

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

SOLO AND ENSEMBLE FESTIVALS

"COMMAND PERFORMANCE AWARD"

"Command Performance" - Award Information

A command performance is an award that recognizes a very outstanding performance by a soloist and/or ensemble at an SCSBOA solo and ensemble festival. It is the hope of the SCSBOA board of directors that most students will stay and listen to the command performance award performances, allowing them to hear what the adjudicators consider "exceptional performances". The command performance is NOT adjudicated.

Any adjudicator may award a command performance (CP) to an individual or ensemble that meets the following criteria:

1. **The performer(s) received a "I" rating in all categories on the adjudication sheet.**
2. **The performance was such that it should be an example for other students to identify outstanding musicianship and technique.**
3. **The ensemble demonstrated not only individual superior qualities, but the group performed with outstanding musicality as well**

There is no minimum or maximum number of command performance awards given at a festival. Each adjudicator determines command performance awards from the performances he or she adjudicated.

Procedures - (Command Performance) For the FESTIVAL HOST:

1. **The host should have a designated performance area for those students who received a command performance.** This area should have a tuned piano, chairs and music stands.
2. **The schedule of command performances should include at least one concert in the morning session** (preferably at lunch) for those students who receive a command performance award in the morning session, **and another concert in the late afternoon** for students who earn a command performance award in the afternoon.
3. **Adjudicators will present a command performance award to the individual or leader of the ensemble after the original festival performance.** He will also mark on the score sheet, by the rating, that a command performance was given. The registration desk should designate on the recap sheet the command performance award as well as the superior rating.
4. **The student with a command performance award should be directed to a specific area to sign up for a time to perform.**
5. **The festival host should provide information about the command performance awards, including their function and operation, in the pre-festival information letter sent to participants and directors.** The information from the top part of this page would be appropriate to include.

FESTIVAL PROCEDURES and CHECKLIST

SOLO AND ENSEMBLE 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. Include the solo and ensemble festival *Participant Application* (page 7) in this mailing. Be sure to add the deadline date and return address to the application form. Emphasize that participants will not be scheduled for a festival performance until their application and festival fee are received.
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 10).
4. 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. Set up the performance schedule.
 - a) Schedule solos and duets for 6-8 minutes each.
 - b) **Schedule trios and larger groups in 8-10 minute intervals.**
 - c) Coordinate the schedule to accommodate accompanists who will perform with more than one soloist.
6. Check the most current membership list available and confirm that the primary director of each performing ensemble is a member of SCSBOA.
7. **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 6).
8. Mail a packet to the participants, including:
 - a) *Participant's letter* (page 8)
 - b) Festival schedule
 - c) Campus map and directions
 - d) *Parent Letter* (page 9)
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. Arrange for the following facilities:
 - a) **Tuned** pianos in warm-up rooms and performance sites (the cost of piano tuning cannot be charged to SCSBOA as a festival expense).
 - b) Warm-up rooms with tuned pianos.
 - c) Adjudicator's tables, with electrical outlets and good lighting. Restrict the audience from sitting near the judging area.
12. Assign student workers.
13. Arrange for a responsible adult (not a student) to sell medals and account for the medal money.
14. 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.
15. Contact classroom teachers ahead of the festival if you will be using their rooms. Draw a "diagram" of each room to help you put it back the way you found it after the festival.

FESTIVAL PROCEDURES and CHECKLIST

SOLO AND ENSEMBLE FESTIVAL

(continued)

DURING THE FESTIVAL

1. Have signs clearly posted indicating the following areas:
 - a) Registration table
 - b) Restrooms
 - c) Warm-up room
 - d) Performance rooms
 - e) Necessary signs to direct to performance rooms
 - f) Medal sales (Very important!)
 - g) Refreshments
2. **Post performance schedules in the warm-up rooms and on each performance room door** to help regulate the flow of participants from the warm-up room to the performance areas.
3. **Provide each judge with a “judge’s packet” at the beginning of the festival, including:**
 - a) Completed festival adjudication forms in performance order.
 - b) Blank paper and envelopes for writing confidential messages to the directors or private teachers.
 - c) Additional blank adjudication forms.
 - d) Extra pencils.
4. **Monitor student workers**
 - a) Stage crew to assist with the set-up and tear-down of chairs and stands in all performance areas.
 - b) Student “runners” to collect judges’ forms from performance areas and return them to the registration table.
 - c) Aides to assist judges with sharpening of pencils, getting refreshments, etc.
5. **Registration Desk**
 - a) **After each performance, document the rating on the Festival Recap Sheet (page 11) before returning the sheet to the student.**
 - b) Check the completed adjudication sheets for the judge’s signature.
 - c) Post ratings. The festival rating board shall indicate the overall rating only, by word, not by number (e.g. “Excellent,” not II).
 - d) Sell medals, pins, patches and stickers. Locate the medal sales at the same place that students pick up their sheets. Arrange for a parent or other responsible adult (not a student) to assist with the selling and accounting of the medals.
 - e) Give a copy of the *Festival Evaluation* form (page 12) to each director, private teacher, and adjudicator.
 - f) Give a copy of the *Evaluation of Festival Adjudication* form (page 13) to each director and private teacher.
 - g) Give *Participant Application for Regional S/E Festival* (page 14) signed by the festival host to the students who received a superior rating.
6. **Command Performance Awards**
 - a) The host should have a designated performance area for those students who received a command performance. This area should have a tuned piano, chairs and music stands.
 - b) The schedule of command performances should include at least one concert in the morning session (preferably at lunch) for those students who receive a command performance award in the morning session, and another concert in the late afternoon for students who earn a command performance award in the afternoon.
 - c) Adjudicators will present a command performance award to the individual or leader of the ensemble after the original festival performance. He will also mark on the score sheet, by the rating, that a command performance was given. The student with a command performance award should be directed to a specific area to sign up for a time a performance time in the command performance area. The registration desk should designate on the recap sheet the command performance award as well as the superior rating.
 - d) The festival host should provide information about the command performance awards, including their function and operation, in the pre-festival information letter sent to participants and directors.

AFTER THE FESTIVAL (See Budget and Accounting Policies on page 15 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-Medals and Awards (follow the instructions that were packaged with them). **The awards are part of a rotating inventory, and are needed at later festivals.**
3. Send copies of the Festival Recap Sheet (page 11) to the VP-Festival Adjudication and the VP-Festivals.

PARTICIPANT APPLICATION
SOLO AND ENSEMBLE FESTIVAL
 (Please use one application form per entry)

School: _____
 Director: _____ SCSBOA Card Number _____
 Private Teacher: _____
 Person to be mailed information: _____
 Address: _____
 City/Zip code: _____
 Phone: _____
 E-Mail Address: _____

SOLO APPLICATION

Name of Student: _____
 Instrument: _____
 Grade in School: _____
 Title of solo: _____
 Composer: _____
 Accompanist's name: _____
 Preferred time of performance: A.M. P.M.
 Do you study privately? _____
 If yes, how many years? _____

Important For Scheduling: If your accompanist is performing with other students, please list their names, instruments, and schools on the reverse side of this form.

ENSEMBLE APPLICATION

Type of ensemble: _____
 Leader (contact person): _____
 Phone: _____
 Title of selection: _____
 Composer: _____
 Preferred time of performance: A.M. P.M.
 Members:

Student's name	Instrument

Note: The performer(s) must provide an original copy of the musical score for the adjudicator

ENTRY FEES

Solos and Duets: \$15.00.
 Ensembles: 3-7 members \$20, 8-20 members \$25, 21-plus: Discuss with host.

Make all checks out to SCSBOA (one check per school or private teacher preferred).

IMPORTANT: Applications must be received by: _____
Return this application (with festival fees) to: Festival Host _____
 School _____
 Address _____
 City/zip code _____

SAMPLE LETTER TO PARTICIPANTS

SOLO AND ENSEMBLE FESTIVAL

Directions and Information

Festival Location: _____

Festival Host: _____

Performance

- **Be On Time** – Please plan to arrive one hour before your performance is scheduled so that you will have time to register and warm-up.
- Compositions having an accompaniment must be performed with an accompaniment.
- Make scheduling arrangements with your accompanist as soon as possible.
- All participants must adhere to the established festival schedule.
- No refunds of festival fees will be given for cancellations made less than two weeks before the festival.

Address

Westlake High School's address is: 100 Lakeview Canyon Rd, Westlake Village, CA 91362. The school phone number is 805.497.6711. A campus map is enclosed.

Parking

Metered parking is available in lot G. Public parking is available in lot F after 12:00 p.m. on Saturdays.

Registration

Check in at the registration table will be in the Music Building, room 143 (Conference Room). **Give an original copy of the music score to the adjudicator before beginning.** You will be given a map of the buildings so you can find your performance area. Practice rooms in the basement of the Music Building will be designated for warm-up.

Certificates

All students will receive appropriate certificates of performance at the registration table following the return of their evaluation forms

Medals

After a student has performed and has picked up his or her adjudication sheet at the registration table, he or she may purchase the appropriate medal at the same table. Medals \$5, Cloisonne pins \$5, patches \$3, stickers \$1.

Command Performance

Students receiving a command performance from their adjudicator will be invited to perform in the Recital Hall. Recitals will be held every few hours throughout the day. Students participating in Command Performances can have their performance taped on audio or video cassette for a modest cost.

Refreshments

The university union and the dining facility will be open until 2:00 p.m. for snacks and drinks

PARENT LETTER

Festival Host: Duplicate this letter and send to all participating directors and private teachers with their information packets.

Participating Director or Private Teacher: 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 (SCSBOA) District Solo and Ensemble Festival on _____.

Your son's or daughter's performance time is _____ and 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 (I) rating for their performance. In addition, a Command Performance Award may be given by the adjudicator for truly exceptional performances. Students who receive a Command Performance will be invited to play for the other students at the festival.

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 (I), Excellent (II), Good (III), Fair (IV), and Poor (V). 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, patches 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 school's director.

This festival is open to the public; 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 SOLO AND ENSEMBLE

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.**

<u>DISTRICT FESTIVAL STANDARD ORDER</u>
MEDALS (\$ 5 each) - Superior 50; Excellent 50
PINS (\$ 5 each) - Superior 50; Excellent 50
PATCHES (\$ 3 each) - Superior 50; Excellent 50
STICKERS (\$ 1 each) - Superior 50; Excellent 50

<u>REGIONAL FESTIVAL STANDARD ORDER</u>
MEDALS (\$ 5 each) - Superior 50; Excellent 50
PINS (\$ 5 each) - Superior 50; Excellent 50
PATCHES (\$ 3 each) - Superior 50; Excellent 50
STICKERS (\$ 1 each) - Superior 50; Excellent 50

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.)

<u>DISTRICT FESTIVAL Additional Items</u>
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

<u>REGIONAL FESTIVAL Additional Items</u>
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

FESTIVAL EVALUATION

SOLO AND ENSEMBLE FESTIVAL

Duplicate and give a copy to each adjudicator and the director or private teacher of each participant
 (To be completed by all adjudicators, directors, and private teachers)

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

	1	2	3	4	5
Performance area facilities					
Warm-up facilities					
Organization of performances					
Schedule given to participants					
Instructions given to participants					
Availability of host					
Signs clearly posted - registration table, warm-up room, performance rooms, and medal sales					
Pianos tuned					
Student aides (runners)					
Medal sales table					
Registration table					
Overall evaluation					

Please use the back for more comments.

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

EVALUATION of FESTIVAL ADJUDICATION

SOLO AND ENSEMBLE FESTIVAL

Duplicate and give a copy to each director and private teacher.
(To be completed by directors and private teachers)

Director/Teacher: _____ School/City: _____

Festival Site: _____ Date: _____

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

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

Adjudicator's Name: _____

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

COMMENTS:

Adjudicator's Name: _____

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

COMMENTS:

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

PARTICIPANT APPLICATION

REGIONAL SOLO AND ENSEMBLE FESTIVAL

APPLICATION DEADLINE:

(Please use one application form per entry)

FESTIVAL HOST: Please duplicate this application, and give a signed copy to students who receive a superior rating.

I hereby certify that the soloist or ensemble listed below has qualified for Regional Festival participation by earning a Superior Rating at:

Festival Location: _____

Festival Host (print): _____

Festival Host (signature): _____

Date: _____

SOLO APPLICATION

Name: _____ Title of solo: _____

Instrument: _____ Composer: _____

Grade: _____ Accompanist's name: _____

Preferred time of performance: A.M. P.M. Do you study privately? _____

If yes, how many years? _____

Important For Scheduling: If your accompanist is performing with other students, please list their names, instruments, and school on the reverse side of this form.

ENSEMBLE APPLICATION

Name of ensemble: _____ Preferred time of performance: A.M. PM.

Leader (contact person): _____ Title of selection: _____

Phone: _____ Composer: _____

Student's name	Instrument

PARTICIPANT INFORMATION (SOLOISTS AND ENSEMBLES COMPLETE ALL OF THE INFORMATION BELOW):

Student's Name: _____ Director or private teacher: _____

Student's Address: _____ SCSBOA Card Number: _____

City/Zip code: _____ Teacher's Address: _____

Phone: _____ City/Zip code: _____

School: _____ Phone: _____

ENTRY FEES

Solos and Duets: \$15.00.

Ensembles: 3-7 members \$20, 8-20 members \$25, 21-plus: Discuss with host.

Mail this application with fees (checks made out to SCSBOA) to: Regional Festival host

Solo- 10 minutes

2-7 15 minutes

8-20 20 minutes

BUDGET AND ACCOUNTING POLICIES SOLO AND ENSEMBLE FESTIVAL

Festival Fees

Solos and Duets: \$15.00.

Ensembles: 3-7 members \$20, 8-20 members \$25, 21-plus: Discuss with host.

Sample Budget

Income:	(160 groups)	2400.00
Expenses:	4 adjudicators	1280.00
	mileage for judges (150 miles @ \$.40 each)	60.00
	festival host fee	320.00
	miscellaneous expenses	12.00
 TOTAL EXPENSES		 1672.00
Net Income:	(income minus expenses)	\$728.00

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 6) no later than 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 which came with the medals).
3. Festival expenses that **will** be honored (with receipts) are:
 - a) Postage
 - b) Snacks (for judges) 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) to SCSBOA
 - ii) *Pay Voucher - Host* (page 18) to SCSBOA
 - iii) *Financial Report Form* (page 16) – to SCSBOA
 - iii) *Festival Recap Sheet* (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, with a 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

SOLO AND ENSEMBLE 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.

Number of solos and duets: _____ X \$15.00 = \$ _____

Ensembles (3-7 members): _____ X \$20.00 = \$ _____

Ensembles (8-20 members): _____ X \$25.00 = \$ _____

Ensembles (21-plus) _____ X \$ _____ = \$ _____

TOTAL INCOME **\$ _____**

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 VOUCHER - ADJUDICATORS
SOLO AND ENSEMBLE FESTIVAL

Festival Location: _____

Festival Host: _____

Date: _____

I hereby request payment for the following:

Adjudication:

_____ Full Days (7 1/2 to 8 hours) at \$320.00 \$ _____

_____ Half Days (4 hours) at \$160.00 \$ _____

_____ Hours of overtime at \$40.00 per hour \$ _____

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

PAY VOUCHER - HOST
SOLO AND ENSEMBLE FESTIVAL

Festival Location: _____

Festival Host: _____

Date: _____

I hereby request payment for the following:

_____ Full Days (7 1/2 to 8 hours) at \$320.00 \$ _____

_____ Half Days (4 hours) at \$160.00 \$ _____

_____ \$40.00 per room (over the standard 3 rooms) \$ _____

_____ Overtime at \$40.00 per hour \$ _____
(SCSBOA will pay the host for one hour of overtime,
to include 1/2 hour before and 1/2 hour after the event)

Festival Expenses:

Total Host Fee from above: \$ _____

Postage (attach receipts): \$ _____

Paper, Pencils, Envelopes: \$ _____

Note: SCSBOA will not reimburse for photocopying/printing.

Snacks for Adjudicators \$ _____
(not to exceed \$ 20.00 per day – attach receipts)

Note: SCSBOA will not reimburse for judges' meals.

TOTAL DUE HOST: \$ _____

Host's Signature: _____

Host'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

Reminder: Host's fee will be reduced 25% if paperwork, unsold medals and medal income are received more than 2 weeks after the festival date; fee will be reduced 50% if materials are received more than 4 weeks after the festival and a 100% reduction will occur if received after 5 weeks.

White Copy – SCSBOA Office

Yellow Copy – SCSBOA Office for VP-Festivals

Pink Copy – Festival Host

FESTIVAL PLANNING FORM

SOLO AND ENSEMBLE 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 entries: _____

1. Each judge hears an average of 40 participants.
2. There is a minimum of 30 participants.
3. All festivals are expected to be financially solvent. Festivals with fewer than thirty groups may have a negative balance, which may be made up from the host fee.

Postmarks will be recorded beginning March 1:

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

2012 SOLO & ENSEMBLE 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

- 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 Solo and Ensemble Host Manual.
- 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)
- 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. Facilities Requirements:

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

<p>_____ Registration table</p> <p>_____ Student aides</p> <p>_____ Parent volunteers (registration table, medal sales, posting of ratings)</p> <p>_____ Warm-up room (indicate number available) _____</p> <p>_____ music stands (number available) _____</p> <p>_____ piano (recently tuned) _____</p> <p>_____ Performance areas (specify rooms to be used) _____</p> <p>_____ Piano (a recently tuned piano in each performance area)</p> <p>_____ Performance schedule posted outside each performance room.</p> <p>_____ Command Performance Area (specify facility to be used) _____</p>	<p>_____ Instrument storage</p> <p>_____ chairs (number available)</p> <p>_____ performance schedule posted</p>
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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 Solo and Ensemble 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