

August 25, 2015

Hello Junior Festival Teachers!

It's Federation Festival planning time! The date for the 2016 Festival is February 13. It's time to start planning now! Do you know of new teachers to the area? Invite and encourage them to have their students take part as well!

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

You will want to go to 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 17, 2015 - If you have less than 20 students in Federation Festival you may want to consider calling Jan Loucks *before October 17*, to find out how your students can be part of the MacDowell Junior Club.

November 1, 2015 - Wisconsin Federation of Music Clubs dues deadline. Jon Radmer, the State Membership Chairman, must receive dues by November 1st, or you will need to add a \$50 late fee! His address is 1930 Sunnyside Drive, Waukesha, WI 53186. The dues are \$2 for each student you will be entering in Federation Festival. Again, if you have less than 20 students, you can go through the MacDowell Junior Club (see the October 15 deadline info above), otherwise there is a \$40 (equivalent of 20 students) minimum.

November 14, 2015 - Jan Loucks needs a tally of the number of students that might be earning a gold cup (and what size cup). We order gold cups this month, and need to know as close as possible, how many to order. If you do not give us a cup tally, there is a very good possibility your student may not receive their earned cup until Spring 2017. Jan's phone number is 741-7909 and her e-mail is jloucks42@charter.net

December 12, 2015 - Junior Festival Fees and Participant lists are due. The fee is \$17 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. **Also required at this time is a list of your participating students.** The list 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!

January 16, 2016 - 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 16th 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, 2016 - 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!

February 6 - In-studio schedule changes. No changes will be made to the schedule for any reason after this date! If you switch students' time slots within your own studio or with another teacher, please advise me no later than this date. This information is extremely important to have a smooth-running Festival.

February 13, 2016 - 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 19, 2016 New this year! I have always collected pictures before Festival. I am going to try something new. You are still welcome to email (preferred) or drop off the pics before Festival, but this way you know exactly who has earned their cup by waiting until after the day of Festival. So all pictures must be to me by this date. The Gazette requires digital copies so if you can email me a copy that is most helpful.

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

1309 Elida Street
Janesville, WI 53545
608-757-1680
dschroeder5@sbcglobal.net