

# **FESTIVAL HOST MANUAL**

## **Band & Orchestra**

### **2022-2023**

#### **CONTACTS**

Website: [www.scsboa.org](http://www.scsboa.org)

##### **SCSBOA Office Manager**

Amy Mack  
550 West Vista Way #307  
Carlsbad, CA 92008  
Phone: (760) 421-2341  
Email: [officemanager@scsboa.org](mailto:officemanager@scsboa.org)

##### **VP- Festivals**

Thomas Philips  
6637 Fairman Street  
Lakewood, CA 0713  
Phone: (562) 212-2263  
Email: [festivals@scsboa.org](mailto:festivals@scsboa.org)

##### **VP-Festival Adjudication**

Steve Graves  
10413 Cary Circle  
Cypress, CA 90630  
Phone: (714) 313-5861  
Email: [festivaladjudication@scsboa.org](mailto:festivaladjudication@scsboa.org)

##### **VP-Medals & Awards**

Bincins Garcia  
529 North Whittier Street  
Anaheim, CA 92806  
Phone: 714-396-0725  
Email: [awards@scsboa.org](mailto:awards@scsboa.org)

All questions related to music or music selection should be addressed to the VP-Music Lists, Paul Bluto  
at [musiclists@sbsboa.org](mailto:musiclists@sbsboa.org)

# FESTIVAL TIMELINE and PROCEDURES

Use these instructions as a checklist. They are provided to improve the festival experience for all participating directors and students.

## Getting Your Festival Date on the SCSBOA Calendar

- Beginning March 1 and prior to June 1, submit a *Festival Planning Form* to the VP-Festivals. Date of submission is one of the factors considered in scheduling the festivals (see page 17 for further clarification).
- After June 1, check the tentative schedule online and verify that your contact information is correct
- After August 1 submit a *Festival Host Contract* to the VP-Festivals.
- After October 1, the final schedule will be posted to the SCSBOA website and you may begin to invite participants. Notify the VP - Festivals immediately if you must cancel or reschedule.

## Prior to the Festival

- If you choose, **you may submit a list to the SCSBOA Office Manager** of your regular attendees. This is not an official form, merely a list of those groups who typically enter your festival and/or have already indicated to you that they will do so. This list will communicate to the Office Manager your wish to save performance times for groups who attend your festival year after year. This list will be **due by November 1st** and will hold a performance time for those groups until **February 1<sup>st</sup>**. If, by February 1<sup>st</sup>, any group on your list has not completed their application online and submitted their entry fee, a time slot will not be held for them. All remaining slots will be filled on a first come, first served basis.
- Before your winter break, send out letters of invitation to surrounding schools. Direct participants to the SCSBOA website where they can complete the application process online. At this time, establish a definite cut-off date for applications and entry fees. **Please note that ALL FEES WILL BE SUBMITTED DIRECTLY TO THE SCSBOA OFFICE.**
- **Establish and clearly communicate to all applicants a date after which no entry fees will be refunded. THIS DATE NEEDS TO BE NO LATER THAN 3 WEEKS PRIOR TO YOUR FESTIVAL.** It is required that all festival participants be current members of the SCSBOA. The SCSBOA Office Manager will check this for you.
- Check your Dropbox account to verify that all groups are registered and paid PRIOR to putting them on the schedule.
- **There will be no more than 18 groups scheduled in any single-panel festival.** Please refer to the sample schedule on page 7. Adapt it in consultation with your head judge to fit your festival. Remember that judges must be paid for open slots in the middle of the schedule. It is also important to schedule adequate breaks and mealtimes.
- Six weeks prior to your festival, submit the *Request for Additional Festival Medals* (Page 5) to the VP – Awards **ONLY IF** you anticipate selling more than an average amount of medals, pins, patches or stickers. A standard order will ship to your festival without this form.
- No less than two weeks prior to your festival, send the final schedule to the head judge for approval. **Confirm head judge approval of this schedule before sending the schedule out to participants.**

- Two weeks prior to your event, notify your judges and participants. The head judge is your liaison with the other judges, but it is still helpful for the host to send pertinent information directly to all the judges. Send maps, directions, information regarding food/meals, parking, equipment provided, etc. Include a cell phone number where you can be reached on event day.
- Email or send the Festival Adjudication Form to all participants so they may complete and return it to you in time to create a program. The form will be sent to hosts by the VP-Festivals or can be found on the SCSBOA website.
- **Two weeks prior to the festival, collect all program information from your participating ensembles.** Upon receipt of the program information, the host is responsible for verifying that the **SCSBOA Festival Music List** requirements are satisfied. You can find the Festival Music Lists on the SCSBOA website. **Create a program for the judges, participants, and audience.**
- Send a press release to your local newspaper, PTA and local fine arts organizations. Ask your school administrators to attend part of the day and encourage interested teachers to attend. Invite your school board members.
- Check your festival contract to verify that you have fulfilled your responsibilities as host.
- Assign student workers. Arrange for your student aides to have adult supervision (page #5).
- Arrange for a responsible adult to sell awards.
- Arrange for a responsible adult who is computer literate to supervise the computer for tracking the festival ratings and also for transferring the adjudicators' comments to flash drives and/or uploading to Dropbox.
- Arrange for appropriate adjudicator meals and snacks for the length of your festival. Hosts will be reimbursed up to \$100 a day for adjudicator food. A trip to the snack bar is not appropriate, please have some sort of catered or sit-down meal for your adjudicators at the scheduled meal times.
- Check that all sections of the Festival Adjudication Form are completed for each group.
- **PLEASE NOTE THAT DUE TO COPYRIGHT REGULATIONS, NO FESTIVAL WILL BE ALLOWED TO RECORD AND SELL OR PROVIDE CDs OF THE FESTIVAL PERFORMANCES.**

## Day of Festival

- Post adequate signage to direct participants
- Organize your student workers.
- Set up your registration desk. You need to have systems in place for:
  - o Getting information to your stage crew and announcer.
  - o Recording ratings (single word only, i.e.: "Superior"). **Do not post Unanimous Superior.**
  - o Awards sales in a prominent location near posted ratings.
  - o Collect and distribute information to directors; this would include the festival evaluation, adjudicator evaluations, Superior Rating Verification (if applicable).
  - o Getting scores to and from judges.
  - o Announcer (standard announcement included on page #7).
- See that your festival runs on time.
- Provide supplies to judges (paper, envelopes, pencils, adequate lighting, etc).
- Complete the Recap Sheet.

## After the Festival (see Budget and Accounting Policies)

- Return all financial forms to the SCSBOA office **no later than two weeks after the festival**. This includes the Financial Report Form and Pay Voucher (make a copy for your records).

**Please note that the host fee will be paid only after all financial paperwork has been returned to the SCSBOA office and all awards money and unsold awards have been 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.**

- Immediately return unsold medals, pins, stickers and patches, 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 for later festivals.

**Send financial reports to:**  
SCSBOA – Office Manager

**Send unsold awards and awards money to:**  
SCSBOA VP – Medals and Awards

**Send recap sheet to:**  
SCSBOA VP-Festival Adjudication

# REQUEST for ADDITIONAL FESTIVAL MEDALS

Band & Orchestra and Solo/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, do NOT send this form.**

DISTRICT FESTIVAL STANDARD ORDER

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

REGIONAL FESTIVAL STANDARD ORDER

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

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

DISTRICT FESTIVAL – Additional items

(Circle the amount requested)

- MEDALS (\$5 each)
  - Superior    +25    +50    +75
  - Excellent    +25    +50    +75
- PINS (\$5 each)
  - Superior    +25    +50    +75
  - Excellent    +25    +50    +75
- PATCHES (\$5 each)
  - Superior    +25    +50    +75
  - Excellent    +25    +50    +75
- STICKERS (\$1 each)
  - Superior    +25    +50    +75
  - Excellent    +25    +50    +75

REGIONAL FESTIVAL – Additional items

(Circle the amount requested)

- MEDALS (\$5 each)
  - Superior    +25    +50    +75
  - Excellent    +25    +50    +75
- PINS (\$5 each)
  - Superior    +25    +50    +75
  - Excellent    +25    +50    +75
- PATCHES (\$5 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 & Awards **6 weeks prior** to the festival.

Festival type & level \_\_\_\_\_ Festival Date(s) \_\_\_\_\_

Location \_\_\_\_\_ Host name \_\_\_\_\_

Host phone \_\_\_\_\_ Host email \_\_\_\_\_

**Send to VP-Medals and Awards. Address on page one.**

# STUDENT AIDES ASSIGNMENT SHEET

## Judges' Aides – 3

- Provide judges with sharpened pencils, paper, water, and snacks as needed.
- Before each performance, deliver scores, adjudication sheets and recorders to each judge.
- After each performance, pick up scores and adjudication sheets from the judges. Allow the head judge to review them, and then return all scores and sheets to the registration table.
- Keep unauthorized people out of the judging area (rope off if needed).

## Computer Tech – 2 **\*\*Only for festivals not assigned a Festival Technician\*\***

- Complete training to transfer judges' comments from voice recorders to Dropbox/flash drives.
- Copy comments onto Dropbox/flash drive for each ensemble.
- Maintain digital recap.

## Sight-reading Aides – 4

- Provide the judge with sharpened pencils, paper, water, and snacks as needed.
- Assist the sight-reading judge in passing out folders to each group.
- Keep the two sets of folders (band and orchestra) separate.
- Collect folders after each performance and place in score order.
- Deliver adjudication forms to the registration table after completion by the judge.

## Student Guides – 1 per group

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

## Ushers – 2 (or more if multiple entrances)

- Distribute programs.
- Close performance area doors during the time of performance.
- Guard the doors – do NOT permit people to enter or leave during a performance.
- Help maintain silence in the foyer and surrounding area.
- Keep audience members out of the judges' area.
- Do not permit food or beverages in the performance area.

## Announcers – 1

- Check program order of music selections with the director prior to the performance.
- Check the pronunciation of composition titles, composers and arrangers with the director.
- Just prior to the performance, announce the following over the public address system: name of organization, school, director's name and musical selections.

## Stage Crew – 6

- Use the seating chart provided to set up chairs and stands prior to each performance.
- Assist each group as they take the stage.
- Move the piano when needed to a location requested by the director.
- Move the podium on or off the stage as requested by the director.

# ANNOUNCER SCRIPT

## Band & Orchestra Festival

Good Morning (afternoon/evening). Welcome to the [name of school] festival. We would like to remind the members of the audience to turn off their cell phones and other electronic devices. We also request that there be no flash photography during the performance.

The students before you are being evaluated by a panel of music educators from the *Southern California School Band & Orchestra Association (SCSBOA)*. *The adjudicators will be recording their comments throughout the performance and you may hear them quietly talking. These comments and evaluations are a part of the festival procedure and are intended to reinforce the learning process.*

*Our next group to perform is:* \_\_\_\_\_

*They are under the direction of* \_\_\_\_\_

*They will be performing the following selections:*

---

---

---

*(Make certain to verify pronunciations of the director's name, the titles, and composers.)*

# SAMPLE SCHEDULES

## Small Festival, 12 groups

Group	WU	P	SR
Groups 1-4 perform between 9:00 -11:00.	8:30	9:00	9:30
	9:00	9:30	10:00
	9:30	10:00	10:30
	10:00	10:30	11:00
Lunch Break 11:00-11:30			
Groups 5-8 perform between 11:30-1:30	11:00	11:30	12:00
	11:30	12:00	12:30
	12:00	12:30	1:00
	12:30	1:00	1:30
Break 1:30-1:45			
Groups 9-12 perform between 1:45-3:45	1:15	1:45	2:15
	1:45	2:15	2:45
	2:15	2:45	3:15
	2:45	3:15	3:45

## Full Day, 18 groups

Group	WU	P	SR
Groups 1-4 perform between 8:00 – 9:30	7:30	8:00	8:30
	8:00	8:30	9:00
	8:30	9:00	9:30
	9:00	9:30	10:00
BREAK 10:00 – 10:15			
Groups 5-8 perform between 10:15 – 11:45	9:45	10:15	10:45
	10:15	10:45	11:15
	10:45	11:15	11:45
	11:15	11:45	12:15
Lunch Break 12:15 – 1:00			
Groups 9-12 perform between 1:00 – 3:00	12:30	1:00	1:30
	1:00	1:30	2:00
	1:30	2:00	2:30
	2:00	2:30	3:00
BREAK 3:00 – 3:15			
Groups 13 – 16 perform between 3:15 – 5:15	2:45	3:15	3:45
	3:15	3:45	4:15
	3:45	4:15	4:45
	4:15	4:45	5:15
Dinner Break 5:15 – 6:00			
Groups 17-18 perform between 6:00 – 7:00	5:30	6:00	6:30
	6:00	6:30	7:00



# STANDARDS FOR FESTIVAL RATINGS AND COMPUTING CHART

## Band & 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 performances and might be compared to a percentage grade of 90-100.

**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 80-89.

**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 70-79.

**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 60-69.

**POOR – V** This rating indicates a performance which reveals much room for improvement. The director should check his/her methods, instrumentation, and all essential qualities with those of a more mature organization. Even the most critical adjudicator rarely uses this rating.

## FESTIVAL SCORING RUBRIC

### DISTRICT FESTIVAL RATING

The following rubric of scores applies to all SCSBOA district festivals. The rating from Sight-reading is NOT included in the final rating for district festivals

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

### REGIONAL FESTIVAL RATING

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

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

# PARENT LETTER

## Band & Orchestra Festival

**Festival Host:** Duplicate this letter and send to all participating directors and private teachers.

**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 Band & Orchestra Festival on \_\_\_\_\_.  
Your son 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.

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 SCSBOA 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). Experienced music educators set the rating standards; however, the rating received is not as important as the learning process that has preceded the performance. Therefore, directors may elect to enter their ensembles for comments only.

Official medals, 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 \$5.00 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 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 role in the development of the attitudes and values that we feel are essential to our cultural and national life.

We also believe 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 music lists and adjudication by qualified and trained 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

### **Artistic Perception** – Processing, Analyzing, and Responding to Sensory Information

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 sight-reading opportunities under conditions designed to provide a rewarding experience for the students.
4. To provide suitable performing outlets that serve to motivate participants.

### **Historical and Cultural** - Musical Heritage

1. To provide aesthetic experiences that will promote a sense of cultural values.
2. To develop awareness and understanding of the styles, idioms, performance media, and purposes of music as 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** – Responding to, Analyzing, and Making Judgments about Music

1. To provide a sound basis of musical experience that 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 non-competitive settings.

### **Connections, Relationships, Applications** – Application of Knowledge to Other Disciplines and Art Forms

1. To provide opportunities for students to demonstrate appropriate social behavior in performance settings as performers and audience members.
2. Attendance at festivals allows students to communicate their common experiences in written or verbal form at a later date.

3. To place students in situations that will develop creative skills, problem solving, communication, and time management that help contribute to lifelong learning.

## FESTIVAL RECAP SHEET

### Band & Orchestra Festival

Complete this sheet **during** the festival as the completed adjudications forms are returned to the registration desk, **before** returning them to the participants. (Duplicate sheet as necessary)

FESTIVAL LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

FESTIVAL HOST: \_\_\_\_\_

Time	School	Ensemble	Judge 1	Judge 2	Judge 3	SR	Ratin g

Judge 1 \_\_\_\_\_

Judge 3 \_\_\_\_\_

Judge 2 \_\_\_\_\_

Judge 4 \_\_\_\_\_

Sight-reading Judge: \_\_\_\_\_

**Send one copy to VP- Festival Adjudication.**

**Address on page one.**

## **FESTIVAL EVALUATION**

### **Band & Orchestra Festival**

Duplicate form as necessary and give to each director and adjudicator.

Please encourage each individual to complete the evaluation prior to leaving the festival for the day.

FESTIVAL LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

FESTIVAL HOST: \_\_\_\_\_

PLEASE RATE THE ITEMS BELOW USING THE FOLLOWING SCALE:

- 5 = Outstanding
- 4 = Very effective
- 3 = Effective
- 2 = Needs improvement
- 1 = Unsatisfactory

	5	4	3	2	1
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 (use back if necessary)**

**Send one copy to VP-Festivals:**

Tom Philips, SCSBOA VP-Festivals  
6637 Fairman Street  
Lakewood, CA 90713  
festivals@scsboa.org

# EVALUATION of FESTIVAL ADJUDICATION

## Band & Orchestra Festival

Duplicate form as necessary and give two copies to each director.

DIRECTOR: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

FESTIVAL LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

FESTIVAL HOST: \_\_\_\_\_

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

- 5 = Outstanding
- 4 = Very effective
- 3 = Effective
- 2 = Needs improvement
- 1 = Unsatisfactory

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

Comments: \_\_\_\_\_

	5	4	3	2	1
Were the 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.					

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

Comments: \_\_\_\_\_

	5	4	3	2	1
Were the 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.					

**Send one copy to VP-Festival Adjudication:** Steve Graves, SCSBOA VP-Festival Adjudication  
 festivaladjudication@scsboa.org

# DISTRICT FESTIVAL SUPERIOR RATING VERIFICATION

## Instructions to the District Festival Host:

1. Duplicate this form before the festival
2. Complete the festival host information, including your signature
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

DATE

\_\_\_\_\_

FESTIVAL HOST (print)

\_\_\_\_\_

FESTIVAL HOST (signature)

## Instructions to the Director:

1. Call a regional festival host to reserve a tentative performance time at their festival.
2. Mail this form with your entry fee to the SCSBOA Office.

Director's Name: \_\_\_\_\_

School: \_\_\_\_\_

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

City/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

## Regional Festival Literature Requirement

**The literature requirements for Regional Festivals are the same as District Festivals. However, all ensembles are required to perform at least one different piece than what was performed at District Festival.**

# BUDGET and ACCOUNTING POLICIES

## Band & Orchestra Festival

Festival entry fees **WILL BE SUBMITTED DIRECTLY TO THE SCSBOA OFFICE** by the individual directors. You will **NOT** have to handle the fees, but for the purposes of your final budget, you will need to include them in your calculations.

With sight-reading OR with clinic	\$200.00
With NO sight-reading OR clinic	\$200.00
With sight-reading AND clinic	\$225.00

### Sample Budget:

Income	16 ensembles X \$200.00	\$3,200.00
Expenses:	Festival host fee (\$20/group + \$40 overtime)	\$360.00
	Miscellaneous expenses (attach receipts)	\$12.00
TOTAL EXPENSES		\$372.00
Net Income not including judges' pay		\$2,828.00

(SCSBOA OFFICE MANAGER WILL SUBTRACT THE TOTALS FROM THE JUDGES VOUCHERS.  
YOUR HEAD JUDGE WILL TAKE CARE OF THE JUDGES VOUCHERS)

### Other Information:

1. **Groups are NOT to be scheduled without confirmation of received payment. The schedule is to be sent to the head judge for approval two weeks prior to your festival date.**
2. Send one check (personal or school) to cover awards sales to the VP-Medals & Awards (follow instructions that come with the medals).
3. Festival expenses that will be honored (with receipts) are:
  - a. Postage
  - b. Adjudicator Meals & Snacks (not to exceed \$100/day total)
  - c. Paper, pencils, envelopes
4. Expenses that **will not** be honored as festival expenses are:
  - a. Mileage for the host
  - b. Meals/Snacks for the judges beyond \$100/day
  - c. Printing and photocopying
  - d. Piano tuning
  - e. Custodial expenses
  - f. If in doubt about an expense, ask the VP-Festivals *prior* to your festival
5. The host fee will be paid after the following have been submitted:
  - a. All unsold medals and money to the VP-Medals & Awards
  - b. All forms to the SCSBOA office
    1. *Pay Voucher-Host*
    2. *Financial Report Form*
    3. *Festival Recap Sheet*
    4. *All Unused Festival Forms*



6. Host fees will be reduced if financial paperwork, unsold medals, and medal money are not received in the SCSBOA office on time. There will be a 25% reduction if not received within the first two weeks; 50% reduction if not received within four weeks; and 100% after five weeks.

## **PAY VOUCHERS - HOST**

### **Band & Orchestra Festival**

FESTIVAL LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

FESTIVAL HOST: \_\_\_\_\_

**I hereby request payment for the following:**

Number of participating ensembles: \_\_\_\_\_ X \$20.00 \$ \_\_\_\_\_

Overtime @ \$40.00 per hour \$ \_\_\_\_\_

SCSBOA will pay this amount to the host for **one hour** of overtime  
For the half-hour before and after the event for **each day**)

**Festival Expenses:**

Total Host Fee (from above) \$ \_\_\_\_\_

Postage (attach receipts) \$ \_\_\_\_\_

Paper, pencils, envelopes \$ \_\_\_\_\_

Note: SCSBOA will not reimburse for photocopying or printing

Snacks/Meals for Adjudicators (not to exceed \$100/day; attach receipts) \$ \_\_\_\_\_

**TOTAL DUE HOST:** \$ \_\_\_\_\_

Host's Signature: \_\_\_\_\_

Host's Name: \_\_\_\_\_

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

City/Zip Code: \_\_\_\_\_

**To receive payment, send the white copy to the SCSBOA Office Manager.**

**Reminder:** Host fees will be reduced if financial paperwork, unsold medals and medal money are not received in the SCSBOA office on time. There will be a 25% reduction if not received within the first two weeks; 50% reduction if not received within four weeks; and 100% after five weeks. Host fees will also be reduced if any ensembles are allowed to participate in a festival without having paid to attend. The host fee will be reduced by the amount of any offending school's cost of registration.

# FESTIVAL PLANNING FORM 2024

## Band & Orchestra Festival

This form is important for planning the SCSBOA festival schedule for next year. Please fill out this form completely and return to the VP-Festivals, beginning March 1, 2024. A preliminary schedule for 2024 will be presented and approved at the June SCSBOA Board Meeting. Hosts will be informed of their selected dates following the June 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.

### 2024 FESTIVAL REQUEST:

\_\_\_\_\_

Festival Location

\_\_\_\_\_

Name of Host

Date(s) of Festival in current year: \_\_\_\_\_

How many years have you hosted this event? \_\_\_\_\_

Festival will include (please circle):

Sight-Reading

Clinic

Both

\_\_\_\_\_

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 2024 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 2024 (required)

\_\_\_\_\_

Second Choice for Festival in 2024 (required)

\_\_\_\_\_

Third Choice for Festival in 2024 (optional)

Anticipated number of ensembles per day: \_\_\_\_\_

Will you need a double panel?

(There will be no more than 18 groups scheduled in any single-panel festival)

Yes or No

Do primarily groups in your district/immediate area fill this festival?

Yes or No