

# **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

## **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. Before 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)
2. By December 1, Send out letters and applications to all schools in your district and surrounding communities that may have students interested in participating in your festival. In the letter, announce the festival location, date, times, and fees. Include the solo and ensemble festival *Participant Application* (page 9) 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. By January 15, send the *Request for Adjudicators* (page 6) 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 7) to the SCSBOA office.
5. Set up the performance schedule.
  - a) Organize your festival schedule on a first-to-respond, first-served basis.
  - b) Schedule solos and duets for 6-8 minutes each; **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. Mail a packet to the participants, including:
  - a) a participant's letter (see a sample on page 10)
  - b) the festival schedule
  - c) a campus map and directions
  - d) the *Parent Letter* (page 11)
7. **As early as possible, and no later than two weeks prior to your festival** – send the festival entry fees to the SCSBOA office, using the *Form for Recording Entry Fees* (page 8).
8. Notify judges of their report time and send them **written** directions to the festival site. Include a map indicating where to park and where to report and a cell phone or office phone number where they can reach you the day of the festival.
9. 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 students/teachers to attend.
10. 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 the judging area.
  - d) several back-up tape recorders for the judges.
11. Assign student workers. Arrange for a responsible adult (not a student) to sell medals and account for the medal money.
12. Make arrangements for adjudicators' lunches; either choose a convenient restaurant and make reservations, arrange with your school's food services, or bring in take-out meals. Regardless of which arrangement you make, lunch is the financial obligation of the judges; SCSBOA will not reimburse for judges' meals.
13. 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) 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 12) before returning the sheet to the student.**
  - b) Check the completed adjudication sheets for the judge’s signature.
  - c) Post the festival ratings, indicating the rating by word only, 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 13) to each director, private teacher, and adjudicator.
  - f) Give a copy of the *Evaluation of Festival Adjudication* form (page 14) to each director and private teacher.
  - g) Give *Participant Application for Regional S/E Festival* (page 15-16) 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 (Please refer to page 17 for details on Budget and Accounting Policies)

1. Submit the completed *Financial Report Form* (page 18), along with the required attachments;
  - a) *Pay Voucher - Adjudicators* (one for each judge) (page 19) to SCSBOA
  - b) *Pay Voucher - Host* (page 20) to SCSBOA
  - c) *Festival Recap Sheet* (page 12) to VP Festivals
  - d) *Festival Planning Form* (page 21) 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 a copy of the festival recap sheet (page 12) to the VP-Festival Adjudication and Regional Festival Hosts.

# 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, to:**

1. Follow the festival procedures as listed in the SCSBOA Solo and Ensemble Festival Host Manual (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 at least 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, patches and stickers procured through official channels.
7. Check all scores against the approved list and follow SCSBOA policy on copyrights.
8. Obtain signed pay vouchers from all judges.
9. Submit the completed *Financial Report Form* (page 18) within two weeks after the festival along with the required attachments:
  - a) *Pay Voucher - Adjudicators* (one for each judge) (page 19) to SCSBOA
  - b) *Pay Voucher - Host* (page 20) to SCSBOA
  - c) *Festival Recap Sheet* (page 12) to VP Festivals
  - d) *Festival Planning Form* (page 21) to VP Festivals
10. Immediately return all unsold medals, pins, and stickers with receipts upon completion of the festival.
11. Submit **only** the following expenses:
  - a) judges' fees
  - b) telephone and mailing expenses
  - c) paper and pencils
  - d) donuts and coffee for the judges

All 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 is received after a two-week period and a 50% reduction will occur for materials received four weeks after the completion of the festival date. A 100% reduction will occur for materials received five weeks after the festival.**

\_\_\_\_\_  
Host's signature

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

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

\_\_\_\_\_  
date

**Return a copy of this form to:**

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





**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) ..... \_\_\_\_\_

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

**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 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



**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.

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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.



## 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:**

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

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

# PARTICIPANT APPLICATION

## REGIONAL SOLO AND ENSEMBLE FESTIVAL

(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 and fees (with checks made out to SCSBOA) to:**

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

Address \_\_\_\_\_

City, Zip \_\_\_\_\_

**PARTICIPANT APPLICATION**  
**REGIONAL SOLO AND ENSEMBLE FESTIVAL**

*Los Angeles Valley College*

**May 31, 2008**

**APPLICATION DEADLINE: May 15, 2008**

(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: (Who ever is the host) for example; Regional Festival host, Dr. Dean Immel, Los Angeles Valley College, 5638 Varna Ave., Valley Glen, CA 91401. Phone: (818) 414-0904. E-mail: deanimmel@adelphia.net**

# 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**

## 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)	\$72800

### 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 8) 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) 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 19, 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 or adjudicators 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 18), with attachments:
    - i) *Pay Voucher - Adjudicators* (one for each judge) (page 19) to SCSBOA
    - ii) *Pay Voucher - Host* (page 20) to SCSBOA
    - iii) *Festival Recap Sheet* (page 12) to VP Festivals
    - iv) *Festival Planning Form* (page 21) to VP Festivals
6. Hosts fees will be reduced 25% if paperwork, unsold medals and medal income are received more than two weeks after the festival; a 50% reduction will occur for materials received four weeks after, with a 100% reduction if submitted five weeks after the festival. If a festival has a negative balance, the deficit will be made up from the host fee.

## FINANCIAL REPORT FORM SOLO AND ENSEMBLE 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 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** **\$** \_\_\_\_\_

**EXPENSES:**

Adjudication (include 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:** **\$** \_\_\_\_\_

<b>BALANCE (income minus expenses)</b>	<b>\$</b> _____
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**Attach the following forms and return to the VP-Festivals:**

- 1 *Pay Voucher - Adjudicators* (one for each judge) (page 19) to SCSBOA
- 2 *Pay Voucher - Host* (page 20) to SCSBOA
- 3 *Festival Recap Sheet* (page 12) to VP Festivals
- 4 *Festival Planning Form* (page 21) to VP Festivals

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.

**Mail this form within two weeks of the festival to:**

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

**and to**

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

**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¢ 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 a copy of form to the "Financial Report Form" and Mail to:**  
SCSBOA, 11770 Warner Ave. Ste. 110, Fountain Valley, CA 92708

Hosts: Please give a completed copy of this form to the adjudicators.

Adjudicators: If you have not received payment within 30 days, please send a copy of this form to:  
Joe Dudek, VP-Festival Adjudication, 1136 Andrew Ln., Corona, CA 92881  
and to the SCSBOA office, 11770 Warner Ave. Suite 110, Fountain Valley CA 92708

**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).....	\$ _____
Pencils and paper [no photocopying or printing] (attach receipts).....	\$ _____
Phone calls related to the festival operation (attach phone bill).....	\$ _____
Donuts and coffee for adjudicators (attach receipts) [SCSBOA will not reimburse for adjudicator's meals].....	\$ _____
Other Expenses (must be approved by the VP-Festivals ..... before the festival - SCSBOA will not reimburse for host mileage, piano tuning, or custodial expenses)	\$ _____
<b>TOTAL DUE.....</b>	<b>\$ _____</b>

Host Signature: \_\_\_\_\_

Host Name: \_\_\_\_\_

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

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

**Attach this Form to the "Financial Report Form" (page 18) and Mail to:**

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

Hosts: Keep a copy for your record

**FESTIVAL PLANNING FORM**  
**SOLO AND ENSEMBLE FESTIVAL**

This form is important for planning the festival schedule for next year. Please fill out this form completely and return with the Financial Report Form and Pay Vouchers. Host Manuals containing required contracts and paperwork for next years festivals will be sent only to hosts who return this form.

**THIS YEAR: 2008-2009**

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

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

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

**NEXT YEAR: 2009-2010**

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

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

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

\_\_\_\_\_   
 host's email address

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

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

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

\_\_\_\_\_   
 day of the week and date of your festival in year 2009 (please do not indicate TBA)

**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 will be made up from the host fee.

**Attach this form to the "Financial Report Form" and "Recaps" and Mail to:**

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

