

FESTIVAL CHAIRMAN

GOALS:

- Encourage students to participate in the Junior/Senior Festival
- Provide incentives by awarding certificates, trophies etc.

Deadline for entries is March 1st (to be discussed)

DUTIES:

- Confirm location and times prior to event
- Confirm availability of instruments e.g. 2 pianos as well as availability of rooms for other instruments
- Confirm area reserved for theory
- Confirm area reserved for office
- Confirm area reserved for refreshments
- Send reminder email to teachers for entry deadline
- Order the required certificates from the National Festival Chairman
- Teachers will submit 4 copies of printed entry forms with respective judge sheets and transfer form of each student as well as registration fees.
- Send 1 copy of entry form and judge sheet to Repertoire Chairman to check repertoire and level
- Send 1 copy of entry form to Gold Cup Chairman to check against previous records
- Submit all registration fees to Treasurer
- Assign time slots and rooms for each student
- Allow sufficient time for judges to make evaluation
- Work with Adjudicating Chairman and be available to help resolve any issues with ratings
- Help make decisions on special circumstances that arise during event e.g. sickness, injury, late comers
- Organize the record keeping area with each team member assigned to a specific task
- Designate monitors and runners
- Display NFMC logo and materials during event e.g. Gold Cups, NFMC poster

Gold Cup Chairman/Trophy Chairman

Duties:

- Maintain a database with current and accurate records for each teachers' students that participate in Jr. Festival
- Secure a local supplier for trophies for Sacred Music Festival, Parade of American Music, engraved name plates for Jr. Festival and ribbons for Jr. Festival

Prior to Jr. Festival:

- Obtain copy of each teachers' entry form from Festival Chairman
- Calculate which students could possibly earn Gold Cups at Festival
- Order projected number of Gold Cups from State Gold Cup Chairman
- Order ribbons from local supplier

Day Of Jr. Festival:

- Set up display of Gold Cups
- Work in office area to record completed ratings sheets
- Calculate students total points

After Jr. Festival:

- Receive Gold Cup order
- Order engraved name plates from local supplier
- Sort and distribute Gold Cups to the teachers
- Update database
- Send each teacher a printout showing each students' festival record and current points

Prior to Sacred Music Festival:

- Work with local supplier to choose trophy and statuette and obtain prices

After Sacred Music Festival:

- Obtain list of students from Festival Chairman
- Order trophies/statuettes with engraved plates from supplier
- Pick up trophies and distribute to teachers

Prior to Parade of American Music:

- Work with local supplier to choose trophy and obtain price
- Obtain list of students from Parade Chairman
- Order trophies with engraved name plates
- Pick up trophies and deliver to Parade of American Music Chairman for distribution at the event

JOB DESCRIPTION: Repertoire Chairman

Encourage teachers in the club to plan ahead. Make yourself accessible for teachers to contact you regarding repertoire questions which include selection of a required piece from the bulletin at the correct level and selection of a choice piece that matches this level. *Be prepared with suggestions for "quick fixes" for teachers who need an alternate selection for their student. A handbook of piano literature is very useful as well as the program described below *.

Each teacher submits to the Festival Chairman (4) copies of their entries with a check covering each student's entries by the deadline set by the Festival Chairman. One copy of the entry forms is submitted to the Repertoire Chairman who may enlist help to go through a checklist as follows for each entry:

- Required and choice compositions must be by a different composer (except Lynn Freeman Olson entries).
- E1 and above choice pieces must be an original piece by a non-American composer.
- No arrangements, abridgments, or transcriptions may be used. Only complete and original compositions are acceptable. Folk songs and Hymns are separate categories, not to be chosen for Piano Solo entries.
- Students who receive a Superior rating must advance to a higher level the next year. Students receiving Excellent may repeat their level only once but must play different selections. The exceptions to this rule are for PP entrants who may stay in that level for two years regardless of rating, and entrants in the highest class event. All must prepare different required and choice pieces each year.
- Required compositions must be taken from the bulletin.
- Choice compositions may not appear in the bulletin.

Remind teachers, if necessary, that Levels PP and P1 pieces must be at least 12 measures long; Levels P2 and above must be at least 16 measures long. No copies are allowed. (This is checked by each judge at Festival; and if there are any discrepancies, the judge is to send for the Repertoire Chairman to note the discrepancy and contact the teacher but not penalize the student.

Up to **one month plus one week** prior to Festival, graciously allow changes in repertoire considering the bulletin requirements. Kindly redirect the teacher to make the change and complete a new judge sheet with the new pieces. These updated rating sheets must be submitted no later than one month prior to the Festival to the Repertoire Chairman, who in turn checks the changes, notes the judging sheets are ready and submits these to the Festival Chairman for filing in the judge packets. Under no circumstances should there be any changes in repertoire from one month before Festival to the date of Festival.

Should there be an oversight in the entry form from a teacher, the Repertoire Chairman must politely contact the teacher and present the corrections, asking the teacher to please make corrections in their student's entry level or repertoire according to the Festival Bulletin. Corrected judge sheets will need

to be sent to the Repertoire Chairman for verification and then submitted to the Festival Chairman for filing in the judge packets.

*When a new bulletin is published, a program shall be offered to give an overview of new bulletin selections will allow all members to become familiar with the required repertoire for Festival. Each member is strongly encouraged to participate in preparing selections. The Repertoire Chairman will ask what levels each respective member is willing to prepare. The preparation of pieces is just a brief overview, playing the first (8) measures, and brief comments of how the piece develops, perhaps playing how the piece ends. The success of our Club occurs when each member is responsible in taking an active role in the preview process which occurs once every 3 years with each new Bulletin.

Goals of Repertoire Chairman: To help members understand and follow the guidelines as set forth in the Bulletin for selection of repertoire and, therefore, indirectly guide students to qualify and progress successfully toward earning their points toward the awarded Gold Cup and recognition.

Respectfully submitted on October 15, 2009 by Susan Price, current Repertoire Chairman

Theory Chairman Responsibilities

Before festival:

- * Order all 12 levels of theory test from the national NFMC office
- * Copy tests need for registered theory participants
 - * Have extra copies of each level available in case of any mix-up
 - * Have the answer key ready for each level
- * Buy pencils and red marking pens

At festival:

- * Set up chairs; ready room for test
- * Have tests and pencils ready for students
- * Grade theory tests
- * Report results to central office
- * Clean up room

Additional duties:

- * Be available in the time leading up to festival to answer questions from teachers
- * Be available after festival to field any questions from teachers that might come up regarding the grading of the tests.

JOB DESCRIPTION OF ADJUDICATING CHAIRMAN OF MFMC IVF

BEFORE THE FESTIVAL: set up guidelines for selecting judges, judge fees, and judge guidelines

Contact estimated number of judges and provide them with guidelines

Obtain judge sheets ,make them available to members, and require each member to enclose a form for each student with the registrataion.

AT THE FESTIVAL Have brief meeting with judges to explain parameters for the various ratings:Superior,excellent, etc.

Work with person receiving registrations to have packets ready for each judge. A variety of levels should be included in the judge packet.

Collect judge sheets and get them to members recording results.

Check with judges to see if they need anything :drinks, supplies, etc.Coordinate this with hospitality chairman

Maintain a cordial, professional relation with judges.

Make certain that teachers entering students and families understand that the decisions of the judges are final and there is no discussing specific students with the judges.

If there is an issue with rating, judge chairman or president will quietly try to resolve it. This may also involve repertoire chairman

ADDITIONAL DUTIES. Obtain judges for Audition to select students to attend state. Possibly other activities which also require judging.

WORK COOPERATIVELY WITH MEMBERSHIP TO OBTAIN INPUT ON ALL QUESTIONS INVOLVING JUDGING.

Respectfully submitted, Marlita Weiss.

JOB DESCRIPTION FOR SIGHT-READING CHAIRPERSON

Sight-Reading Chairperson Description

1. Work with the President and Board members to review and choose suitable Sight Reading material for use in the annual Festival.
2. Write up guidelines for teachers as well as judges
3. Review and re-evaluate on an annual basis
4. Distribute guidelines to membership and judges
5. Prepare testing materials for annual Festival mark pages
6. Distribute to judges?
- 7.

ROOM MONITORS

- Each teacher is assigned to an audition room as monitor. Volunteers will be trained to help ease the flow and work load.
- Place chairs outside audition room for student and monitor.
- Call out the student's name.
- Check student's name, room number and music. Check the rating sheet to see whether student name and repertoire matches.
- Place a check mark on the student's name on the schedule posted on the door.
- Enter the room with student and hand over the music and rating sheet to the judge.
- Sit in the room while the student is playing.
- While the judge is writing final comments, escort the student outside and prepare the next entrant with the above procedure.
- When the judge is finished with the rating sheet, collect the music and hand it over to the student. Usher in the next student.
- The judge will keep the completed rating sheets and it will be picked up periodically by the Festival chairman and Festival co-Chairman.
- If a student is late, go to the next entrant and confirm that the correct rating sheet is given to the judge.
- Late students will be allowed to play when there is an available spot.
- If a student arrives early, allow the student to play if the next entrant has not arrived.
- If a student cancels, write the word "NO SHOW" on the rating sheet and hand over to the Festival Chairman and/or Festival co-Chairman.
- If an entrant forgets to bring his/her music, the student is allowed to play but no rating is given.
- No photocopies are allowed. Photocopy of a 3rd page is permitted to avoid turning pages for entrants which do not require memorization.
- Give the judge a gentle reminder if they are running behind.
- Try to maintain noise level in the hallways to a minimum.
- Teachers are allowed to turn pages for their own students' duets, duos or other music that does not have to be memorized. Please make prior arrangements for this. Accompanists for vocal entries may be the teacher but no coaching is allowed during the audition.

PRACTICE ROOM MONITOR

- A teacher will supervise the practice room.
- Each student is assigned 10 minutes of practice so as to allow other students the opportunity to warm up and practice.
- If a student arrives late, (check your master schedule), then he has to forfeit his practice time and immediately report to the audition area.