When a cup entrant moves to a new teacher or place of residence, the point history and cup records will be automatically transferred once the student's records are located using the Online Festivals Management System. Fees are not transferred from one state to another. (6-2016, Tulsa, OK)
11. The Online Festivals Management System (Vivace) will automatically enroll entrants in the Federation Cup plan. If the entrant does not wish to participate in the Federation Cup plan, the teacher must make the selection to "opt out." (6-2016, Tulsa, OK)

Procedures

(originated in Manual 2015-2017, pg. 92)

1. Points accumulate every year the student is entered into the plan. The first cup is earned when point totals reach fifteen (15). Points over the amount necessary for the next cup are carried over and credited toward the next size cup. (6-2016, Tulsa, OK)
2. Alternating is the ability to alternate between Festival events *from year to year* with points accruing toward a single Federation Cup. The following events may be alternated:
 - a. **Piano Events:** Piano Solo | LFO Piano Solo | Piano Concerto
 - b. **Piano Ensemble Events:** Duet, Trio, Quartet, Duo piano
 - c. **All Organ Section Events:** Sacred Organ Solo | Organ Repertoire Solo | Organ Hymn Playing
 - d. **All Vocal Solos:** Art Song Solo | Musical Theatre Solo
 - e. **All String Section Solos/Concertos:** Violin Solo | Viola Solo | Violin Concerto | Viola Concerto | Fiddling Solo | Cello Solo | Cello Concerto | String Bass Solo | Harp Solo | Harp Concerto
 - f. **String Chamber Music**
 - g. **Piano-String Chamber Music**
 - h. **All Guitar Section Solos/Concertos:** Classical Guitar Solo | Pick Style Guitar Solo | Guitar Concerto | Ukulele Solo | Electric Bass Solo
 - i. **All Woodwind Section Solos/Concertos:** Piccolo Solo | Flute Solo | Piccolo Concerto | Flute Concerto | Oboe Solo | Oboe Concerto | Bassoon Solo | Clarinet Solo | Alto Sax Solo | Tenor Sax Solo | Bari Sax Solo | Clarinet Concerto | Recorder Solo
 - j. **All Brass Section Solos/Concertos:** Trumpet Solo | French Horn Solo | Trombone-Euphonium | Tuba
 - k. **All Percussion Section Solos:** Snare Drum | Timpani | Keyboard Percussion | Drum Set
3. See the current NFMF *Festivals Bulletin* for complete information. (10-2023, Executive Committee)
4. Combining is the ability to accrue points from two (2) different events *in the same Festival year* toward one Federation Cup.

- a. Junior entrants may combine beginning in 9th grade for a maximum of four (4) years. Solo class must be Difficult 1 or higher.
 - b. Adult entrants may combine for a maximum of four (4) years beginning at Solo class Difficult 1 or higher.
 - c. 12th Grade Guitar entrants can combine Classical Guitar Solo and Guitar Concerto, or Pick Style Guitar Solo and Classical Guitar Solo
 - d. Junior Vocal entrants in Grades 9-12 can combine Art Song and Musical Theater Solo events for a maximum of four (4) years. Solo class must be Senior 1 or higher. The choice piece Art Song must be sung in a foreign language.
 - e. Adult Vocal entrants can combine Art Song and Musical Theater Solo events for a maximum of four (4) years when the Solo class reaches be Senior 1 or higher. The choice piece Art Song must be sung in a foreign language.
 - f. See rules in *Bulletin* for further clarification. (6-2016, Tulsa, OK)
5. In ensemble events, each entrant may earn points towards cups provided each pays the required fee. Since points are awarded and paid for on an individual basis, only entrants in ensembles of fewer than five members are eligible to participate in the cup plan. (6- 2018, Milwaukee, WI)
 6. An entrant may work simultaneously towards a cup in more than one (1) event but he/she must pay the required fee for each event entered in which they desire to accumulate points towards a cup. (6-2016, Tulsa, OK)
 7. Points will be transferred from state to state using the Festival Transfer Information [\(JR 3-1\)](#) form if and when an entrant moves to a different state. However, cup fees are non-transferable (See General Rules in current *Festivals Bulletin*). (6-2016, Tulsa, OK)
 8. All Grand Cup and President's Cup recipients will receive a congratulatory letter from the NFMF President. (6-2018, Milwaukee, WI)
 9. When a Grand Cup or President's Cup recipient's bio is in an issue of the *Junior Keynotes*, he/she will receive a complimentary copy of the magazine. (6-2018, Milwaukee, WI)
 10. When an Adult entrant earns the largest cup, the entrant has completed the cup plan. No more points will be earned. (10-2023, Executive Committee)

NFMF Federation Cup Chair Responsibilities

1. The NFMF Federation Cup Chair oversees the NFMF Federation Cup Program. (6-2016, Tulsa, OK)
2. The NFMF Federation Cup Chair serves on the NFMF Festival Committee. (*Standing Rules, J-4*)
3. The NFMF Federation Cup Chair needs to give approval for Grand (75 point) and Presidents (90 point) cups. The JR 4-1 form should come from the State Federation Cup Chair. The process is from the teacher to Area Chair to State Chair to National Cup Chair. (6-2016, Tulsa, OK)

State Federation Cup Chair Responsibilities

(Originated in Manual 2015-2017, pg. 91)

1. State Federation Cup Chairs should study carefully the cup rules in the current *Festivals Bulletin* and be sure that all Local and Area Federation Cup Chairs understand these rules. (6-2016, Tulsa, OK)
2. State Federation Cup Chairs should keep abreast of and communicate all policy and procedural changes to Area Festival Cup Chairs. (6-2016, Tulsa, OK)
3. State Federation Cup Chairs must follow all directives set forth by the National Federation Cup Chair and relay all pertinent information to the Area/Center/District Cup Chairs in a timely manner. (6-2016, Tulsa, OK)
4. State Federation Cup Chairs must keep accurate state records. All student records should be kept until the student reaches age 19. (6-2016, Tulsa, OK)
5. Each state will determine an annual entry fee; set the time, amount, and method of payment for these fees. (6-2016, Tulsa, OK)
6. State Federation Cup Chairs should collaborate with State Festivals Chairs in conducting workshops for state conferences. (6-2016, Tulsa, OK)
7. State Federation Cup Chairs must validate all points, sign, and send all Grand Cup and President's Cup applications to the NFMC Federation Cup Chair for approval using a **current** JR 4-1 form. Outdated forms will be returned for resubmission on current forms and may cause a delay in the student receiving his/her cup. (6-2016, Tulsa, OK)
8. All Federation Cup forms can be obtained online from the NFMC website. See the current *Festivals Bulletin* for the complete list. (6-2016, Tulsa, OK)
9. All Federation Cup orders must be placed online at <https://nfmc.crownawards.com/> (6- 2019, Jacksonville, FL)
10. State Federation Cup Chairs are the **ONLY** authorized personnel to approve cup orders. (6-2016, Tulsa, OK)
11. Federation Cup pre-orders must be approved by the NFMC Federation Cup Chair and NFMC Headquarters. (6-2025, Austin, TX)
12. To finalize Federation Cup orders, State Federation Cup Chairs will communicate the amount due to the State Treasurer. The State Treasurer must make payment through the NFMC Online Payment portal before the cup order can be processed.
13. All NFMC dues/fees must be up-to-date and paid before cups can be ordered and/or received. (6-2016, Tulsa, OK)

NFMC MUSICIANSHIP - THEORY

(For procedures regarding *Theory Test Orders*, see page 12 of this publication)

Purpose

1. The purpose of the theory event is to encourage teachers to emphasize the importance of music theory and history to their students in addition to proficiency on their instruments or in vocal performance and to motivate students to analyze their music at more profound levels so they can gain greater insights into interpretation, style, musicality, practice routines, and memorization techniques. (6-2016, Tulsa, OK)

Definition

1. Theory focuses on pitch, notation, rhythm, scales, key signatures, intervals, chords, transposition, composition and harmonization, forms, and definitions. (6-2016, Tulsa, OK)

NFMC Theory Advisor Responsibilities

1. To oversee the NFMC Theory program. (6-2016, Tulsa, OK)
2. To create and/or adjust the NFMC Festivals Theory and Answer Keys and practice tests. (6-2016, Tulsa, OK)
3. To appoint a proofreading committee to proof the theory tests and answer keys for the following year before distribution to the State Festivals Chairs. (6-2016, Tulsa, OK)
4. NFMC Theory Tests and Answer Keys will be completed and ready for distribution to State Festival Chairs as of **October 1**. (6-2018, Milwaukee, WI)