

## REPORTING REQUIREMENTS AND SAMPLES

In order for the SMFA to collect the required information for Funding Agencies, it is necessary for the District Festivals to submit various reports and forms to us throughout the year. Below is a description of these reports and forms, followed by samples of the documents.

All current forms can be found on our website at [www.smfa.ca](http://www.smfa.ca). Since these change periodically, please ensure that you use the correct version.

The **Festival Guide** lists the items that **are sent by** Provincial Office and the items **required by** Provincial Office. The return dates are as indicated. While most are self-explanatory, a description is included below. Samples are provided for those items marked with an asterisk (\*).

Items SENT BY Provincial Office.

1. **Conference/AGM:** Beginning in September information for the Annual Conference and Meeting is sent out. It is vital that District Festivals send at least one delegate to Conference and the AGM, to receive important information and to exercise their vote, as well as to meet other committee members, the SMFA Board and staff, and to share festival ideas.
2. **District Festival Stationery Supplies:** Orders are shipped in December directly from the printers by bus, in most cases.
3. **Promotional Items Order:** There are a number of items that are available for purchase throughout the year.
4. **\*Adjudicator Report Form:** Once adjudicators have been booked, the Adjudicator Report Form is sent out to both District Festival and their Adjudicators. The Adjudicator Report Form lists the adjudicators, their emails, dates, and disciplines. Bios and contact information are also sent. Communicate with your adjudicator and please inform the provincial office of any changes.
5. **\*Adjudicator Contract:** A copy of the Adjudicator Contract will accompany the Adjudicator Report Form to provide information on the terms of the assignment.
6. **\*Festival Statement:** Emailed in May, the Festival Statement includes the invoice for any supplies and/or promotional items ordered and the affiliation fees invoice, as well as any credits or money owed by the Provincial Office (e.g. SaskTel sponsorship).

Items REQUIRED BY Provincial Office

1. **\*Revenue & Expense form:** (2 pages, formerly called the Money Form) A signed copy of audited financial statements OR the Revenue & Expense form must be submitted to Provincial Office. Please include any investments as well as bank account balances in the "Operating Reserve" line.
2. **\*AGM Minutes:** The SMFA By-laws requires that the District Festivals hold their **Annual General Meeting** by September 30. The main purpose of the AGM is to elect the board of directors, inform their members of previous and future activities, to receive the financial report, as well as reviewing fiscal information for the past year, and to ask any questions regarding the directions the organization will take in the future. Of all your meetings, the AGM is the one to be made very public, with an invitation to anyone interested to attend.
3. **\*Volunteer Award Nomination Form:** Each year at Conference we recognize the commitment of some of the festival volunteers. This is your opportunity to thank those volunteers who have made a significant contribution to your organization.
4. **\*Board Nomination Form:** Nominations are accepted from District Festival Delegates for elections at the AGM. It is preferable to have Board Members from various parts of the province to fully represent the District Festivals.
5. **\*Supply Order Form:** Orders for any Syllabus, certificates, and stationery orders that you may require during the year are assembled in the fall. We send in a bulk order of certificates to the printers, so it is most helpful if you can place your order to us by October 1. Certificates are free of charge. There is a nominal charge for marking sheets, entry forms, letterhead, envelopes and receipt books.


6. **\*Promotional Order Form:** This can be sent in any time during the year. Please allow time to fill the order and ship it.
7. **\*Website Page Information:** District Festival information (festival dates, entry deadline, committee contacts, etc.) is posted on the SMFA Website. This enables festival information to be current at all times, and makes updating easy. Be sure to submit information to Provincial Office.
8. **\*Festival program:** Send a draft to your adjudicator *as soon as possible* so they may have a list of repertoire to prepare. They may also find any errors in entries, such as a piece entered in the wrong category. **SEND THE ELECTRONIC VERSION AND 2 COPIES OF YOUR PRINTED PROGRAMS TO PROVINCIAL OFFICE.** Programs are very valuable for the archives! **Send competitors' marks (all of them) to Provincial Office upon completion of your festival.**
9. **\*District Winner & National Recommendation Charts:** The District Winner Charts track the classes that feed into the classes in the Provincial Finals competition. They must be completed – signed by the adjudicator - and sent to the Provincial Office as soon as your festival is over. For each class, write in each competitor with a mark of 87% and higher. The adjudicator then recommends who will go on to compete in the provincial competition. **Students' repertoire should not be included in these pages.** Please include the alternates if any are chosen, with their contact information. **Encourage district winners to contact us ASAP if they do not intend to enter**, so we may contact the alternates before the entry deadline. Call our office if you have any questions!
10. **\*Adjudicator Evaluation form:** The Adjudicator Evaluations are very important to assist us in hiring your adjudicators. Submit these to Provincial Office immediately after your festival.
11. **\*People/Statistics form:** The information that you provide on this form is *crucial* for us to report to our funding agency, SaskCulture. We must produce our report in the fall, so your accuracy and timely response is very important! This form is also required to calculate the affiliation dues.
12. **\*Festival Report:** Your Festival Report, a summary or highlight of your festival year, is included in the SMFA Annual Report. This is another important document for the funding agencies, sponsors, donors, and the archives.
13. **\*Adjudicator Time-Frame Requirement form:** This form is required for the Adjudicator Liaison to hire your adjudicators. Include specific levels or, where multi-disciplines are adjudicated by one person, an estimate of what discipline has more entries than another.
14. **\*Affiliation Fees & Supplies Payment:** The statement is emailed in May. Affiliation fees are based on your most recent festival entries submitted on your People/Stats form and/or your Festival Program. **Payment is due by June 30.**
15. **\*Festival Date choice form:** If possible, please send in your festival date choice two years in advance.



PO Box 37005 • Regina, SK S4S 7K3  
Phone: 757-1722 • Fax 347-7789 • Toll Free: 1-888-892-9929  
E-mail: sask.music.festival@sasktel.net • website: www.smfa.ca

## FESTIVAL GUIDE


(Checklist of Items SENT BY Provincial Office)

Item	Date Issued	
SMFA Newsletter "Festival Focus" .....	Quarterly	
Fall Conference Information.....	September	<input type="checkbox"/>
Syllabus Copies .....	upon request	<input type="checkbox"/>
Information for Concerto (odd years) or Wallis Opera (even years) Competition .....	September	<input type="checkbox"/>
Annual Report with AGM minutes .....	December	<input type="checkbox"/>
District Festival Stationery Supplies (by bus where possible) .....	December	<input type="checkbox"/>
Promotional Items (bus or mail).....	when ordered	<input type="checkbox"/>
Adjudicator Report Forms with Biographies & photos if available .....	January & February	<input type="checkbox"/>
Scholarship letters .....	March	<input type="checkbox"/>
Festival Statements (supply invoice, affiliation fees, Tel sponsorship).....	May	<input type="checkbox"/>

**Note:** Provincial Office e-mails District Festival Corresponding Secretaries throughout the year with information.

## FESTIVAL GUIDE

*(Checklist of Items REQUIRED BY Provincial Office)*

Item	Date to be returned	
Revenue & Expense Form or audited Financial Statement.....	by October 1	<input type="checkbox"/>
Annual Meeting Minutes.....	by October 1	<input type="checkbox"/>
Volunteer Award Nomination Form.....	by October 1	<input type="checkbox"/>
Board Nomination Form.....	by October 1	<input type="checkbox"/>
Supply Order Forms.....	by October 1	<input type="checkbox"/>
Orders for Promotional Items .....	when known	<input type="checkbox"/>
Directory Page Updates.....	when known	<input type="checkbox"/>
*Revisions to Adjudicator Report Form .....	immediately as known	<input type="checkbox"/>
Festival Program draft to each of your adjudicators.....	at least 3 weeks prior to Festival	<input type="checkbox"/>
Electronic Festival Program to Provincial Office .....	when sent to printer	<input type="checkbox"/>
<b>2 Festival Programs to Provincial Office .....</b>	<b>as soon as they are printed</b>	<input type="checkbox"/>
<b>All competitors' names and marks</b> in program or other format .....	immediately following Festival	<input type="checkbox"/>
District Winner Recommendation Charts .....	immediately following Festival	<input type="checkbox"/>
Adjudicator Evaluations .....	immediately following Festival	<input type="checkbox"/>
People-Stats Form .....	immediately following Festival	<input type="checkbox"/>
Festival Reports .....	immediately following Festival	<input type="checkbox"/>
Adjudicator Time-Frame Requirement .....	by June 30	<input type="checkbox"/>
Affiliation Fees Payment .....	upon receipt of your statement (before June 30)	<input type="checkbox"/>
Festival Date Selection Form (at least 1 year in advance) .	by June 30 (ASAP after yearend meeting)	<input type="checkbox"/>

\*If changes or updates and/or the number of days your adjudicator is needed, please notify Provincial Office immediately.

**Entry forms for Provincial Finals and Provincial level of National Competition must be received by Provincial Office by May 15.**



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## 2016 ADJUDICATOR REPORT FORM

The following adjudicators have been booked for the [Assiniboia] Festival. **Notify our Provincial Office immediately of any changes.**

Adjudicator	Dates	Discipline(s)
ADJUDICATOR NAME, [email]	March 29-30	Band/ Strings/ Voice/ Sp. Arts/ Musical Theatre
ADJUDICATOR NAME, [email]	March 31-April 1	Piano

### DISTRICT FESTIVAL:

- ✓ Be sure to include time for both pre-festival briefing and scholarship meeting in your scheduling. In order for everyone to get the most out of the festival experience, please **DO NOT** crowd the session.
- ✓ Adjudicator bios are attached. Please forward them to the appropriate committee members.
- ✓ **At least 3 weeks before your festival begins**, contact your adjudicator to:
  - ✚ forward a draft program and a **welcome letter with a copy of your briefing, including your expectations (e.g. short adjudication or mini-workshop)**;
  - ✚ provide accommodation information;
  - ✚ provide time and place of pre-festival in-person briefing;
  - ✚ confirm arrival time;
  - ✚ notify of any scheduling changes.
- ✓ At the pre-festival briefing session please be sure that each adjudicator receives a per diem **in cash** for the duration of their assignment for meals (unless other arrangements have been made). A suggested minimum of \$40/day is recommended.
- ✓ Have an **Adjudicator Expense Form** available for the adjudicator. Forms are available on the website ([www.smfa.ca](http://www.smfa.ca)). **Payment is required on arrival at the conclusion of their assignment.**
- ✓ Please refer to the attached copy of the Adjudicator Contract for further details.

### ADJUDICATOR:

- ✓ The Corresponding Secretary for this festival is:

<b>Contact Name</b>	<b>Phone number</b>	<b>Email</b>	<b>]</b>
---------------------	---------------------	--------------	----------
- ✓ Accommodation is arranged by the District Festival. Travel is arranged by the adjudicator in consultation with the District Festival.
- ✓ The Expense Form can be found on the SMFA Website. At the conclusion of your assignment, submit it to the District Festival in order to be paid for your services before you leave.

Consult the SMFA Website or contact Provincial Office with any questions, concerns, or more information.



## SASKATCHEWAN MUSIC FESTIVAL ASSOCIATION

Box 37005 • Regina, SK S4S 7K3

Phone: 306-757-1722 • Fax 306-347-7789

E-mail: [sask.music.festival@sasktel.net](mailto:sask.music.festival@sasktel.net) • [www.smfa.ca](http://www.smfa.ca)

January 23, 2015

[NAME]

Address

Phone number(s)

Email

Contact information, if different:

Thank you for agreeing to adjudicate at the following **2016** Saskatchewan District Festival(s):

**District Festival:** [Outlook]

**\*\*Dates:** [March 23-25]

**Discipline:** [Jr. & Sr. Piano]

**\*\*A change to the number of days or cancellation of this contract may be necessary due to the number of entries.**

Please sign and return this contract to the Provincial Office of the Saskatchewan Music Festival Association (SMFA) (*keep a copy for yourself*). A copy will be sent to the above District Festival(s) as well. **Signed contracts not received within weeks of date of issue are considered null and void.** Include a brief bio and/or photo if you wish to update what we have on file.

### PLEASE NOTE THE FOLLOWING:

- Fees are **\$350/day regardless of the number of sessions**. Travel reimbursement is **42¢/km OR airfare**, if applicable, unless other travel arrangements have been made. Fees and travel reimbursement are in Canadian Funds (exchange rate for travel is calculated at time of booking). Please make your own travel arrangements in conjunction with the District Festival.
- **This contract is non-transferable.** If you must withdraw please contact our office immediately.
- Festivals are permitted to schedule six consecutive working sessions without a break for a two-day festival, however, if you are hired for a longer period of time, break sessions must be included as part of your schedule.
- The "Adjudicator Report Form", which provides the contact information for the District Festival, will be e-mailed to both you and festival from our office in December or January.

The District Festival will:

- arrange accommodation\* for you, if required
  - contact you with accommodation details as well as confirmation of your dates
  - forward a program to you prior to the festival. *Feel free to contact the festival if you have not received a copy within 3 weeks of your start date.*
  - Arrange for meals or provide a cash per diem. In the event you pay for your meals while at the festival, please keep all meal receipts to attach to your invoice.
- At the conclusion of your assignment:
- submit the *Adjudicator Expense Form* (found on our website) to the District Festival in order to be paid for your services
  - submit the "District Festival Evaluation" form to our office at the above address.

**\*In some communities suitable accommodation is limited. Indicate below which is acceptable by you. Please check all that apply:**

☐

Bill

☐

B&B

☐

Hotel/Motel

☐

*I declare that, at this time, I do not have a conflict of interest with regard to this contract. If one should arise, I will notify SMFA as soon as possible.*

I agree to the terms of this contract:

\_\_\_\_\_  
Adjudicator Signature

\_\_\_\_\_  
Date

If you have any concerns or questions, please contact Sandra Kerr, Adjudicator Liaison at [sandra.smfa@sasktel.net](mailto:sandra.smfa@sasktel.net).

☐

**Please indicate here if you require a copy of the current SMFA 2016–2017–2018 Syllabus**

Sincerely,  
Carol Donhauser, Executive Director

Supported by:



# SAMPLE FESTIVAL STATEMENT

Saskatchewan Music Festival Association

PO Box 37005

Regina, Sk

S4S 7K3

## Invoice

Date	Invoice #
15/05/2015	1210

Invoice To

P.O. #	Terms	Project
	upon receipt	

Description	Qty	Rate	Amount
Affiliation Dues (Federation)	304	0.90	273.60
Affiliation Dues (based on current festival year entries)	304	3.60	1,094.40
Sponsorship (SaskTel) Payment	1	-100.00	-100.00
Adjudicator Marking Sheet	400	0.10	40.00
Certificates of Participation	150	0.40	60.00
		<b>Total</b>	\$1,368.00
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$1,368.00

CONTACT NAME

11/11/2015

## REVENUE & EXPENSE FORM

**Note:** This form is not required if you are submitting a detailed Financial Statement.

District Festival \_\_\_\_\_

Year End Date: \_\_\_\_\_

### Revenue

Entry fees.....

Door admissions & Program Sales.....

Coffee, Food sales and collections .....

Program advertising .....

Grants & Sponsorships

.....

.....

.....

Revenue from workshops, concerts, carol festivals, other .....

Promotional items re-sale .....

Scholarship donations .....

Fund raising projects .....

Interest .....

Other revenue:

.....

.....

Accounts receivable (if not included in above) .....

.....

.....

**TOTAL REVENUE (do not include previous year's bank balance) .....**



## REVENUE & EXPENSE FORM (page 2)

### Expenses

To Provincial Office: Affiliation dues (from current year invoice) .....

Syllabus/Directory purchase .....

Promotional items .....

Stationery supplies.....

Venue/Piano (tuning & rental) .....

Adjudicator fees & expenses .....

Program Expense .....

Other printing & copying charges.....

Advertising costs.....

Equipment rental, purchase, repair, other .....

Caretaking fees & honoraria .....

Committee Honorarium/Salary/Contracts .....

Postage/Courier .....

Office Expenses/Supplies.....

Scholarships/Awards .....

Entertainment, Reception .....

Workshops, concerts .....

Professional Fees (Accountant/Auditor).....

Bank charges.....

Conference costs .....

Other .....

Accounts payable (if not included in ab.....

**TOTAL EXPENSES** .....

**PROFIT/LOSS** ..... \$

Previous Year's Bank Balance ..... \$

Year End Bank Balance ..... \$

Operating Reserve (if any) ..... \$

**Financial assistance may be provided by submitting a written request with this form to the SMFA Finance Committee for approval.**

\_\_\_\_\_  
Signature of Secretary or Treasurer

\_\_\_\_\_  
Date



## ANNUAL GENERAL MEETING MINUTES

What should be included in the meeting minutes?

1. Full name of organization, date, place, & time of meeting
2. Names (first and last) of those in attendance. Possibly 'regrets'.
3. Approval of the agenda (with amendments)
4. Approval of last meeting's minutes (with amendments).
5. Business Arising (aka Old Business).
6. Reports of committees, president, secretary, treasurer including financial review/audit (sometimes attachments get lost so a short summary of all reports should be included in the minutes e.g.: *Revenues for year-end totaled \$9,500 with expenses of \$8,500 for a surplus of \$1,000*)
7. Special resolutions for which due notice has been given.
8. New Business
9. Elections of officers, board, chairs & members of standing committees
10. Appointment of auditor and any other consultant
11. Correspondence
12. Adjournment

Signatures of President and Recording Secretary (dated at approval of minutes)

NOTE: The Treasurer's Report, presenting the yearend Financial Statements, is the most important part of an AGM. If this report is not available, the meeting should be rescheduled.



## Sample Volunteer Award Nomination Form

### VOLUNTEER AWARDS

Date: \_\_\_\_\_

The \_\_\_\_\_ District Festival wishes to honour the following festival volunteer(s) at the Awards Banquet at the Saskatchewan Music Conference (SMC) in November.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

#### VOLUNTEER AWARD GUIDELINES

While SMFA recognizes the importance of all volunteers, this award is intended for those who have made a significant contribution to your organization. To continue honouring our volunteers at future SMC Award Banquets, the following policies are in effect:

- ✓ A maximum of **two** Volunteer Recognition Awards may be presented per District Festival per Fall Conference.
- ✓ Each Volunteer Award recipient should be present at the Award Banquet.
- ✓ No speeches are required.
- ✓ It is the responsibility of the District Festival to pay any expenses incurred by your volunteer(s), including travel, accommodation, and the cost of the banquet.
- ✓ Return this form & brief write-up and photo of your volunteer nominee to the Provincial Office by **September 30**. The write-up should express the reason why you are nominating this person. Late nominations will be considered for the following year.

The following quote is very relevant to us as District Festivals make their decision about honouring a Volunteer:

*One man has enthusiasm for 30 minutes,  
Another for 30 days,  
But it is the man who has it for 30 years,  
Who makes a success of his life.*

- Edward B. Butler, American Scientist

#### Some quotes:

**The heart of a volunteer is not measured in size, but by the depth of the commitment to make a difference in the lives of others.**

-DeAnn Hollis Submitted by DeAnn Hollis

**The broadest and maybe the most meaningful definition of volunteering: Doing more than you have to because you want to, in a cause you consider good.**

-Ivan Scheier (from Building Staff/Volunteer Relations)

Submitted by Claudia Collier, Director, Volunteer Center of the YMCA, Mankato MN, USA



## SMFA BOARD NOMINATION FORM

(please note - each local festival may nominate **one** person)

I hereby nominate \_\_\_\_\_ to serve as a member of the Board of Directors of the Saskatchewan Music Festival Association.

Please supply some brief background information on your nominee and remind them to be prepared to speak briefly about themselves (or have someone speak to the nomination) at the conference.

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Local Festival Represented

\_\_\_\_\_  
Date

**Please return completed nomination forms by October 15 or hand deliver to:**

[Past President  
Address  
Phone & Email]



PO Box 37005  
Regina, Saskatchewan  
Canada S4S7K3  
Phone: 306-757-1722  
Fax: 306-347-7789  
e-mail: [sask.music.festival@sasktel.net](mailto:sask.music.festival@sasktel.net)

# Supply Order Form

Ordered By

District Festival:

Date:

Please estimate your supply needs as accurately as possible, as we order supplies from the printer according to your requirements. Supplies are sent out in November/December.

**Note:**

Please do NOT use this form for ordering promotional items (e.g. Participation Certificates, Appreciation Certificates, Music Cases, Pins, etc.). "Use the Promotional Items Order form."

Item#	Description	Quantity	Unit Price	Amount
1.	Syllabus copies		\$20.00	
2.	Adjudicator Marking Sheets – please order by 100's (\$10.00 per 100)		\$10.00	
3.	Entry Forms for Festival Classes – please order by 100's (\$15.00 per 100)		\$15.00	
4.	1 <sup>st</sup> Place Certificates of Honour (Solo & Small Ensembles) – with lines		N/C	
5.	1 <sup>st</sup> Place Certificates of Honour (Solo & Small Ensembles) – without lines		N/C	
6.	1 <sup>st</sup> Place Certificates of Honour (Large Ensembles) – with lines		N/C	
7.	1 <sup>st</sup> Place Certificates of Honour (Large Ensembles) – without lines		N/C	
8.	Certificates of Merit – with lines		N/C	
9.	Certificates of Merit – without lines		N/C	
10.	Scholarship Certificates – with lines		N/C	
11.	Scholarship Certificates – without lines		N/C	
12.	SMFA Letterhead Paper – please order by 100's (\$10.00 per 100)		\$10.00	
13.	SMFA Envelopes (business letter size)		\$0.10	
14.	SMFA Receipt Books (50 receipts per book)		\$6.00	
			<b>Total</b>	

Comments:

## Internal Use Only

Order Completed:	
------------------	--

Submitted by: \_\_\_\_\_



PO Box 37005  
Regina, Saskatchewan  
Canada S4S7K3  
Phone: 306-757-1722  
Fax: 306-347-7789  
e-mail: [sask.music.festival@sasktel.net](mailto:sask.music.festival@sasktel.net)

## PROMOTIONAL ITEMS ORDER FORM

District Festival: \_\_\_\_\_

Date: \_\_\_\_\_

Quantity	Item Description	Total Cost/Item
	Certificates of Participation @ 40¢ each	
	Certificates of Appreciation @ 40¢ each	
	SMFA cards (blank) @ \$1.00 each	
	SMFA Music Cases @ \$10.00 each (black with handle; gold lettering & logo - no year)	
	SMFA Lanyards @ \$4.00	
	SMFA Certificate Holders @ \$10.00	
	SMFA Pen with LED flashlight beam @ \$5.00	
<b>Total Cost</b>		

\_\_\_\_\_  
Secretary's Signature



## WEBSITE PAGE

Your District Festival's page on the SMFA website lists the Officers and Committee Members names as well as other information. Please include the following:

- ✚ **Past President**
- ✚ **President** (either phone number or email)
- ✚ **Vice President(s)**
- ✚ **Corresponding Secretary** (name, address, phone number(s), e-mail)
- ✚ **Entry Secretary** (name, address, phone number(s), e-mail)
- ✚ **Optional – names of other committee members**

The following **MUST** be included:

- ✚ entry fees
- ✚ scholarship restrictions. **Note:** Eligible competitors may enter **any** District Festival for adjudication and recommendation to Provincials. You may apply restrictions on local scholarship awards. These restrictions must be publicized in the SMFA Directory on your designated page.
- ✚ addendum of local classes
- ✚ your entry form (if applicable)

The following **MAY** be included:

- ✚ honorary officers
- ✚ dates of special events (pertaining to music festival) in your community
- ✚ last year's district winners names
- ✚ honouring a special person in your area
- ✚ thank you to donors

**Please Note:** Only the information received on this form will appear on your page in the Directory. This information must be submitted annually.



## DISTRICT WINNER RECOMMENDATION CHARTS

Fax or Mail these charts – SIGNED by the Adjudicator – to Provincial Office immediately after your festival

**NOTE:** The mark required to be eligible for recommendation as a District Winner is 87 or higher

District Festival \_\_\_\_\_

### DISTRICT WINNERS IN STRINGS

#### For Award #35 – Senior Violin Scholarship

List all competitors with a mark of 87% or higher

CLASS 3000	_____	_____
	_____	Mark
	_____	Mark
CLASS 3080	_____	Mark
	_____	Mark
	_____	Mark
CLASS 3120	_____	Mark
	_____	Mark
	_____	Mark
CLASS 3180	_____	Mark
	_____	Mark
	_____	Mark
CLASS 3240	_____	Mark
	_____	Mark
	_____	Mark
CLASS 3290	_____	Mark
	_____	Mark
	_____	Mark

#### Award #35 District Winner

Name: \_\_\_\_\_  
Phone or  
E-mail: \_\_\_\_\_

**One competitor may be chosen as the District Winner**

Name of 1<sup>st</sup> Alternate: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Name of 2<sup>nd</sup> Alternate: \_\_\_\_\_  
Phone#: \_\_\_\_\_

\_\_\_\_\_  
**Adjudicator Signature**





## ADJUDICATOR EVALUATIONS

Please submit directly to the Provincial Office

Year: \_\_\_\_\_ District Festival: \_\_\_\_\_ Adjudicator Name: \_\_\_\_\_

Classes Assigned:

- ☐ Yes, I wish to share this with the adjudicator. If you have other concerns please feel free to contact the Provincial Office.

Adjudicator's Remarks: Very Good ☐ Good ☐ Inadequate ☐

Timing of Remarks: Very Good ☐ Good ☐ Inadequate ☐

Attitude Towards Performers: Very Good ☐ Good ☐ Inadequate ☐

Attitude Towards Committee: Very Good ☐ Good ☐ Inadequate ☐

Would you welcome a return engagement after a reasonable interval? Yes ☐ No ☐

Comment briefly on your festival committee's assessment of this adjudicator. (Feel free to contact Provincial Office with any concerns).

- ☐ I wish to share this with the adjudicator.


- ☐ I acknowledge that in accordance with The Electronic Information and Documents Act, 2000 my electronic signature has the same effect as a signature.

Name: \_\_\_\_\_

Digital Signature: ☐

Date: \_\_\_\_\_

## PEOPLE/STATISTICS FORM

**DISTRICT FESTIVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The Saskatchewan Music Festival Association receives significant funding from the Lotteries Trust Fund for Sport, Culture, and Recreation, and SaskCulture. In turn, statistical information regarding the diversity, effectiveness and scope of our programs, is required by our funding agencies. We are grateful for your cooperation in providing this information. **Please complete all fields.**

1. Please provide the number of entries/entrants as soon as possible after your entry deadline. If exact numbers are not known in ensembles/choirs, please estimate! An entry is each performance in a class. An entrant is the person who has entered the festival.

- A solo competitor entered in two classes counts as 2 ENTRIES and 1 ENTRANT.
- An ensemble with 25 members counts as 1 ENTRY, and 25 ENTRANTS.

### NUMBER OF ENTRIES IN EACH DISCIPLINE:

Choral \_\_\_\_\_ Vocal \_\_\_\_\_ Musical Theatre \_\_\_\_\_ Piano \_\_\_\_\_ Strings \_\_\_\_\_ Organ \_\_\_\_\_  
 WW \_\_\_\_\_ Speech Arts \_\_\_\_\_ Brass \_\_\_\_\_ Percussion \_\_\_\_\_ Band \_\_\_\_\_  
 School \_\_\_\_\_ Special Education \_\_\_\_\_ **TOTAL NUMBER OF ENTRIES:** \_\_\_\_\_

**ENTRANTS:** Ages: under 19 \_\_\_\_\_ 19-29 \_\_\_\_\_ 30-54 \_\_\_\_\_ 55+ \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

**ENTRY FEE AMOUNTS:** Solo: \_\_\_\_\_ Duets/Small Ensemble: \_\_\_\_\_ Large Ensemble: \_\_\_\_\_

(e.g.: Solo - \$15.00; Ensemble - \$25.00, not the total amount)

**ADJUDICATORS:** number hired: \_\_\_\_\_ number of days: \_\_\_\_\_ number of workshops: \_\_\_\_\_

**SCHOLARSHIPS:** Total Number of awards: \_\_\_\_\_ Total Dollar amount awarded: \_\_\_\_\_

### COMMITTEE AND VOLUNTEERS

Number of committee members throughout the year:

Ages: under 19 \_\_\_\_\_ 19-29 \_\_\_\_\_ 30-54 \_\_\_\_\_ 55+ \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

Number of volunteers (including committee):

Ages: under 19 \_\_\_\_\_ 19-29 \_\_\_\_\_ 30-54 \_\_\_\_\_ 55+ \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

Number of volunteer hours given by the above workers (estimate): **TOTAL:** \_\_\_\_\_

**AUDIENCE** (total number in all sessions including final night): \_\_\_\_\_

**PROGRAMS** number printed: \_\_\_\_\_

**NAME OF DELEGATES FROM YOUR FESTIVAL WHO ATTENDED THE PAST FALL CONFERENCE:**

☐ I acknowledge that in accordance with The Electronic Information and Documents Act, 2000 my electronic signature has the same effect as a signature.

Digital Signature: ☐

Date: \_\_\_\_\_

# FESTIVAL REPORT

## Maple Creek 2015

Maple Creek & District Music Festival held its 30<sup>th</sup> annual event from March 16-20, 2015. The sessions were held at the Maple Creek United Church and at the Maple Creek Composite School. The program indicates 86 entries including solos, four school bands, five school classes, one vocal ensemble, and musical theatre performances, in 81 classes. Twenty-six individual participants performed, several in multiple disciplines.

Two adjudicators presided over seven sessions of piano, strings, voice, speech arts, woodwind, brass, and band ensemble classes. Janet Gieck of Saskatoon looked after two piano sessions and took lots of time to talk with each competitor. She was very encouraging. Adele Wilding, from Medicine Hat, adjudicated voice, speech arts, and band over two days. She worked with each competitor and group, suggesting ways to improve and complementing their performances. She spent about three quarters of an hour with each band at the school, getting them to work on various passages.

To help us celebrate 30 years of festival, we invited former members of the festival committee to the Finales where they were introduced and thanked for their hard work in previous years. Several of them helped present the festival awards and will appear in the photographs taken during the various presentations. There are only two committee members left from 30 years ago and one will be retiring before next season.

\$1900.00 for twenty-eight scholarships was presented at the Festival Finales to individuals and ensembles. Each year we conduct a program cover competition in the district schools. This year Kyra Anton, of Fox Valley and Joel Graves, of Maple Creek, shared the prize for their entries illustrating our 30<sup>th</sup> year.

Rachel Kay was our district winner in Woodwind competition. She will be judged at Provincials by Chelsea Cox who was recommended for Senior Vocal Concert Group, Senior Operatic and Speech Arts.

The Finale evening concluded with a reception for the participants and the audience. The hall was decorated with a pearl theme to commemorate 30 years of festival in Maple Creek. There were roses in wine glasses, strings of pearls and large flower arrangements to complement the plates of cupcakes and pearl colours. Many hands helped with clean-up and we were all done shortly after 10:00 p.m.

Once again we were fortunate to have many volunteers to assist committee members throughout the week. We are always grateful for the continuing community support for scholarships, program advertising and contributions of time.

We are becoming concerned about the dramatic drop in entries over the last five years. Donations are also down slightly, probably due to the current economic climate. There are not as many young people in the area and we have to compete with many other activities for youth in the schools and community. There are not as many teachers in our area as we used to have and some have fewer students. We are hoping that if we persevere, things will turn around in the future.

We will be preparing in the coming year for our 31<sup>st</sup> festival of the recent era, to be held near the end of March of 2016.

Yours truly

Irene Ahner (Archivist) for: Terry Currie (Corresponding Secretary)

## ADJUDICATOR TIME-FRAME REQUIREMENT FORM

Date:

District Festival:

Confirmed Dates:

**For each adjudicator you require** please indicate the discipline(s), the total number of days, days, AND dates. It is helpful to provide information with regard to level and, for multi-discipline sessions, which is the major discipline, for example “Piano – all levels”; or “Piano – up to gr. 8 level”; or “Voice/Strings – mostly voice, all levels, some beginner strings”. Also let us know if you wish the adjudicator to conduct a workshop/masterclass. This will assist in determining who best to send to our festival.

Base the number of days on your past year’s festival while it is fresh in your mind. **Indicate if you wish any of your adjudicators to stay for your final night and remember to include time for a scholarship session.**

The selection of adjudicators is made by the Adjudicator Liaison. If you have a preference for a particular adjudicator please list them and we will attempt to book them for you. If there is an adjudicator your festival **will not accept** please list these names as well. This must be done annually as **no written record is kept** of this kind of information.

**This is probably the most important form you will submit in relation to the success of your upcoming festival. Please fill it out carefully. Thank you!**

Adjudicator Type	Total Days	Days of the Week	Exact Dates
<i>i.e. Senior Piano</i>	3	Monday, Tuesday, Wednesday	January 3, 4, 5

- ☐ I hereby authorize SMFA to issue our Adjudicator(s) contract(s) on our District Festival’s behalf. Signed copy of the contract(s) will be sent with the Adjudicator Report Form.
- ☐ I acknowledge that in accordance with The Electronic Information and Documents Act, 2000 my electronic signature has the same effect as a signature.

Digital Signature: ☐

Date:

## FESTIVAL DATE CHOICE FORM

**Note:** In order to facilitate our District Festivals, we must schedule festivals as evenly as possible throughout the festival season. No more than 10 festivals can be accommodated in any one given week. **Please give us three (3) choices.** We try to give District Festivals their first choice preference whenever possible. **Submit your choice early!**

### FESTIVAL DATE CHOICE

District Festival \_\_\_\_\_ Date: \_\_\_\_\_

Town \_\_\_\_\_

Note: Please list other festivals with whom you do not wish to conflict

#### 2017 Dates:

February 26 to March 4	Sunday to Saturday
March 5 to March 11	Sunday to Saturday
March 12 to March 18	Sunday to Saturday
March 19 to March 25	Sunday to Saturday
<del>March 26 to April 1</del>	<del>Sunday to Saturday FULL</del>
<del>April 2 to April 8</del>	<del>Sunday to Saturday FULL</del>
April 9 to April 13	Sunday to Thursday (HOLY WEEK)
April 16 to April 22	Sunday to Saturday
April 23 to April 29	Sunday to Saturday
April 30 to May 6	Sunday to Saturday

#### 1<sup>st</sup> Choice:

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Entry Deadline \_\_\_\_\_

#### 2<sup>nd</sup> Choice:

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Entry Deadline \_\_\_\_\_

#### 3<sup>rd</sup> Choice:

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Entry Deadline \_\_\_\_\_

**PLEASE RETURN BY JUNE 30, 2015**

Secretary's Signature \_\_\_\_\_

