

**Minnesota Federation of Music
Clubs
Festival 2025 Directives**
(revised August 2024)



Contact Information

Vivace Online Festival Management website
[Festivals.nfmc-music.org](https://festivals.nfmc-music.org)

Minnesota Federation of Music Clubs website
(MFT-1, forms, general information, etc.)
www.mfmc.net

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

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

MFMC Festival Cup Chair &
MFMC Festival Co-Chair (Certificates)
Sarah Twedt
3676 Windtree Dr.
Eagan, MN 55123
sarahtwedt@hotmail.com
612-867-0221

Insurance Coordinator
Sue Quist
6301 Hummingbird Road
Excelsior, MN 55331
suequist5@gmail.com
612-720-0826

MFMC State Treasurer
Shirley Erickson
4863 Safari Pass
Eagan, MN 55122
shirleyerickson@aol.com
651-343-4327



2025

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 2024-2028 is available to purchase by calling NFMC headquarters at 317-882-4003; or go to <https://www.nfmc-music.org/order-federation-festivals-bulletin/> Bulletin Updates are found at <https://www.nfmc-music.org/>

READ & REREAD
the Bulletin General
Rules
and Individual Event
Rules

Check the Junior Keynotes Magazine for announcements

FESTIVAL CHAIRS (SITE MANAGERS)

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

FEES

- The combined national/state fee is \$6 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 \$21.
- The Gold/Silver Cup Fee is \$8 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.

FESTIVAL TIMELINE REMINDERS

JULY:

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

AUGUST:

- Start to secure judges & locations for your Festival, if you haven't already done so.
- Watch for Directives and Festival Area Contact Information (due Oct. 31) from State Festivals Chair.

SEPTEMBER:

- Watch for adult and junior membership dues information from the state treasurer.
- Archive old students and add new students into Vivace.
- Enter transfer students.
- Set up Festival(s) in Vivace.

OCTOBER:

- Be aware of Transfer students. Ask the Festivals Chair for help if needed to complete a transfer.
- Send dues for adults and juniors to the State Treasurer, per her instructions.
- NEW: Send updated Festival Area Contact Information to Grace Kopitske by Oct. 31st.

NOVEMBER:

- Prepare Insurance Form 1B.
- 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.

"TO DO" LIST

- **August 15, 2024:** Sept-Dec Insurance Forms/Child Protection Forms sent to Sue Quist.
- **October 31, 2024:** Festival Area Contact Information to Grace Kopitske.
- **October 31, 2024:** Adult/Junior Membership Dues to Shirley Erickson, MFMC Treasurer.
- **December 1, 2024:** January- May events Insurance Forms/Child Protection Forms to Sue Quist.
- **One month prior to Festival:** Request Theory Event tests from Grace Kopitske. Tests and answer keys will be emailed to you 2 weeks in advance of your Festival.
- **On going:** Check for Transfer Students.
- **On going:** Do all the other things that you efficiently handle every year – dates, location, pianos, judges, applications, scheduling, helpers, rating sheets, etc.



REPORT DISTRIBUTION AND DEADLINES

- **Reports are due to the MFMC Festival Chair 2 weeks after the date of your festival.**
- No report will be accepted after May 1, 2025.

- Contact Sarah or Grace ASAP with any report questions so we can all meet our deadlines.



FESTIVAL NOTES:

REPORT MAKING, DOUBLE-CHECKING, AND PROOFREADING

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

- **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.)*

- **Festival Summary Report (JR3-3)**
 - This form is created for you in Vivace – select “JR3-3 ALL” in the Reports section for areas with only Juniors.
 - If you have adult participants, you must include two reports: “JR 3-3 Adult” and “JR 3-3 Junior”
 - *Disregard the fee portion of this form. Minnesota uses the MFT-1 instead of this information.*

- **Student History Report-Year Summary**
 - This form is created for you in Vivace – select “Student History Report-Year Summary” in the Reports section

- **Area Report of Festival Participants (JR3-4)**
 - This form is created for you in Vivace – select JR3-4 in the Reports section.



QUESTIONS?
Contact:

Grace Kopitske, Co-Festival Chair & Vivace System Administrator

Sarah Twedt, Co-Festival Chair, MFMC Festival Cup Chair, & Certificates

Almost done...

PRINT, MAIL, YOU MADE IT!



Send to MFMC Festival Co-Chair, Grace Kopitske:

- 1 copy of MFT-1 Report to State Treasurer
- 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, Shirley Erickson:

- 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 Cup Chair/Certificates, Sarah Twedt:

- 1 copy of Festival Cup Report
- 1 copy of JR3-3 Summary Report

Keep in your own files:

- 1 copy of MFT-1 Report to State Treasurer
- 1 copy of Student History Report-Year Summary
- 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 Grace about applying for a special certificate from NFMFC!

