

2010 Festival Cup Directives

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Hello Everyone!

This directive serves to guide you in your quest for the perfect Festival Cup Report! I'm looking forward to working with all of you during the approaching Festival season and I hope you find this information helpful. Please contact me sooner rather than later with questions, comments or concerns.

Now is the time to begin planning for your 2010 report. Completing tasks such as updating computer systems, checking that all corrections have indeed been properly recorded and simply putting together a team of proof-readers will simplify the process.

State records will not be accurate if your club records are less than perfect. We should all strive for zero disqualifications. Please assemble a team of veteran teachers to proof your registrations for those pesky progression issues (*before* they become huge Festival disappointments) 8-10 weeks prior to your Festival date, and again, when you are completing your final reports. Clean reports are essential to ensuring correct trophy orders, happy students and teachers *and* Festival Cup Chairmen!

I'm looking forward to receiving this year's reports after your Festivals. Here is what I will need from you:

- MFT-1: Financial report of Festival and Cup fees.
- Roster of Entrants
- Festival Cup Report. You may combine Junior and Adult on one report but make certain adult students are clearly indicated. Only include names of students who paid Gold/Silver Cup dues and earned points.
- Summary of all Gold and Silver Cups you are ordering by size, including a grand total of all Cups ordered. I will need a separate summary for Gold and Silver Cup orders.
- Name, address, phone number of person preparing the report and club name. Please, if you have more than one designation for your club [Tuesday Musical is also referred to as Metro 1], it is vital that this is indicated on your report.
- Name, street address and phone number of person who will accept delivery of your trophies. No PO box numbers can be accepted.

Trophy orders will be processed when the "A-OK" is received from your assigned auditor. Please check your order as soon as they are received for errors with nameplates and trophies. Let me know immediately of any problems and we will work together to get the issue resolved quickly.

All issues which involve National need to be reported within 60 days of receiving Cup orders. The Gold Cup chairman will not process any issues with nameplates after June 1, 2010 without a service fee of \$10. You always have the option of having your local trophy shop make a new plate but MFMC will not cover the cost.

Sample of Festival Cup Report:

Minnesota Federation of Music Clubs Festival Cup Report – 2010 Area: Tuesday Musical (Metro 1)

| Cup | 2010 Points | Total Points | Name | Comments (status) | Event | Teacher |
|-----|-------------|--------------|-------------------------|--------------------------|-----------------------|----------|
| | 5 | 5 | Federer, Roger | New | Piano Solo | Nadal |
| * | 4 | 18 | Connor, Dan | Transfer AVMTA – Paterno | Vocal Solo – Art Song | Fox |
| *** | 5 | 45 | Barber, Marion | Mason – Phillips | Flute Solo | Phillips |
| ** | 4 | 32 | Whalen, Lindsay (adult) | | Violin Solo | Borton |
| | 5 | 14 | Williams, Serena | | Piano Concerto | Temper |

Cup: Indicate trophy size with asterisks: First Cup = *, Second Cup = **, Third Cup = ***.

2010 Points: Points earned in 2010.

Total Points: Total accumulated points, including points earned in 2010. Please be certain this is correct from previous reports!

Name of Student: Be Consistent year after year! The spelling of the name must be the same year after year – this is how the name will appear on the nameplate and it is how I know it is the same student. If **Joey** wants to be **Joey** on his nameplate, he should be entered as **Joey**. I will not know that Joey Smith, Joseph Smith and Joe Smith are the same student without playing detective.

Comments: Very important! It is essential to know which students are new to the Festival database. There are over 17,000 names in the database and the less hunting I need to do for these names, the better. Also, there might be 10 other Joe Smith's in the database, but I need to know that your "Joe Smith" is new to the database. Also, if a student transfers from teacher to teacher or another club, please indicate here. Please contact me for transfers from one state to another state. I will need documentation from the local or state chairman for these points to be transferred. I cannot accept documentation from the previous teacher.

Event: Indicate the event in which the student participated. If you wish to abbreviate, please be very clear, e.g. – Vocal Solo Music Theatre (VSMT) or Vocal Solo Art Song (VSAS).

Teacher: Teacher name of the participating student. Another option to confirm I'm giving the points to the correct student.

On a separate sheet, or the end of your report, please complete final count of trophies. For my mini-report above, it might look like this:

| Gold Cups: | | Silver Cups: | |
|-------------------|---|---------------------|---|
| First Cup: | 1 | First Cup: | |
| Second Cups: | | Second Cups: | 1 |
| Third Cups: | 1 | Third Cups: | |
| Total Cups: | 2 | Total Cups: | 1 |

Report prepared by:

Lucy Van Pelt
816 Linus Street
Hibbing, MN 55746

Club name: _____ Area: _____

Please send trophies to:

Charlie Brown
814 Linus Street
Hibbing, MN 55746

Phone number: 218.290.9876

I'm looking forward to working with all of you this next year. If you should have any friendly suggestions, concerns or comments, please feel free to contact me. Earlier is always much better than later with any questions concerning your report. I will do my best to handle issues in a timely fashion, but please remember I have many other roles to fulfill and tennis matches to play and it might be a couple of days before I get back to you. Thanks in advance for your help and support!

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