

### 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 1<sup>st</sup>, 2010.**

# Oregon Federation of Music Clubs

## *Explanation of Enclosed Forms ~ OFMC Festivals, 2010 ~*

Form # Form Title

1. **Communicating With Your Adjudicator**
2. **2010 Teacher Festival Registration:** Each teacher (Jr. Club) will use this sheet to calculate their total Festival Entry Fees for their entire Jr. Club Studio. 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 2010 is \$15.00 per student per event.** 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 you (or whoever processes registration forms in your club). Deposit this money in your Sr. Club bank account, and then fill out **Form #3** of this packet- "2010 Sr. Club Festival Entry Fee Report."
3. **2010 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 account to the OFMC Treasurer as soon as possible. **Allow a 6 week turnaround time from the time OFMC receives your fees to the time you will receive your cups. Cups cannot be ordered until OFMC receives your festival fees!**
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 before your Festival. This form is also available online at the OFMC website under "Festival."
6. **2010 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.
7. **2010 Festival Supplies Request:** Due by February 15, 2010. Make estimates based on last year's Festival if you're not sure of your numbers.
8. **2010 Festival Cup Request:** Please return no later than 6 weeks prior to your festival. Cups cannot be ordered until festival entry fees have been received.

## *Explanation of Enclosed Forms ~ OFMC Festivals, 2010 ~*

9. **2010 Gold Cup Tally:** Due back by June 1, 2010.
10. **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 "Festival">>"National Forms".  
<http://www.oregonfmc.org/festivals-national-forms.htm>

#### **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. Please follow carefully the instructions of the form. This form can be found and downloaded as needed from the OFMC Website listed above.

#### **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 are aware that they are not obligated to utilize every aspect of this form. Download and copy one per student per event. This form can be found and downloaded as needed from the OFMC Website listed above.

#### **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://www.nfmc-music.org/Publications/publications.htm>

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](mailto:opoida@hotmail.com)

1.

# Oregon Federation of Music Clubs

## 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!**

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# Oregon Federation of Music Clubs

## 2010 Teacher Festival Registration

**Instructions To Chairman:** Distribute one of these forms to every teacher. \*(Available online)

**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: _____ instrumental _____ theory
Sr. Club Fees:
\$ _____ per entry instrumental + \$ _____ per entry theory
Totals:
\$ _____ instrumental + \$ _____ theory = _____ Total Due to Sr. Club

Teacher Name/Jr. Club Name \_\_\_\_\_

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.)

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# Oregon Federation of Music Clubs

## 2010 Senior Club Festival entry fee report

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 no later than six weeks prior to your festival if you wish to receive your cups in time. Your cups and supplies cannot be ordered until OFMC receives these funds!**

<b>Total Club Entries:</b>	
_____	instrumental _____ theory
State Fees:	
<b>\$15.00 per entry instrumental</b>	
<b>\$10.00 per entry theory</b>	
Totals:	
\$ _____	instrumental + \$ _____ theory = _____ Total Due to OFMC
Chairman's Email _____	

**OFMC Treasurer's address:**

Loretta Green  
7880 Sollie Smith Rd.  
Tillamook, OR 97141

<b>OFMC TREASURER ONLY</b>	
Received on:	_____
Check #:	_____
Notes:	

# 4.

## Oregon Federation of Music Clubs 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):

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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.

# Oregon Federation of Music Clubs

## FESTIVAL ADJUDICATOR EVALUATION~ 2010

Adjudicator \_\_\_\_\_ Area/Sr.Club Name \_\_\_\_\_

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](mailto:opoida@hotmail.com)

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# Oregon Federation of Music Clubs

## 2010 Adjudicator Expense Report

Name/Last \_\_\_\_\_ First \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

SSN \_\_\_\_\_

Area \_\_\_\_\_ Event (piano, vocal, etc...) \_\_\_\_\_

<b>Judging Dates</b> Please list here	Total Hours (exclude meals):	<b>X \$37.50 per hour =</b>	
	Total No. Miles Driven:	<b>X IRS Current Allowance=</b>	
<b>Motel Dates</b> Please list here:	Total Nights:  <b>Please include receipts</b>	<b>Charge/Night:</b>	Total of Motel receipts:
	<b>Meals Reimbursement</b> In Town (\$10.00/day): <input type="checkbox"/> Out of Town (\$25.00/day): <input type="checkbox"/> <i>No receipts required for meals</i>	<b>Total Adjudication Days:</b>	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: \$ \_\_\_\_\_

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# Oregon Federation of Music Clubs

## 2010 FESTIVAL SUPPLIES REQUEST

Please return this form by February 15, 2010

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 1st Year, non consecutive	
Certificates –Cream/ Superior 2+ consecutive years	

The NFMC Theory tests are revised every year, and clubs are required to use current tests.

- Do you wish to receive a copy of the theory tests? Yes No

Please note: Theory **Practice Tests** are available online from the NFMC website: [www.nfmc-music.org](http://www.nfmc-music.org)

*Please send this form to the 2010 OFMC Gold Cup and Festival Supplies Chairman:*

**Paula Whistler**  
823 SW Overlook Dr., Gresham OR 97080

# 8. Oregon Federation of Music Clubs

## 2010 FESTIVAL CUP REQUEST

**Please return no later than 6 weeks prior to your festival. Cups cannot be ordered until festival entry fees have been received.**

**Area/Sr. Club Festival Coordinator** \_\_\_\_\_

**Area/Sr. Club Cup Chairman** \_\_\_\_\_

Your Senior Club Festival Cup Chairman 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 the surplus. Your cup order will be shipped directly to this person.

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Address to send your cup order** \_\_\_\_\_

**Date of Cup Presentation/Cup Recital** \_\_\_\_\_

Type of Cup	Please send our Senior Club This Many:
Gold- Child	
1 <sup>st</sup> Cup- 6" (15 Points)	
2 <sup>nd</sup> Cup- 8" (30 points)	
3 <sup>rd</sup> Cup- 10" (45 points)	
4 <sup>th</sup> Cup- 12" (60 Points)	
*5 <sup>th</sup> Cup, "Grand" (75 Points)	
*6 <sup>th</sup> Cup, "Presidents" (90 Points)	
Silver- Adult	
1 <sup>st</sup> Cup- 6" (15 Points)	

\*5<sup>th</sup> and 6<sup>th</sup> cups are **special order cups** that take additional time to process and receive from NFMC. Please determine well in advance of your Festival whether you will have a student in your area who may qualify for a 5<sup>th</sup> or 6<sup>th</sup> cup. If so, please contact the OFMC Festival Chairman to begin the process of ordering these cups.

*Please send this form to the 2008 OFMC Gold Cup and Festival Supplies Chairman:  
Paula Whistler ~823 SW Overlook Drive ~Gresham, OR 97080*

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# Oregon Federation of Music Clubs

## 2010 FESTIVAL CUP TALLY

**Please return by June 1, 2010**

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 <sup>st</sup> Cup- 6"	
2 <sup>nd</sup> Cup- 8"	
3 <sup>rd</sup> Cup- 10"	
4 <sup>th</sup> Cup- 12"	
*5 <sup>th</sup> Cup, "Grand"	
*6 <sup>th</sup> Cup, "Presidents"	
Silver- Adult	
1 <sup>st</sup> 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](mailto:opoida@hotmail.com)

# 10. Oregon Federation of Music Clubs

Affiliated with the *National Federation of Music Clubs*

## 2010 Festival Entry Form ~Junior/Adult~

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 _____
Elementary 1 and Up: Current Nationality of Composer _____	

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 to sign 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