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