

## **Glossary**

### **General Terms**

**Senior Club** – The local organization that sponsors NFMF's Junior Festivals. In the Huntsville area, this is HMSC (Huntsville Music Study Club)

**Senior Member** – A teacher who is a member of a Senior Club

**Junior Club** – A teacher's private studio OR a multi-teacher Conservatory/Studio

**Junior Member/Festival Entrant** – A student under the age of 19 on the date of the Festival event.

**Counselor** – Teacher (private studio), or Director/Designated teacher (Conservatory)

### **Festival Terms**

**Festivals Bulletin** – The book that is a complete listing of required compositions for the Federation Festivals (**All teachers must own a current NFMF Bulletin**) A new bulletin is printed for purchase every 4 years.

**Bulletin Updates** – Corrections to the Bulletin that are posted periodically on the NFMF website and on the Vivace Home Page.

**Event** – Each separate festival entry. For example-Piano Solo is an Event. Violin Solo is an Event. Violin Concerto is an Event.

**Class** – A level within an Event.

**Required Piece** – A piece listed in the Festivals Bulletin in the Event/Class for each student.

**Choice Piece** – A second piece within the guidelines of each event as stated in the Bulletin under General Rules AND at the beginning of each Event section.

**Vivace** – The NFMF Online Festival Management System through which registering students for Festivals is required.

**Gold Cup** – An Optional NFMF Official Cup Award Plan.

## **Teacher Responsibilities** (see Bulletin General Rules p. vi-9)

### **Eligibility**

1. Each teacher of Festival entrants must be a Senior member of HMSC and NFMC. Staying in good standing with local and state dues will satisfy this requirement. (Pay your dues)
2. When #1 above is satisfied, any student in your studio is an eligible Festival entrant. (if under the age of 19)
3. Pay your Local and State dues as instructed by the Festival Committee. This information is also on the website: [www.huntsvillejuniorfestivals.org](http://www.huntsvillejuniorfestivals.org)
4. **EVERY TEACHER MUST OWN THEIR OWN COPY OF THE FESTIVALS BULLETIN. YOU MAY ORDER HERE** <https://www.nfmc-music.org/order-2020-2024-federation-festivals-bulletin/>

### **Festival Fees**

1. Required Festival Fees must be paid to the Area Festival Chair by each entrant for each event entered. These fees will be invoiced to the teacher by Vivace after all students are registered and must be paid before the schedule is distributed.
2. Teachers must not personally add additional amounts to Festival Fees.
3. Each member of an ensemble of 4 or fewer (duets, trios, etc.) must pay the Festival entry fee.
4. If you want to estimate the amount in order to bill your students before you are invoiced here are the amounts:
  - a. First event (for the festival year) \$20
  - b. Second & subsequent events (for the same festival year) \$15
  - c. Gold Cup fee \$7.50

### **Registering for Festivals**

1. Our Area utilizes the Online Festivals Management System (Vivace) for registering for festival. <https://festivals.nfmc-music.org/login.php>
2. Teachers must provide to the Vivace Administrator their personal information before registering students. The information needed is as follows:
  - a. First name
  - b. Middle initial
  - c. Last name
  - d. Date of Birth

- e. Email Address (for username)-**THIS CAN NEVER CHANGE**
  - f. Email Address (for communication)-**THIS CAN CHANGE AS OFTEN AS NECESSARY**
3. Once the teacher is added, they are now able to add students to Vivace and register them for Festivals. (See [https://help.nfmc-music.org/wp-content/uploads/2020/09/GUIDE-Teachers\\_2020-2021.pdf](https://help.nfmc-music.org/wp-content/uploads/2020/09/GUIDE-Teachers_2020-2021.pdf))
  4. You must follow the guidelines set by the Vivace Scheduler as to what to enter in the “Scheduling Notes” section of the registration process. Watch your email and the website for these updates.
  5. When registration is CLOSED and all registrations have been approved, you will receive an invoice with payment instructions.
  6. Each year, entrants may enter only one (1) class per event.
  7. There is no limit on how many events an entrant may enter in any Festival year, providing all qualifications have been met and all other rules of eligibility followed.
  8. It is the teacher’s responsibility to read in the Bulletin the guidelines and rules of eligibility FOR EACH EVENT as stated at the beginning page of each Section.

### **Schedule Changes/Conflicts/Cancellations:**

1. **TO AVOID STUDENT CANCELLATIONS, BE SURE TO VERIFY AVAILABILITY WITH THE PARENTS BEFORE FINALIZING REGISTRATION.**
2. If a student cancels **after** the students’ registration has been approved and **before** registration CLOSING DATE, notify the Vivace Admin to cancel, and you **WILL NOT BE INVOICED** for that event.
3. If a student cancels **after** the registration CLOSING DATE, and **before** you receive your invoice, notify the Vivace Admin and you **WILL NOT BE INVOICED** for that event.
4. If a student cancels **after** you have received your invoice but **before** you make a payment, notify the Vivace Admin and you **MAY POSSIBLY RECEIVE A REFUND** for registration fees. Refunds in this case depend on whether the schedule has been compiled and whether judges have been hired.
5. If a student cancels **after** payment has been made and **after** the schedule has been distributed, notify the Vivace Admin but you **WILL NOT RECEIVE A REFUND**.

## **Junior Participant Rules & Choice of Material**

1. Read carefully the Festivals Bulletin:
  - **General Rules Pages 1-2 and Pages 4-8**
  - **Each Event Section Rules**
2. Refer to the website <https://www.huntsvillejuniorfestivals.org/about-3-1> under Festivals and Teacher Resources for some “Festivals Made Easy” tips.
3. The teacher must stay current with Bulletin Updates either on the NFMC website or the Vivace Support Center. <https://www.nfmc-music.org/wp-content/uploads/2021/12/Bulletin-Update-11-18-21.pdf>

**ABSOLUTELY NO PHOTOCOPIES ARE ALLOWED IN FESTIVAL AUDITION ROOMS.**

**Digital Downloads: (See Festivals Bulletin General Rules p. 4)**

1. Digital downloads are allowed as long as you submit “proof of purchase” to the Vivace Reviewer at the time of registration. A text or email with a picture of the “proof of purchase” page OR a hard copy of the “proof of purchase” page mailed with your festival fees payment.
2. It is really easy to FORGET to send these in, so just get in the habit of keeping the proof of purchase page when you print it off.