***TIMELINE FOR FEDERATION FESTIVAL PREPARATION***

**WINTER/SPRING**

* Secure Festival site for upcoming year

**JULY**

* Report names of Festival Committee to State Festival Chair
* Report Festival date and site to State Festival Chair so webmaster can update the website

**AUGUST**

* Apply for Festival Site insurance and payment for insurance on NFMC website. Fill Child Protection Policy Form on line
* Update informational letters to teachers, judges, festival workers
* Begin your search for judges and secure those judges, have one substitute judge in case of illness

**SEPTEMBER**

* Call and reconfirm site
* Send out letters and Festival workers form

**OCTOBER**

* **Finance Guidelines due to MJ Timmer October 1**
* **Certificate order to MJ Timmer October 1**
* Check if Festival site allows private food to be brought in
* Find caterer if necessary or food volunteer

**NOVEMBER**

* **Senior and Junior membership dues are due Nov. 1.**
* Festivals may open registration on line

**DECEMBER**

* Application deadline along with volunteer form (optional) to Festival Chair soon
* Check accuracy on all applications. Elementary 1 and beyond, choice piece must be non-American
* Festival Administrator will notify teachers of errors, Vivace catches all errors!
* If necessary, download Theory tests for study purposes

**JANUARY**

* After the holidays, begin scheduling students and workers
* Have job descriptions for recorders, monitors, runners and the time they are to work
* New Theory tests are available and sent out **two weeks prior to scheduled Festivals**; check over for mistakes on points, questions.

**7**

**FEBRUARY**

* **Festival Fees due to MFMC Treasurer January 31**
* Keep Federation Cup fees in your Festival account for purchasing your site’s Federation Cups
* Early in the month send out schedules to teachers
* During the last three weeks before event
  + Make any changes that occur in scheduling
  + Fill in rating sheets (can be done online) and cards
  + Have supplies for Festival day (pens, pencils, etc.)
  + Call and/or go to site to check out
  + Send letter to judges to remind them of date and place and include a rating sheet and guidelines set by NFMC
  + Copy Theory tests, schedules for judges, monitors, check-in desk
  + Address mailing envelopes to teachers for rating sheets mailing if necessary.

**FESTIVAL DAY**

* Arrive early
* Check rooms, pianos, benches
* Seats for monitors and waiting students in the hall
* Place any signs, if necessary
* Have **judge orientation** prior to the start of the Festival day
* Have workers check in, then go to respective positions
* TROUBLE SHOOT!! Periodically check rooms:
  + Running on time
  + Rating sheets coming
  + **Check that judges comments substantiate rating**
  + Judges’ signatures in place
* Record ratings on site, online, or later during the following week
* At the end of the day, give teachers rating sheets (if recorded), certificates or mail rating sheets and certificates the next business day
* Write Thank You notes to judges with enclosed payment
* Check rooms, leaving them as they were found, no food or trash left lying around

**THE WEEK AFTER**

* **Order Federation Cups online from Crown Awards website, pay for Cups online to NFMC. This may be done by the Festival Chair(Admin). Cups will ship when payment is received**
* Mail comments the next day or within the week to teachers
* Record ratings if not done on Festival day
* **Complete Finance Report and send to MFMC Treasurer and State Festival Chair two weeks after Festival**
* **Send JR3-3 and JR3-4 forms to State Festival Chair two weeks after Festival.**
* **Send Cup reports to State Cup Chair two week after Festival.**

**8**