

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 online

- 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 September 24**
- **Certificate order to MJ Timmer September 24**
- 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 now open registration online, or earlier if necessary

DECEMBER

- Vivace registration, along with volunteer form (optional), to Festival Chair soon
- Check accuracy on all registrations. Elementary 1 and beyond, choice piece must be non-American
- Festival Administrator will notify teachers of errors, Vivace catches most errors! Remember to check COMBINE or ALTERNATE!!!
- If necessary, download Theory practice 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 any possible mistakes on points, questions.

FEBRUARY

- 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 and cards (can be done online)
 - Have supplies for Festival day (pens, pencils, etc.)
 - 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 sheet mailings, 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 lying around

THE WEEK AFTER

- **Order Federation Cups online from Crown Awards website, pay for Cups online to NFMC. This may be done by the Festival Chair (Admin). Cups will ship when payment is received at NFMC. Cups may be preordered if approved by state cup chair and NFMC cup chair.**
 - 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 form to State Festival Chair two weeks after Festival.**
 - **Send Cup reports to State Cup Chair two weeks after Festival.**
 - **Send Festival Fee indicated on Vivace JR3-3 form to State Treasurer.**