



Festival Chair Forms, 2012

REMINDER:

All participating teachers and counselors must be federated through membership in the National Federation of Music Clubs. Teachers may not submit entrants whom they do not personally teach. In order to participate in Festival, all membership dues to OFMC must be paid and current **by January 1st, 2012.**

Form # Form Title

1. **Communicating With Your Adjudicator**
2. **Teacher Festival Registration:** Each teacher (Jr. Club) will use this sheet to calculate the total Festival Entry Fees for their entire Jr. Club. Prior to copying and distributing this form to your teachers, determine what your Sr. Club Festival entry fee per student per event will be and enter that amount on this form. **The OFMC state base fee for 2012 is \$15.00 per student for solo events, \$12.00 for ensemble events, and \$10.00 for theory exams.** *Your Sr. Club entry fee per student* should be set higher than this in order to cover the operational expenses of your festival. Teachers should return their individual OFMC Festival Entry Forms along with one check to a designated person in your club. Deposit this money in your Sr. Club bank account, and then fill out **Form #3** of this packet- "2012 Sr. Club Festival Entry Fee Report."
3. **Sr. Club Festival Entry Fee Report:** After collecting and depositing all of the Festival Entry Fees from your teachers, please fill out this form and make one copy for your records. Forward one check from your Sr. Club checking account to the OFMC Treasurer as soon as possible.
4. **Festival Signup – Volunteers:** Either use this form or use it as a template to create your own form to assist with signing up teachers for volunteer help during your Festival. Teachers are required to volunteer their time to help in order for their students to participate in Festival.
5. **Festival Adjudicator Evaluation:** **Copy and distribute** to your teachers.
6. **Adjudicator Contract:** Must be returned to the State Festivals Chairman six weeks prior to your Festival.
7. **Adjudicator Expense Report:** Give these to your adjudicator before your Festival. They will use it to keep track of their hours and expenses. Following Festival, they should return it to you. Verify the information on the report, make one copy for your records, and then forward to the State Festival Chairman. This form is also available on the OFMC website under Forms.
8. **Festival Supplies Request:** Due 6 weeks prior to your festival. Make estimates based on last year's Festival if you're unsure.

9. **Gold Cup Order Form (9a) and Instructions (9b)**: Follow instructions on the form! Be sure to read the Instructions (9b) which provide more details. Remember to allow **6 weeks** to receive your cup from the time of your order, and remember that the 5th and 6th cups require additional paperwork (NFMC Form JR 4-1).
10. **Gold Cup Tally**: Follow instructions on that form. Due back by June 1, 2012 to the State Festivals Chairman.
11. **OFMC Festival Entry Form (Junior/Adult)**: This is the **suggested** entry form for your Festival entrants. Fill in the following information pertaining to your club: **Area** (Festival Sr. Club), **Entry Fees** (total state fees plus club fees), **Deadline for Entries**, and **Send Entries To**. Then, copy and distribute to the teachers in your club. Be sure that all individual entry forms come back **signed** by the teacher. If you choose to create or use your own form unique to your area, please notify the State Festival Chairman.

Important NFMC (National) Forms

The forms below can be found at the OFMC website under "Forms:"
www.oregonfmc.org

JR 3-3 and JR 3-4: (Important Forms!)

- These are Festival summary reports that are to be turned into the State Festival Chairman no later than 2 weeks following your festival. Always keep one copy for your records before mailing.

JR 3-13

- **Specially Capable Junior Musicians Official Application**: This form can be found and downloaded as needed from the OFMC Website.

JR 3-9

- **Rating Sheet For Festivals**: This is the NFMC rating sheet that adjudicators are required to use for every student. **It may not be altered**, but adjudicators should be aware that they are not obligated to utilize every aspect of this form.

JR 3-9A

- **Festival Ratings Definitions**. Adjudicators will be asked to follow these guidelines. Encourage your teachers to be aware of these definitions! This form can be found and downloaded as needed from the OFMC Website listed above.

JR 3-17

- **Festivals Poster**: You may order these directly from NFMC by visiting their website. The Poster is publication JR 3-17.

<http://nfmc-music.org/cms/nfmc-festivals/>

JR 4-1

- **Grand (5th) and President's Cup (6th) Approval form**: This must be filled out by the teacher and submitted along with an OFMC cup request as outlined in the instructions above.

Good luck with your Festivals this year! Please do not hesitate to contact me with questions. (email preferred, please)

Oliver Poida, OFMC Festival Chairman
3818 N Commercial Ave
Portland, OR 97227
(503) 830-5017 ~ opoida@hotmail.com



1. Communicating With Your Adjudicator

Before Festival

- Make sure your Adjudicator knows your Festival location, as well as the hours they will be adjudicating each day. Be sure to “cushion” your Adjudicator’s arrival time by **at least** 30 minutes to insure your Festival starts on time and stays on schedule.
- Make hotel arrangements for the Adjudicator, if necessary. OFMC may now be billed directly for adjudicator lodging expenses. (If so, arrange this *in advance* with your adjudicator, the hotel, and the OFMC treasurer.)
- Shortly before Festival, have a short conference with your adjudicator to get to know them and to answer any questions they may have.
- Give your Adjudicator the enclosed expense sheet for time, mileage, and accommodations (if applicable). This form must be filled out by your Adjudicator, signed by you, and then submitted to me within one week following your Festival. Copies of meal receipts are **not** required. Hotel receipts **are** required unless OFMC is billed directly.
- Copy and distribute the Adjudicator Evaluation forms and **distribute to every participating festival teacher** in your club and encourage the feedback.

During Festival

- Insure that there is no interaction between judges, parents, and teachers before, during, or after the festival about grades, selection of music, level of achievement, and apparel. ALL problems or concerns are to be directed only to you, the Festival Chairman. If a problem arises and cannot be resolved locally, please contact the State Chairman.
- Please make an effort to ensure that judges do not know the teachers of the students.

Following Your Festival

- Collect the Adjudicator Evaluation Forms from teachers and submit them to the State Chairman.
- Send your Adjudicator a small gift and note of thanks for their time and effort. The money for this gift comes from your Senior Club expenses.
- Mail your adjudicator’s expense worksheet to the State Chairman.

Thank you for all your hard work in making Festival an educational and motivational experience for both students and teachers!



2. Teacher Festival Registration 2012

Instructions To Chairman: Distribute one of these forms to every teacher.

*(Available at www.oregonfmc.org, under Forms)

Instructions To Teachers: Use this sheet to calculate the total Festival Entry Fees for your entire Jr. Club Studio. Make one copy of this form for your records. Attach your individual Festival Entry Forms along with one check to this form and send to:

Senior Club Festival Chairman _____

Total number of students you are entering:	
_____	Solo
_____	Ensemble
_____	Theory
Sr. Club Fees:	
	\$ _____ Solo
	\$ _____ Ensemble
	\$ _____ Theory
Multiply students x Fees for each category, and total below:	
Total: _____	

Teacher Name/Jr. Club _____

Entry deadline set by Senior Club Chairman _____

FESTIVAL General Rules and Reminders

- No photography of any kind is allowed in the audition room during any performance. Please tell all parents!
- No photocopied music is allowed. Entrants with photocopied music will be disqualified.
- Arrive at the Festival site early with your music.
- There is to be no interaction between judges, parents and teachers before, during or after the Festival regarding grades, selection of music, level of achievement, and/or apparel. ALL problems or concerns are to be directed to the Festival Chairman.
- The teacher is responsible for selecting appropriate music, assisting at the Festival site, and meeting all deadlines.
- *Read your NFMC Festivals Bulletin! (Especially pages 1 through 5.)*



3. Senior Club Festival Entry Fee report, 2012

Senior Club _____ Chairman _____

Instructions To Chairman: Please fill out this form and make one copy for your records. Collect and deposit all of the Festival Entry Fees from your teachers. Forward **one** check from your Sr. Club account to the **OFMC Treasurer** as soon as all of your entries from all teachers are in.

Total Club Entries:	
_____ Solo	_____ Ensemble _____ Theory
State Fees:	
\$15.00 per entry instrumental	
\$12.00 per entry ensemble	
\$10.00 per entry theory	
Totals:	
\$ _____ instrumental	+ \$ _____ ensemble
+ _____ theory	= _____ Total Due to OFMC
Chairman's Email _____	

OFMC Treasurer's address:

Lisette Sage
15240 SW Obsidian St.
Beaverton, OR 97007

OFMC TREASURER ONLY	
Received on:	_____
Check #:	_____
Notes:	



4. Festival Signup - Volunteers

Area/Sr. Club Name _____

Sr. Club Festival Coordinator _____

!!REMINDER!! 2 Teachers/Volunteers are required to be present at all times. This is a National rule!

- **Reception:** Prepare students for class performance. Assign numbers, look over music.
- **Awards Desk:** Prepare student documents/Certificates/paperwork. Record grades. Submit grades to Data Manager.
- **Recital Hall Hostess:** Bring students from reception area and seat them in Recital Hall. After performances, dismiss students back to reception area to receive paperwork. There is to be no contact between teachers and students, once the students have entered the recital area.

YEAR:

DATE(S)

TEACHER NAME

DATE	MON	TUE	WED	THU	FRI	SAT
8:15am-1:00pm Reception						
8:15am-1:00pm Awards Desk						
8:15am-1:00pm Recital Hall						
LUNCH 1:00pm-2:00pm						
1:45pm-5:00pm Reception						
1:45pm-5:30pm Awards Desk						
1:45pm-5:00pm Recital Hall						



5. Adjudicator Evaluation, 2012

Adjudicator _____ Area/Sr. Club _____

Your Name (optional) _____

1. Did the Adjudicator arrive on time and keep on schedule?
2. Did the Adjudicator rate participants in terms of what can reasonably be expected at their age level and in the event(s) entered?
3. Did the adjudicator emphasize positive aspects each performance while giving constructive criticism and suggestions for improvements?
4. Did the Adjudicator support the grade given with objectively stated written comments?
5. Did the adjudicator indicate specific strengths and weaknesses by using as many of the Rating Sheet categories as appropriate?
6. Please list any problems or issues that came up during your Festival.
7. Would you recommend OFMC hire this adjudicator for future Festivals?
Why or why not?
8. Would you like this adjudicator to return to your area next year?
Yes___No___
Please explain.
9. Please use the remainder of this form and the reverse side for any additional comments. Thank you for your feedback!!

After Festival, please fill out and return to:

Oliver Poida
OFMC Festival Chairman
3818 N Commercial Ave
Portland, OR 97227
(503) 830-5017 ~ opoida@hotmail.com



6. Adjudicator Contract

Name/Last _____ First _____

Address _____ City/St/Zip _____

Phone (home) _____ (work) _____ (cell) _____

Email _____

SSN: _____

Please list all Districts/Sr. Clubs for which you are adjudicating _____

Compensation: \$40.00 per hour

Mileage Reimbursement: IRS rate at time of compensation.

Food Allowance Per Day: \$25.00 Out of Town. \$10.00 in town.

Hotel: Up to \$110.00 per night, if applicable.

Receipts are not required for meal reimbursement. Receipts are required for hotel reimbursement.

Have you ever been convicted of, or charged with, a felony? Yes No

I hereby attest to the best of my knowledge that the above information is both true and accurate.

Dated this _____ day of _____, 20_____.

Adjudicator Signature

Please return this contract to:

Oliver Poida
OFMC Festival Chairman
3818 N Commercial Ave
Portland, OR 97227
(503) 830-5017 ~ opoida@hotmail.com



7. 2012 Adjudicator Expense Report

Name/Last _____ First _____

Address _____ City/State/Zip _____

SSN _____

Area _____ Event (piano, vocal, etc...) _____

Judging Dates Please list here	Total Hours (exclude meals):	X \$40.00 per hour =	
	Total No. Miles Driven:	X IRS Current Allowance=	
Motel Dates Please list here:	Total Nights: Please include receipts	Charge/Night:	Total of Motel receipts:
	Meals Reimbursement In Town (\$10.00/day): <input type="checkbox"/> Out of Town (\$25.00/day): <input type="checkbox"/> <i>No receipts required for meals</i>	Total Adjudication Days:	Total of Meal Reimbursement:

TOTAL AMOUNT:
State Chairman will
total _____

Adjudicators: Please include motel receipts and submit this form *within one week* to the Festival Coordinator. Use the back of this page for any further details.

Please submit a separate report for each area in which you adjudicate!

Festival Coordinators: Please verify and **sign** this report, make a copy for your records, then forward the original to the OFMC Festival Chairman:

Oliver Poida - 3818 N Commercial Ave. Portland, OR 97227

Area Chairman Signature _____

State Chairman Signature _____

For OFMC Treasurer's Use Only:

Date Paid:

Check:

Amount of Check: \$



8. Festival Supplies Request, 2012

Please return this form 6 weeks prior to your Festival

Area/Sr. Club Name _____

DATE OF YOUR FESTIVAL _____

Sr. Club Festival Chairman _____

Street Address _____ **City/State/Zip** _____

Email Address _____

Total Estimated Number of Festival Entrants, All Events Combined _____

Full Address of Festival Site _____

Phone number to Festival Site _____

	Please send our Senior Club this amount:	
NFMC Rating Cards		
Ribbons - Yellow/Superior		
Ribbons – Blue/Excellent		
Ribbons – White/Performed All Other Grades: (Satisfactory, Fair, Needs Improvement)		
Certificates –Blue/ Superior 1 st Year, non consecutive		
Certificates –Cream/ Superior 2+ consecutive years		
Do you need theory tests?	Yes	No

The NFMC Theory tests are revised every year, and clubs are required to use current tests. Theory **Practice Tests** are available online from the NFMC website:

<http://nfmusic.org/cms/publications/junior-division/>

Please send this form to the OFMC Festival Supplies Chairman:

**Sarah Bisceglia, Harmony Road Music Center
17300 S.E. 82nd Dr.
Clackamas, OR 97015**

irishrose@whisperingroses.net ~ 971-409-6934



9a. 2012 Festival Cup Request

Please use a separate form for each student receiving a Grand (5th) and President's (6th) cup.

Senior Club Name _____

Date of Cup Presentation/Cup Recital _____

Local Area/Sr. Club Festival Coordinator _____

Local Area/Sr. Club Cup Chairman _____

Your Local Area/Sr. Club Festival Coordinator and Cup Chairman may be the same person. This person is responsible for receiving and inspecting cups, returning defective cups within 30 days to the OFMC State Festival Cup Chairman, taking inventory of any surplus cups as well as storing them.

Name and Address to send this cup order _____

Email contact for this order _____ Phone _____

Cup Number	Please send our Senior Club This Many:	<p>IMPORTANT: *5th and 6th cups are special order cups. This form, along with NFMC form JR 4-1, is required for each student in to order & process these cups. For complete and detailed instructions, please visit the OFMC Website under the heading "Forms" and then "Gold Cup Orders and Information."</p>
1 st Cup- 6" (15 Points)		
2 nd Cup- 8" (30 points)		
3 rd Cup- 10" (45 points)		
4 th Cup- 12" (60 Points)		
*5 th Cup, "Grand" (75 Points)		
*6 th Cup, "Presidents" (90 Points)		

Please indicate clearly if any cups to be ordered are Adult (silver) cups. Otherwise, all orders are processed as Junior (gold) cups.

Please send this form to the 2012 OFMC Gold Cup Chairman:
Fen-Fang Tsao- 16075 SW Turtledove Lane, Beaverton, OR 97007



9b. Instructions for Ordering Gold Cups

For Cups #1 through #4: Each Senior Club fills out one “2012 Festival Cup Request (9a)”:

- Only one club representative may order these cups. (orders may not come from individual teachers)
- The order form can be found in two places on the OFMC website:
 - Under “Forms,” it is the document titled “2012 Festival Cup Request”
 - In the Chair Packet (complete), page 10.
- Send your order form to Fen-Fang Tsao, OFMC Festival Cup Chairman.
- Allow 4-6 weeks for delivery!

For Grand (5th) and President’s (6th) Cups:

At least 3 months prior to the student’s festival performance:

- Verify the points for the student(s) involved. To do this, each teacher should request the individual student history for those potentially earning their Grand or President’s cup. This history is likely kept with the local club’s data processor or Festival’s Chairman. If you have questions with point totals or combining points, contact the OFMC State Festival Chairman or the OFMC President.

At least 6 weeks prior to the student’s festival performance:

- Each teacher with a student potentially earning a Grand or President’s Cup should fill out these TWO forms:
 1. National form JR 4-1. This is a required NFMC (National) cup approval form. It is available at our state website under “Forms,” and it titled “Grand/Presidents Cup Approval JR 4-1.”
 2. 2012 Festival Cup Request (from OFMC website, under Forms). This is the only circumstance when this form may come from an individual teacher.
- Send both forms to our OFMC State Gold Cup Chairman, Fen-Fang Tsao. Your cup will be ordered right away, but held at the trophy company until the student performs.
- As soon as the student performs in Festival: Call or email Fen-Fang to report the score. Fen Fang will enter the information on the JR 4-1, and send it immediately to NFMC. NFMC will then immediately ship your cup to the address you submitted on the form.

Questions?

Aaron Bloom, OFMC President abpianolessons@gmail.com	Fen-Fang Tsao, OFMC Gold Cup Chairman fragrance888@hotmail.com
Oliver Poida, OFMC Festival Chairman opoida@hotmail.com	



10. Festival Cup Tally, 2012

Please return by June 1, 2012

Festival Area Reporting _____

Date of Cup Presentation/Cup Recital _____

Type of Cup	Please state the <u>actual</u> number of cups <u>earned</u> :
Gold- Junior	
1 st Cup- 6"	
2 nd Cup- 8"	
3 rd Cup- 10"	
4 th Cup- 12"	
5 th Cup, "Grand"	
6 th Cup, "Presidents"	
Silver- Adult	
1 st Cup- 6" (15 Points)	

Please mail this report to:

Oliver Poida
OFMC Festival Chairman
3818 N Commercial Ave
Portland, OR 97227
(503) 830-5017 ~ opoida@hotmail.com



11. Festival Entry Form ~Junior/Adult~

Affiliated with the *National Federation of Music Clubs*

Area (Festival Sr. Club) _____

Entry Fee per Student and Event= _____ Theory Only= _____

TEACHERS: PLEASE HIGHLIGHT PREVIOUS TEACHER NAME CHANGES AND ANY SCHEDULING REQUESTS

Entrant's Name _____ PH _____

Age as of 3/1 this year _____ Grade in School _____

NEW to Festival OR THIS EVENT? Yes / No Previous Teacher or Student Name Change? _____

Previous Year Entered _____ Event _____ Class _____ Rating _____

Refer to last year's summary: **Consecutive Superiors** _____

Total Gold Cup Points _____

EVENT _____	CLASS _____
1) _____ REQUIRED COMPOSITION & COMPOSER	Approx. Time
2) _____ CHOICE COMPOSITION & COMPOSER	Approx. Time
<i>Elementary 1 and Up: Current Nationality of Composer</i> _____	

On the reverse side of this form, please list and **highlight** any *reasonable* scheduling requests for this student. (Outdoor school, sports finals, special needs, etc.) Students are expected to provide transportation to and from Festival, and may be expected to miss a portion of a school day.

Deadline for Entries _____

Send Entries to _____

The teacher is responsible for signing the following statement:

By my signature I certify that I have complied with all rules as stated in the NFMC Festivals Bulletin. I further certify that all music used by this entrant in the festival is in the original, purchased form, and has not been photocopied.

Teacher Signature _____

Print Last Name _____