

## **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.

SCSBOA HANDBOOK

III A-1 1.01

## **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. By October 15, return the following to the VP-Festivals to officially schedule your festival with SCSBOA:
  - a) a signed *Festival Host Contract* (page 4)
  - b) the *Pre-Festival Facility Form* (page 5)
  - c) the *Additional Festival Fees* form (page 6) – For unusual expenses only which require SCSBOA board approval in advance.
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 reschedule.
3. By January 15 – send the *Request for Adjudicators* (page 7) to the VP-Festival Adjudication.
4. At least six weeks before your festival – order adjudication forms and tapes; send the *Request for Festival Adjudication Forms* (page 8) to the SCSBOA office.
5. 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 (Note fee increase). **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.**
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 9).
7. At least TWO WEEKS prior to you festival, mail a packet to the participants, including:
  - a) the festival schedule
  - b) a campus map and directions
  - c) the *Director's Checklist* (page 10)
  - d) the *Standards for Festival Ratings Computing Chart* (page 11)
  - e) the *Parent Letter* (page 12)
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 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:
  - d) a **tuned** piano (the cost of tuning cannot not be charged to SCSBOA as a festival expense).
  - e) 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.
  - f) 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.
  - g) adjudicator's tables, with electrical outlets and good lighting. Restrict audience from sitting near the judging area.
  - h) several back-up tape recorders for the judges.
12. Assign student workers (see *Student Aides Assignment Sheet* (page 13)).

# FESTIVAL PROCEDURES and CHECKLIST

## BAND AND ORCHESTRA FESTIVAL

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13. Arrange for a responsible adult (not a student) to sell medals and account for the medal money.
14. 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.
15. Make arrangements for adjudicator's lunches; either choose a convenient restaurant and make reservations, arrange with your school's food services, or bring in take-out meals. Either way, lunch is the financial obligation of the judges; SCSBOA will not reimburse festival hosts for judges' meals.

### 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* (page 13))
  - 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, tapes, 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 14) 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).
  - 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 15) to each director and adjudicator.
  - g) Give a copy of the *Evaluation of Festival Adjudication* form (page 16) to each director.
  - h) Give a *District Festival Superior Rating Verification* (page 17), 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 judges and directors maintain the schedule. Judges will be paid for "no show" time slots.

# FESTIVAL PROCEDURES and CHECKLIST

## BAND AND ORCHESTRA FESTIVAL

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### AFTER THE FESTIVAL (See Budget and Accounting Policies on page 18 for detailed information)

1. Submit the completed *Financial Report Form* (page 19), along with the required attachments:
  - a) *Pay Voucher - Adjudicators* (one for each judge - page 20) to SCSBOA
  - b) *Pay Voucher - Host* (page 21) to SCSBOA
  - c) *Festival Recap Sheet* (page 14) to VP Festivals
  - d) *Festival Planning Form* (page 22) to VP Festivals
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 an additional copy of the Festival Recap Sheet (page 14) to the VP-Festival Adjudication.

## FESTIVAL HOST CONTRACT

SIGN AND RETURN THIS FORM BY **OCTOBER 15** TO OFFICIALLY SCHEDULE YOUR FESTIVAL WITH SCSBOA. FESTIVAL DATES WILL BE SCHEDULED BY SCSBOA ON A FIRST TO RESPOND, FIRST TO BE SCHEDULED BASIS.

**I agree to fulfill the following requirements of an official SCSBOA festival; I will:**

1. Follow the instructions listed in the *Festival Procedures and Checklist* (pages 2 and 3).
2. Recognize that no festival activity is the exclusive right of one individual or group.
3. 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.
4. Deposit all entry fees with the SCSBOA office two weeks before the festival date and to observe the established fee schedule.
5. Employ SCSBOA judges, except in those areas where our training does not apply.
6. Sell SCSBOA medals, pins, and stickers procured through official channels.
7. Check all scores against the approved list and enforce the SCSBOA copyright policy.
8. Submit the *Financial Report Form* (page 19) **within two weeks after the festival**, with the required attachments:
  - a) *Pay Voucher - Adjudicators* (one for each judge) (page 20) to SCSBOA
  - b) *Pay Voucher - Host* (page 21) to SCSBOA
  - c) *Festival Recap Sheet* (page 14)
  - d) *Festival Planning Form* (page 22)
9. Immediately return all unsold medals, pins, and stickers with receipts upon completion of the festival.
10. Submit **only** the following expenses:
  - a) judges' fees
  - b) telephone and mailing expenses
  - c) paper and pencils
  - d) donuts and coffee for the judgesAll other expenses must be approved **in advance** by the VP-Festivals.

**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.**

\_\_\_\_\_  
host's signature

\_\_\_\_\_  
host's SCSBOA membership number

\_\_\_\_\_  
host's name (printed)

\_\_\_\_\_  
date

**Mail a copy of this form to:  
Due date: October 15**

Karl Fitch, VP-Festivals  
PO Box 2554  
Ramona, CA 92065



**ADDITIONAL FESTIVAL FEES**  
**BAND AND ORCHESTRA FESTIVALS**

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.

Festival hosts who find they must assess an additional fee (beyond the SCSBOA published fee for festival participation) are asked to complete this form and submit it to the VP-Festivals, along with the *Festival Host Contract* (page 4) and the *Pre-Festival Facility form* (page 5), by October 15.

Location of Festival: \_\_\_\_\_

Date(s) of Festival: \_\_\_\_\_

Festival Host: \_\_\_\_\_

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

Reason for the additional fee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
festival host's signature

**Attach this form to the "*Festival Host Contract*" and "*Pre-Festival Facility Form*" and Mail by October 15 to:**

Karl Fitch, VP-Festivals  
PO Box 2554  
Ramona, CA 92065

# REQUEST for ADJUDICATORS

## BAND AND ORCHESTRA FESTIVAL

Name of Festival: \_\_\_\_\_

Location of Festival \_\_\_\_\_

Day(s) and Date(s) 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 \_\_\_\_\_

\_\_\_\_\_ name of host

\_\_\_\_\_ name of school

\_\_\_\_\_ school mailing address

\_\_\_\_\_ home address

\_\_\_\_\_ city/zip code

\_\_\_\_\_ city/zip code

\_\_\_\_\_ school phone

\_\_\_\_\_ home phone

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

Will the festival offer sight-reading? \_\_\_\_\_

Will the festival offer a clinic? \_\_\_\_\_

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

**Mail this form before January 15 to:** Joe Dudek  
VP-Festival Adjudication  
1136 Andrew Ln.  
Corona, CA 92881

**REQUEST for FESTIVAL ADJUDICATION FORMS**  
**BAND AND ORCHESTRA**  
**SOLO AND ENSEMBLE**

Name (Location) of Festival: \_\_\_\_\_

Date(s) of Festival: \_\_\_\_\_

\_\_\_\_\_ festival host

\_\_\_\_\_ school

\_\_\_\_\_ school mailing address -----

\_\_\_\_\_ city/zip code

**Band and Orchestra Festival Forms**

**Quantity**

Band and Orchestra *Festival Entry and Performance Adjudication Form*  
 (number of groups \_\_\_\_\_ X 3 adjudicators) ..... \_\_\_\_\_  
 specify if you are using more or less than 3 judges per group ..... \_\_\_\_\_

Band and Orchestra *Festival Sight-Reading Adjudication Form*  
 (number of groups \_\_\_\_\_ X1 adjudicator) ..... \_\_\_\_\_  
 specify if you are using more or less than 1 judges per group

Judges cassette tapes  
 (number of groups \_\_\_\_\_ X number of adjudicators \_\_\_\_\_ ) ..... \_\_\_\_\_

Band and Orchestra *Adjudicator Pay Voucher Forms* (number of adjudicators) \_\_\_\_\_

**Solo and Ensemble Festival Forms**

**Quantity**

Wind and String Solo Adjudication Forms..... \_\_\_\_\_

Wind and String Ensemble Adjudication Forms..... \_\_\_\_\_

Percussion Solo and Ensemble Adjudication Forms ..... \_\_\_\_\_

*Adjudicator Pay Voucher Forms* (number of adjudicators) ..... \_\_\_\_\_

**Total number of band and orchestra festival adjudicators you will use:** \_\_\_\_\_

**Total number of solo and ensemble festival adjudicators you will use:** \_\_\_\_\_

**Total number of Festival Adjudicator Pay Vouchers you will need:** \_\_\_\_\_

**If this is for a Regional Festival, please check here** \_\_\_\_\_

**To order adjudication forms, send this form at least 6 weeks prior to your festival to:**

SCSBOA, 11770 Warner Ave. Suite 110 , Fountain Valley, CA 92708 Fax (714) 979-2265



# DIRECTOR'S CHECKLIST

*Mail a copy of this form to all participating directors*

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. *Fee increased*).
- \_\_\_\_\_ **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.
  - 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.
- \_\_\_\_\_ Confirm audio and video recording opportunities and possible payment for services.
- \_\_\_\_\_ Send letter of invitation to parents (see page 12).
- \_\_\_\_\_ 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.

### CHART FOR COMPUTING RATINGS DISTRICT FESTIVAL

The division rating is a consensus rating, not an average. It is based upon the evaluation of three judges. 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		

Note: Post only the final Word Rating (e.g. EXCELLENT, not II)

## 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.

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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.

## **STUDENT AIDES ASSIGNMENT SHEET**

### **BAND AND ORCHESTRA FESTIVAL**

#### **Judges Aides - 3** (all day)

- 1 Provide judges with sharpened pencils and paper.
- 2 Deliver scores, adjudication forms, and recording tapes to the judges. Verify that the judges have the correct form for each performing ensemble.
- 3 Return scores, adjudication forms, and tapes to the registration desk after each performance.
- 4 Keep unauthorized people out of the judging area (rope off if needed).
- 5 Supply judges with coffee and donuts.

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

- 1 Assist the sight-reading judge in passing out folders to each group.
- 2 Keep the three sets of folders separate (band, orchestra, and string orchestra).
- 3 Collect folders after each performance and place parts 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, coffee, and donuts.

#### **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 school and director
  - b Name of the organization (Concert Band, Symphonic Band, etc.)
  - c Classification (class A, B, etc.)
  - d 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:** Karl Fitch, VP Festivals  
 PO Box 2554  
 Ramona, CA 92065

# 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:**     Joe Dudek, VP-Festival Adjudication  
 1136 Andrew Ln.  
 Corona, CA 92881

## 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 or from the SCSBOA office), 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) Fee increase as of 1/2008.**

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
<b>TOTAL EXPENSES</b>	<b>1712.00</b>
 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 9) 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. phone calls relating to the festival operation
  - c. coffee and donuts for the judges
  - d. housing and mileage for the judges (see the *Pay Voucher-Adjudicators* (page 20- 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. No hosts will be paid until 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 Report Form* (page 19), with attachments
    - i) *Pay Voucher - Adjudicators* (one for each judge) (page 20) to SCSBOA
    - ii) *Pay Voucher - Host* (page 21) to SCSBOA
    - iii) *Festival Recap Sheet* (page 14) to VP Festivals
    - iv) *Festival Planning Form* (page 22) to VP Festivals
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 will be made up from the host fee.

# FINANCIAL REPORT FORM

## BAND AND ORCHESTRA FESTIVAL

Festival Location: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Festival Host: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 City/Zip code: \_\_\_\_\_ School Phone: \_\_\_\_\_

**INCOME:** Do not include medal sales; use the separate medal inventory form (the pink form which was packed with the medals) to account for the medal sales.

**Number of groups** \_\_\_\_\_ X \$150.00 = \$ \_\_\_\_\_  
**Number of groups** \_\_\_\_\_ X \$165.00 = \$ \_\_\_\_\_  
**Total** \_\_\_\_\_ \$ \_\_\_\_\_

NOTE: Fees must be paid by all participating ensembles.

**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)	\$ _____
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>

<b>BALANCE (income minus expenses)</b> \$ _____
---

**Attach the following forms and return to the VP-Festivals:**

*Festival Planning Form* (page 22) if planning to host a festival next year.  
*Festival Recap Sheet* (page 14)

**Mail these forms no later than 2 weeks after festival to:**

Karl Fitch VP-Festivals PO Box 2554, Ramona, CA 92065

**NOTE: Please also send a copy of this form to the SCSBOA office with your pay vouchers!**  
Keep a copy of each form for your records

The host fee will be paid only after:

1. all entry fees have been received by the SCSBOA office.
2. money from medal sales and unsold medals are returned to the VP-Awards and Medals.

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.

**PAY VOUCHER - 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  
when festival has fewer than eight  
performing groups.

Mileage:

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

Lodging:

\_\_\_\_\_ Nights lodging \$ \_\_\_\_\_

- 1 Lodging must be approved by the VP-Festivals in advance.
- 2 The festival host must reserve the accommodations.
- 3 The maximum allowance is \$85.00.
- 4 Attach receipts.

**TOTAL DUE ADJUDICATOR:** \$ \_\_\_\_\_

Adjudicator's Signature: \_\_\_\_\_

Adjudicator's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip code: \_\_\_\_\_

**Attach this form to the "*Financial Report Form*" (page 19) and Mail to:**

SCSBOA  
11770 Warner Ave. Ste. 110  
Fountain Valley, CA 92708

*Yellow copy – adjudicator      Pink copy -- host*

**Note to adjudicators:** If you have not been paid within 30 days after the festival, please send a copy of this form to both:

Joe Dudek, VP-Festival Adjudication, 1136 Andrew Ln., Corona, CA 92881  
SCSBOA office, 11770 Warner Ave., Suite 110, Fountain Valley CA 92708



## 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 with the Financial Report Form . Host Manuals containing required contracts and paperwork for next years festivals will be sent only to hosts who return this form. This does NOT guarantee your date for next year.

### THIS YEAR: 2008-2009

\_\_\_\_\_   
 festival location

\_\_\_\_\_   
 name of host

\_\_\_\_\_ -----   
 date (of the festival you hosted in year 2008)

### NEXT YEAR: 2009-2010

\_\_\_\_\_   
 festival location

\_\_\_\_\_   
 name of host

\_\_\_\_\_   
 host's school

\_\_\_\_\_ -----   
 host's e-mail address

\_\_\_\_\_ -----   
 festival mailing address

\_\_\_\_\_   
 city/zip code

\_\_\_\_\_   
 festival phone number (to be published in the newsletter and website)

\_\_\_\_\_   
 Date of the festival in year 2009 (please do not indicate TBA)

**Anticipated number of ensembles:** \_\_\_\_\_

Festival will include: (circle please)    Sight Reading    Clinic    Both    Neither

**Attach this form to the " *Financial Report Form*" (page 19) and Mail to:**

Karl Fitch, VP-Festivals  
PO Box 2554  
Ramona, CA 92065