

**FESTIVALS – RECOMMENDED DANCE PROCEDURES****JR 3-19****State Festivals Chair/Admin Responsibilities**

1. Be familiar with the Dance Section of the *Federation Festivals Bulletin*. This event is conducted like any other Festivals event.
2. Determine the number of participants for the state by asking each club or dance teacher to estimate the number anticipated. The local/area chairs can help by contacting clubs and dance teachers in the area. Include dance participants in the certificate ordering count.
4. Either the State Festivals Chair or Area Festivals Chair may invite a dance consultant to help, if needed, because of the number of entrants or other considerations. The consultant may help in finding a studio or other suitable space for dance events, recommending suitable sound equipment, and suggesting possible judges; however, the consultant should not take over the full responsibility of the event.

*Please note:* The State Dance Department (*if there is one*) does not handle Festivals but may serve as an adviser to the State Festivals Chair.

**Area Festivals Chair/Admin Responsibilities**

1. If requested, determine number of participants expected in the dance event. Obtain supplies from the State Festivals Chair or National Headquarters.
2. Suitable dance space and sound equipment must be provided for the dance event.
3. A dance consultant may be invited to help (See 4. above)
4. Vivace users will register using Vivace. If not using Vivace, download application forms (JR 3-20); send it to teachers for completion. Download the Dance Rating Sheet (JR 3-21) and send it to teachers for completion as this document is not yet provided by Vivace. *Do not use the JR 3-3 for Festival Dance Events.*
5. Check applications for completion and adherence to age, membership, and level of event requirements. Remember, all participants who receive a “Superior” rating must move up to a new level the following year.
6. Contact judges and acquaint them with the procedures.
7. Assign an auditor to each room, whose job it is to take the participant to the assigned room and to present the Dance Rating Sheet (JR 3-21) to the judges. At this point the participant (if not using live accompaniment) should present the audio source (USB, CD, etc.) to be used to the person handling the sound equipment.
8. Prepare the averages from the Dance Rating Sheets (JR 3-21) and follow the procedures for Area Chair Festival Reports.