

August 29, 2018

Hello Festival Teachers!

**MOST IMPORTANT!** This is my last year as chairperson for Festival. I am hoping one of you would be interested in taking over this very important job. I would love to “show you the ropes” this fall as I go through each step to make it somewhat easier next year for whoever steps into this role.

It’s a requirement that each teacher has a copy of the Festival Bulletin. It is also the teacher’s responsibility to know the rules of festival which is in the first several pages of the bulletin.

Please carefully note the dates included in this letter. This will be the only letter you receive from me regarding due dates. Please be prompt with your registrations and payments so we can have a successful Federation Festival this year. A \$25 late fee payable to MacDowell Music Club will be assessed on missed deadlines.

You will want to go to [www.wfmc-music.org](http://www.wfmc-music.org) for Rating Sheets, Application forms and Festival information. If you do not have internet access or a printer, please let me know. I can print a copy of each form that you need and you can pick them up at my house.

**October 1, 2018** - If you have less than 16 students in Federation Festival you may want to consider calling Jan Loucks *before October 1*, to find out how your students can be part of the MacDowell Junior Club. This will save you from having to pay the state’s minimum requirement.

**October 15 - Wisconsin Federation of Music Clubs dues deadline.** Jon Radmer, the State Membership Chairman, must receive dues by October 15, or you will need to add a \$50 late fee! His address is W5023 Valley Creek Rd, Fond du lac, WI 54937. The dues are \$2 for each student you will be entering in Federation Festival. Again, if you have less than 16 students, you can go through the MacDowell Junior Club (see the October 1 deadline info above), otherwise there is a \$32 (equivalent of 16 students) minimum. A subscription to Junior Keynotes magazine is also required at an annual cost of \$6. The total amount for 16 students would be \$38.

**November 9** - Jan Loucks needs a tally of the number of students that might be earning a gold cup (and what size cup). She orders gold cups this month, and needs to know as close as possible, how many to order. If you do not give her a cup tally, there is a very good possibility your student may not receive their earned cup until Spring 2020. Her phone number is 741-7909 and her e-mail is [jloucks42@charter.net](mailto:jloucks42@charter.net)

**December 7, 2018 - Federation Festival Fees and Participant lists are due.** The fee is \$18 per event. Please start collecting your fees from your students now. Make your check payable to WFMC for the entire amount of all your students’ entries. The list of participating students must include first, middle, and last name, event and level. (Example: Smith, John Jacob, Piano Solo, Primary 3) Again, you can drop these in the tote by my front door. This list should be made on a copy of the application or written/typed NEATLY on a full sheet of paper. I suggest using a copy of the application, and putting all the info on that! **NEW THIS YEAR: You can email me the information and mail the check to me, postmarked by December 6<sup>th</sup>.**

**January 6, 2019 - Completed Applications and Judges’ Rating Sheets are due. Please enter your teacher’s code as follows on the top right corner of the rating sheet:** The first

two letters of your last name and the first letter of your first name, all in caps. For instance, mine would be SCJ; Jan Loucks' would be LOJ. *Also, please put student's last name first on the rating sheets!!* This makes it so much easier on the people who work the registration desk on the morning of Festival. Forms can be mailed to my home or dropped in the tote at my house. Also, if you have a student **that has a time conflict** (basketball game, gymnastics meet, etc.), please let me know of a general time that will be best for them (example: before 10:00 am, after 1:00pm, etc). No time conflicts will be accepted after this date. Again, because of the huge number of students, I cannot guarantee time requests, but have always done what I can. Please do not ask for specific times (Johnny needs to play at 8:30). **Please do not ask your student if they have a preference in time.**

**Also needed by January 6** is a list of parent volunteers who would be willing to help on the day of Festival as hall or room monitors. The shifts will be two hours in length (or more if they are willing!) We will need several volunteers from each of you to make this day successful. If we do not receive parent volunteers from you, please plan on helping that day. Of course, you are always welcome to help anyway! Please let me know when you are available.

**Late January, 2019 - You will receive a list of your students' scheduled festival times.** No changes will be made by me after the schedule has been made! Therefore, I cannot stress enough how important it is to make sure you know if your students have other activities scheduled on that day. Talk to their parents! Also, I cannot release the times until the volunteer schedule is also complete.

**February 2, 2019 - Federation Festival** at The Wisconsin Center for the Visually Handicapped, 1700 W. State Street. The Woman's Club, 108 S. Jackson, will also be used for the more advanced piano entries.

**February 5, 2019** Please email me a picture of each student that has earned a cup. This CAN be done before this date, but won't be accepted after this date. You are certainly welcome to collect this in January from your students and email it to me a month early! The Gazette requires digital copies now, so please try to email it instead of delivering a physical copy.

Thank you in advance for paying close attention to these dates. If you have any questions, please feel free to call or e-mail me. Thank you for understanding the need to be prompt with all paperwork and dues. Your acceptance of these deadlines is truly appreciated!

See you in February!

Janet Schroeder

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