

Instructions for LFMC Junior Convention Application – Teacher’s List

1. Enter information into green shaded areas only.
2. Please fill in the heading with your name, complete address, Senior Club and Junior Club names, email and preferred telephone number.
3. List entrants alphabetically by last name. For each student you are entering please list:
 - a. Student’s name, Last name, First name, in columns 1 and 2. If a middle name is commonly used or needed for clarification from another student with a similar name enter the first and middle names in column 2. For example, there are 2 students named James Smith. One is entered as “Jim Bob” and the other as “Jimmy Don”.
 - b. For Non-Competing students enter X in the NC column (column 4).
 - c. For Competing Students indicate the Event being entered as Piano Solo (PS), Piano Duet (PD), Piano Concerto (PC), Piano Hymn Playing (PH), American Patriotic and Folk Song for Piano (APFS), Vocal Art Song Solo (VAS), Vocal Art Song Duet (VASD), Vocal Musical Theater Solo (VMT) or Vocal Musical Theater Duet (VMTD). Only these nine events are available this year (column 5).
 - d. For the Event being entered indicate the Level, for example, P1, MD3 or Sr3F (column 6).
 - e. For students entering Duet events but NOT entering a corresponding Solo event, enter the student’s Solo Level in column 7 (labeled: Duet Solo Level). Include a copy of their most recent Solo Rating Sheet in your packet.
 - f. For the Required Festival Piece being performed indicate the Name of the composition and the Composer and/or Arranger (columns 8 and 9).
 - g. In the Length column indicate the Performance Time for the piece as MM:SS. Please time the performance at one of your lessons. This is necessary for efficient scheduling of performances (column 10).
 - h. Indicate the Accompanist’s name, if necessary, in column 11.
 - i. In the Awards column indicate any upper level awards including 60, 75 and 90 point Federation Cups and 12-year or 13-year Consecutive Superiors this student will receive in this Event, for example, 60 and/or 12Y (column 12).
4. List each Event a student will enter on a separate line.
5. For Duet teams list each participant on a separate line with the same performance piece. Skip a line between teams. If one of the students is from another studio, list the other teacher’s name in column 3.
6. Please combine all T-shirt and tote bag orders into one list and enter it on the Order Form tab. Cells in the T-Shirt Size column have a drop list to select available sizes. Note: only a few T-shirts and totes will be available for purchase at Junior Convention.
7. When your Teacher Application List is complete please email to Mark Vile, markvile@cox.net.
8. Please collect entry fees from your students and combine them into one check made payable to “LFMC Junior Convention”. Fees are as stated in the Procedures.
9. Print a copy of your Teacher’s Application List and include the ***signed*** individual Junior Application forms and Rating Sheet copies for each student along with your check and mail the entire packet to:

Irene Vile
Junior Convention Chairman
1501 Airline Park Blvd
Metairie, LA 70003
10. Upon receipt of your Teacher’s Application List you will receive an email acknowledgment.
11. Please submit your applications as soon after your festivals as possible. Do NOT wait until the March 31st deadline. We need this information as early as possible in order to facilitate scheduling, order awards, ribbons, trophies, t-shirts, etc.
12. Thank you for encouraging your students to be a part of this opportunity for our Juniors. We hope this will be a great encouragement and stimulus to the Federation in Louisiana.