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