

NEW PROCEDURE FOR FESTIVAL CUP ORDERS 2021-2022

- **Federation Cup orders no longer go through the NFMC office!**
- **No** pre-orders before your Festival date.
 1. Orders may be made immediately following your Festival.
 2. This will eliminate excessive storage space in someone's garage!
 3. There is @4-6 day turnover time from the time payment is received by NFMC to delivery, if no engraving is required.
- Cups will be ordered directly from Crown Awards website, by the Festival Chair or Festival Cup Chair of each Festival site or the state Festival Cup Chair.
 1. The Crown Awards website is, [Http://nfmc.crownawards.com](http://nfmc.crownawards.com) online payment to be made by credit card or electronic check on the NFMC website, "online payment"
 2. **Postage is included** in the cup price on the Crown website.
 3. Postage is much less on larger orders. If your Festival sites have teachers and students that travel great distances, then an individual teacher order may be feasible. But if possible, place a large order, divide and deliver or arrange a pick-up date.
- **Ordering Procedure**
 1. Go to the Crown Awards website, [Http://nfmc.crownawards.com](http://nfmc.crownawards.com)
 2. Order the total amount of each size cup before moving on to the next size. (Create separate order if ordering for a singular teacher).
 3. When finished ordering all needed cups, go to the shopping cart and fill in shipping address. The total amount owed will be presented there. Remember, **shipping costs are included** in the cup price. The more you order, the less the shipping per cup. Then, submit your order!! It is easy!
- **To Pay**
 1. Go to the **NFMC** website. On the left side of the home page click "**online payment**".
 2. Scroll down. Click on "**other**"
 3. In box next to "other", type in "**Federation Cup Order**".

4. In **Organization** type in **State name (ex. MFMC, OFMC, etc.) and Festival Site**
 5. Be sure that in **"Name"**, the name is the Festival Administrator of the site, Federation Cup Chair of that Festival site or someone whose name is on the checking account or credit card (If your site has one).
 6. Click **"Credit Card"** or **"Electronic Check"** then proceed to fill in the blanks and submit. Do not add dollar signs!!
 7. As soon as your check is submitted, NFMC notifies Crown Awards and your Festival Cup order is shipped!
 8. Should you not have enough monies to cover the entire cost, contact your state treasurer. **Remember, Festival sites need to be self-supporting!**
- A copy of every Festival Cup order must be emailed to your state Festival Cup Chair.
 1. An emailed, detailed order receipt will come back to the "orderer" from Crown Awards **and that receipt should be forwarded on to your State Festival Cup Chair.**
 - Payment will be made for each order placed by Festival chairs of each Festival site **with acquired cup fees obtained with the Festival Application.**