

Festivals Information and Directives for Area Chairmen

2017-2018

TO: LFMC AREA FESTIVALS CHAIRMEN AND RECORDS CHAIRMEN
FROM: LFMC FESTIVALS COMMITTEE

All forms and information necessary for Festivals 2017-18, for area chairman and for participating Teachers/Counselors are available on the LFMC website (<http://www.lfmc-music.org/festivals.html>). Some of the forms will require photocopying according to your needs.

REPORTS AND CHECK MUST BE SENT AS FOLLOWS BY: DEADLINE:
Two weeks after your festival, but not later than MARCH 15, 2018

TO: Kim Harvey, Treasurer, 109 Lark Street, New Orleans, LA 70124
Phone: 504-301-1220
Email: klharvey2@cox.net

1 copy- Festivals Summary Report page of the JF-22 spreadsheet
1 check payable to: LFMC- for total of \$8.00 for each Festivals entry

TO: Kay Hawthorne, 1751 Steele Blvd. Baton Rouge, LA 70808
Phone: 225/387-0239
Email: bkhaw@cox.net

1 copy- Festivals Summary Report page of the JF-22 spreadsheet
1 copy- Report of All Performers JF-22
1 completed copy for each participating Teacher/Counselor- Festivals
Official Junior Club Application /Affidavit/Birthdate Info on
PrePrimary Applicants: LFMC-JF-32

RETAIN FOR YOUR FILE:

1 copy- Festivals Summary Report page of the JF-22
1 copy- Report of All Performers JF-22
(note: JF22-Report of All Performers now includes the Summary Report page)

FORMS

FOR AREA FESTIVALS CHAIRMEN

1. NFMFC List of Publications: M 6
2. Report of All Performers JF-22 Excel Spreadsheet (form provided by state chairman)
3. Information for Judges: JR 3-5
4. 12 yr. Sup (or higher) Cert. App: JR 3-16 (available online from NFMFC)

FOR PARTICIPATING TEACHER/COUNSELORS:

1. Official Junior Club Application: LFMC-JF/32
2. Rating Sheet: JR 3-9
3. Teacher List LFMC/TL 2017 formats, Excel spreadsheet and Word
4. Specially Capable Junior Musician Official App: JR 3-13
5. Guideline for Junior Counselors

NOTE TO AREA FESTIVALS CHAIRMEN:

Each teacher **MUST** receive 1 copy of: official Club Application LFMC-JF32:
Rating Sheet JR 3-9: Teachers List JF/TL 2017: Guidelines for Jr. Counselors JF-G
Each teacher **MAY** receive 1 copy (if used): SCJM: JR 3-13

PLEASE DIRECT QUESTIONS CONCERNING: RECORDS and GOLD CUPS

To: Kay Hawthorne @ bkhaw@cox.net; 225-387-0239

DIRECTIVES

FOR FEDERATION FESTIVALS CHAIRMEN

In an effort to bring some conformity to our various Festivals Areas throughout the state, the LFMC Festivals Committee recommends that the following guidelines be observed.

GENERAL RULES – DEADLINES

1. Area Festivals Chairmen are responsible for seeing that the Festivals are conducted with integrity, and that all regulations are followed. They should remind Teacher/Counselors that each of them **MUST** have a personal copy of the current Festivals Bulletin, and must follow the rules therein.
2. It is also your responsibility to provide necessary information to Junior Counselors and to Judges.

3. Area Festivals Chairmen need to be completely familiar with the current NFMC Festivals Bulletin.
4. Festivals Chairmen may accept Festival entries ONLY from Teacher/Counselors who are current members of a Federated Senior Club.
5. Festivals entries may be accepted ONLY from students who are:
 - Members of a Federated Junior Club, in current standing with regard to having paid dues.
 - The number of entries from any Junior Club MAY NOT EXCEED the number of paid members within said Junior Club.
 - Entrants in Adult Festivals MUST be members of a Federated Senior Club in current standing as to payment of Senior Club dues.
6. The **DEADLINE** for paying Junior Club dues AND Senior Club dues to the LFMC Treasurer is: NOVEMBER 1st of the current year. DEADLINE IS FIRM, and will be observed WITHOUT EXCEPTION throughout the State. Any new Clubs formed after that date may not enter the current year Festivals, but must wait until the following year to enter their students in LFMC Festivals. Check with your area chairman for your local deadline.
7. Festivals Chairmen must be sure that they have applied for NFMC Liability Insurance coverage on their Festivals by informing the LFMC Insurance Chairman annually of Date and Location of Festivals. Any information submitted as “tentative” should be clarified as soon as possible. Insurance Chairman for 2017 is:
Ellen Bordelon
Address: 310 East Rome St, Gonzales, LA 70737
Phone: (225) 644-6687
Email: fhornlady@msn.com
8. Musicianship Theory **Practice Tests** and Answers (FF29/A/B) may be obtained on NFMC website.
Musicianship Theory **Test** and Answers (JF29C/D) must be obtained from the State Festivals chairman upon request and will be sent two weeks prior to your festival date.

FESTIVALS JUDGES

1. In choosing Judges for Festivals, it is recommended that Judges be Federation Members, preferably Teachers of children. Further, it is advocated that Judges NOT be residents of the particular community in which the Festival is being held.

2. The Festivals Committee recommends that the fee paid for judging be set between \$18.00 and \$20.00 per hour, and that a mileage reimbursement be made to them of the currently approved IRS rate.

FESTIVALS PROCEDURES

1. **For PRE-PRIMARY Festival Entrants**, the Festivals Official Junior Club Application, Form JF-32 should be used for submitting the mandatory Date of Birth information.
2. **Rating Sheets MUST be dated** (either by hand, or stamped, or printed) and **MUST BE SIGNED** by the Judge.
3. The following point values are mandatory for noting Ratings on Teacher's lists and LFMC Excel spreadsheet for Summary Report and Report of All Performers:

<u>SUPERIOR</u>	<u>(5)</u>
<u>EXCELLENT</u>	<u>(4)</u>
<u>SATISFACTORY</u>	<u>(3)</u>
<u>FAIR</u>	<u>(2)</u>
<u>NEEDS IMPROVEMENT</u>	<u>(1)</u>
<u>NO RATING</u>	<u>(0)</u>

4. **Rating Sheets and Certificates are to be given ONLY to the Junior Teacher/Counselors**, who may give them to their students. **These SHOULD NOT be given to students NOR to parents by a Judge** or a Festivals worker.

KEEPING THE RECORDS STRAIGHT

1. Festivals Chairmen are requested to PLEASE notify Teacher/Counselors to CHECK their previous year Festival Records and to CORRECT any errors BEFORE submitting their Teachers Lists for the current Festivals, in order to AVOID COMPOUNDING such mistakes. Errors are often the underlying reason for delays in sending out Awards.
2. Whenever a student requests to be considered for COMBINING POINTS toward earning a Cup, it is IMPERATIVE that the Teacher NOTIFY the Festivals Records Chairman IN WRITING BEFORE the Festivals, in order that the student's eligibility to affect this combining of points may be verified. The Festivals Chairman should in turn NOTIFY the LFMC Festivals Records Chairman of this request IN WRITING so that the correct procedure may be followed in allowing the student to receive the Cup.

3. **In this 2017-2018 festivals year, ALL reports must be filed using the LFMC Report of All Performers JF-22 Excel spreadsheet which is sent by the records chairman. It is mandatory to use this spreadsheet. The LFMC Report of All Performers JF-22 Excel spreadsheet will also produce the Summary Report for your Junior Participants. An additional Report of All Performers JF-22A Excel Spreadsheet has been produced to be used for any Adult performers. (Please note the “A” after the numeral.) This spreadsheet will produce a separate Summary Page for adults only. PLEASE make sure to use the correct spreadsheet.**
4. A new Teacher’s List has been developed. It is available in Word, Excel and PDF formats. Please notify teacher/counselors to discard any old forms.
5. **Deadline for filing reports is two weeks after Festival, but not later than March 15th.** Please make every effort to get your reports in as early as possible. This will help the Records Chairman check the reports and order cups so that the cups will be received in time for spring recitals.

AWARDS

1. The LFMC Festivals Records Chairman would like all Area Festivals Chairmen and All Junior Counselors/Teachers to be aware of the procedures that will be followed in ordering Cups and in sending NFMC Certificates of Recognition.

Upon receipt of the Report of All Performers and the Summary, these will be checked by the LFMC Records Chairman. The Area Festivals Chairman will be notified immediately by phone, Email or letter of any errors or discrepancies in these Reports. When the Records Chairman has received assurance that all errors and discrepancies have been corrected, **THEN** the cups will be ordered.

2. NFMC certificates will be sent to each Area Festivals Chairman directly from the printer. Numbers will be based on previous years. If your numbers for the current year are expected to be radically different from previous years, please alert the State Chairman.
3. LFMC will no longer cover the postage on correcting errors in the reporting of Cup recipients when the error is the fault of the reporting Teacher/Counselor or Festival Chairman.
4. Small blue participation certificates will be available for those students participating and having a rating of Excellent or lower. These will be sent to Area Chairmen after the Report of All Performers has been checked by the State Chairman.