

# ***TIMELINE FOR FEDERATION FESTIVAL PREPARATION***

## **WINTER/SPRING**

- Secure Festival site for upcoming year

## **JULY**

- Report names of Festival Committee to State Festival Chair
- Report Festival date and site to State Festival Chair so webmaster can update the website

## **AUGUST**

- Apply for Festival Site insurance and payment for insurance on NFMC website.  
Fill Child Protection Policy Form on line
- Update informational letters to teachers, judges, festival workers
- Begin your search for judges and secure those judges, have one substitute judge in case of illness

## **SEPTEMBER**

- Call and reconfirm site
- Send out letters and Festival workers form

## **OCTOBER**

- **Finance Guidelines due to MJ Timmer October 1**
- **Certificate order to MJ Timmer October 1**
- Check if Festival site allows private food to be brought in
- Find caterer if necessary or food volunteer

## **NOVEMBER**

- **Senior and Junior membership dues are due Nov. 1.**
- Festivals may open registration on line

## **DECEMBER**

- Application deadline along with volunteer form (optional) to Festival Chair Dec.1
- Check accuracy on all applications. Elementary 1 and beyond, choice piece must be non-American
- Festival Administrator will notify teachers of errors
- If necessary, download Theory tests for study purposes

## **JANUARY**

- After the holidays, begin scheduling students and workers
- Have job descriptions for recorders, monitors, runners and the time they are to work
- New Theory tests are available and sent out two weeks prior to scheduled Festivals; check over for mistakes on points, questions.

## FEBRUARY

### • **Festival Fees due to MFMC Treasurer January 31**

- Keep Federation Cup fees in your Festival account for purchasing your site's Federation Cups
- Early in the month send out schedules to teachers
- During the last three weeks before event
  - Make any changes that occur in scheduling
  - Fill in rating sheets (can be done online) and cards
  - Have supplies for Festival day (pens, pencils, etc.)
  - Call and/or go to site to check out
  - Send letter to judges to remind them of date and place and include a rating sheet and guidelines set by NFMC
  - Copy Theory tests, schedules for judges, monitors, check-in desk
  - Address mailing envelopes to teachers for rating sheets mailing if necessary.

## FESTIVAL DAY

- Arrive early
- Check rooms, pianos, benches
- Seats for monitors and waiting students in the hall
- Place any signs, if necessary
- Have **judge orientation** prior to the start of the Festival day
- Have workers check in, then go to respective positions
- **TROUBLE SHOOT!!** Periodically check rooms:
  - Running on time
  - Rating sheets coming
  - Check that judges comments substantiate rating
  - Judges' signatures in place
- Record ratings on site, online, or later during the following week
- At the end of the day, give teachers rating sheets (if recorded), certificates or mail rating sheets and certificates the next business day
- Write 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 two weeks after Festival**
  - **Send JR3-3 and JR3-4 forms to Gold Cup chairman, State Festival Chair two weeks after Festival.**

