





**SASKATCHEWAN
 MUSIC FESTIVAL
 ASSOCIATION**

Classical Competitive Festivals
 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 "Festival Focus" E-Newsletter.....	December, April, June, September	<input type="checkbox"/>
Fall Conference Information	September	<input type="checkbox"/>
Syllabus Copies	upon request	<input type="checkbox"/>
Information for Concerto (odd yrs) or Opera/Musical Theatre (even yrs) Competition.....	Fall	<input type="checkbox"/>
Annual Report with AGM minutes	December	<input type="checkbox"/>
District Festival Stationery Supplies	January	<input type="checkbox"/>
Promotional Items.....	upon request	<input type="checkbox"/>
Adjudicator Report Forms with Biographies & photos if available	January & February	<input type="checkbox"/>
Festival Statements (supply invoice, affiliation fees).....	May 31	<input type="checkbox"/>

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



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Item	Date to be returned	<input checked="" type="checkbox"/>
Revenue & Expense Form or audited Financial Statement.....	by October 1	<input type="checkbox"/>
Annual General Meeting Minutes.....	by October 1	<input type="checkbox"/>
Volunteer Award Nomination Form.....	by September 30	<input type="checkbox"/>
Board Nomination Form.....	by October 15	<input type="checkbox"/>
Supply Order Forms.....	by November 1	<input type="checkbox"/>
Orders for Promotional Items	give as much notice as possible	<input type="checkbox"/>
Web Page Information Updates.....	as soon as changes occur	<input type="checkbox"/>
*Revisions to Adjudicator Report Form.....	immediately as known	<input type="checkbox"/>
Festival Program draft to each of your adjudicators.....	at least 4 weeks prior to Festival	<input type="checkbox"/>
Electronic Festival Program to Provincial Office	as soon as available	<input type="checkbox"/>
All competitors' names and marks (electronic 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	May 15	<input type="checkbox"/>
Festival Reports.....	June 30	<input type="checkbox"/>
Adjudicator Time-Frame Requirement Form	by June 1	<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 May 15	<input type="checkbox"/>

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

Entry forms for Provincial Finals must be received by Provincial Office by May 15.