

## Directive 2 – Tips for an accurate Festival Cup Report

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1. Prepare a **Teacher Summary Report** for each teacher listing their students' ratings, levels, and points for the previous 2 years. This can be done at the end of your festival if you are using a computer for your records. This will allow each teacher to confirm your records for data reported in your local club reports.
2. If you are not sure about your point totals from the previous year, and would like a confirmation of what was entered for your site, contact me and I will e-mail you a **Proofing Sheet**. You can check your report with the MFMC Database records which should reduce errors.
3. Send me a **List of New Students** before your festival and I will confirm that they are indeed new. It is surprising how often we discover a new student really has played in festival before, in a different club with a different teacher. In this way we can spot a progression requirement before it becomes an issue. Middle names will also help with this issue.
4. Before your festival, be certain teachers have had a **Proofing Session** to check and double check events and levels. Be sure to do this well ahead of time so students can learn a new piece if they need to, due to progression issues.
5. **Please** – if you are entering a student into **concerto and solo events** and wish to **combine these points**, double check with me and I will gladly check the **level and age requirements** for your student. It is vital that you understand the rules involved with combining and alternating events. Please encourage your teachers to ask –sometimes we think we understand but we have missed something.
6. Minnesota is a large state with many clubs and regions. **When sending an e-mail to me, please include your name, region and official club name.**

7. **The event earning points and cup is the event that is listed on the gold cup report.**  
If your student is alternating between Violin Concerto and Violin Solo event for Violin Solo points, **the event is VIOLIN SOLO.** In the comment field, say: Concerto Event – Solo points.  
[This contrasts with the **PIANO SOLO EVENT and LFO PIANO SOLO EVENT.** These events are interchangeable. Students can alternate but can earn cups in either event.]
8. When **Combining Points** on the **Cup Report** with the concerto and solo events, list the points earned for this year only – do not include these points in the TOTAL points column. These points should be included in the total point's column for the Solo Event with which they are combining. Please add those points directly into the Total Points for the Solo Event. (please see sample report in Directive 3)
9. **Middle Names:** Yes – please add a column and include them in your reports. They will NOT appear on the plate.
10. **Birthdates:** Add if you can to your reports if you are submitting electronically. We will import them into the database. We will eventually need these for the national database.
11. Please remember I am also a teacher, accompanist, parent, festival chairman, tennis player..... and my time is important to me and scarce. I'm very proud of the professionalism in our state and **I thank you in advance for your kindness and patience** as we work together through another Festival Season.

*Sarah Twedt, NCTM*