

FESTIVAL PHILOSOPHY

It is our belief that music and music activities are important parts of the educational program of our schools. We believe that good classroom instruction is a basic requirement of a sound program of music education. If properly taught and effectively supervised, music can play an important part in the development of many of the attitudes and values that we feel are essential to our cultural and national life.

We believe also that desirable co-curricular music activities should be provided to supplement and enrich the regular classroom activities. We believe that participation in festivals offers the opportunity of achieving a high standard of music performance through the use of the music lists and adjudication by trained and qualified experts in music education. We believe that the comments and suggestions of these adjudicators will help the improvement of each soloist, ensemble, or performing organization.

PURPOSE OF FESTIVALS

(Consistent with the four components in the State Framework)

Artistic Perception – Perceptual and Conceptual Development

- 1 To increase aural awareness
- 2 To encourage musical responsiveness, involvement and discrimination

Creative Expression – Musical Skills Development

- 1 To develop skills necessary to become capable and intelligent performers, creators, and consumers of music
- 2 To upgrade the quality of musical performance through adjudication and the selection of music
- 3 To provide a sight-reading experience under conditions designed to provide a rewarding experience for the students
- 4 To provide suitable performing outlets and serve to motivate participants

Musical Heritage – Historical and Cultural

- 1 To provide aesthetic experiences which will promote a sense of cultural values
- 2 To develop awareness and understanding of the styles, idioms, performance media, and purposes of music that are part of our multicultural heritage
- 3 To develop community interest and support for the school music program
- 4 To further promote music as one of the basic elements of education

Aesthetic Valuing

- 1 To provide a sound basis of musical experience which can be used in making intelligent judgments of musical value
- 2 To furnish opportunities for students to see and hear their peers from other schools in a non-competitive setting

FESTIVAL PROCEDURES and CHECKLIST

BAND AND ORCHESTRA FESTIVAL

USE THESE INSTRUCTIONS AS A CHECKLIST. They are provided to increase participation and improve the festival experience for all participating directors and students. Please take a moment to review the following items, even if you are an experienced festival host.

BEFORE THE FESTIVAL

1. No later than November 1, return a completed contract (pages also available online) to the VP-Festivals to officially schedule your festival with SCSBOA. (Your festival date will not be posted online or in the newsletter until the contract has been received).
2. By December 1, send out letters and applications to all schools in your district and surrounding communities that may be interested in participating in your festival. In the letter, announce the festival location, date, times, and fees. Check the SCSBOA website and newsletter for accuracy concerning your date. Notify VP-Festivals immediately if you must cancel or attempt to reschedule.
3. At least six weeks before your festival submit the Request for Additional Festival Medals to the VP-Medals and Awards if you anticipate selling more than an average amount of medals and stickers. A standard order will ship to each festival host without this form (page 9).
4. After obtaining the *Festival Entry Blank and Performance Adjudication Forms* from the SCSBOA office mail the forms (or photocopies of the first two pages) to those who have expressed interest. Establish a date when completed forms and fees are to be due. **Organize your festival schedule on a first-to-respond, first-served basis. The SCSBOA suggests that participants be scheduled for a festival performance only after their festival fee and application are received.**
5. Check the most current membership list available and confirm that the primary director of each performing ensemble is a member of SCSBOA.
6. **As early as possible and no later than two weeks before your festival**—send the festival entry fees to the SCSBOA office, using the *Form for Recording Entry Fees* (page 5).
7. At least TWO WEEKS prior to your festival, mail a packet to the participants, including:
 - a) the festival schedule
 - b) a campus map and directions
 - c) the *Director's Checklist* (page 6)
 - d) the *Standards for Festival Ratings Computing Chart* (page 7)
 - e) the *Parent Letter* (page 8)
8. Establish a definite cut-off date for refunds (at least ten days before the festival) after which all festival fees are non-refundable. Insist that all participants adhere to the established festival schedule. Only one break may be included in the schedule before and after a lunch/dinner break and it should be no more than 15-30 minutes in length. Lunch/Dinner may be an hour, especially if judges are eating off-site.
9. Notify judges of their report time and send them **written** directions to the festival site at least one week before the festival. Include a map indicating where to park and where to report. If possible give them a cell phone number where they can reach you at any time during the day of the festival.
10. Send a press release to your local newspaper, the PTA newsletter, and other local fine arts organizations. Ask your school administrators to attend part of the day and encourage other interested teachers to attend.
11. Create a program for the judges, participants and audience. Include name of ensemble, name of director, and repertoire. If you can not get the repertoire from participating directors in time for printing then list their ensemble as To Be Announced. Check which selection is on the approved music list. You may duplicate as many or as few programs as you like or post the program in the lobby or on a projector in the performance hall.
12. Arrange for the following facilities:
 - a) a **tuned** piano (the cost of tuning cannot not be charged to SCSBOA as a festival expense).
 - b) an adequate area for the storage of cases; or, inform all participants before the festival that they will need to leave their cases on their bus or equipment truck.
 - c) a warm-up room large enough to accommodate your largest group. If your warm-up room will not have music stands, inform the participating directors.
 - d) adjudicator's tables, with electrical outlets and good lighting. Restrict audience from sitting near the judging area.
13. Assign student workers (see *Student Aides Assignment Sheet* (page 10)).

FESTIVAL PROCEDURES and CHECKLIST

BAND AND ORCHESTRA FESTIVAL

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14. Arrange for a responsible adult (not a student) to sell medals and account for the medal money.
15. Check that both pages 1 and 2 of the *Festival Entry Blank and Performance Adjudication Form* are completed before the forms are sent to the adjudicators. The second page is often overlooked.
16. Meals are the financial obligation of the judges or host; SCSBOA will not reimburse festival hosts for judges' meals. Communicate with the judges what their options will be for any meals.
17. Due to copyright regulations, no festival will be allowed to record and sell or provide CD's of the festival performances.

DURING THE FESTIVAL

1. Have signs clearly posted indicating the following areas:
 - a) Registration table
 - b) Instrument storage
 - c) Restrooms
 - d) Warm-up room
 - e) Performance room
 - f) Sight-reading room
 - g) Medal sales (Very important!)
 - h) Refreshments
2. Monitor Student Aides (see *Student Aides Assignment Sheet* (page10))
 - a) Judges' aides
 - b) Sight-reading aides
 - c) Stage crew
 - d) Guides
 - e) Ushers
 - f) Announcers
 - g) Stage Crew
3. Provide each judge with a "judge's packet" at the beginning of the festival, including:
 - a) a schedule and program
 - b) blank paper and envelopes for writing confidential messages to directors.
 - c) extra pencils.
4. Registration desk
 - a) Deliver adjudication forms, digital recorders, and scores to the judges.
 - b) After each performance, check that each adjudication sheet has a rating marked and that the judge has signed it (before returning the sheets to the director).
 - c) **Document the rating on the Festival Recap Sheet (page 11) before returning the adjudication sheet to the director.**
 - d) Post ratings. The festival rating board shall indicate the overall rating only, by word, not by number (e.g. "Excellent," not II). If possible, give the director his/her results before posting on the rating board.
 - e) Sell medals, pins, and stickers (with a parent or other responsible adult in charge).
 - f) Give a copy of the *Festival Evaluation* form (page 12) to each director and adjudicator.
 - g) Give a copy of the *Evaluation of Festival Adjudication* form (page 13) to each director.
 - h) Give a *District Festival Superior Rating Verification* (page 14), signed by the festival host, to the director of groups that receive a "Superior" rating.
5. Make sure the performing groups stay within their time limits. It is the festival host's responsibility to see that the festival runs on time. It is the Head Judges responsibility to keep the judges on schedule. Judges will be paid for "no show" time slots.
6. Check the repertoire of each performing ensemble to be sure that a minimum of one piece is from the current music list. If there are any concerns they should be dealt with before the ensemble is on stage.

FESTIVAL PROCEDURES and CHECKLIST

BAND AND ORCHESTRA FESTIVAL

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AFTER THE FESTIVAL (See Budget and Accounting Policies on page 19 for detailed information)

1. Please return all financial forms (Financial Report Form, Pay Vouchers-Adjudicator, Pay Vouchers-Host) no later than 2 weeks after festival to: (remember to keep a copy for your records)

SCSBOA – Amy Mack
11770 Warner Ave. # 110 Fountain Valley, CA 92708
Fax – 714-979-2265

Reminder: The host fee will be paid only after all entry fees have been received by the SCSBOA office and all money from medal sales and unsold medals are returned to the VP- Medals and Awards. All expenses must be covered by receipts and pay vouchers. All festivals are expected to be solvent. If a festival has a negative balance, the deficit may be taken from the host fee.

2. **Immediately** return unsold medals, pins, and stickers, along with money from the sale of awards, to the VP-Awards and Medals (follow the instructions that were packaged with them). **The awards are part of a rotating inventory, and are needed at later festivals.**
3. Send a copy of the Festival Recap Sheet (page 11) to the VP-Festival Adjudication and the VP-Festivals.

DIRECTOR'S CHECKLIST

Mail a copy of this form to all participating directors

PRIMARY DIRECTOR OF ENSEMBLE PERFORMING MUSIC BE A MEMBER OF SCSBOA

FESTIVAL LOCATION: _____

DATE: _____

- _____ Complete field trip forms.
- _____ Arrange for additional chaperones.
- _____ Submit application forms for each performing group to the festival host.
- _____ Submit entrance fee for each group to the festival host (before being scheduled.)
- _____ **Follow rules for music and scores.**
 - 1 provide three scores of each performance selection (order them well in advance of the festival). If photocopied scores are used, a copy of a letter from the music publisher or distributor must be submitted to each judge indicating that the scores are on back-order, out of print or unavailable **and** that permission has been granted to photocopy.
 - 2 number the measures on the scores.
 - 3 mark folders and parts with a school stamp so they can be returned if lost.
- _____ Make sure your performance (including setting up and exiting the stage) lasts no more than thirty minutes.
- _____ Order bus transportation.
- _____ Re-confirm bus transportation and times.
- _____ Arrange the day's schedule so your students will hear at least two other performances.
- _____ Prepare your students for an educational listening experience.
- _____ Discuss with students:
 - 1 that medals will be available for sale.
 - Medals - \$5.00
 - Cloisonné pins - \$5.00
 - Patches \$3.00. Stickers - \$1.00
 - 2 to bring money for snacks.
 - 3 the dress standards for festival performance.
 - 4 the rules for student behavior and conduct while performing and listening.
- _____ Prepare two copies of a seating chart, one each for the stage crew and sight-reading aides.
- _____ Confirm percussion requirements with the host (do not ask for more than the basic large percussion instruments).
- _____ Arrange for your percussionists to go backstage of the performance area during the warm-up time, to be ready to set up the percussion section as soon as possible after the preceding group has finished.
- _____ Please remember, **no** recordings (audio or visual) are allowed.
- _____ Send letter of invitation to parents (see page 8).
- _____ Arrange for a substitute teacher.
- _____ Invite administrators to your performance.

STANDARDS FOR FESTIVAL RATINGS AND COMPUTING CHART

BAND AND ORCHESTRA FESTIVAL

- SUPERIOR - I** This division represents the finest conceivable performance for the event and the class of participants being judged; worthy of the distinction of being recognized as among the very best. This rating should be reserved for the truly outstanding performance and might be compared to a percentage grade of 90 to 100.
- EXCELLENT – II** This rating reflects an unusual performance in many respects, but not one worthy of the highest rating due to minor deficiencies in performance, ineffective interpretation, or improper instrumentation. Yet, it is a performance of a distinctive quality. The rating might be compared to a grade of 80 to 89.
- GOOD - III** This rating is awarded for a good performance, but one that is not outstanding. The performance shows accomplishment and marked promise, but is lacking in one or more essential qualities. This rating might be compared to a grade of 70 to 79.
- FAIR - IV** This rating describes a performance that shows some obvious weaknesses. These may reflect handicaps such as insufficient instrumentation or other essential qualities. This rating might be compared to a grade of 60 to 69.
- POOR - V** This rating indicates a performance which reveals much room for improvement. The director should check his methods, instrumentation, and all essential qualities with those of a more mature organization. This rating is rarely used, even by the most critical adjudicator.

SCSBOA Festival Scoring Rubric

DISTRICT FESTIVAL RATING

The following rubric of scores applies to all SCSBOA district level festivals. *The rating from sight-reading is not included in the final rating for District Festivals.

SUPERIOR - I	EXCELLENT – II	GOOD – III	FAIR - IV	POOR - V
1-1-1	1-2-2	1-3-3	1-4-4	1-5-5
1-1-2	1-2-3	1-3-4	1-4-5	2-5-5
1-1-3	1-2-4	1-3-5	2-4-4	3-5-5
1-1-4	1-2-5	2-3-3	2-4-5	4-5-5
1-1-5	2-2-2	2-3-4	3-4-4	5-5-5
	2-2-3	2-3-5	3-4-5	
	2-2-4	3-3-3	4-4-4	
	2-2-5	3-3-4	4-4-5	
		3-3-5		

REGIONAL FESTIVAL RATING

1. Stage ratings are determined using the District Festival Rating chart above.
2. Sight-reading results shall be computed as part of the overall rating at Regional Festival. The overall rating is determined as follows:
3. Unanimous Superior at Regional Festival means unanimous superior ratings on stage plus superior sight-reading.

SUPERIOR – I		EXCELLENT – II		GOOD – III		FAIR – IV		POOR – V	
Stage	SR	Stage	SR	Stage	SR	Stage	SR	Stage	SR
1	1	1	3	2	4	3	5	5	3
1	1	1	4	2	5	4	2	5	4
		1	5	3	1	4	3	5	5
		2	1	3	2	4	4		
		2	2	3	3	4	5		
		2	3	3	4	5	1		
				4	1	5	2		

PARENT LETTER

Festival Host: Duplicate this letter and send to all participating directors with their information packets.
Participating Director: Duplicate this letter and distribute to the parents of your students.

Dear Parents:

Your son or daughter will be participating in a Southern California School Band and Orchestra Association District Band and Orchestra Festival on _____. The festival will take place at _____.

Perhaps you are aware of most of the facts concerning our music festivals; however, certain facts bear repeating. This district festival is one of the many festivals sponsored by the SCSBOA. Participants in district festivals become eligible to go on to the regional festival if they receive a "Superior" rating for their performance.

All groups are classed according to current SCSBOA classification factors. Each class has a list of music from which one selection must be chosen. Other selections are not restricted.

Judges, who are specialists in their respective fields, are hired to make constructive comments and criticism using the official adjudication forms. They are selected by the association and have met the standards of this professional organization.

No one is a winner; there is no "first place." Ratings are given, including Superior, Excellent, Good, Fair, and Poor. The rating standards are set by experienced music educators; however, the rating received is not as important as the learning process that has preceded the performance. Therefore, performers may elect to enter for comments only.

Official medals, cloisonné pins, and stickers (authorized by the association) which indicate the rating earned, may be purchased by individuals. They are often worn on uniforms or kept as souvenirs of achievement. The cost of a medal or pin is \$5.00, a patch is \$3.00, and a sticker is \$1.00. Students should bring the appropriate amount of money with them, as pins, medals, and stickers will not be available after the day of the festival except through a special order made by the group's director.

This festival is open to the public; and you are cordially invited to share with us the intellectual, aesthetic, and social growth that is gained through musical performance.

REQUEST for ADDITIONAL FESTIVAL MEDALS BAND AND ORCHESTRA

The "Standard Order" of Medals and other items to be sold at an SCSBOA festival will be sent as listed below. This is the inventory that you will be sent for your festival, unless you request otherwise on this form. **If you do not need the extras, you do NOT have to return this form.**

DISTRICT FESTIVAL STANDARD ORDER

MEDALS (\$ 5 each)
 - Superior 50; Excellent 25
 PINS (\$ 5 each)
 - Superior 25; Excellent 25
 PATCHES (\$ 3 each)
 - Superior 25; Excellent 25
 STICKERS (\$ 1 each)
 - Superior 25; Excellent 25

REGIONAL FESTIVAL STANDARD ORDER

MEDALS (\$ 5 each)
 - Superior 50; Excellent 50
 PINS (\$ 5 each)
 - Superior 50; Excellent 25
 PATCHES (\$ 3 each)
 - Superior 25; Excellent 25
 STICKERS (\$ 1 each)
 - Superior 50; Excellent 25

If you know that your festival typically sells more than the above amounts, then please indicate below how much more you would like of any or all of the items above and it will be added to your order before it is shipped. (Items are bundled in groups of 25, so please make your request in batches of 25 for ease of packing and shipping.)

DISTRICT FESTIVAL Additional Items

MEDALS (circle the amount requested)
 - Superior +25 +50 +75
 - Excellent +25 +50 +75
 PINS (\$ 5 each)
 - Superior +25 +50 +75
 - Excellent +25 +50 +75
 PATCHES (\$ 3 each)
 - Superior +25 +50 +75
 - Excellent +25 +50 +75
 STICKERS (\$ 1 each)
 - Superior +25 +50 +75
 - Excellent +25 +50 +75

REGIONAL FESTIVAL Additional Items

MEDALS (circle the amount requested)
 - Superior +25 +50 +75
 - Excellent +25 +50 +75
 PINS (\$ 5 each)
 - Superior +25 +50 +75
 - Excellent +25 +50 +75
 PATCHES (\$ 3 each)
 - Superior +25 +50 +75
 - Excellent +25 +50 +75
 STICKERS (\$ 1 each)
 - Superior +25 +50 +75
 - Excellent +25 +50 +75

Send requests for additional items to the VP of Medals and Awards by **6 weeks** prior to festival.

Festival type & level _____ Festival Date(s) _____

Location _____ Host Name _____

Host Phone _____ Host E-mail _____

Mail this form to: Michael Stanley, c/o Burbank HS IMA; 902 N. 3rd St., Burbank, CA 91502; or **fax** to (818) 845-6122, Attn: Michael Stanley, or **email** to: MichaelStanley@burbankusd.org

STUDENT AIDES ASSIGNMENT SHEET

BAND AND ORCHESTRA FESTIVAL

Judges Aides - 3 (all day)

- 1 Provide judges with sharpened pencils and paper.
- 2 Before each performance deliver scores, adjudication sheets, and recorders to each judge. Verify that the judges have the correct form for each performing ensemble.
- 3 After each performance pick-up scores, adjudication sheets and recorders from each judge.
- 4 Return scores, adjudication forms, and CD of adjudication comments to the registration desk after each performance.
- 5 Keep unauthorized people out of the judging area (rope off if needed).
- 6 Supply judges with water/snacks as needed.

Computer Tech – 2 (all day)

- 1 Complete training to transfer judges' comments from digital voice recorders to compact discs.
- 2 Collect digital voice recorders from judges after each performance and replace them with a clear recorder.
- 3 Burn comments onto CD for each ensemble and give to judge runners to include in the final packet.

Sight-reading Aides - 3 or 4 (all day)

- 1 Assist the sight-reading judge in passing out folders to each group.
- 2 Keep the two sets of folders separate (band and orchestra).
- 3 Collect folders after each performance and place folders in score order.
- 4 Deliver adjudication forms to the registration desk after making sure that the judge has signed it and marked a rating.
- 5 Supply the judge with sharpened pencils, paper, water, snacks.

Student Guides - 8 (each guide will lead one group in the morning and another group in the afternoon)

- 1 Meet buses upon their arrival at the festival.
- 2 Assist in the unloading and parking of the bus.
- 3 Direct group to designated instrument storage area.
- 4 Lead participants to the warm-up room or to the performance area to hear other ensembles.
- 5 Follow a predetermined traffic pattern.
- 6 Guide the group from the warm-up room to the performance area. Avoid starting too early so that the groups must stand outside prior to their performance.
- 7 Remain with the assigned group.
- 8 Lend whatever help possible to the directors, especially as the ensembles set up for their performance and for sight-reading

Ushers - 4 (two for the morning - two for afternoon)

- 1 Distribute programs, if used.
- 2 Close performance area doors during the time of performance.
- 3 Guard the doors!! Do not permit people to enter or leave during a performance.
- 4 Help maintain silence in the performance area.
- 5 Keep audience members out of the judges' area.
- 6 Do not permit food or beverages in the performance area.

Announcers - 2 (one in the morning - one in the afternoon)

- 1 Check program order of music selections with the director prior to the performance.
- 2 Check the pronunciation of composition titles, composers, and arrangers with the director.
- 3 Just prior to the performance, announce the following over the public address system:
 - a Name of the organization (Concert Band, Symphonic Band, etc.), school, and director.
 - b Music selections, composers, and arrangers, in order of performance.

Stage Crew - 6 (three in the morning - three in the afternoon)

- 1 Assist each group in setting up chairs and stands for their performance.
- 2 Remove any extra chairs and stands from the performance area.
- 3 Move the piano when needed to a location requested by the director. Move the podium on or off stage, as requested by the director.

FESTIVAL EVALUATION

BAND AND ORCHESTRA FESTIVAL

Duplicate and give a copy to each adjudicator and director.
(To be completed by all adjudicators and directors)

Festival Site: _____

Festival Host: _____

Date: _____

PLEASE RATE THE ITEMS BELOW USING THE FOLLOWING SCALE:

- 1 = Outstanding
- 2 = Very Effective
- 3 = Effective
- 4 = Requires Improvement
- 5 = Unsatisfactory

	NA	1	2	3	4	5
Registration table						
Warm-up facilities						
Performance area facilities						
Sight-reading facilities						
Availability of host						
Signs clearly posted for all areas						
Equipment provided						
Student aides (runners)						
Medal Sales table						
Written instructions from host						
Overall evaluation						

Comments (please use the back if necessary):

Please Mail or Fax this form to: Adelle Glass, VP Festivals
PO Box 1523
Redlands, CA 92373

EVALUATION of FESTIVAL ADJUDICATION

BAND AND ORCHESTRA FESTIVAL

*Duplicate and give two copies to each director.
(To be completed by directors)*

Director: _____ School: _____

Festival Site: _____ Date: _____

For each adjudicator, please rate the items below using the following scale:

5 = Outstanding 4 = Very Effective 3 = Effective 2 = Requires Improvement 1 = Unsatisfactory

Adjudicator's Name: _____

	5	4	3	2	1
Were comments constructive?					
Ability to give suggestions for improvement					
Did comments relate to the students?					
Were accomplishments, as well as deficiencies, recognized?					
Legibility of written comments					

COMMENTS: _____

Adjudicator's Name: _____

	5	4	3	2	1
Were comments constructive?					
Ability to give suggestions for improvement					
Did comments relate to the students?					
Were accomplishments, as well as deficiencies, recognized?					
Legibility of written comments					

COMMENTS: _____

Adjudicator's Name: _____

	5	4	3	2	1
Were comments constructive?					
Ability to give suggestions for improvement					
Did comments relate to the students?					
Were accomplishments, as well as deficiencies, recognized?					
Legibility of written comments					

COMMENTS: _____

Mail this form to: Randy Gilpin, VP-Festival Adjudication
28130 Caraway Lane
Santa Clarita, CA 91350

DISTRICT FESTIVAL SUPERIOR RATING VERIFICATION

Instructions to the District Festival Host:

1. Make photocopies of this blank form before the festival.
2. Complete the festival host information, including your signature on this form.
3. Give a copy to each ensemble receiving a Superior rating.

Name of Organization: _____

Name of School: _____

Name of Director: _____

I hereby certify that the organization above has qualified for
Regional Festival participation by earning a Superior rating at:

Festival location

Festival host (print)

Festival host signature

Date

Instructions to the Director:

1. Call a regional festival host to reserve a tentative performance time at their regional festival.
2. Mail this form, a regional festival application form (available from the regional festival host), and your entry fee check to the regional festival host.

Director's Name: _____

School: _____

School address: _____

City/Zip code: _____

Phone: _____

BUDGET AND ACCOUNTING POLICIES

BAND AND ORCHESTRA FESTIVAL

Festival Fees- (It is recommended that groups must pay before being scheduled)

with neither sight-reading nor clinic:	\$150.00
with sight-reading:	\$150.00
with clinic:	\$150.00
with sight-reading and clinic:	\$165.00

Sample Budget

Income:	(16 ensembles)	2400.00
Expenses:	4 adjudicators	1280.00
	mileage for judges (150 miles @ \$.40 each)	60.00
	festival host fee (\$20 per group + \$40 overtime)	360.00
	miscellaneous expenses	12.00
TOTAL EXPENSES		1712.00
Net Income:	(income minus expenses)	\$688.00

Other Information

1. All cash receipts and entry fee checks are to be forwarded to the SCSBOA office with the *Form For Recording Entry Fees* (page 5) two weeks before the festival date.
2. Send one check (personal or school) to cover medal sales to the VP-Awards and Medals (follow the instructions that come with the medals).
3. Festival expenses that **will** be honored (with receipts) are:
 - a. Postage
 - b. Snacks not to exceed \$20 per day
 - c. Paper, pencils, and envelopes.
 - d. Housing and mileage for the judges (see the *Pay Voucher-Adjudicators* (page 17- for guidelines)
4. Expenses that **will not** be honored as festival expenses are:
 - a. Mileage for the host
 - b. Meals for the judges
 - c. Printing and photocopying
 - d. Piano tuning
 - e. Custodial expenses
 - f. (If in doubt about an expense, ask the VP-Festivals in advance)
5. The host fee will be paid after the following have been submitted:
 - a. All entry fees to the SCSBOA office.
 - b. Unsold medals and money to the VP-Awards and Medals
 - c. Financial Forms to SCSBOA office:
 - i) *Pay Voucher - Adjudicators* (one for each judge) (page 17)
 - ii) *Pay Voucher - Host* (page 18) to SCSBOA
 - iii) *Financial Report Form* (page 16) to SCSBOA
 - iv) *Festival Recap Form* (page 11) to VP Festivals and VP-Festival Adjudication
6. Hosts fees will be reduced 25% if paperwork, unsold medals and medal income are not received within two weeks after the festival.
A 50% reduction will occur for materials received four weeks after the festival date, and 100% reduction after five weeks.

If a festival has a negative balance, the deficit may be made up from the host fee.

Financial Report Form BAND AND ORCHESTRA FESTIVAL

Festival Location: _____

Festival Host: _____

Date: _____

INCOME: Do not include medal sales; use the separate medal inventory form which was packed with the medals for medal sale accounting.

Groups (for performance only): _____ X \$ 150.00 = \$ _____

Groups with Sight-Reading or Clinic: _____ x \$ 150.00 = \$ _____

Groups with Sight-Reading & Clinic: _____ x \$ 165.00 = \$ _____

Fees must be paid by all participating ensembles 2 weeks prior to the Festival.

EXPENSES: Adjudication (attach a signed pay voucher for each judge listed below):

Name of Judge	Total Due (from pay voucher)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Host Expenses (from host pay voucher): \$ _____

TOTAL EXPENSES: \$ _____

BALANCE (income minus expenses) \$ _____

Please return all financial forms no later than 2 weeks after festival (remember to keep a copy for your records) to:
SCSBOA – Amy Mack
11770 Warner Ave. # 110 Fountain Valley, CA 92708
Fax – 714-979-2265

Reminder: The host fee will be paid only after all entry fees have been received by the SCSBOA office and all money from medal sales and unsold medals are returned to the VP- Medals and Awards. All expenses must be covered by receipts and pay vouchers. All festivals are expected to be solvent. If a festival has a negative balance, the deficit may be taken from the host fee.

White Copy – SCSBOA Office

Yellow Copy – SCSBOA Office for VP-Festivals

Pink Copy – Festival Host

PAY VOUCHERS - ADJUDICATORS
BAND AND ORCHESTRA FESTIVAL

Festival Location: _____

Festival Host: _____

Date: _____

I hereby request payment for the following:

Adjudication:

_____ Number of scheduled groups x \$ 20.00 \$ _____
Include "no-shows". Minimum of \$ 160.00
when festival has fewer than eight
performing groups.

Head Judge:

_____ The assigned Head Judge will receive \$ 60.00 \$ _____
for the first day and \$ 40 for each additional day.

Mileage:

_____ Miles (at 40 cents per mile) \$ _____

Lodging:

_____ Nights Lodging \$ _____

1. Lodging must be approved by the VP – Festivals Adjudication in advance.
2. The adjudicator will be responsible for his/her own reservations.
3. The maximum allowance is \$ 85.00 per night.
4. Please attach all receipts.

TOTAL DUE ADJUDICATOR: \$ _____

Adjudicator's Signature: _____

Adjudicator's Name _____

Address: _____

City/Zip Code: _____

To receive payment, send the white copy to:
SCSBOA – Amy Mack
11770 Warner Ave. # 110 Fountain Valley, CA 92708
Fax – 714-979-2265

Note to adjudicator: If you have not been paid within 30 days after this festival, please send a copy of the form to Randy Gilpin, VP-Festival Adjudication, 28130 Caraway Lane Santa Clarita, CA 91350

White Copy – SCSBOA Office

Yellow Copy – Adjudicator

Pink Copy – Festival Host

FESTIVAL PLANNING FORM

BAND AND ORCHESTRA FESTIVAL

This form is important for planning the SCSBOA festival schedule for next year. Please fill out this form completely and return to Adelle Glass, VP Festivals, beginning March 1, 2012. A preliminary schedule for 2013 will be presented and approved at the May SCSBOA Board Meeting. Hosts will be informed of their selected dates following the May board meeting. **This request does NOT guarantee your date for next year.**

The schedule will be determined using the following criteria:

- Postmark of Planning Form
- Successful evaluations of previously hosted festivals
- Number of Days and Number of Ensembles served at previous festivals.
- Geographic relevance of festival.

2013 FESTIVAL REQUEST:

Festival Location

Name of Host

Host's E-mail Address*

Host's Phone Number*

* (Contact information listed here will be published as contact information on the festival schedule.)

REQUESTED DATES FOR 2013: Please list a minimum of TWO possible choices. (for multiple day festivals it is acceptable to just alter one day – i.e. 1st choice Tuesday and Wednesday, 2nd choice Wednesday and Thursday)

First Choice for Festival in 2013 **(required)**

Second Choice for Festival in 2013 **(required)**

Third Choice for Festival in 2013 (optional)

Anticipated number of ensembles: _____

Is this festival filled primarily by groups in your district/immediate area? **Yes** or **No**

Date of Festival in current year: _____

How many years have you hosted this event? _____

Festival will include (please circle): **Sight-Reading** **Clinic** **Both**

Postmarks will be recorded beginning March 1:

Adelle Glass, VP-Festivals
PO Box 1523
Redlands, CA 92373

2012 FESTIVAL HOST CONTRACT

Name of Festival Host (Please Print)

Host's SCSBOA membership number

Host's E-mail (to be published on festival schedule)

Host's Phone (to be published on festival schedule)

Location of Festival

Requested Festival Date

FESTIVAL WILL INCLUDE (please circle): Sight-Reading Clinic Both Neither

- SIGN AND RETURN THIS FORM NO LATER THAN **NOVEMBER 1** TO OFFICIALLY SCHEDULE YOUR FESTIVAL WITH SCSBOA. FESTIVAL DATES WILL BE SCHEDULED BY SCSBOA ON A FIRST TO RESPOND, FIRST TO BE SCHEDULED BASIS BEGINNING **AUGUST 1ST**. NO FESTIVALS WILL BE SCHEDULED ONLINE OR IN THE NEWSLETTER UNTIL THE COMPLETED PAPERWORK IS RECEIVED.
- BY AGREEING TO HOST AN SCSBOA FESTIVAL AND ACCEPT PAY FROM THE SCSBOA FOR YOUR WORK AS A FESTIVAL HOST, YOU AGREE TO FULFILL THE FOLLOWING COMMITMENTS:

I. Festival Requirements:

- Download and familiarize yourself with the 2011-2012 Band & Orchestra Host Handbook and/or attend the fall conference session to learn about updates and changes that are in affect.
- Follow the instructions listed in the *Festival Procedures and Checklist* (pages 2 - 4)
- Maintain a festival under the supervision of an active member of the SCSBOA, with the approval of the VP-Festivals and the Board of Directors.
- Deposit all entry fees with the SCSBOA office two weeks before the festival date and to observe the established fee schedule. *Form for Recording Entry Fees* (page 5)
- Check all scores against the approved list and enforce the SCSBOA copyright policy.
- Fulfill all financial obligations and return all financial forms to the SCSBOA Office no later than 2 weeks after the festival. *Financial Report Form, Pay Vouchers-Host, Pay Vouchers- Adjudicators* (pages 16-18)
- Send or e-mail a copy of the *Festival Recap Form* (page 11) to the VP –Festival Adjudication and the VP-Festivals.
- Immediately return all unsold medals, pins, and stickers with receipts upon completion of the festival to the VP-Medals and Awards.

II. Additional Festival Fees

It is the policy of the SCSBOA to assess participating groups at Band and Orchestra Festivals only those fees which are approved by the Board of Directors. Some festival hosts have found it necessary to assess additional fees to defray unusual costs that the SCSBOA does not cover. These fees must be approved by the SCSBOA Board.

If you have found it necessary to assess an additional fee, please complete the following information.
Any additional fees must be made payable to the host's school or booster organization.

I wish to assess an additional fee of \$ _____ per group at this festival.

Reason for the additional fee: _____

Please attach documentation of these expenses to your financial report forms when you submit them following your festival.

III. Facilities Requirements:

Check the items below to indicate that you will be able to provide the requirements for your band and orchestra festival.

_____	Registration table	_____	Instrument storage
_____	Student aides (see <i>Student Aides Assignment Sheet</i> (page 9))		
_____	Parent volunteers (registration table, medal sales, posting of ratings)		
_____	Warm-up room (specify facility to be used) _____		
_____	music stands (number available)	_____	chairs (number available)
_____	Performance areas (specify facility to be used) _____		
_____	piano (recently tuned)	_____	large percussion
_____	music stands (number available)	_____	timpani
_____	chairs (number available)	_____	bass drum
_____	podium	_____	chimes
_____	risers (optional)	_____	xylophone
_____	announcer with P.A.	_____	marimba
_____	judges tables (with electricity and lighting)	_____	vibraphone
	If the performance area is a gymnasium, which of the following will be provided to help with the acoustics		
_____	performance shell	_____	acoustical treatment of ceiling or walls
_____	tarp or wrestling mats placed on the floor		
_____	Sight-reading and/or clinic area (specify facility to be used) _____		
_____	piano (recently tuned)	_____	stands (number available)
_____	chairs (number available)	_____	timpani
_____	bass drum		
_____	Adjudication ratings posting area (bulletin board/whiteboard/visual display)		
_____	Medal sales office (located near the rating area and maintained by an adult)		

IV. Request for Adjudicators

Please estimate the following information even if you are not sure at this time. A typical estimation for a one-day festival might be 16 groups from 8am-5pm.

Days and Dates of Festival

Day 1 _____ Day 2 _____ Day 3 _____

Time of Day (e.g. 8am-12 noon, 8am-5 pm, 1-5 pm, etc):

Day 1 _____ Day 2 _____ Day 3 _____

Total number of band and orchestra festival adjudicators needed: _____
Day 1 Day 2 Day 3

Grade level of participating students (check all that apply)

_____ high school _____ middle school _____ elementary

Type of ensembles participating: (check all that apply)

_____ Bands _____ Orchestras

You may request a specific adjudicator or make comments below. The VP-Festival Adjudication will do as much as possible to meet your requests, depending on availability of the adjudicators.

V. Request for Festival Adjudication Forms

Please estimate the following information even if you are not sure at this time. A typical estimation for a one-day festival might be 16 groups x 3 adjudicators.

<u>Band and Orchestra Festival Forms</u>	<u>Quantity</u>
Band and Orchestra <i>Festival Entry and Performance Adjudication Form</i> (number of groups _____ X 3 adjudicators) specify if you are using more or less than 3 judges per group	_____
Band and Orchestra <i>Festival Sight-Reading Adjudication Form</i> (number of groups _____ X1 adjudicator) specify if you are using more or less than 1 judges per group	_____
Judges composite CD (number of groups _____)	_____

Total number of Festival Adjudicator Pay Vouchers you will need: _____

* Any unused forms and CD's must be returned with your final paperwork following your festival.

VI. Request for Additional Festival Medals

A 'Standard Order' of Medals and other items will be sent out to each festival (page 9). If you know that your festival typically sells more than the listed amounts you may request additional items before your festival. Please complete the Request for Additional Festival Medals and return to the VP-Medals and Awards at least 6 weeks prior to your festival.

** Upon completion of the above requirements, the festival host shall be entitled to receive the festival host fee. Hosts' fees will be reduced 25% if paperwork, unsold medals and medal income are received more than two weeks after the festival date; fees will be reduced 50% if materials are received more than four weeks after the festival, and a 100% reduction will occur if received after five weeks.

I will provide and organize the above mentioned facilities, students and materials. I will also fulfill the requirements listed in the Band and Orchestra Festival Host Manual and in this contract.

Festival Host's Signature _____
Date

I hereby approve use of the facilities and instruments listed above for the SCSBOA Festival on the listed dates.

Principal's Signature _____
Date

Mail a copy of this form to: Adelle Glass, VP-Festivals
 PO Box 1523
 Redlands, CA 92373

Contracts accepted from August 1 – November 1