

MINNESOTA FEDERATION OF MUSIC CLUBS
2009 FESTIVAL QuickFind Handbook
FORSITE MANAGERS

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As we prepare our students for another round of festivals, let us not forget the opening pages of the Bulletin, those General Rules which will guide us to a successful Festival season. You, the Site Manager will be considered the guru of guidelines for your club. Although this *QuickFind Handbook* is designed to answer most of your queries, remember that the answers may prove elusive. If so, you may contact your State Festival Chair for answers.

MFMC Festival Certificate Chairman
 Jeannene Simonson
jeannenekay@hotmail.com
 952-435-6448
 17670 Italy Path
 Lakeville, MN 55044

The MN Federation knows the time and dedication you will give to your festival. Know that you are thanked with gratitude for your efforts.

MFMC Insurance Coordinator
 Kathy Wilson
kawilson@speakeasy.net
 951-890-7935
 4614 W 129th St
 Savage, MN 55378

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IMPORTANT CONTACTS

National Federation website for forms, etc.
www.nfmc-music.org.

Minnesota Federation website for forms, etc.
www.mfmc.net

MFMC Festival Chairman
 Cora Barr
corazbarr@msn.com
 612-869-2525 home
 612-418-6088 cell
 726 W 61st Street
 Minneapolis, MN 55419

MFMC Festival Cup Chairman

KEY TO SYMBOLS

- Complete a task quickly since it represents a deadline.
- Something NEW has been added and requires your attention.
- W Website symbol. Either a form or a report is available on line.

BASICS

The following information is stated because it's IMPORTANT information for you to know well.

READ AND READ AGAIN:

SITE MANAGERS

- Must read each directive promptly and carefully and ask questions if any part is unclear.
- Must be committed to providing complete and timely information as it is requested by whoever is requesting it.
- Must realize they are the important link through which 100% eligibility is established at that site.
- Must be an energetic authority on the Bulletin and all rules governing Festivals in Minnesota.
- Must faithfully respect due dates and provide reports that were made according to directions given and have been double-checked and proofread by knowledgeable eyes.

REMINDERS:

W **PARTICIPATION CERTIFICATES (small size)**
 Please use the Reply Form #2 enclosed in your packet or attached to the email. No certificates will be sent automatically. The distribution Chairman respectfully asks that you make your requests as far in advance as possible. Please calculate carefully to avoid multiple shipments to the same address. Kindly do not use certificates you may have on hand from past seasons. You will notice that they are dated.

 Deadline to order these certificates is October 15, 2008.

NAME FESTIVAL

The name of this event will be called Junior Festival If your club prefers to call it simply Festival that is fine.

THE BULLETIN

The 2008-2010 Bulletin contains all the guidelines needed to have a successful festival. Familiarize yourself with it so teachers in your site can get answers to their questions.

ELIGIBILITY

Please check page 1 of the Bulletin under General Rules, Eligibility. Steps are listed there for both Juniors and Adults.

Eligibility rules are strictly enforced by all those who work with reports of Adult participants. We depend on you as a site manager

- to be sure each participating teacher and student is a member in good standing, and
- to follow up eligibility inquiries promptly.

JUNIOR PARTICIPATION

Junior entrants must be under 19 years of age as of July 1 of the Festival year or have completed high school, whichever COMES LAST.

See Eligibility Rules on Page 1. There are specific clarifications that will help you.

ADULT PARTICIPATION

An Adult Participant must be age 19 or above as of March 1 of the Festival year.

An Adult Participant must be a Federation member of a senior club.

Adults are to be classified as all other participants in the festivals. The rules on Adult Rules/Page 5 clarify the progression of adults, memory requirements, and ratings to be given.

Adults participate in a Silver Cup program as listed on page 185 of the Bulletin. The point system for the ratings is listed above.

FEES

An increase in fees has again taken place at the National level. For 2009, MFMC will generously cover this increase. The combined national/state fee remains at \$4.00 per entrant per event (solos and ensembles of fewer than five individuals). The combined national/state group entry fee for an ensemble of five or more individuals is \$20.00. Each Festival site is free to levy a local entry fee, as well, in order to defray administrative expenses. In 2010, each club will need to find a way to pay for the increase.

GOLD CUP FEE

The fee is \$5.00 per year per event per student.

NATIONAL FORMS

A sample of the National application form may be printed from the National Web Site,

www.nfmc-music.org.

Once you have found the site, be sure to bookmark it as a favorite so you can refer to it later. To find the national form needed, begin with the black and yellow menu from the web site. Click on Festivals. It will bring a list of forms available for your

use. The Application Form is JR 3-8. Click on the right column with a yellow page. There is no charge if you print your own. The charge fee is for ordering from the National Office. You will also want to print a copy of JR 3-9 which is the National Rating sheet.

You may use either National or State forms as printed, or design one that fulfills your sites' particular informational needs.

www.mfmc.net

Please note that both the national and state application models include a compliance statement and a space for the teachers' signature. This inclusion is mandatory as of August, 2000, so if your site designs its own form, you must include this element.

Before you take your design to the printer, please be sure you have remembered to credit the Minnesota Federation of Music Clubs as the sponsoring organization of this activity. If any of you would like to use the Federation insignia on your application or rating sheet, please let me know. There is value in keeping our connection with one another visible.

PROGRESSION

In general, entrants who received a Superior rating in 2008 must advance to a higher class this year. Entrants who received a rating of Excellent or lower may either progress in class or repeat the class according to the guidelines for that event. Different repertoire would then be required. Those who performed in the highest classification in 2008 in any event may re-enter that classification with different repertoire in each subsequent year.

UNDERCIRCUMSTANCESMAYANENTRANTREGRESSIN CLASSIFICATION.

Progression rules do differ in some events, so consult your Bulletin for each event used at your site. Look at both the General Rules and Event requirements.

Although most teachers keep sparkly clean studio records of their students' progress and achievements, this is now an ideal time to compare your site records with theirs to be sure records reflect the same participation and scores. Unintentional clerical errors do occur. You would be surprised how often progression discrepancies appear in final reports and all involved are saddened to learn that it leads to disqualification. Please be ultra-fussy with this issue, since this is one area where we grown-ups can prevent disappointment if we are willing to make the effort.

REPertoire/CLASSIFICATION CHECKING

Each club should have checks and balances in place to catch classification and repertoire errors when registrations are submitted. Teachers are to keep good records to assure that registrations are accurate, but it is the clubs' responsibility to make sure that they are. If your club does not have a Repertoire/Classification Checker's position, now would be the time to find someone to do that task.

DISQUALIFICATION DUE TO TEACHER ERROR

Students get disqualified for many reasons, but one caused by adult error will need to be rectified. Note the Festival Guidelines on page ----. If an error does occur, the teacher will need to incur the cost of rehearsing the student.

COMBINATION OF POINTS

The information about combination of points using Concerto points to earn larger cup awards is found at the bottom of page 185 and

on 186 of your Bulletin. Combination is only for students in grades 9, 10, 11, or 12. No concerto events before grade 9 may be added to Solo points for cups.

- In Piano, students may combine Solo Piano Difficult I or higher and Piano Concerto Junior III or higher. All points are recorded as Piano Solo.
- In Instrumental events, Junior III Concerto or the class preceding Senior Concerto and Senior classes may be combined with points in Solo Difficult or higher.
- In Ensemble events, students may combine points from duet, quartet, trio for an ensemble cup, but these points may only be used once towards any cup.

MEMORY

Entrants in all Junior solo events (except organ, hymn playing, and brass and woodwind choice selections) MUST perform from memory. This is NOT negotiable. It is a requirement. Entrants in some ensemble events may use scores.

If an entrant cannot perform/complete a piece from memory, his/her performance must receive the judges' (encouraging and helpful) comments only. No standard deduction may be taken; and NO RATING may be given or Gold Cup points awarded.

Adult participants may use music but should be encouraged to play one piece from memory.

MUSICAL SCORES

Original scores must be provided for adjudicators. Scores which have been hand copied, produced electronically, or photocopied are prohibited. The only exception is in the case of a piece which is out of print. In this situation a photocopy is permitted, but only when accompanied by the publishers' written permission.

Regarding CD Sheet Music, it is allowable but only if the letter of permission accompanies the music. See Bulletin page 3, SCORES, 2b.

ACCOMPANIMENT

No taped accompaniments for vocal or instrumental soloists are permitted.

REPERTOIRE-CHOICE MATERIAL

Specific rules appear at the opening of each section and/or event. Page 3 of the Bulletin includes specific requirements for choice repertoire. Choice music MUST NOT appear in the Bulletin unless noted otherwise. Choice pieces must be commercially published. There is also a prohibition on the use of hymns, folk, or traditional melodies in the Piano Solo event. Students who wish to play these should enter the Hymn Playing event and/or the American Patriotic/Folk Song event.

RECORDING

No photography, audio taping, or videotaping is permitted during the course of the Festival auditions.

TRANSFER STUDENTS FROM OTHER STATES

Documentation is required for students who have participated in Festivals in other states. The completed form that details their Festival history (years entered, events and classifications used, and ratings received) must be provided by the previous states' Site Manager or State Chairman. The transfer form is available from Nationals' website, but the information can also be sent via

email by the previous Site Manager or State Chairman, whoever holds the records.

TRANSFER STUDENTS WITHIN MINNESOTA

Documentation is required for students who transfer within Minnesota. The same form can be downloaded from the National site by the chairman at the students' previous Festival site and then completed. The information can be sent via email by the Site Manager or State Chairman, whoever holds the records. A note from the students' former teacher will not suffice - nor will certificates that are not accompanied by official documentation of the students' record.

Visit www.nfmc-music.org for the official Festival Transfer Information form (JR3-1).

LYNN FREEMAN OLSON EVENT

The Lynn Freeman Olson Piano Solo Event is part of the Bulletin (see p. 17). Students may NOT use titles from the Lynn Freeman Olson event as choice music in the regular piano solo event. **PayspecialattentiontoChoice ofMaterial/No.4/page3and17. says that choice compositions may not appear in this Bulletin, unlessn otherwise.** Clear and simple.

Page 18, #9 - Progression in LFO

- In Pre-Primary through Primary 4 there are two levels, A and B. If a student performs in Level A, s/he may NOT repeat that level but must move forward regardless of rating.
- In Pre-Primary through Primary 4 a student may perform in Level B twice IF a rating of Excellent or less is received.
- Students may NOT regress in level (B to A) nor class (III to II).
- In Elementary 1 and above, regular progression rules apply. Superior may move to the next level. Excellent or lower may repeat class once.

Page 18, #10 - Students may alternate between the regular piano solo event and the LFO piano solo event, combining points toward a Festival Cup in Piano Solo.

LF OLSON ALTERNATING WITH PIANO SOLO

Since 2004 you may combine points earned from LFO and PSolo. You may NOT combine points from both events in ONE Festival year. It may be best to tag these alternations as PS/LFO in the event column so that you have a reference.

Page 18, #11 and #12 READ AND MEMORIZE. THIS IS VERY CONFUSING. Try to keep the basic progression rule in mind move forward in order and, 2 years max in each Class.

SCJM(Specially Challenged Junior Musician)

A student may participate in SCJM for different reasons. It is wise to contact your Site Manager and/or State Festival Chairman who will guide you on this matter. In any case, SCJM is not a separate event but is part of the Solo event for any event and points are awarded in that event for the same cup.

You can move between LFO as well. So keep close tabs on these students. You may wish to tag these PS/SCJM in the event column. Just do not list them as separate events which they are not.

ENSEMBLE ENTRANTS

Judges may comment on the individual participants, but all partners in the ensemble receive the same rating.

Ensemble entrants must enter no lower than one classification below the lower solo partner in the ensemble. For example, if piano duet partners were entered in Primary 4 and Elementary 2 as soloists, the lowest duet classification they could use would be Primary 3. Please be sure that all teachers who might be affected by this rule are aware of it and remember to be alert for this as you audit applications. This policy is in addition to those on page 3 and page 16 of the Bulletin.

THEORY EXAM

W Practice tests (not actual exams) are now available to anyone through national headquarters' website.

If you anticipate entrants in the Musicianship/Theory event, YOU MUST REQUEST 2009 EXAMS AND ANSWER KEYS FROM ME. No theory exam ratings will be honored from a Festival whose chairman has not ordered the 2009 tests from me. It would be disappointing to disqualify a child because of this technicality, so please send your requests and I will fill the orders.

The tests are all new and there will not be a level 12 test. Instead there will be a level 4 and 4A. It was felt that there was too much change in the difficulty between 4 and 5.

INSURANCE

If your site requires a certificate of liability insurance, request this from early in the summer from Kathy Wilson (see pg 1 contacts), 952-890-7935 kawilson@speakeasy.net. Each site is required to hold a certificate of insurance so that if anyone participating, working or attending an event is injured there is a policy in place to cover your club.

Please specify the date(s) and site(s) where the covered event will be held, and allow two weeks for the fulfillment of your request.

GOLDCUPINFORMATION

GOLD CUP FEE

The fee is \$5.00. Adjust your club fees accordingly. Engraving will be done in-state to hold down costs.

W A new form will be available from the State Cup Chairman.

GOLD AND SILVER CUP CLARIFICATION

Only the first and last name will be printed on the gold or silver cup. No middle names or initials will be added. If the students' first name includes what might be considered two names, (i.e. Lisa Sue Smith) the teacher must make a very clear indication on the application form so the Site Manager can submit that name correctly. Site Managers, if you have a question on the applicants' name, please call and verify with the teacher before sending in your report. A re-engraved trophy plate is twice the cost. ALL ERRORS AND CORRECTIONS FOR CUPS MUST BE MADE WITHIN 90 DAYS AFTER RECEIVING THE CUPS IF EITHER NATIONAL OR STATE IS TO PAY FOR THE RE-ENGRAVING (DEPENDING ON WHO MADE THE ERROR). ANYTHING CORRECTED AFTER 90 DAYS MUST BE PAID FOR BY THE TEACHER.

REPORTPREPARATION

SITEMANAGERINSTRUCTIONSFORCOMPLETINGREPORTS

Whether you are a novice Festival Chairman or a venerable vet of many seasons, PLEASE READ THESE DIRECTIVES THOROUGHLY, for they contain your report making instructions.

It is the Site Managers' responsibility to be and stay informed in order to prevent disappointments and/or disqualifications. So whenever something is unclear to you, please contact me immediately, and we will work together to dispel the mists!

REPORT MAKING

If you have a never-fail system that you've used for years, please carry on! But if you are a beginner or looking for some new ideas (because change can be good!), I would like to suggest that you prepare your four required reports in this order:

- 1) Roster of All Entrants both Junior and Adult make 4 copies
- 2) Area Report of Festival Ratings (previously known as Report of All Participants) JR3-4 separate reports for Juniors and Adults 2 copies each
- 3) Summary Report JR3-3 separate reports for Juniors and Adults 3 copies each
- 4) MFT-1 (Report to Treasurer) 4 copies
- 5) Gold and Silver Cup Reports 2 copies each

Please see the individual packets of instructions for preparing each of these forms.

When all are complete, make sure your numbers match exactly on all reports. For example, if your JR3-4 reports 67 entrants in the piano solo event, then your JR3-3 must report the same number and there must be 67 rated piano soloists on your Roster of Entrants. Yes, of course, I realize how fundamental that sounds, but, believe me, I wouldn't have written it if it hadn't been needed. The very FIRST STEP in the audit procedure is counting and tallying, so let it be the LAST STEP in your assembly and proofreading.

NOTE: If you have had adult entrants, you should incorporate them with the juniors in your Roster of Entrants (in the Roster, place the word 'adult' after their name to identify them) and MFT-1 (Report to Treasurer); however, you must make separate JR3-3 and JR3-4 reports for adult and junior entrants.

REPORT DISTRIBUTION

- I. Send to your sites' designated auditor the following:
 - A. One (1) copy of MFT-1 (report to State Treasurer)
 - B. One (1) copy each of your Roster of Entrants for Juniors and Adults
 - C. One (1) copy of JR3-3 Juniors and JR3-3 Adult
 - D. One (1) copy of JR3-4 Junior and JR3-4 Adult reports
- II. Send to Nadine Berg, MFMC Treasurer:
 - A. One (1) copy of MFT-1 (report to State Treasurer)
 - B. One (1) check payable to Minnesota Federation of Music Clubs for the **TOTALREMITTED** found on the MFT-1.
 - C. One (1) copy each of your Roster of Entrants for Juniors and Adults.
- III. Send to MFMC Gold Cup Chairman:
 - A. One (1) copy of MFT-1 (report to State Treasurer)
 - B. One (1) copy each of your Roster of Entrants for Juniors and Adults
 - C. One (1) copy of your Gold Cup report, prepared according to instructions which were mailed to you separately.
 - D. One (1) copy of your Silver Cup report, prepared

according to instructions which were mailed to you separately.

- IV. Send to Cora Barr, Festival Chairman, the following:
- A. One (1) copy of MFT-1 (report to State Treasurer)
 - B. One (1) copy each of your Roster of Entrants for Juniors and Adults
- V. Keep in your own files the following:
- A. One (1) copy of MFT-1 (report to State Treasurer)
 - B. One (1) copy each of your Roster of Entrants for Juniors and Adults
 - C. One (1) copy of JR3-3 Junior and JR3-3 Adult reports
 - D. One (1) copy of JR3-4 Junior and JR3-4 Adult reports
 - E. One (1) copy of your Gold Cup report
 - F. One (1) copy of your Silver Cup report.

2009 FESTIVAL CALENDAR

W The 2009 MFMC Junior Festival Calendar will be available on the MFMC website.

DEADLINES

Please take note of the 2009 Festival calendar, which indicates the last date by which your completed Festival reports are due. However, regardless of your Festival date, no report will be accepted after April 1, 2009. If you experience any difficulty at all with report making, please contact me without delay so that I can assist. I also have a deadline for submitting our state report to national, so unless I hear a distress cry from you, I will assume that all is proceeding normally and that your report package will arrive in a timely fashion. Any report, therefore, that arrives after April 1 (without an extension having been previously arranged) will be returned to you unopened!

NATIONAL HONOR CERTIFICATES

As soon as each site's report audit has been completed, a copy of its approved/corrected JR3-3 will be sent to Distribution Chairman Jeannene Simonson. She, in turn, will use that to assemble your site packet of honor certificates for Superior rating recipients.

AUDITPROCESS

The success and speed of this lies largely in your hands. Your site report is read very closely before its results can be incorporated into the state summary and sent along to the NFMC Central Region Chairman. Before you even begin your 2009 report-making, be sure that all changes and corrections from the 2008 audit have been incorporated, or your report will be on the injured list before it even has a chance to warm up. For the sake of all concerned, enlist help in making and proofreading your report. Please. When these documents are audited, they are expected to be an accurate reflection of the results of your Festival, with no inquiries or clarifications needed. Thirty-two Festivals serving over 5000 student musicians (give or take a few) are big numbers, requiring big time and big work. Consequently, each site report will be audited as is. When your auditor has completed your site report, she will write to let you know that 1) you have followed directions perfectly and deserve an award of merit, or, 2) changes and corrections must be made. You will then make the required changes and send to your auditor amended copies of whichever document/s need attention. When these are received and your site reports' validation is complete, ONLY THEN will your auditor send the order for your Superior certificates to Jeannene and the order for Gold and Silver cups earned at your site. As you can see, more and more emphasis

must be placed at each site on detailed reporting and proofreading.

Also, if you use email, please include the email address of the person doing the records with your report, so your auditor can reach you this way.

You will receive assignment of your auditor by separate letter.

A follow-up debriefing letter will follow after the state summary report is complete. I do hope your festivals have been/will be delightful times with much excitement from your students and teachers. It gets hectic, but is so worth it when the certificates and cups arrive for presentation. You know you are a VIP to many students and parents. It is one of the rewards for doing this task which is above and beyond the call of duty.

CORRECTIONSTOBULLETIN

Vocal Solo/Musical Theatre REMOVE If I Sing from Closer Than Ever from Musically Advanced 3. It will stay in Musically Advanced 1.

MONTHLYTIMELINE

A brief summary of what happens when follows.

KEY TO SYMBOLS:

This symbol asks you to complete a task quickly since it represents a deadline.

This indicates that something NEW has been added and requires your attention.

W This is the website symbol. Either a form or a report is available.

OCTOBER

State dues forms should be completed and returned to the State Treasurer, Nadine Berg.

4714 First Ave
Hibbing, MN 55746
rnberg@rangebroadband.com

Your Support Team

This is the time to find reliable helpers to assist you through the next few months. Learn to delegate tasks early enough so that you do not feel overwhelmed. Make a calendar timetable that you see every day and stick to it. There is great reward in crossing off items from a 'to do' list.

W Reply Form #1

- This continues to be a problem. Please use the MFMC REGION NAME assigned to your club.
- Your Festival Location is the church, school, etc. where your festival will be held.
- Return by October 22, 2008, to MFMC State Festival Chairman.

W Please use the MFMC Reply Form #2 to order PARTICIPATION CERTIFICATES (small size). No certificates will be sent automatically. Deadline to order these certificates is October 15, 2008 from the Certificate Chairman.

NOVEMBER

DECEMBER

Last date to order Test Packet is December 15, 2008, through State Festival Chair.

RATING SHEETS

W Request your rating sheets from the Minnesota website or the National website if you are using those forms. You may use, blend or customize to your hearts content. The actual ratings must remain the same in terminology and sequence. There are five possible ratings for Juniors. All rating sheets must have these five ratings on them and they must all be available for judges to use. There are three ratings for Adults.

Junior ratings:

Superior - Excellent - Satisfactory - Fair - Needs Improvement

Adult ratings: Superior Excellent - Satisfactory

JANUARY-MARCH

REPORTING

If you do not already have a helper or two committed to assisting you with the reporting phase, please begin your recruitment campaign today. You will find that this is a task that demands accuracy and thus you will need detailed people to help you. There is no such thing as too fussy when it comes to making and proofreading Festival reports.

AUDITING

Your auditor will be assigned sometime in January. This person will be your contact for the reporting process. Be readily available for questions and keep your reports handy during this process. Also, be sure to back up your data by burning a CD or by putting your 2009 reports on a flash drive.

APRIL-MAY

Await the HalfNotes communication which will contain registration materials for the next convention.

JUNE-JULY

W Send the 2010 festival dates and recitals to Kathy Wilson, Insurance Coordinator BEFORE JULY 15, 2009. Contact her with questions regarding liability insurance requirements for MFMC events.

By July 31, 2009, send your next years roster of club officers, site manager and record keeper to the State Festival Chair along with the date/s of next years festival. Use the Reply Form #1 found on the website.

AUGUST

Attend the August MFMC Festival Workshop. Each club needs a representative to bring back information to the clubs membership.