

INSTRUCTIONS FOR FESTIVAL PARTICIPATION

What to Bring

1. **Three manila envelopes, numbered #1, #2, #3** (one for each performance adjudicator) for each choir you are bringing, and label each envelope with the following information:
 - name of school
 - name of group
 - director's name
 - day and time of performance
2. **The five forms should be filled out, and assembled as follows:**
 - Enclose one performance form in each of the three manilla envelopes mentioned above, and rubber-band the three envelopes together.
 - Attach the sight singing form and the Final Score sheet to the three envelopes under the rubber band.
3. Enclose a **complete set of music** in each of the three envelopes mentioned above. (It is not required that music for the warm-up selection be included.) **MEASURES SHOULD BE NUMBERED.**

NOTE: Original (legal) music only is to be provided. Xerox copies are only acceptable with legal viability—such as a legal download, etc. Presentation of illegally-copied music will force disqualification from the Festival.

4. Enclose a **blank cassette tape** of sufficient length to record your performance and subsequent remarks **in each envelope**. Number the cassettes appropriately for the envelope in which they are placed, and add the name of the school and group on the tape, as well.

Upon Arrival

Bring the three envelopes, as above, with you to the Festival check-in table on the day of your Festival participation. After checking in, have your students enter the concert hall quietly, and at a time when no group is singing. **NO ONE WILL BE ALLOWED TO ENTER OR EXIT THE HALL DURING A PERFORMANCE.**

At approximately 30 minutes prior to your performance time, your group will be called out of the hall and escorted to the warm-up room, where you will have 20 minutes in which to prepare for performance. Following your performance on stage, you and your group will be escorted to a different room for the sight singing portion of the adjudication. You may collect your envelopes at the check-in table, containing all of the aforementioned items, complete with adjudicators' comments and ratings, approximately one hour after your group has finished singing. **If you do not pick up your envelopes they will not be mailed to you.**

Please instruct your students ahead of time in appropriate audience response, that all might have the best experience possible.

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