

**Minnesota Federation of  
Music Clubs  
2020 Festival Information  
(Updated 8/19/19)**

**Contact Information**

National Federation of Music Clubs website (forms,  
etc.)

[www.nfmc-music.org](http://www.nfmc-music.org)

Minnesota Federation of Music Clubs website  
(forms, general information, etc.)

[www.mfmc.net](http://www.mfmc.net)

MFMC Festival Chair

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MFMC Festival Cup Chair

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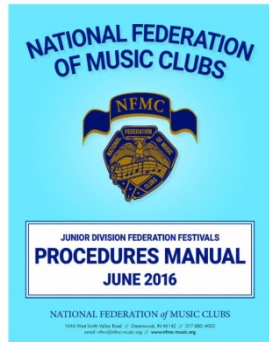
MFMC State Treasurer

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2020



# Information for Site Managers and Record Keepers



Everything that you need to know about festival rules, regulations, and procedures has been combined in one document. The *Junior Division Federation Festivals Procedures Manual* is available at [nfmc-music.org](http://nfmc-music.org). As

updates and revisions are made, they will be noted in the document, and the front cover will indicate the date of current changes.

The **Festivals Bulletin** is the authority for running a Festival. All the General Rules for Festival are contained in the Festivals Bulletin on pages 1-7. Event specific rules are located throughout the book. The current Festivals Bulletin is good through June 2020.

**Please check the *Junior Keynotes Magazine* and/or the NFMC website for updates:**

[nfmc-music.org](http://nfmc-music.org) ⇨ Festivals ⇨ 2016-2020  
Festivals Bulletin Adjustments

**Download any necessary forms from the NFMC website:**

[nfmc-music.org](http://nfmc-music.org) ⇨ Publications (on left side)  
⇨ Junior Division ⇨ locate form and click on "download"

## **READ & REREAD**

***the Bulletin General Rules and Individual Event Rules***

*then ask questions, first of your area chair, then of your state chair*

## **FESTIVAL TIMELINE** **REMINDERS**

### **JULY:**

- Attend the July All-State meeting of MFMC, if at all possible.
- Early Festivals (Sept-Dec), prepare Insurance Form 1A.

### **AUGUST:**

- Start to secure judges & locations for your Festival, if you haven't already done so.

### **SEPTEMBER:**

- Collect membership dues from adult and junior members.
- Get Child Protection Policy forms signed.

### **OCTOBER:**

- Send dues for adults and juniors to the State Treasurer.

### **NOVEMBER:**

- Request Theory Exams (if needed) from State Festival Chair.
- Prepare Insurance Form 1B.
- Prepare transfer student information (form available on NFMC website).
- Check with teachers to be sure students are preparing appropriate level pieces.

### **DECEMBER:**

- Double-check that you're not forgetting something.
- Enjoy winter holidays!!

### **JANUARY-MARCH:**

- Make final preparations for holding your Festival.
- Send in your reports no later than two weeks after your Festival.

### **SITE MANAGERS**

- Please read each directive completely and provide complete information by the stated due dates.

### **SITE MANAGER "TO DO" LIST**

1. As soon as possible, please email the following information to Nadine Berg:
  - a. Date(s) of your Festival
  - b. Name & contact information of Site Manager and Record Keeper
 The best time to do this is when you request insurance (but **please do not send insurance forms to Nadine**)
2. LIABILITY INSURANCE INFORMATION – included in Reply Form #1 (see #3 below).
3. REPLY FORM #1A – Due to Nancy Fisher by *August 1, 2018 for events held Sept.-Dec.*  
OR REPLY FORM #1B – Due to **Sarah Twedt** *December 1, 2018 for events held Jan.-Aug.*  
Form is distributed by email.
4. REPLY FORM #2 (Certificates) – Due to Jeannene Simonson *one month before the date of your festival*. You may send it early. The form is available on the MFMC website and is e-mailed to sites in the fall. Follow the directions on the form. Calculate the number of participation certificates your site will need. Please do not use certificates from past years as they are dated.
5. Request Theory Event tests from Nadine Berg by November 10, 2019 if you anticipate any participants in this event. You do NOT need to know the number of participants or their levels at this time. Tests and answer keys will be emailed to you 2 weeks in advance of your Festival.
6. Request transfer student information (Follow the procedures on p. 4 of these directives).

7. Make, double-check, proofread, and submit reports by the deadline (or delegate this job to a record keeper) – see specifics in the REPORT MAKING section below.
8. Do all the other things that you efficiently handle every year – dates, location, pianos, judges, applications, scheduling, helpers, etc.

### **APPLICATION FORM**

- The national application form for festival (JR3-8) may be downloaded from [www.nfmc-music.org](http://www.nfmc-music.org) or a form may be created to suit your needs.
- The compliance statement/signature at the bottom of the national form is *required* to be on every application form.
- Please credit the Minnesota Federation of Music Clubs as the sponsoring organization for Festival.

### **FEES**

- The combined national/state fee is \$5 per entrant per event (solos/ensembles of fewer than five people).
- The combined national/state group entry fee (for ensembles of five or more people) is \$20.
- The Gold/Silver Cup Fee is \$6 per year per event per student and is *mandatory*.
- Each site may assess an additional fee amount to be used only to cover Festival costs.

### **RATING SHEETS**

- Rating sheets may be downloaded from the national website.
- You may customize the forms slightly, but adhere as closely as possible to the national model. Actual ratings *must match* those on the national form.
- Junior ratings are: Superior, Excellent, Satisfactory, Fair, Needs Improvement
- Adult ratings are: Superior, Excellent, Satisfactory

### **TRANSFER STUDENTS**

(form available online at [www.nfmc-music.org](http://www.nfmc-music.org))

## TRANSFER STUDENTS FROM OTHER STATES

If a student has performed in Festival in *another state* a Festival Transfer Information form (JR3-1) must be completed by the Site Manager or State Chairman of the previous state.

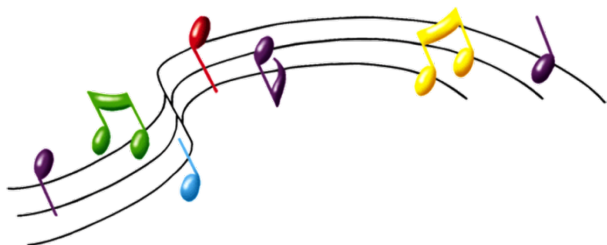
## TRANSFER STUDENTS WITHIN MINNESOTA

If a student has performed in Festival at a *different site within Minnesota*, a Festival Transfer Information form (JR3-1) must be completed by the Site Manager or State Chairman of the previous site.

Whether from state to state or from site to site within Minnesota, this process should be done as early as possible. If the form is not available for some reason, the following information should be requested from the Site Manager or Record Keeper of the *previous* festival site by the Site Manager/Chair of the *new* festival site.

- Student Name (Last, First, Middle; birthdate: YYYY/MM/DD)
- Former festival site, former teacher
- New festival site, new teacher
- Complete festival history (Year, Event, Class, and Rating)
- Total number of gold cup points for each event entered
- Number of consecutive superiors in 2017 for each event entered

It can be sent in paper or e-mail form. A copy of the form should be included with the Festival Reports.



## REPORT MAKING, DOUBLE-CHECKING, AND PROOFREADING

*\*Please include the name, address, and email address for the report maker somewhere on the report.*

1. Report to Treasurer (MFT-1)
  - Form is available on the MFMC website as a “fill-in” form.
  - *Do not pay fees for students who did not receive a score for any reason (disqualified, etc.)*
2. Summary Report (JR3-3)
  - Form is on the NFMC website. This is a fill-in form and includes juniors and adults on the same form.
  - *Disregard the fee portion of this form.*
  - In the Summary Report, you are counting consecutive superiors as reported on the JR3-4.
  - Remember that if one participant is in two events, each event is counted separately.
  - ***The “number of Junior Clubs” should equal the number of teachers in the club rather than the actual number of clubs.***
    - *Minnesota organizes its junior clubs differently than most other states, so this is reporting request made by the National organization.*
3. Roster of All Entrants
  - Include Student names, events, and ratings, organized by teacher. Include Teacher name, address, phone & email.
4. Area Report of Festival Ratings (JR3-4)
  - Make separate JR3-4 reports for Juniors and Adults.
  - Always enter information in the same order as the events in the Bulletin.
5. Festival Cup Reports
  - Instructions are distributed by Sarah Twedt, Festival Cup Chair

## REPORT DISTRIBUTION AND DEADLINES

- ***Reports are due 2 weeks after the date of your festival.***
- No report will be accepted after April 1, 2020.

- Contact Nadine or Sarah ASAP with any report making difficulties so we can all meet our deadlines.

### AUDIT PROCESS

Each site manager/record keeper will be notified in late December/early January where to send your reports for auditing. Your speed at submitting reports and responding to inquiries from your auditor directly affects the time it will take for your certificates and cups to arrive.

Your auditor checks your reports to see that:

1. You have completed all necessary reports.
2. You have named events as they are in the Festivals Bulletin and included them in bulletin order.
3. The total numbers of superiors, events, and entrants match on every report.
4. The total numbers of consecutive superiors by year match on the JR3-4 and the JR3-3.
5. Students followed the progression rules set out in the Festivals Bulletin.
6. Every consecutive superior number is correct when compared with last year's data.
7. You have submitted the correct fees to the state treasurer.

After you make any needed corrections and re-submit the corrected reports, your auditor will authorize the shipment of Superior Certificates and Festival Cups for your site.

Send to your site's designated auditor:

- 1 copy of MFT-1 Report to State Treasurer
- 1 copy of Roster of Entrants
- 4 copies of JR3-3 Summary Report for Juniors
- 4 copies of JR3-3 for Adults (if you have adult participants)
- 1 copy of JR3-4 Area Report of Festival Ratings for Juniors
- 1 copy of JR3-4 for Adults (if you have adult participants)

Send to MFMC Treasurer, Gwen Degner:

- 1 copy of MFT-1 Report to State Treasurer
- 1 check payable to MFMC for the amount in the TOTAL REMITTED blank on the MFT-1

Send to MFMC Festival Cup Chairperson, Sarah Twedt:

- 1 copy of MFT-1 Report to State Treasurer
- 1 copy of Roster of Entrants
- 1 copy of Festival Cup Report

Keep in your own files:

- 1 copy of MFT-1 Report to State Treasurer
- 1 copy of Roster of Entrants
- 1 copy of JR3-3 Summary Report for Juniors
- 1 copy of JR3-3 for Adults (if you have adult participants)
- 1 copy of JR3-4 Area Report of Festival Ratings for Juniors
- 1 copy of JR3-4 for Adults (if you have adult participants)
- 1 copy of Gold Cup Report
- 1 copy of Silver Cup Report (if you have adult participants)

**QUESTIONS? Contact:**

**Nadine Berg, Festival Chair**

**and/or**

**Sarah Twedt, Cup Chair**

