

MSVMA STATE CHORAL FESTIVAL

Supervisor Handbook

September, 2015

Responsibilities:

MSVMA State Office

- Hiring and payment of Adjudicators
- Payment of all associated costs.
- Reserving hotel and accommodations for adjudicators.

Executive Board Supervisor of State Events

- Procure sites, State Festival Managers and Hosts for each festival.
- Oversee policies and procedures and their application.
- Assist with establishing festival dates.
- Management of state events transfer requests.

MSVMA State Scheduling Coordinator

- Provide festival scheduling as an MSVMA State Office resource.
- Create Draft and Final schedules
- Communicate with Directors until the final schedule is in place one week prior to the festival.
- Resolve scheduling changes/conflicts
- Provide festival reports to the Full Board and Executive Board
- Monitor payment and receive invoices
- Responsible for ensuring that all state festival related scheduling policies and procedures are followed and enforced.
- Verify ratings and prepare report for the Executive Board

State Festival Supervisor (Full Board Position)

Full Board Responsibilities

As a member of the Full Board the State Festival Supervisor is expected to be a leader as an active member of the Full Board.

- Attendance at all Full Board meetings is expected. Meetings are held in January (in conjunction with the Michigan Music Conference), June and September.
- All Full Board reports and meeting rsvp's are due on the 15th of month prior to the meeting. December 15, May 15 and August 15.

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State Festival Responsibilities

Communicate office needs to Host (room space, Adjudicator's room, etc.)

- Verify site, date and host for the following year's festival.
- Communicate with adjudicators and host.
- Meet with judges each morning prior to start of festival.
- Acquire the formal MSVMA Judge's Instructions from the State Office.
- Create adjudicators packets, print labels (The labels you need are the 8163 or the 5163...10 labels per page.)
- Supervise and manage the headquarters during the festival.
 - Manage Festival Final Determinations (enter Final Determinations online using scanner)
 - Handle on-site issues
 - All Clerical processes
- Maintain a record of expenses/budget. Collect any expense forms and invoices and give them to State office.
- Create a hard copy of all individual adjudication scores and ratings and send to Scheduling Coordinator.
- Communicate maps, schedules and explanatory letter to Directors. See Director Letter of Information item in this document.
- Arrange meals/snacks/beverages for adjudicators
- Secure Student/adult volunteer workers for the festival
- Facilitate the selling of medals. Communicate with Executive Board member in charge of Medals/Certificates.
- Securing on-site rooms for adjudicators and office management, registration personnel and location.

TIMELINE

Judges – Packets

DO THIS NO LATER THAN THE NIGHT BEFORE FESTIVAL.

(Description of contents is below)

Pre-Festival (Eve or Day)

*Arrive at site as early as possible

*Meet with Volunteer Coordinator

-schedule this 1 hour prior to your judges' meeting

-review job descriptions and expectations

*Personally check each room you will utilize for required items (See list)

*Meet with judges, distribute packets and expense forms

Festival Day

*Oversee volunteers, record keeping, sheet collection, etc.

*Collect expense forms from adjudicators

At Conclusion of Festival

*Personally check each room you have utilized to ensure its orderliness and cleanliness

ADJUDICATORS

*In your letter of welcome to the adjudicators, include the following:

- Dates of Event
- Event Site
- Driving Directions (parking info, etc.)
- Pre-festival meeting time
- Pre-Festival meeting Room number
- Housing Data
 - Directions from freeways and event site
 - Lodging phone number
 - Judge's hotel confirmation number
- Other judge's names
- Your phone numbers and email address
 - Include emergency or cell phone numbers so contact can be made at the festival site
- Request dietary restrictions

*Judges must receive this letter no later than 2 weeks prior to the event

Judges – Instructions

The supervisor should meet with the judges 30 minutes prior to the first event of the day. It is important that this meeting be held in a quiet, isolated area, where there will be no distractions. This means everything must be under control and the Volunteer Coordinator is ready to meet with volunteer workers and to answer questions and deal with situations while the supervisor is in this meeting.

Read the formal MSVMA Judge's Instructions.

*Please stress the following items to the Adjudicators.

- Stay on schedule
- Do not hang on to sheets.
- Be positive in all remarks
- Always include an antidote for problems noted
- Inform the Festival Supervisor of any literature changes. Place a sticky note on the rubric.

-Contact the Supervisor with a sticky note regarding any concerns such as;

- Use of copied music
- Music lacking numbered measures

-Additional information:

- Where dinner/lunch will be served
- When expense sheets are due back to the Coordinator
- There will be no physical contact between and adjudicator and performer.

Judges – Packets

DO THIS NO LATER THAN THE NIGHT BEFORE FESTIVAL.

*Label outside with judge’s name and room number

* include:

- a detailed schedule (consult scheduling coordinator)
- Event Rubrics
- a floor plan
- envelopes
- blank note paper
- expense form
- pencils
- post-it notes
- 3 or 4 blank adjudication sheets
- a nametag (for those who have forgotten or lost their Official MSVMA Nametags
- directions to hotel if necessary

Judges - Pampering

A pampered judge is a happy judge. The accommodations should be pleasant and close to restaurants. IT IS WORTH A TRIP TO THE HOTEL TO ENSURE THIS. Meals and snacks that are nutritious, but not heavy should be provided. Every adjudicator needs a runner who will sharpen pencils, keep beverages supplied and is able to communicate with adults.

A small basket filled with candy, mints and peanuts , a small package of tissue.

ORGANIZATIONAL EQUIPMENT, LAYOUT & SUPPLIES

Medals and Additional Certificates

*Should be sold in the headquarters

- cash box
- \$50.00 (change)
- posted sign with cost
- Cash, directors check or school check only is accepted as payment

Registration Table

*Must be clearly labeled and should be located in sight of the main entrance

- one long table
- two comfortable chairs

- large-print signs prominently posted explaining registration procedures
- Copies of Schedule
- Program cover which comes from the MSVMA Office
- Copies of programs for the festival participants/audience.
- pencils
- floor plans
- fast food location maps
- keep box of basic first aid supplies, safety pins, tape and tissue under table

Posting Final Determinations

- DO NOT post any Final Determinations publicly. Everyone will have access to their scores online through their event number. Directors will have access to scores in the Festival Headquarters.

Recording Final Determinations

- computer for recording Final Determinations
- MSVMA Scanner for recording Final Determinations online.

ADDITIONAL ITEMS FOR HEADQUARTERS

- blank certificates in labeled boxes*
- In/Hold/Certificate/Done baskets*
- pencils
- labeled box with blank adjudication sheets, extra floor plans and room schedules
- labeled box with masking and Scotch tape, extra pencils, file folders, calculator, paper clips, index cards, magic markers and other office supplies
- labeled box under table to hold items supervisor must take care of immediately after the festival (expense forms music, adjudication sheets to mail to teachers, etc.) or
- trash can

No Posting of Final Determinations

- DO NOT post any Final Determinations publicly. Everyone will have access to their scores online through their event number. Directors will have access to scores in the Festival Headquarters.

Final Determinations Envelopes

*Provide one labeled Large Manila Envelope per choir, containing completed

adjudication sheets, certificates, music for each event

NOTE: Record Keeping and FD Envelopes with results may be handled in the same room, but the spaces must be clearly defined so teachers will not have access to the clerical area.

CLERICAL PROCESS

Recording Final Determinations (Headquarters)

*It is Required to Post a HARD COPY of the Festival Policies and Procedures on site in the Festival Headquarters

*Follow the method described below or devise one of your own for recording FD's.

SUPPLIES NEEDED:

Computer with internet access.

Master Ratings Sheets

*Runners place rating sheets in In Basket

-Registrar records ratings in document provided by Scheduling Coordinator.

*VERY IMPORTANT: CALL IN SUPERVISOR IMMEDIATELY TO DEAL WITH ANY SHEETS HAVING A POST-IT NOTE ATTACHED BY A JUDGE!!!!!!!!!!

Volunteer Positions

You will need to recruit people for all of the tasks below. Ask them to work for the entire festival if they can. Otherwise, make a schedule so that you know every job is covered.

Duties listed in italics are probably best left to adults, rather than students. The number in parenthesis is a suggestion for how many people each position needs. Also indicated is whether or not the job entails a lot of movement or sitting.

JUDGE'S RUNNER (one person)

-delivers music and collects completed rating sheets from judges, delivers completed sheets to headquarters, sharpens and returns pencils, gets water, etc, carries messages to and from judges, delivers CD's to headquarters.

STAGE MANAGER

Tells the choir when to take the stage.

PERFORMANCE ROOM MONITOR/ANNOUNCER

Announcer of events' names and selections

REGISTRAR (one person)

-receives completed comment sheets, checks addition, computes final rating and records information on master sheet

REGISTRATION CLERK (two)

-checks in events

RUNNER (one person)

-carries messages to and from headquarters & registration,

GUIDES (one person)

- One guide from lobby to warm-up room
- One guide from warm-up room to stage
- One guide from stage to clinic
- One guide from clinic to lobby

TIMER (one person)

Maintain time in the clinic room

HOW TO...WHAT TO...WHEN TO...

Cancellations & Schedule Changes Prior to the Festival

Until the day the final schedule is completed (ONE week before the first day of the festival), changes involving cancellations may be requested by directors. In other words, if an event is cancelled, another event from the same school may ask to be moved into that slot.

After the final schedule is completed cancellations will be noted, but events will not be moved into other slots.

PENDING

Ordering Certificates

Certificates should be ordered in September from the Full Board member in charge of Awards. This can be found on the MSVMA web site under the Full Board listing.

Communications from Teachers

Coordinators are advised to maintain a online file or record with all correspondence from participating directors—including copies of e-mails and documentation of phone calls--- regarding the festival. It is suggested that the Coordinator can access communications from teachers on festival day.

Direct Billing

Instruct your suppliers of food, housing, recording services, and piano rental to direct-bill MSVMA. Provide them with the Executive Director's name, address, fax and phone numbers.

Finances

To receive payment for expenses, each judge will complete and turn in to the supervisor an MSVMA Expense Form. Figures must be checked, then the forms signed and mailed to the Executive Director.

Phone calls, mileage, postage and office supply costs must be documented with bills and receipts. Coordinators should submit these papers with their own MSVMA Expense Form. This form must be signed and sent to the Executive Director.

First Aid, et al

Basic supplies, such as Band-Aids, cotton, alcohol & a small paper bag (for hyperventilation), Kleenex, tape & safety pins should be on hand.

Food

*Meals should reflect the professionalism and importance of this event

*The facility's food service should be used when possible

*Things to avoid:

- sack or box lunches
- spicy or garlic dishes
- heavy foods
- all meat entrees
- cafeteria lines for judges

*Coffee (regular and decaffeinated), tea, cold water and other beverages must be available at all times for the judges

*Arrange to have bagels, muffins, pastries and fruit for morning and fruit and cookies for afternoon snacks

-if a rolling cart is available and the facility is conducive, have adjudicators fill in a snack menu indicating what they'd like for mid-morning and mid-afternoon sustenance. Assign a runner to deliver the provisions

*At their discretion, supervisors may have coffee available for directors

Pianos

Warm-Up and Clinic rooms may use digital pianos. Stage must use acoustic piano.

Secretarial Duties

Supervisors are responsible for writing, duplicating and emailing information regarding the festival. Sample letters can be found at the end of this handbook for supervisors to amend to their circumstances and festival environment.

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| Office Supplies | Pencils |
| Breath mints | |
| Calculator | Safety Pins |
| Computer | Stapler & staples |
| Electric pencil sharpener | Tape - cellophane & masking |
| Envelopes -business & manila | |
| Expense forms | Tissue |

First-aid supplies
Name tags
Needle & thread
Note paper
Paper clips
Pens

After the Festival (two weeks after, or sooner!)

- Send medal payment by overnight mail to Executive Director. Obtain money order or personal check for cash.
- Send all bills to Executive Director.
- Send copy of master rating sheet to Ex. Director, Director of State Events and Scheduling Coordinator.
- Write thank you notes to workers, facility managers, host, etc.

Before June Board Meeting

- Verify site and host for the following year's festival and communicate such to the State Supervisor.
- Communicate any logistical needs/concerns to the State Supervisor.
- Inventory and estimate medals and certificates for following year's festival.

Adjudicator Letter of Information

This letter needs to be emailed three weeks prior to the festival and should include:

- Pertinent details such as times, festival location/site information
- Directions from hotel to performance site
- Tentative schedule for each day
- You are urged to use or modify the included sample letter to fit your particular situation.

Recording Technician Letter of Information

This letter needs to be emailed two weeks prior to the festival and should include:

- Pertinent details such as times, festival location/site information
- Directions to performance site
- Tentative schedule for each day ---subject to change
- Name and phone number of site person to contact to arrange for unloading and set up time
- Invite technician to lunch but request he/she not sit with adjudicators
- Mics cannot be pre-set too close to the piano. Mics need to be placed so that they are non-invasive to conductors.
- Ask the recording technician to speak with the announce to set a signal so no choir begins before the sound technician is ready.

Director Letter of Information

This letter needs to be emailed and should include:

- Riser information for warm-up, performance and clinic rooms.
Are they $\frac{3}{4}$ step risers and how many will there be? If possible, the warm-up,

performance and clinic rooms should have the same number & configuration of risers and should be able to accommodate both the smallest and largest choirs.

- Directions for choir for entering and exiting – stage left or right?

Medal information – may be purchased by director only, on site. Cash or director check only may be used for purchase. No IOU's or refunds.

- Directions to the Festival Site

Inform of any road construction that might cause delays. Encourage directors to check with MDAOT and plan extra time of needed. Include bus parking information and student drop-off and pick-up information.

- What to bring and what not to bring...cell phone use, electronics, etc. We are not responsible for lost or stolen belongings.
- Food availability
- Logistical information for registration and meeting guide
- Deadline for repertoire changes (one week before festival) They must sing the literature listed on the label.
- You are urged to use or modify the included sample letter to fit your particular situation.

Suggestions for the Announcer:

“Please join me in welcoming.....from.....school under the direction of They will be singing song 1 by composer 1d, song 2 by composer 2 and song 3 by composer 3. Please join me in welcoming.....”

If the announcer has a question about the pronunciation of a song title or composer, he/she should ask the director before entering the stage. The announcer should announce the choir after receiving a ‘good to go’ sign from the recording engineer. The announcement should be made while the choir is entering the stage.