

**Minnesota Federation of Music
Clubs
2023 Festival Information**
(draft July 2022)

**for
VIVACE USERS**

Contact Information

Vivace Online Festival Management
Festivals.nfmc-music.org

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

National Federation of Music Clubs website
(forms, etc.)
www.nfmc-music.org

Vivace Online Festival Registration Administrator
Grace Kopitske
246 Pendryn Hill Bay
Woodbury, MN 55125
651-343-1951
gracekopitske@comcast.net

MFMC Festival Chair & Certificate Chair
Nadine Berg
4714 1st Ave
Hibbing, MN 55746
218-262-3582
bergpiano88@gmail.com

MFMC Festival Cup Chair & Insurance Coordinator
Sarah Twedt
3676 Windtree Dr.
Eagan, MN 55123
651-688-0843
sarahtwedt@hotmail.com

MFMC State Treasurer
Gwen Degner
408 8th St N
Benson, MN 56215
701-261-8920
treasurer.mfmc.22@gmail.com



2023

Information for Site Managers and Record Keepers

The **Festivals Bulletin** is the authority for running a Festival. All the General Rules for Festival are contained at the beginning of the book. Event specific rules are located throughout the book.

The Festivals Bulletin for 2021-2024 is available to purchase by calling NFMC headquarters at 317-882-4003; or go to www.nfmc-music.org/2020-2024-federation-festivals-bulletin/. There are also significant updates to the bulletin at this location!

Also check the Junior Keynotes Magazine and/or the NFMC website for updates.

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.**
- **Archive old students and add new students into Vivace**
- **Enter transfer students**
- **Set up Festival in Vivace**
- **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 KeeperThe 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 Sarah Twedt by *August 1, 2022 for events held Sept.-Dec.* OR Reply Form #1B – Due to Sarah Twedt by *December 1, 2022 for events held Jan.-Aug.* Form is available on the MFMC website.

4. **REPLY FORM #2 (Participation Certificates)**
Send to Nadine Berg *one month before the date of your festival*. You may send it early. Form is available on the MFMC website. 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, 2022 if you anticipate any participants in this event. You do NOT need to know the number of participants or their levels. Tests and answer keys will be emailed to you 2 weeks in advance of your Festival.
6. Check for Transfer Students. If you have students that have transferred from another Festival location, in Minnesota or outside of Minnesota, use Vivace to locate that student when doing registrations. Create a new teacher/student relationship within Vivace. If the transfer student comes from a Festival area that does not use Vivace, request point history from the most recent area where the student performed. For MFMC transfers, ask Sarah Twedt for their complete history report. Point history must be entered into Vivace before the student can register for Festival.
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.

RATING SHEETS

Print your pre-filled rating sheets from Vivace when all of your students are scheduled.

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.



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)**
 - This form is created for you in Vivace – select JR3-3 in the Reports section.
 - *Disregard the fee portion of this form. Minnesota uses the MFT-1 instead of this information.*
- 3. Student History Report**
 - This replaces the *Roster of Entrants*. Create a *Student History Report* in the Vivace Reports section.
- 4. Area Report of Festival Ratings (JR3-4)**
 - This form is created for you in Vivace – select JR3-4 in the Reports section.

REPORT DISTRIBUTION AND DEADLINES

- **Reports are due to your auditor 2 weeks after the date of your festival.**
- No report will be accepted after April 1, 2023.
- Contact Nadine, Grace, 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. The total numbers of superiors, events, and entrants match on every report.
3. The total numbers of consecutive superiors by year match on the JR3-4 and the JR3-3.
4. Every consecutive superior number is correct when compared with last year's data.
5. 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.

We're anticipating that the auditing process will no longer be necessary by the third year of using Vivace, when we can be confident that all information is accurate going forward.

Send to your site's designated auditor:

- 1 copy of MFT-1 Report to State Treasurer
- 1 copy of Student History Report
- 2 copies of JR3-3 Summary Report
- 1 copy of JR3-4 Report of Festival Ratings for Juniors
- 1 copy of JR3-4 Report of Festival Ratings 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 Chair, Sarah Twedt:

- 1 copy of MFT-1 Report to State Treasurer
- 1 copy of Student History Report
- 1 copy of Festival Cup Report

Keep in your own files:

- 1 copy of MFT-1 Report to State Treasurer
- 1 copy of Student History Report
- 1 copy of JR3-3 Summary Report
- 1 copy of JR3-4 Report of Festival Ratings for Juniors
- 1 copy of JR3-4 Report of Festival Ratings for Adults (if you have adult participants)
- 1 copy of Festival Cup Report

If you have any students that have earned 12 consecutive superior ratings, please contact Nadine about applying for a special certificate from NFMFC!



QUESTIONS? Contact:

Nadine Berg, Festival Chair

and/or

Grace Kopitske, Vivace System Administrator

and/or

Sarah Twedt, Cup Chair, Insurance Chair