

FEDERATION FESTIVALS – RECOMMENDED DANCE PROCEDURES JR 3-19**State Festivals Chair/Admin Responsibilities**

1. Be familiar with the Dance Section of the *Federation Festivals Bulletin*. This event is conducted like any other Festival event.
2. Determine the number of participants for the State by asking each club or dance teacher to estimate the number anticipated. The local/area chairs can help by contacting clubs and dance teachers in the area. Include dance participants in the certificate ordering count.
4. Either the State Festivals Chair or Area Festivals Chair may invite a dance consultant to help, if needed, because of the number of entrants or other considerations. The consultant may help by finding a studio or other suitable space for dance events, recommending suitable sound equipment, and suggesting possible judges; however, the consultant should not take over the full responsibility of the event.

Please note:

The State Dance Department does not handle Festivals but may serve as an adviser to the State Festivals Chair.

Area Festivals Chair/Admin Responsibilities

1. If requested, determine number of participants expected in the dance event. Obtain supplies from the State Festivals Chair or National Headquarters.
2. Suitable dance space and sound equipment must be provided for the dance event.
3. A dance consultant may be invited to help (See 4. above)
4. Vivace users will register using Vivace. If not using Vivace, download application forms (JR 3-20). Download Dance Rating Sheets (JR 3-21) as this document is not yet provided by Vivace.
5. Check applications for completion and adherence to age, membership, and level of event requirements. Remember, all participants who receive a “Superior” rating must move up to a new level the following year.
6. Contact judges and acquaint them with the procedures.
7. Assign an auditor to each room, whose job it is to take the participant to the assigned room and to present the Dance Rating Sheet (JR 3-21) to the judges. At this point the participant (if not using live accompaniment) should present the audio source (USB, CD, etc.) to be used to the person handling the sound equipment.
8. Prepare the averages from the Dance Rating Sheets (JR 3-21) and follow the procedures for Area Chair Festival Reports.

Additional Information

1. Each participant should be familiar with the dance syllabus of his/her category (ballet, tap, jazz, modern, and acrobatic dance).
2. As stated in the *Federation Festivals Bulletin*, each participant may substitute other syllabi for the NFMC prepared syllabi only by permission of the National Chair of Dance.
3. The state requires entry fees in addition to the NFMC entry fees. There will be no refund of entry fees.