



# **Local Music Festival Training Manual**

# Introduction

---

Please note that this Local Festival Training document was prepared with new local festivals in mind. However, festivals that are well established but are experiencing a large change over in their organizing committee may also find it helpful.

Please feel free to edit the process or job description documents to suit your local festival. If you would like to obtain a file in Word for ease in editing, please contact Barbara Long at [info@nbmf.org](mailto:info@nbmf.org)

# Setting up a Festival Venue

---

## **Before Festival:**

- Make sure piano is tuned and there is a good bench available. If it is the piano venue, make sure the bench is long enough to accommodate duet and trio performers, if required. If the bench isn't long enough, have a chair at the same height readily available for those classes
- For choral and classroom classes – confirm availability and ease of access to risers; music stand for conductor/teacher
- For instrumental classes – have a sturdy chair[s] and music stands available
- Set up table for the adjudicator and secretary.
  - This table should be large enough to seat two people and considerable paperwork comfortably.
  - This table should be at a distance from the performing area that allows the adjudicator to have a good view of piano and/or competitors, and able to hear well [even small voices and hands]
  - The area directly beside and behind the table should be marked off as reserved so parents/teachers are not sitting too close to the adjudicator and secretary, to allow for privacy.
  - The venue box with session and class folders, as well as the office and miscellaneous supplies for the adjudicator and secretary, should be placed comfortably beside this table.
  - Two comfortable chairs. Ideally, the adjudicator would have an adjustable office chair to allow for ease in writing.
- Set up seating for the competitors and audience. The chairs should be far enough apart to allow people not to be squished. The rows should be far enough apart to allow people to pass in and out with relative ease. Seating for choral or classroom classes will require more seating than solo classes.
- Place chair inside entry door for the Inside Monitor to sit in during classes.
- Set up table in entry way as the Welcome and Registration Desk
  - This table should be large enough to seat two people comfortable.
  - This table needs to be close enough to main venue entry that it is one of the first things people see upon arrival. It needs to be a little distance away from the actual performance room to help reduce sound bleed into the performance room.
  - This area is where the box of programs, money box and miscellaneous office supplies for the Welcome and Registration Desk are stored.
- Check out kitchen facilities and/or near-by options for providing coffee/tea for adjudicators and volunteers. Bring in supply of bottled water.
- Post signage – washroom location, “Quiet Please”, parking instructions, directions – as necessary.

## **Before each session, the Hall Convenor should:**

- Arrive in time to unlock venue, turn on lights and turn up heat as required.
- Set out supplies at Welcome and Registration Desk ready to welcome competitors and audience.

- Set piano, bench, chairs, risers etc. as required for the session's classes.
- Open piano [dusting if necessary] and align bench.
- Check to make sure entry area and performance area are clean, tidy and clear of debris.
- Check washrooms for cleanliness and supplies and contact appropriate person if they are in need of attention.
- Place fresh bottles of water on Adjudicator and Secretary's table.
- Distribute name tags to volunteers as they arrive.

**After each session:**

- Tidy up entry and performance areas.
- Check washrooms for cleanliness and supplies and contact appropriate person if they are in need of attention.
- Close piano.
- Close any windows and doors that you may have opened during the session.
- Tidy kitchen area, if required.
- Check supplies – programs, office and miscellaneous.
- Make sure the money has been taken by the person responsible.
- Turn out lights and lock doors.

# Getting Ready for Festival

---

Create a file folder for each class that contains:

- Adjudication sheets for each competitor in order of performance
- Certificates for each competitor in order of performance
- Music for test pieces or the appropriate RCM/CC book, if applicable

Put the class file folders inside a hanging file folder by sessions. For example: Monday morning session would have files for the classes heard that morning.

If multiple venues are being used, use a separate file box for each venue.

## **Additional supplies to have at each venue:**

General: first aid kit [if venue doesn't have one]

### Welcome/Admissions Desk:

Money box with float  
Sign with prices [in stand]  
Name tags for Volunteers  
Sticky notes – 3" square for labelling music  
                                    Tabs for marking pages  
Pencils and pens  
Kleenex  
Festival programs to sell  
Tape, paper clips  
Notepad

### Adjudicator & Secretary Desk:

File box with adjudication sheets, certificates and music  
Seals for certificates  
2 copies of program – one for adjudicator; one as official desk copy  
Copy of the local syllabus  
Copy of the provincial syllabus  
Miscellaneous office supplies: stapler, paper clips, pencils, pens, eraser, notepad, tape, sticky  
                                    notes [3" square and tabs]  
Water  
Kleenex  
Hard candy/cough drops

# What Happens at Festival?

---

## **Volunteers Arrive**

Hall Convenor arrives 1 hour ahead of start time to set up venue in preparation for welcoming volunteers, competitors and audience.

Two Registration volunteers arrive an hour ahead of start time to begin their duties [see separate job description for details].

Adjudicator and Secretary arrive 30-45 minutes ahead of start time to get set up and ready for classes to start [see separate job description for details].

## **Competitors Arrive**

Competitors typically begin arriving at venue 30-45 minutes ahead of their class time.

Upon arrival in the venue, they should go to the Registration Desk to check in so volunteers know they are present.

Competitors need to pass in their labelled music to the volunteer at the Registration Desk. The label needs to give the Competitor's name, class number, name of piece and page it is found on. Open the book to the page or add a tab for easy finding.

Once competitors have registered, labelled and passed in their music, they should take off their coats; change into shoes from boots, go to the washroom etc., then go into the performance room.

Competitors for each class will sit together in the front row, in order of performance. If they are performing in the next class, they can proceed to the front row; if in a later class, they can sit in the audience until time for their class.

Accompanists may sit in the second row behind the performers.

Family and friends may find seating in the performance room, outside of reserved areas.

There is to be no entry or exit from the performance room during a performance.

## **Start of Session**

Five minutes prior to the session, the Hall Convenor or Secretary will encourage performers in the first class to come to the front row, where they will be seated in order of performance.

Five minutes prior to the session, the Secretary will retrieve the music from the Registration Desk and check that it is in order of performance.

Two minutes prior to the session, the Hall Convenor or Secretary will welcome everyone and remind people to turn off cell phones and state restrictions for recording.

The adjudicator may address the competitors before starting the performances.

When ready, the adjudicator will call upon the first competitor to perform their piece.

The competitor goes to the stage area, tunes if necessary, performs, bows and returns to their seat.

Competitors and audience will wait quietly while the adjudicator writes comments on the performance and the secretary prepares certificate.

When the adjudicator is ready for the next performer, they will indicate and the process of performing and waiting repeats until all the performers in the class have been heard.

When all competitors have performed and the adjudicator is finished writing comments, he/she will go to the front of the room and talk to the performers either as a group and/or as individuals. Competitors may be asked to try something on their instrument as part of the oral adjudication.

When the adjudicator comments are complete, Certificates of Participation will be passed out and books returned.

Competitors of preceding class will return to their families in the audience and/or leave the room while the competitors in the next class are called forward to sit in front row in order of performance.

The process repeats throughout the session until all classes and competitors have participated.

### **Choral, Band and Classroom Competitors:**

Competitors in Choral, Band and Classroom classes should arrive 30-45 minutes before the start of their class.

Upon arrival, they should gather with their director/teacher and group members in a hall way.

Directors/teachers need to let the registration desk know they are present; label and pass in music. They should let the registration desk know where they are congregating so that members can be directed appropriately.

If there are a large number of groups participating, it is a good idea to have areas assigned with signs posted.

Directors/teachers should line up their group as required for performance. Please encourage the use of washroom facilities before entry into the performance room.

When directed by the Hall Convenor, directors/teachers will be asked to seat their groups in the performance area in their assigned area, ready to go on stage.

The first group will be instructed when to advance to the stage. Tuning and set up should be done as quickly as possible. When ready, the director should introduce their group by name/school and their accompanist; the group will perform their piece[s].

If there are more than one group in a class, the first group will be seated upon completion of their piece[s] and the second group will advance to the stage. This exchange will take place while the adjudicator is writing the comments for the first group. The process repeats until all groups have been heard. An oral adjudication will follow.

If there is only one group in a class, the group should remain in place on stage for their adjudication, unless otherwise directed by the adjudicator.



# Job Description

## HALL CONVENOR

---

**In general, your job is to oversee the whole venue and make sure everyone has what they need to do their jobs.**

### **Before each session:**

- Arrive an hour before start time to unlock venue, turn on lights and turn up heat as required.
- Put your name tag on.
- Set out supplies at Welcome and Registration Desk ready to welcome competitors and audience.
- Set piano, bench, chairs, risers etc. as required for the session's classes.
- Open piano [dusting if necessary] and align bench.
- Check to make sure entry area and performance area are clean, tidy and clear of debris.
- Check washrooms for cleanliness and supplies and contact appropriate person if they are in need of attention.
- Place fresh bottles of water on Adjudicator and Secretary's table.
- Distribute name tags to volunteers as they arrive.

### **During each session:**

- Start each session by welcoming everyone and reviewing guidelines for competitors and audience members according to prepared script [or appoint someone else to].
- Start each class with a brief welcome and reminder about cell phones and recording [or appoint someone else to].
- Be available in entry area to assist Registration volunteers, competitors by answering questions or trouble shooting as needed.
- Make sure Adjudicator and Secretary have water and/or tea/coffee.

### **After each session:**

- Tidy up entry and performance areas.
- Check washrooms for cleanliness and supplies and contact appropriate person if they are in need of attention.
- Close piano.
- Close any windows and doors that you may have opened during the session.
- Tidy kitchen area, if required.
- Check supplies – programs, office and miscellaneous.
- Make sure the money has been taken by the person responsible.
- Turn out lights and lock doors.

# Job Description

## REGISTRATION DESK VOLUNTEER

---

**In general, your job at the Registration Desk is to welcome competitors and their families, helping them to feel at ease and facilitating a smooth reception of their music and preparing them to enter the performance room.**

1. Arrive an hour before the start of the session to set up your table with programs, passes, money box and various supplies for labelling music. Put your name tag on.
2. Familiarize yourself with the "process steps" outlined on the "Welcome sign" at the front of the foyer (and attached below). Familiarize yourself with location of washrooms and parking.
3. As competitors arrive, check them off as present in the Registration Desk copy of the program. Make competitors feel welcome and at ease; answer questions regarding placement of washrooms, procedure etc.
4. If there competitors that are not present for a class advise the Adjudicator Secretary and Hall Convenor. If they don't show up by the end of the class, draw a line through their name in the Registration Desk copy of the program.
4. Receive music from competitors and make sure it is labelled with the competitor's name, class number, name of piece and page number. Place a tab on the correct page. Collate the music for each class in performance order.
5. Photocopied music is NOT permitted. If you see photocopied music, advise the competitor and teacher that it is not allowed and help facilitate them finding a legitimate copy from the festival's books or another teacher. The Hall Convenor and/or the Adjudicator's Secretary may be able to assist with this.
6. Sell Festival Programs and session or week passes. Competitors and teachers have complimentary entry.
7. Prepare and balance the Tally Sheet for each session.
8. Control the flow of traffic in and out of the performance room, reminding people not to enter during a performance. Monitor noise level and remind people to be quiet, as necessary.
9. Ensure cash box is not left unattended. At the end of the session, give Tally Sheet and money box to Hall Convenor or other designated person.

# Job Description

## ADJUDICATOR'S SECRETARY

---

**In general, your job is to provide assistance to the adjudicator by processing paperwork and to assist competitors in having a positive experience.**

**Each adjudicator has a particular style and preferences, so ask how they want things done.**

1. Arrive 45 minutes before the start of session. Put your name tag on. Check to make sure there are adequate supplies, including bottled water. Arrange your desk to be ready to give sheets and music to the adjudicator.
2. Remove the folder for the session at hand, from the file box. Make sure that all class folders are there and complete. Have the adjudicator sign the adjudication sheets and certificates before the session begins.
3. Prepare music provided by Festival for set pieces. About 5-7 minutes before the start of the session [and between classes] collect "own choice" music from the Registration Desk and check to make sure it is labelled and in correct order, ready for the adjudicator. Volunteers should have them tabbed with Class # and Competitor # and in order for you.

Remember NO PHOTOCOPIES ALLOWED!! Music from an online source must be accompanied by a receipt. If you notice a photocopy, discreetly contact competitor, teacher and/or parent to obtain an original copy. If necessary, access spare festival books and/or books from other competitors/teachers to solve issue.

4. If you are told a competitor will **not** be participating, cross the name out in the official desk program **and** in the adjudicator's program. Remove the adjudication sheet and certificate from the stack; write "not present", fold and place in class folder.
5. If a competitor is not present at beginning of class, inform the adjudicator. When it is their turn to perform, they will be called for from the audience. If not present, remove adjudication sheet and certificate and set aside in case they arrive late. If they don't show before the end of the class, write "not present", fold and place in class folder.
6. If the Hall Convenor is busy, you may need to start the session or class by welcoming people and giving reminders re cell phone and recording as per prepared script.
7. When the class is finished, get the marks from the adjudicator and record them in the "official desk copy" of the program. Record the Gold/Silver/Bronze placement in the "Media Copy" of the program. Marks are confidential and are NOT to be made public or given to media.
8. All competitors receive a Certificate. Certificates for each class are in the same folder as the adjudicator sheets. All certificates that should receive a gold/silver/bronze seal in accordance with the adjudicator's decision. The adjudicator will give out the certificates and adjudication sheets after speaking with competitors. Gold 87 & above; Silver 84 – 86; Bronze 80 – 83
9. Competitors, parents and teachers are **not** allowed to talk to the adjudicator before or during class. Any comments made to you by the adjudicator are strictly confidential. You should refrain from commenting on competitors or performances to the adjudicator.

# Job Description

## INSIDE DOOR MONITOR

---

**In general, your job as Inside Door Monitor is to make sure that no one enters or leaves the performance room during a performance or adjudication.**

1. Arrive half an hour before the start of the session. Put your name tag on.
2. Familiarize yourself with the "process steps" outlined on the "Welcome sign" so you can answer questions. Familiarize yourself with location of washrooms.
3. Check for session pass as people enter the performance room. Competitors and children enter free of charge. Others should have a pass showing they have paid. If they don't, kindly direct them to the Registration Desk.
4. Control the flow of traffic in and out of the performance room by opening and closing the door when people are allowed to enter between classes. At times, you may need to hold door shut to keep late arrivals from entering during a performance. There may be occasions when a late arriving competitor or someone else needs to enter between competitors which is fine as long as they enter discreetly.