**MFMC TIMELINE FOR FEDERATION FESTIVAL PREPARATION**

**WINTER/SPRING**

* Secure Festival venue for upcoming year.

**JULY**

* Report names of Festival Committee to State Festival Chair.
* Report Festival venue and date to State Festival Chair for MFMC website calendar.

**AUGUST**

* Apply for Festival event insurance and payment on NFMC website.
* Complete Child Protection Policy Form online and process accordingly.
* Update informational letters to teachers, judges, Festival volunteers.
* Secure Festival judges including one substitute judge.
* Certificate orders due to State Festival Chair (Katherine Nold) by October 1.

**SEPTEMBER**

* Call and reconfirm Festival venue.
* Send out letters and Festival volunteer form.

**OCTOBER**

* **MFMC Guidelines for Festival Finances form due to Mary Jane Timmer October 1st.**
* Verify Festival venue food policy.
* Find caterer, if necessary or assign food volunteers.

**NOVEMBER**

* **MFMC Senior and Junior membership dues are due Nov. 1.** Remember, teachers must be a member of a Senior Club first, then register their Junior Club.
* Festivals may open online registration.

**DECEMBER**

* Application deadline along with volunteer form to Festival Admin due December 1st.
* Elementary 1 and beyond choice piece must be non-American.
* Festival Administrator will notify teachers of errors.
* May download Theory samples for study purposes.

**JANUARY**

* Begin scheduling students and volunteers.
* Provide job descriptions for recorders, monitors, runners - including a schedule.
* New Theory tests are available and sent out two weeks prior to scheduled Festivals. Festival Area Committee to review for errors. These tests are not to be made public.

**FEBRUARY**

* Maintain Federation Cup fees in your Festival account for purchasing your Festival Area’s Federation Cups.
* Email schedules to teachers and volunteers.
* Three weeks before event:
	+ Verify venue.
	+ Update scheduling and notify those involved.
	+ Complete rating sheets and cards (IF not in the Online Festival Management System).
	+ Secure supplies for Festival day (pens, pencils, etc.)
	+ Send judge schedule, NFMC guidelines, and NFMC rating sheet sample to adjudicators.
	+ Copy Theory tests.
	+ Address mailing envelopes to teachers for rating sheets mailing if necessary.

**FESTIVAL DAY**

* Arrive early.
* Check rooms, pianos, benches, etc.
* Place any signs, if necessary.
* Seats for monitors and waiting students in the hall.
* **Provide a judge orientation prior to the start of the Festival.**
* Teacher and volunteer check in, and then report to respective positions.
* TROUBLE SHOOT!! Periodically check rooms including:
	+ Schedule running on time.
	+ Rating sheets collection.
	+ Check that judges’ comments substantiate rating after the first two students.
	+ Judges’ signatures in place.
* Record ratings.
* Following the event: Provide teachers with rating sheets, certificates, and Gold Cups (if available) or mail rating sheets and certificates the next business day.
* Provide Thank You notes to judges with enclosed payment.
* Check rooms, leaving them as they were found, no food or trash left laying around

**THE WEEK AFTER**

* **Order Federation Cups online from Crown Awards website, pay for Cups online to NFMC. Cups will ship when payment is received.**
* Mail comments the next day or within the week to teachers.
* Record ratings if not done on Festival day.
* **Complete Finance Report and send to MFMC Treasurer and State Festival Chair within two weeks after Festival.**
* **Send JR3-3 and JR3-4 forms to MFMC Festival Chair, MFMC Records Chair, and MFMC Federation Cup Chair two weeks after Festival.**