

Directive 2 – Tips for an accurate Festival Cup Report – Festival 2012

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1. Prepare a **Teacher Summary Report** for each teacher listing their student's ratings, levels, and points for the previous 2 years. This can be done at the end of your festival if you are using a computer for your records. This will serve as a confirmation of your records for each teacher confirming data reported in your local club reports.
2. If you are not sure about your point totals from 2011 and would like a confirmation of what was entered for your site in 2011, contact me and I will e-mail you a **Proofing Sheet**. You can check your report with the MFMC Database records for 2010 which should reduce errors.
3. Send me a **List of New Students** before your festival and I will confirm that they are indeed new. This past year I found points from prior years in the database for several students who were *not* new, even though they were being recorded as such. This is also a good way to try to spot a progression requirement before it becomes an issue.
4. Before your festival, be certain teachers have had a **Proofing Session** to check and double check events and levels. Be sure to do this well ahead of time so students can learn a new piece if they need to, due to progression issues.
5. ***Please*** – if you are entering a student into **concerto and solo events** and wish to **combine these points**, double check with me and I will gladly check the **level and age requirements** for your student. It is vital that you understand the rules involved with combining and alternating events. Please encourage your teachers to ask –sometimes we think we understand but we have missed something. It was difficult to inform teachers this past year that the student could not combine points because the levels were wrong. This heartbreak can be avoided.
6. Minnesota is a large state with many clubs and regions. **When sending an e-mail to me, please include your name, region and official club name.**
7. **The event earning points and cup is the event that is listed on the gold cup report.**
If your student is alternating between Violin Concerto and Violin Solo event for Violin Solo points, the event is VIOLIN SOLO. In the comment field, say: Concerto Event – Solo points.

8. When **Combining Points** on the **Cup Report** with the concerto and solo events, list the points earned for this year only – do not include these points in the TOTAL points column. These points should be included in the total point's column for the Solo Event with which they are combining. Please add those points directly into the Total Points for the Solo Event.

9. Please remember I am also a teacher, accompanist, parent, festival chairman, tennis player..... and my time is important to me and scarce. I'm very proud of the professionalism in our state and **I thank you in advance for your kindness and patience** as we work together through another Festival Season.

Sarah Twedt