

Instructions for LFMC Junior Convention Application – Teacher’s List

1. Choose the format, Word, Excel or PDF, that you are best able to fill out and send electronically (email). PDF documents are editable without special software.
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 and First name (columns 1 and 2).
 - b. For Non-Competing students enter X in the NC column (column 3).
 - 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 4).
 - d. For the Event being entered indicate the Class (Level), for example, P1, MD3 or Sr3F (column 5).
 - e. **For a student entering a Duet event but NOT entering a corresponding Solo event**, enter the student’s most recent Festivals Solo Level in column 6. Include a copy of their most recent Solo Rating Sheet in your packet. This is necessary to validate duet pairings according to Bulletin rules.
 - f. For the Required Festival Piece being performed indicate the Name of the composition and the Composer and/or Arranger (columns 7 and 8).
 - g. In the Length columns (9A and 9B) indicate the Performance Time for the piece in Minutes and Seconds. Please make the effort to actually time your student’s performance. This is necessary for efficient scheduling of performances. **Please do NOT use formatted time such as 00:00.**
 - h. Indicate the Accompanist’s name, if necessary, in column 10.
 - i. In the Other Awards column indicate any upper-level awards including 60-, 75- and 90-point Federation Cups and 12- or 13-year Consecutive Superiors, Jr Composers, NMW Essay Contest, PPSCA, Veron or Beville Awards or any NFMC awards this student will be present to receive in this Event (column 11).
4. List each Event a student will enter on a separate line.
5. For Piano Duet teams list each participant on a separate line with the same performance piece. Skip a line between teams.
6. Please combine all T-shirt and tote bag orders into one list and enter it on the separate Order Form. Note: No T-shirts or totes will be available for purchase at Junior Convention. You must order them in advance.
7. If you have too many students for a single page, please make a second page and enter a page number at the bottom of each.
8. When your Teacher’s List and Order Form are complete, please email to Mark Vile, markvile@cox.net.
9. 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.
10. Print a copy of your Teacher’s List and include the individual Junior Application forms and Rating Sheet copies **(if your Festival was conducted this year in Vivace then no physical copies of Rating Sheets are needed)** 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
11. Upon receipt of your Teacher’s List and Application forms you will receive an email acknowledgment.
12. Please submit your applications as soon after your festivals as possible. Do NOT wait until the April 8th deadline. We need this information as early as possible in order to facilitate scheduling, order awards, ribbons, trophies, t-shirts, etc.
13. 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.