

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.
- Complete Child Protection Policy Form online.
- Update informational letters to teachers, judges, Festival workers, volunteers, etc.
- 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 forms.

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 Oct. 15.**
- Festivals may open registration on line.

DECEMBER

- Application deadline along with volunteer form (optional) to Festival Chair soon.
- Check accuracy on all applications. Elementary 1 and beyond, choice piece must be non-American.
- Festival Administrator will notify teachers of errors, Vivace catches all 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 the site to check out.
 - Send a 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 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.**
 - 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 the State Festival Chair two weeks after Festival.**
 - **Send Cup reports to State Cup Chair two week after Festival.**