

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 the State Treasurer.

_____CERTIFICATE ORDER: Deadline - October 15. Send to Certificate Chair

_____THEORY TEST ORDER: Deadline - October 15. Send to State Festivals Chair

_____JUNIOR CLUB DUES: Deadline - October 15. Pay NFMC dues for each Junior Club member

_____JUNIOR CLUB ROSTER: Deadline - October 15. 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 Amy Vanderlugt - vanderamy@yahoo.com State

Festivals Chair Leslie Kennedy - Lkmusic@camcast.net

State Certificate Chair Debra Dickensheets - dickensheetsmusic@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: Nancy Eckert - musicastudio@bellsouth.net