

Minnesota Federation of Music Clubs 2012 Festival Information (Updated 08-15-2011)

Contact Information

National Federation of Music Clubs website (forms, etc.)
www.nfmc-music.org

Minnesota Federation of Music Clubs website (forms, general information, etc.)
www.mfmc.net

MFMC Festival Chair

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MFMC Festival Cup Chair

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MFMC Festival Certificate Chair

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Information for Site Managers and Record Keepers

The Festivals Bulletin is the authority for running a Festival. All the General Rules for Festival are contained in the Festivals Bulletin on pages 1-6. Please read and follow them, and ask questions if needed. Event specific rules are located throughout the book. **CORRECTIONS AND CHANGES TO THE BULLETIN CAN BE FOUND AT <http://nfmc-music.org/cms/bulletin-adjustments/>.**

SITE MANAGERS

- Please read each directive completely and provide complete information by the stated due dates.

SITE MANAGER "TO DO" LIST

1. LIABILITY INSURANCE INFORMATION – send Festival dates and locations to the Insurance Coordinator by the deadline she specifies.
2. REPLY FORM #1 – Due to Dawn Carlson by September 15, 2011; form is included in this packet and is available online at the MFMC website. *Please complete all information.*
3. REPLY FORM #2 – Due to Jeannene Simonson *one month before the date of your festival*. You may send it early. The form is included in this packet and is available online at the MFMC website. Follow the directions on the form. Calculate the number of participation certificates your site will need. Please do not use certificates from past years as they are dated.
4. Request Theory Event tests and answer keys from Dawn Carlson by December 10, 2011 if you anticipate any participants in this event. You do NOT need to know the number of participants or their levels at this time.
5. Request transfer student information (Follow the procedures in these directives).
6. Make, double-check, proofread, and submit reports by the deadline (or delegate this job to a record keeper) – see specifics in the REPORT MAKING section below.
7. Do all the other things that you efficiently handle every year – dates, location, pianos, judges, applications, scheduling, helpers, etc.

APPLICATION FORM

- The national application form for festival (JR3-8) may be downloaded from www.nfmc-music.org or a form may be created to suit your needs.
- The compliance statement/signature at the bottom of the national form is *required* to be on every application form.
- Please credit the Minnesota Federation of Music Clubs as the sponsoring organization for Festival.

FEES

- The combined national/state fee is \$5 per entrant per event (solos/ensembles of fewer than five people).
- The combined national/state group entry fee (for ensembles of five or more people) is \$20.
- The Gold/Silver Cup Fee is \$5 per year per event per student.
- Each site may assess an additional fee amount to be used only to cover Festival costs.

RATING SHEETS – Festivals Bulletin pages 4-5

- Rating sheets may be downloaded from the national website.
- You may customize the forms, but the actual ratings must match the national model.
- Junior ratings are: Superior, Excellent, Satisfactory, Fair, Needs Improvement
- Adult ratings are: Superior, Excellent, Satisfactory

TRANSFER STUDENTS FROM OTHER STATES

If a student has performed in Festival *in another state* a Festival Transfer Information form (JR3-1) must be completed by the Site Manager or State Chairman of the previous state (form available online at www.nfmc-music.org). Alternately, the same information from the form may be provided via e-mail. This process should be initiated by the site chair of the **new** festival and should be done as early as possible.

TRANSFER STUDENTS WITHIN MINNESOTA

If a student has performed in Festival *at a different site within Minnesota*, the following information should be requested from the Site Manager or Record keeper of the previous festival site by the Site Manager/Chair of the new festival site. (You will know which students are transfers when you receive registrations – if you want to take care of this even earlier, you can request the names of transfer students from the teachers in your group as early as you wish.)

- Student Name
- Former festival site, former teacher
- New festival site, new teacher
- Complete festival history (Year, Event, Class, and Rating)
- Total number of gold cup points for each event entered
- Number of consecutive superiors in 2011 for each event entered

The information should be sent to:

1. the Site Manager of the new festival site
2. the State Festival Chair (Dawn)

It can be sent in paper or e-mail form – **the format is not important, but all the information needs to be included.** This way, transfer student information is readily available in advance so that the audit procedure can occur with fewer delays, and hopefully errors in progression can be prevented. If it is unclear which festival site the student previously played at, refer questions to the state festival chair (Dawn) or festival cup chair (Sarah) so we can try to point you in the right direction.

Sample:

STUDENT NAME: <i>Molly Mover</i>			
FORMER FESTIVAL SITE: <i>My Imaginary Music Club, Somewhere, MN</i>		FORMER TEACHER: <i>Kevin Keys</i>	
NEW FESTIVAL SITE: <i>Your Idyllic Music Club, Overthere, MN</i>		NEW TEACHER: <i>Natasha Notehead</i>	
YEAR	EVENT	CLASS	RATING
2009	Piano solo	Primary 3	Superior - 5
2010	Piano solo	Primary 4	Excellent - 4
TOTAL NUMBER OF <i>Piano Solo</i> GOLD CUP POINTS = 9			
NUMBER OF <i>Piano Solo</i> CONSECUTIVE SUPERIORS IN 2011 = 0			
YEAR	EVENT	CLASS	RATING
2009	Hymn playing (piano)	Primary A	Superior - 5
2010	Hymn playing (piano)	Primary B	Excellent - 4
2011	Hymn playing (piano)	Primary B	Superior - 5
TOTAL NUMBER OF <i>Hymn playing (piano)</i> GOLD CUP POINTS = 14			
NUMBER OF <i>Hymn playing (piano)</i> CONSECUTIVE SUPERIORS IN 2011 = 1			

REPORT MAKING, DOUBLE-CHECKING, AND PROOFREADING

1. Roster of All Entrants

- Each teacher is listed by name (in alphabetical order) and address.
- Each teacher's students are listed in alphabetical order under the teacher's name; students with multiple events should list the events in bulletin order.
- Report columns are as follows: Student Name, Event, Classification, Rating. (On this report you may include students who entered but later withdrew or received no rating. Adult and Junior entrants may be included on the same report, but please include the word "ADULT" after the names of adult entrants.)
- Include the name, address, and e-mail address for the report maker somewhere on the report, *PLEASE!*

Sample:

MINNESOTA FEDERATION OF MUSIC CLUBS FESTIVAL

My Imaginary Music Club

Roster of Entrants

February 24, 2012

Somewhere, MN

Teacher: Jane Doe, 555 Educational Dr., Anywhere, MN Zip (555)555-5555

Anderson	Annie	piano duet	Pri II	Superior
Anderson	Annie	hymn playing (piano)	Pri D	Superior
Booth	Ben	piano solo	Pri II	Superior
Booth	Ben	hymn playing (piano)	Pri B	Superior
Clemens	Callie (ADULT)	piano solo	Pri IV	Superior

Teacher: Sallie Smithe, 555 Teacher Lane, Anywhere, MN Zip (555)555-5555

Davis	Dan	piano duet	Pri II	Superior
Evans	Evilyn	hymn playing (piano)	Pri D	Superior
Fredericks	Frank	piano duet	Pri II	Superior

Report prepared by Davey Davenport, 555 Accounting Alley, Anywhere, MN Zip, davey@davey.davey P.1 of 3

2. Area Report of Festival Ratings (JR3-4)

- Make separate JR3-4 reports for Juniors and Adults.
- Report columns are as follows: Total Consecutive Superiors, Entrant's Name (last name first), Junior Club, Event, Comments/Status, Class Last Year, Rating Last Year, Class This Year, Rating This Year. *The inclusion of the Notes/Status column was new last year but is the same information that you are already including in your Gold/Silver Cup Report. **ALSO, please use this column to note students who are alternating between Piano Solo and Lynn Freeman Olson Piano Solo or between Violin Solo and Violin Concerto, etc. – see example.***
- List each of your Festival events in the order they appear in the Festivals Bulletin.
- List names within each event in alphabetical order according to last name and regardless of class. Leave several blank lines between events.
- Consecutive Superiors include the current year. Any rating other than superior and any gap in Festival participation for the event reset the consecutive superiors to zero. (The only exception would be the specific events which are allowed to *and are being used to* alternate toward the same gold cup – consecutive superiors can follow back and forth between these events, but still no gap in yearly participation is allowed.)
- Class Last Year and Rating Last Year should be blank or contain only parenthetical notes if the student did not play in Festival in 2011.
- Include the name, address, and e-mail address for the report maker somewhere on the report, *PLEASE!*

Sample:

NATIONAL FEDERATION OF MUSIC CLUBS
FESTIVALS
AREA REPORT OF FESTIVAL RATINGS (JR3-4)

SOMEWHERE, MINNESOTA

My Imaginary Music Club

2012

Total Consec. Super.	Entrant's Name		Junior Club	Event	Comments/ Status	Class Last Year	Rating Last Year	Class This Year	Rating This Year
	Anderson	Andrea	My Imaginary Music Club	piano solo	LFO piano solo in 2011	Pri I A	E	Pri I	Sat
1	Carter	Caleb	My Imaginary Music Club	piano solo		Pri I	Sat	Pri II	S
1	Dover	David	My Imaginary Music Club	piano solo	Transferred from South Suburban	Pri III	E	Pri IV	S
7	Evensen	Emily	My Imaginary Music Club	piano solo		D II	S	V Dif I	S
	Gunter	Gwen	My Imaginary Music Club	hymn playing (piano)	Inactive in 2011			Pri D	S
5	Hendig	Henry	My Imaginary Music Club	hymn playing (piano)		Pri D	S	Pri E	S
1	Isaacs	Ian	My Imaginary Music Club	pipe organ solo	New			Pri I	S
3	Jenkins	Jessica	My Imaginary Music Club	pipe organ solo		EI I	S	EI II	S

Report prepared by Davey Davenport, 555 Accounting Alley, Anywhere, MN Zip, davey@davey.davey

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3. Summary Report (JR3-3)

- Form may be downloaded from the NFMC website.
- Make separate JR3-3 reports for Juniors and Adults
- Follow instructions a. – d. on the form – *disregard the fee portion of this form.*
- In the Summary Report, you are counting consecutive superiors as reported on the JR3-4.
- Remember that if one participant is in two events, each event is counted separately.
- **NEW – the “number of Junior Clubs” should equal the number of teachers in the club rather than the actual number of clubs.** (This was communicated to me by our Regional Festival Chair.)

4. Report to Treasurer (MFT-1)

- Form is included in this packet of information and is available on the MFMC website.
- Follow the instructions on the form.
- Do not pay fees for students who did not receive a score for any reason (disqualified, etc.).

5. Gold and Silver Cup Reports

- Instructions are distributed by Sarah Twedt, Festival Cup Chair

REPORT DISTRIBUTION AND DEADLINES

- Reports are due 2 weeks after the date of your festival.
- No report will be accepted after April 1, 2012.
- Contact me ASAP with any report making difficulties so we can all meet our deadlines.

Send to your site’s designated auditor:

- 1 copy of MFT-1 Report to State Treasurer
- 1 copy of Roster of Entrants
- 3 copies of JR3-3 for juniors
- 3 copies of JR3-3 for adults (if you have adult participants)
- 1 copy of JR3-4 Area Report of Festival Ratings for juniors
- 1 copy of JR3-4 Area Report of Festival Ratings for adults (if you have adult participants)

Send to MFMC Festival Cup Chairperson, Sarah Twedt:

- 1 copy of MFT-1 Report to State Treasurer
- 1 copy of Roster of Entrants
- 1 copy of Festival Cup Report

Send to MFMC Treasurer, Nadine Berg:

- 1 copy of MFT-1 Report to State Treasurer
- 1 check payable to MFMC for the amount in the TOTAL REMITTED blank on the MFT-1

Keep in your own files:

- 1 copy of MFT-1 Report to State Treasurer
- 1 copy of Roster of Entrants
- 1 copy of JR3-3 for juniors
- 1 copy of JR3-3 for adults (if you have adult participants)
- 1 copy of JR3-4 Area Report of Festival Ratings for juniors
- 1 copy of JR3-4 Area Report of Festival Ratings for adults (if you have adult participants)
- 1 copy of Gold Cup Report
- 1 copy of Silver Cup Report (if you have adult participants)

AUDIT PROCESS

Your speed at submitting reports and responding to inquiries from your auditor directly affects the time it will take for your certificates and cups to arrive.

Your auditor checks your reports to see that:

1. You have completed all necessary reports.
2. You have named events as they are in the Festivals Bulletin and included them in bulletin order.
3. The total numbers of superiors, events, and entrants match on every report.
4. The total numbers of consecutive superiors by year match on the JR3-4 and the JR3-3.
5. Students followed the progression rules set out in the Festivals Bulletin.
6. Every consecutive superior number is correct when compared with last year’s data.
7. You have submitted the correct fees to the state treasurer.

After you make any needed corrections and re-submit the corrected reports, your auditor will authorize the shipment of Superior Certificates and Festival Cups for your site.

Information for ALL MEMBERS

Bulletin Highlights and Reminders – *These Are Only Highlights – Refer to the Bulletin!*

ELIGIBILITY – Festivals Bulletin page 1, 6

- Junior entrants must be under 19 years of age on the date of the festival event AND must be members of the Federation.
- Adult entrants are age 19 or above on July 1 of the festival year AND must be Federation members of a *senior* club or Senior Individual Members or hold collegiate membership.

PROGRESSION – Festivals Bulletin page 2

Progression errors are found on the final reports too often and lead to *student disqualification*. Each club should have a system to check and catch classification and repertoire errors when registrations are received. Be aware and assertive about this issue.

- Junior entrants who receive a Superior must advance to a higher class the next year unless otherwise noted in the directions for the specific event.
- Junior entrants who receive an Excellent or lower may advance to a higher class or repeat the current class one time with different repertoire unless otherwise noted. *In the Lynn Freeman Olson Piano Solo Event, entrants who receive an Excellent or lower in a Primary Class may only repeat the class at Level B (page 19).*
- Entrants in the highest class of an event may repeat that class with different repertoire regardless of the rating received.
- Pre-primary entrants may repeat the class once regardless of rating if they still meet the age requirement. *In the Lynn Freeman Olson Piano Solo Event, the student must enter Level B if repeating the pre-primary class (page 19).*
- Regression of class is NEVER permitted.

DISQUALIFICATION DUE TO TEACHER ERROR – Festivals Bulletin page 5-6

COMBINATION OF POINTS AND ALTERNATING EVENTS – Festivals Bulletin pages 7-9

- Combining Solo and Concerto points toward one Solo gold cup is allowed only for students in grades 9-12 and has *specific requirements* as to the difficulty classification of both the solo and the concerto. Consult the bulletin for specifics.
- Alternating points from duet, trio, and quartet events toward one Ensemble cup is allowed, but the points may only be used once toward any cup.
- String students may alternate between solo and concerto events to accumulate points toward a cup in the solo event.
- Students may alternate between the Piano Solo Event and Lynn Freeman Olson Piano Solo Event to accumulate points toward a cup in Piano Solo.

MEMORIZATION – Festivals Bulletin page 2

- Junior entrants in all solo events (except organ, hymn event, and brass/woodwind choice selections) MUST perform from memory.
- If an entrant does not perform/complete a piece from memory, the performance will receive the judge's comments only – NO RATING will be given and NO GOLD CUP POINTS will be awarded.

MUSICAL SCORES – Festival Bulletins page 3

- *Published* scores must be provided for the judges.
- Legally produced scores from vendors such as CD Sheet Music may be used if they include the letter of permission that accompanies the music.
- Photocopied music is allowed ONLY if accompanied by written permission from the publisher stating that the music is out-of-print.

ACCOMPANIMENTS – Festival Bulletins page 4

- If accompaniment is indicated in the score, it must be used.
- Accompaniments may not be taped except in Dance events.

REPERTOIRE/CHOICE OF MATERIAL – Festivals Bulletin page 3 and event requirement pages

- General rules governing the choice of repertoire appear on page 3.
- Specific rules are at the beginning of each event section of the bulletin.
- Choice material may not appear anywhere in the bulletin unless otherwise noted.
- Choice pieces must be commercially published.
- Students MAY NOT use titles from the Lynn Freeman Olson Piano Solo Event as choice music in the regular Piano Solo Event (see page 11, #6).

- **SPECIAL NOTE – hymns, folk songs, and traditional melodies are NOT ACCEPTABLE choice pieces in the Piano Solo event.** Be careful, especially when choosing choice pieces from lesson books – these books typically contain many folk and traditional melodies, and this type of error in repertoire happens many times each year and forces students to learn a new choice piece in a hurry. Arrangements and simplified classics are also unacceptable.

RECORDING – Festival Bulletins page 4

- No audio recording, video recording or photography during any performance

LYNN FREEMAN OLSON PIANO SOLO EVENT (LFO) – Festivals Bulletin page 19

- Progression in LFO event – read page 19 #9-12 carefully!
- Students may alternate between the regular Piano Solo event and the Lynn Freeman Olson Piano Solo Event accumulating all the points toward a Festival cup in Piano Solo.

SPECIALLY CAPABLE JUNIOR MUSICIAN (SCJM) – Festivals Bulletin page 2

- Exceptions to the General Rules are allowed for students who have been identified as physically or mentally challenged.
- SCJM Official Application (JR 3-13) must be submitted to the site and state chairpersons at least one month prior to the Festival date (form available online).

PIANO ENSEMBLE EVENTS – Festivals Bulletin page 33

- The solo class of the ensemble entrants must be within 2 classes (example: Elem 2 and Elem 4).

THEORY EVENT

- Practice tests are available on the NFMC website.
- Exams and answer keys must be requested from the State Festival Chair.

ADULT PARTICIPATION RULES – Festivals Bulletin page 6

- A senior club called MFMC Adult Festival Club has been created for adult festival participants. Membership in this club will fill the requirement that all festival participants be federation members. The membership dues will be paid with the *Senior Dues Statement* sent out by the state treasurer.

FESTIVAL CUP INFORMATION

- Only first and last names are engraved on the cup. If the student's name includes what might be considered two names (ex. Mary Jo Smith) this must be communicated to the Site Manager so the reports are correct.