

## FEDERATION FESTIVALS – RECOMMENDED DANCE PROCEDURES

JR 3-19

### State Festival Chair Responsibilities

1. Be familiar with the Dance Section of the *Federation Festivals Bulletin*. This event is conducted like any other Festival 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.
3. Order application blanks (JR 3-20), Judge's Dance Rating Sheets (JR 3-21) and State Certificates.
4. Either the State Festivals Chair or area chair may invite a dance consultant to help, if needed, because of the number of entrants or other considerations. The consultant may help by 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 does not handle festivals, but may serve as an adviser to the State Festivals Chair.

### Local/Area Chair Responsibilities

1. If requested, determine number of participants expected in the dance event. Obtain supplies from the State Federation Festival 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. 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.
5. Contact judges and acquaint them with the procedures.
6. Assign an auditor to each room, whose job it is to take the participant to the assigned room and to present the Festivals Rating Sheet (JR 3-21) to the judges. At this point the participant should present the tape, CD, or record to be used to the person handling the sound equipment.
7. Prepare the averages from the Rating Sheets (JR 3-21) and follow the procedures for Area Chair Festival Reports.

### Additional Information

1. Each participant should be familiar with the dance syllabus of his/her category (ballet, tap, jazz, modern, and acrobatic dance).
2. As stated in the *Festivals Bulletin*, each participant may substitute other syllabi for the NFMC prepared syllabi only by permission of the National Chair of Dance.
3. The state requires entry fees in addition to the NFMC entry fees. There will be no refund of entry fees.