

GFMC Area Festival Chair Checklist:

- _____ SITE: Procure location site for your upcoming Festival.
- _____ FESTIVAL APPROVAL FORM: Send date, location, events for approval to the State Festivals Chair at least 90 days prior to Festival date. Subsequent changes must also be approved prior (December 2 - May 15)
- _____ JUDGES: Hire judges for Festival and send Judges Information Form to State Festivals Chair
- _____ SENIOR CLUB ROSTER: Deadline - September 1. Each member pays NFMC dues and submits names to State Treasurer.
- _____ CERTIFICATE ORDER: Deadline - September 25. Send to Certificate Chair
- _____ THEORY TEST ORDER: Deadline - September 25. Send to State Festivals Chair
- _____ JUNIOR CLUB DUES: Deadline - October 15. Pay NFMC dues for each Junior Club member
- _____ JUNIOR CLUB ROSTER: Deadline - October 25. Each teacher submits receipt of NFMC dues & complete list of student names to their Area Festival Chair.
- _____ INSURANCE ORDER: Deadline -November 15. Send to State Treasurer - \$17 per site or \$20 per Festival with successive days.
- _____ SPECIALLY CAPABLE: JR 3-13 submitted 45 days prior to Festival send to State Festivals Chair
- _____ NFMC JUDGES GUIDELINES: JR 3-5 to judges prior to Festival & review day of Festival
- _____ JR 3-3 & JR 3-4: Submit finished summary reports electronically 30 days after Festival to State Festivals Chair (none accepted after May 20)
- _____ JR 3-3 & 3-4: Finished summary reports with check to State Treasurer. \$7.50 for each entry
- _____ GOLD CUP ORDER: to State Cup Chair submitted after fees paid, JR 3-3, JR 3-4 must be verified prior to order being sent.
- _____ JR 4-1: 75- & 90-point cup form submitted after Festival to State Cup Chair
- _____ JR 3-16: Form submitted for 12+ years of consecutive superiors after Festival to State Festivals Chair

Important emails:

State Treasurer Rebekah H. Boles -[rebekahhealan@yahoo.com](mailto:-rebekahhealan@yahoo.com)
State Festivals Chair Debra Hughes – bndhughes@comcast.net
State Certificate Chair Diana Cleland – dianacleland97@gmail.com
State Cup Chair Julie Vu – julievannvu@gmail.com

All Junior Activities fall under the jurisdiction of GFMC's Junior Division Chair :
Junior Division Chair: Debra Hughes – bndhughes@comcast.net