**FESTIVAL SUPPLIES**

**Documents/supplies--What and Where**

**Information Table**:

* **Binder**  Teacher Schedule

Student Schedule

Monitor Schedule/times

Judge Schedule

* Nametags
* Blank Certificates

Pens/pencils

**Judging Rooms:**

* Room schedule and monitor duties list( on clipboard) and pencil for monitors

(desk or music stand outside of the room)

* Room Schedules and pencils for each judge
* Goodie bags for judges

**Ribbon Room:**

* Ribbons
* Teacher envelopes
* Teacher Roster with teachers' numbers
* Tally sheet for ribbons
* Teacher list of registered students
* Pens, pencils, highlighters

**Judging Packet:**

* Room Schedule (student names only no teacher names )
* Guidelines given by the Judge Chairperson during pre-festival meeting:

judging guidelines

Festival guidelines

Sample certificate

Nametags

**"What and Where" Documents and Supplies**

**for Festivals**

**Chairman's binder:**

* All Schedules
* All teacher requests
* Nearest psychiatrist's number!

**Supplies Needed**

* Signs
* Teacher envelopes
* Tape for signs
* Tally sheets for ribbon room
* Blank Certificates
* Lots of pens/pencils
* Binders for All

**Festival Responsibilities**

Prior to Festival

**President's Duties:**

BBMTA President will provide chart of rooms and dates for festivals to be updated first of each month.

President will reserve and confirm rooms for festivals.

President will be sole liaison between the facility and BBMTA.

**Teacher Duties:**

Teachers with 1 to 25 registered students will be required to work one 2-hour shifts.

Teachers who enter more than 25 students may be required to work two shifts.

Teachers may find substitute BBMTA members to work a shift. The name and cell phone number of the substitute teacher must be given to the festival chair.

Teachers must inform students and parents to contact on BBMTA volunteers during events, not college personnel. Teachers, students, and parents must be on best behavior at all times during events.

If there is a legitimate complaint, take it to the festival chairperson.

Above all, stay calm, cheerful, and positive. The students performing are under enough strain without adding the burden of obvious discord among teachers, judges, and monitors.

**Day of Festival Responsibilities**

**All Monitors:**

**Plan to arrive 15 minutes before you are scheduled to monitor.**

Check in with the chairman and monitor you are replacing.

Wear a nametag provided for you at the front desk.

Please read all monitor duties to familiarize yourself with the entire process.

Try to handle unusual circumstances as they arise. Contact chairperson with irresolvable problems.

Be at your room atleast 5 min. ahead of time

Check in all students for your room.

TREAT EVERY STUDENT AS YOU WOULD YOUR OWN.

Before the student goes into the room, make sure the music is opened to the correct page and that he has his certificate. Make sure they have their name and teacher # on the outside of the music. Make sure the measures are numbered.

Take the student into the room, direct them to the piano and hand the music and certificate to the judge.

Tell the student to adjust the bench or help the younger ones.

Bring out any music (make sure certificates are not in the music) and return to students

Leave certificates in the room for the Runner. The runner will stop by frequently to pick them up. Do not show the certificates to any student, parent, or teacher.

Please keep things moving--as one student exits the room, you should be ushering in the next.--if two judges are in same room.

Please be encouraging to the students. They are probably nervous and you can help by keeping things calm, quiet, and positive.

Please ask parents and families in the hall to stay quiet. Loud noise is distracting to the students playing.

Please remember: Do Not Engage the judge in conversation while he/she is listening to a student perform. Never discuss a student's performance with the judge.

**Ribbon Room Duties:**

Only ribbon room monitors and rover are allowed in the ribbon room.

A list of students will be posted on each teacher's envelope and checked off as certificates are received.

Scores will be recorded on a separate sheet( provided by the teacher with the registered students) to be placed in the teacher's envelope at the end of festival.

The festival chair will deal with any certificates not matched to the student on the registration list

Tally the student's rating, put the certificate with the appropriate ribbon in the student's envelope. Also place info about the winners' recital if it applies.

**Information Desk:**

1. Make sure that the students have certificates and music.

2. Make sure measures have been numbered. If not, do it.

3. Direct students to their practice room.

4. Direct students to their scheduled room. There should be signs for each room in the hall.

5. Copies of the room schedules and a master schedule by teacher number will be at the information desk.

6. A teacher may switch students' playing times within their studio. If a student with a different name has the playing time, let the student platy as long as they have the same teacher number as the student listed on the schedule. If a student shows up at a room but has a different teacher number than that on the schedule for that time, then the monitor will send the student to the festival chairman to get approval to play in that room.

7. Escort the student to a open practice room to warm-up.

**Runner**

1. Frequently visit the audition rooms going into the room when a student is coming out.

2. Pick up the completed certificates and take them to the Ribbon Room.

3. As you leave the judging room, check to make sure the judges signed each certificate and gave a rating. If not, return it immediately to the judge for it to be completed.

4. Ask the judges periodically if they would like a drink from the hospitality room, food, sharpened pencils, etc. Keep them happy!

**Setup/Cleanup:**

Check with festival chairperson for duties

Parent/Student Information for

Bluebonnnet MTA Festivals

1. Allow *extra* travel time:

Allow yourself at least 30 minutes extra for the unexpected.

The most likely problems that could happen are other events on campus, and finding a place to park.

2. When leaving home you must have:

Bring original music (with measures numbered) for the judge

3. When arriving at the contest site:

Go the the **Festival** desk and sign in. Sometimes there are changes in the schedule. If the judge is running ahead of the schedule, they might ask you to perform your music at that time. If you have not warmed up, you don't have to go ahead of your scheduled time, unless you wish to.

Find out where the practice rooms are located.

4. If available, go to a practice room for a warm-up before performing:

The practice rooms are available on a first come, first serve basis. Limit your warm-up to 10 minutes.

Do some warm-up exercises and play through your pieces with and without the music.

5. Be at the contest room at least 5 minutes before your scheduled time:

Give your name to the monitor and wait for your turn.

If there isn't a monitor stationed outside the judge's room at the time of your arrival, then wait until someone returns, or until the student playing comes out.

6. When it is time for you to Play:

The monitor will escort you inside the room(No Parents allowed)

When you enter, the judge will probably still be writing on the comment sheet for the previous student.)

During this time: Go to the piano, sit down and adjust the bench. push on the pedals to see how hard they are or easy to push, and wait until the judge is ready for you.

7. When the judge is ready:

Introduce yourself and greet the judge as you give them the music.

Then sit and look at the judge for your signal to begin.

If the judge is ready for you when you enter the room, then briefly introduce yourself as you hand them their copy of the music. Quickly make your seat adjustments and begin. DO NOT BEGIN UNTIL you adjust the seat and THINK.

8. Before you start playing:

Be sure that you are comfortable on the bench.

TRY to really concentrate!! It is extremely important that you keep your mind on the music while you are playing.

9. If you make a mistake:

Try very hard to keep on playing and finish the piece. A judge usually forgives a few mistakes, but may not like it if you go back to the beginning and start over. There is a limit of time scheduled for each student.

10. When you are finished:

Sometimes, the judge may ask you to play a portion of your piece again. If so, you will be told the measure number of where to begin. Be sure you play again for the judge.

The judge may sometimes talk with you about your music. Listen carefully and try to remember all that the judge has to say.

The judge will proceed to make written comments on your playing.

Thank the judge, and leave the room.

Wait for the monitor to return the judge's copy of your music back to you.

DO NOT leave without both copies of your music.

STUDENTS THAT RATE S OR S+ are HONORED and invited to play at the end of the year in a HONORS RECITAL in June.

Starting school year 2014-2015, students will get trophies for festivals. Students must collect twelve points to get a trophy.   
An Excellent rating is worth 1 point,   
a Superior minus is worth 2 points,  
a Superior is worth 3 points,   
a Superior plus is worth 4 points.

**The Musicianship Requirement applies to the Baroque, Classical and Romantic, Contemporary Festivals.**

* Levels are chosen at the discretion of the teacher. Choose one level from Scales and one level from Cadences.
* Entrants must play a scale and cadence in the key of each piece entered.
* If the pieces are in the same key, a second scale and cadence in a closely related key (dominant or parallel) must be played.
* If a Contemporary piece is atonal, modal, or polytonal, a scale and cadence in a different key from the other piece must be played.
* Entrants may choose when to play the scale and cadence.
* The judge is to drop the final performance rating one degree (S to S-, S- to E+, etc.) if the requirement is performed unacceptably. Unacceptable can mean wrong notes, poor fingering, lack of pulse, or only one scale played.
* If an entrant chooses to omit the requirement, the final performance rating may not exceed E+.
* Write the levels on the critique sheet. (Example: 1-A, 2-B, 3-D, etc.

**Scales**

| Level | Play | Hands |
| --- | --- | --- |
| **1** | Five finger hand position | Alone or together |
| **2** | Tetrachord scales | Two hands |
| **3** | Scale – number of octaves at teacher's discretion | Alone |
| **4** | Scale – number of octaves at teacher's discretion | Together |
| **5** | Scale – contrary motion | Together |
| **6** | Double note scale – choose 3rds, 6ths, or 10ths – number of octaves at teacher's discretion | Together |

**Cadences**

| Level | Play | How? | Hands |
| --- | --- | --- | --- |
| **A** | Tonic chord | Broken or solid chords | Alone |
| **B** | I-V-I | All root position chords | Alone |
| **C** | I-IV-I-V-I | All root position chords | Alone or together |
| **D** | I-V(7)-I | From root position; root only or solid chords in the bass | Together |
| **E** | I-IV-I-V (and/or V(7)-I | From root position; root only or solid chords in the bass | Together |
| **F** | I-IV-I-V [and/orV(7)]-I | A;ll inversion, root only or solid chords in the bass | Together |

**"MASTER COMPOSERS" FESTIVAL**

**Romantic Plus Choice**

Confirmed Event Date: Saturday April 14, 2018

**DEADLINE FOR REGISTRATION: Tuesday March 13, 2017**

Steinway Piano Gallery, 12980 Research Blvd., Austin, TX 78750

[**http://www.steinwayofaustin.com/locations**](http://www.steinwayofaustin.com/locations)

**CHAIRPERSON**

Lillian Simmons

**ENTRY FEES**

$ 20.00 per student (BMTA Members)

$25.00 per student (Non-BMTA Members)

Teacher Requirements:

Print one Registration Form. Print one Critique sheet per student.

Complete the Registration Form with the names of all students participating in the festival. List all students in alphabetical order, last name first.

Complete one Critique Sheet per student. List the piece and composer, the length of study, age of student, and approximate minutes needed.

To complete form in your computer: First, Save critique sheet in your word processing format.  
Insert your information. Underline your information. You may use a large font for student's name. Please do not let the judge's signature spill onto the next page. Delete blank lines if you need to.

Make a copy of the Registration Form for your records.

Mail the completed Registration Form, all Critique Sheets to chairman by the deadline or bring to that month's meeting.

Make check payable to Bluebonnet MTA.

2. Include the number of students on the check.

3. Mail check and copy of registration to treasurer :

Martha Vallee.

Each student will receive their Certificate and Critique Sheet after their audition. The students with a rating of S and higher, will be invited to perform in the Winners' Recital. Information about the Winners' Recital will be included in each student's envelope.

The Winners' Recital will be held at times TBA.

The Winners' Recital is a Free Admission Event and is open to the public

**Participation Requirements**:

This festival is open to all students currently studying with a teacher in Williamson County and surrounding area.

Memorization is required for this festival.

*No Photo Copies are permitted.*

Students are required to provide the music for the judge.

The judge's copy must have all measures numbered for each piece.

Students will perform two pieces by memory.

Repertoire chosen for the festival can be any composition by a Master Composer, hymn, or hymn arrangement, plus a piece of student's choice.

The final decision is for the chairperson.

Musicianship is required.

NO RATING OPTION  
 1. Festivals have a “no rating” option for students who may not be  
quite ready for the competitiveness of  
 receiving a rating at a festival, but would still benefit from the  
 experience.  
 2. Teachers can choose to have a student play for the judge’s helpful  
 comments, but receive no rating. The option can be checked on the critique sheet at the time of registration.  
 Students will receive a complete evaluation and a certificate but no rating.  
 3. Students can use the music under this option, but at least ONE original must be provided for the judge.

*Master Composers Plus Choice Festival Critique Sheet*

Bluebonnet Music Teachers Association

Name Grade Level Age Length of Study

Name of Piece 1 Key Composer 1

Name of Piece 2 Key Composer 2

Musicianship level

Instruction for judges: Indicate strengths and/or weaknesses by + or – in columns as needed to show excellent or need for improvement. All aspects of the performance should be considered in determining the final rating.

| Critique | Rating  Piece 1 | Rating  Piece 2 |
| --- | --- | --- |
| 1. Accuracy of Memory/Note Accuracy |  |  |
| 2. Technique (Legato/Staccato) |  |  |
| 3. Pedal |  |  |
| 4. Tempo |  |  |
| 5. Rhythm |  |  |
| 6. Articulation |  |  |
| 7. Dynamics |  |  |
| 8. Voicing and Balance of Textures |  |  |
| 9. Phrasing |  |  |
| 10. Interpretation/Musicality |  |  |
| 11. Stylistic Awareness of Historical Performance Practices |  |  |
| 12. Stage Presence |  |  |
| 13. Overall Performance |  |  |

Comments:

Circle Appropriate Rating: Superior+ Superior Superior- Excellent+ Excellent Excellent- Good No rating

Judge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**"How-To" for Festival Chairs**

**Before Registration Deadline:**

Send article for publication in newsletter to publicity person

Check on rooms with President. Be sure you have the exact room numbers that are reserved.

Decide how many judges will be needed.

Check that the judge person has hired the judges.

Check that the Festival Certificates are available

Check if pianos are tuned

Check with social chair and provide information needed for refreshments/lunches

**After Registration Deadline:**

Check that student repertoire selections are appropriate for festival.

Communicate with "who-ever" for time allotments. Allow one-hour for lunch break for judge

Be sure the schedule is posted on the website at least one week prior to festival

Contact teachers to monitor or send monitor schedule for posting on website

Be sure student information sheet and festival duties information is available on the website.

Be aware if additional rooms may be needed, and contact appropriate board member.

Contact Ribbon person to have ribbons ready and available for Festival.

Late registration is left up to the direction of the chair.

**Festival "HOW-TO" Cont.**

Find the "Festival in a Box"--This box contains pencils and desk supplies, organizational binders, clipboards and signs--check with previous Festival chair.

Contact nametag person--nametags for teacher monitors and judges

Print all the reports (see Document list for quantity)

Prepare lists for binders--These should be sorted by Teacher, Student, and Time. Also needed are Monitor and Judge's Schedules

Prepare envelopes for awards and certificates--be sure teacher # and a list of all students from that teacher's studio is on the outside of the envelope.

Call teachers who have not paid their fees and collect all checks.

Send completed deposit form (Itemized Summary form from yearbook) and checks to BMTA Treasurer one week prior to festival.

Confirm number of judges needed.

Make a final schedules for the judges.

Judges must have a copy of musicianship requirements.

Compile list of student ratings, and turn in to Trophies chairman

**How-To For Festival Chairs--(cont.)**

**Day Before the Festival--if possible: If not, couple of hours before**

Hang signs the night or morning of festival. Signs must be removed after the event.

Set up the Ribbon Room, Information Table, and lunchroom.

Check set up of all, if possible. Judges need tables and chairs or desks. Room monitors need desks outside of rooms. Move furniture and remember where you got it.

Call and make sure the campus police, the information desk, and facilities coordinator are aware of the festival.

Be sure checks are available to pay the judges.

**Extra Notes Chair as Needed**

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**FESTIVAL SUPPLIES**

**Documents/supplies--What and Where**

**Information Table**:

**Binder**  Teacher Schedule

Student Schedule

Monitor Schedule/times

Judge Schedule

Nametags

Blank Certificates

Pens/pencils

**Judging Rooms:**

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(desk or music stand outside of the room)

Room Schedules and pencils for each judge

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Pens, pencils, highlighters

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Guidelines given by the Judge Chairperson during pre-festival meeting:

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Sample certificate

Nametags

**"What and Where" Documents and Supplies**

**for Festivals**

**Chairman's binder:**

All Schedules

All teacher requests

Nearest psychiatrist's number!

**Supplies Needed**

Signs

Teacher envelopes

Tape for signs

Tally sheets for ribbon room

Blank Certificates

Lots of pens/pencils

Binders for All

**Chairman's Binder:**

All schedules and reports

All teacher requests

Nearest psychiatrist's office number

**Supplies Needed**:

Signs

Teacher envelopes

Tape for signs

Tally sheets for ribbon room

Blank Certificates

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**Festival Responsibilities**

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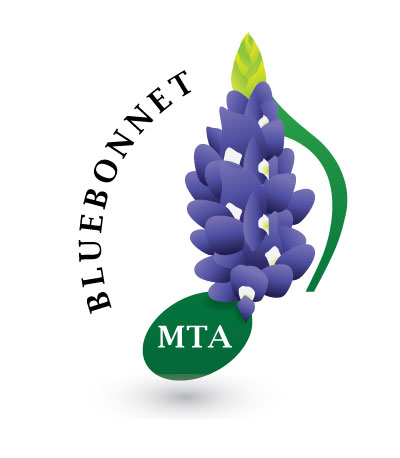
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3. As you leave the judging room, check to make sure the judges signed each certificate and gave a rating. If not, return it immediately to the judge for it to be completed.

4. Ask the judges periodically if they would like a drink from the hospitality room, food, sharpened pencils, etc. Keep them happy!

**Setup/Cleanup:**

Check with festival chairperson for duties



**Bluebonnet Music Teachers Association**

**Principles of "Open-Audition" Behavior**

1. At an "open-audition"adults may listen if and only if

the student feels comfortable with parents/others listening.

2. Only adults are allowed in the audition room.

3. Small children must remain in the hallway outside the room.

4. Only the judge and/or the student are speaking about the bench or

anything else.

5. Flash photos are to be taken outside the audition room before

or after the audition.

**"How To" for Festival Chairs**

**Day of Festival:**

Call the if doors are not unlocked.

Check that each room has a piano.

Put out monitor schedules on clipboards and pencils. A desk is needed outside each door.

Put judges' schedules, supplies, and goodie bags on their tables.

Be sure that a binder with all "lists" as well as nametags are available at the Information table.

Hold a meeting with judges just before the festival. Ask the president to meet and greet the judges. The Judges Chair should let judges know that although our standards and expectations are high, festivals are intended to be a positive, nurturing experience for our young musicians., Provide each judge with a schedule to help them do their best to stay on time.

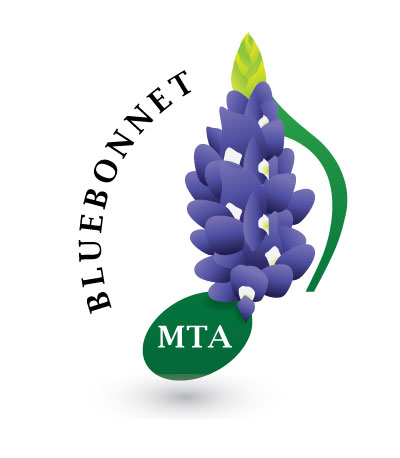
Pay the judges!

A teacher must be at the BBMTA information table area at all times. These tables and chairs will be placed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After festival, return all furniture to original locations.

Provide BBMTA Membership VP with names of teachers who did not show up for duties.

Go home and crash!



Bluebonnet

Honors Recital

Students who scored superior and superior plus in Festivals are honored and invited to play their favorite piece in Honors Recitals in January and June. Time is TBA.

The Recitals will be held at Steinway Piano Gallery which is located 12980 Research Blvd., Hwy 183N

(between Spicewood Springs & Anderson Mill)

phone: 512-258-6100

Registration of honored students should be mailed or given to Martha Marks three weeks before the recitals.

**WINNERS' RECITAL ETIQUETTE**

**Dear Students:**

**Congratulations for your success in today's Festival. You have done a great job and we are looking forward to hearing your song. Student performances are a joy for everyone, and it is now time to prepare for your performance in the Winners' Recital.**

**It is very important that you arrive on time. You are expected to arrive 15 minutes before the recital begins. The time is needed to learn where you will sit, and to receive final instructions. As a participant of this recital, you are required to stay for the complete program.**

**Once the recital begins, please listen to the program and remain quiet. Respect the other performers. Unnecessary noise such as whispering, talking or any other inappropriate activity during the program is disrespectful ad will distract the performer.**

**Please make a final visit to the restroom before you enter the recital hall. The recital will last about one hour, and no one will be allowed to leave during that time.**

**As a performer, you should bow at the end of your performance. Practice the proper way to bow at home.**

**Remember this is your evening, and we will all be there to share the joy of your performance.**

**Best Wishes,**

**The Festival Committee of Bluebonnet MTA**

**Please let your teacher or Mrs. Hesters, President of Bluebonnet, know if you are attending the Winners' recital.**