Plan C:

A **<u>Virtual/e-Festival</u>** is a recorded competition, where the performer is responsible for recording and submitting the performance via YouTube. While Zoom is a great virtual meeting option, it is not an option for a Virtual/e-Festival. Recordings may be done in home studio or other location. Professional recordings are not required for the competition but good audio and visual quality is important. The quality on most cell phones is adequate. Pre-recorded accompaniment is allowed when no other option is available (see [Syllabus Changes & Corrections](#)).

Recording links from YouTube will be submitted to the adjudicator (by a festival committee official) and adjudicated remotely. Adjudicator written comments and marks/placements, if applicable, are returned to students along with any certificates and award monies. Verbal adjudications can be recorded and provided to the students or a *Zoom* meeting can be arranged with groups of classes and the adjudicator. Each festival can decide how best to provide verbal adjudications.

Benefits
- Reduces inherent risk of spreading COVID-19 or other contagions that a live festival model holds.
- Recorded competitions allow your registered competitors to perform and receive feedback from adjudicators, which is helpful for continued development and exam preparation.
- Recorded performances provide a goal to work towards and recognition of a student's efforts, reinforcing the value in their pursuit of musical excellence.
- Stabilizes your festival's financial revenues and expenses and provides continuity.
- Allows your donors to be recognized, avoiding the need to return donations or lose donors.
- Reduces economic loss to adjudicators by honouring contracts and providing them work.

Timeline
- Once you set your festival dates, stick to those dates. Your adjudicators have reserved your festival dates in their schedule so it is important to have the recordings processed and sent to your adjudicators by their intended start date.
- Deadline for submission of recordings should be a **minimum** of one week prior to your festival start to allow time for the committee to process the entry forms and recordings in an organized fashion and forward the files to adjudicators.
- Detailed written adjudications will be returned to you by the end of the scheduled days for the adjudicator.
- Electronic adjudication sheets and certificates can be sent to competitors via email. Award monies and recommendations to Provincials can be processed once notified.

Recording and Submission Guidelines
- Video recording:
  - Must include a clear picture of the student and accompanist performing, showing face or facial profile, hands and feet (in the case of pianist and instrumentalist), and instrument.
  - Camera angle must remain consistent throughout the performance.
  - The *Dolby on* app can be used for enhanced recording.
  - For classes requiring more than one selection [Choral, Concert Group, Canada West Classes, etc.], all selections may be performed consecutively on one video or submitted separately in several videos. Please be aware of time limits, if applicable.

- Video file is named with this naming convention for ease in filing submissions:
    o Discipline_ClassNumber_CompetitorName_Selection_Composer
    o Video file is uploaded to a private **YouTube channel as an 'unlisted' video**. These videos can only be viewed by someone with the link.

Festival Processing Guidelines
- Prepare a document to send to teachers and students outlining recording process and submission email. Include the contact information for the person managing receipt of submissions and/or the person on your committee who can provide technical support.
- Set a deadline for submission of entry forms and links as outlined under timeline above.
- You may consider a dedicated email for submissions as this will make it easier to track, or use Jot Forms. In Jot Forms, the data can be easily exported from the excel database for sorting.
- Determine the virtual storage format (i.e. Dropbox, link to **Unlisted** YouTube link) you want to use, based on what you are familiar/comfortable with.
- In the email and virtual storage platforms (i.e. Dropbox), set up a series of folders for each discipline you have entries in [Piano, Voice, Musical Theatre, Strings, etc.] Within each of those folders, create a sub-folder for each class that has entries. Organization is important.
- Check your spam folder regularly for potential misdirection of emails. This can be avoided with Jot Forms as the forms go directly to the web based software storage.
- Prepare marking sheets by classes/adjudicators as per your usual process, in either Word files or fillable PDF files. These formats allow the adjudicator to type in their adjudication remarks and send back to you.
- Place the prepared marking sheets in the appropriate file [either by discipline or class depending on number of entries].
- Send the adjudicator an email with the link to the appropriate virtual storage folders that now contain everything they need.
    o Communicate clearly to adjudicators the instructions for your marking scheme, award system, list of eligible students for awards, award criteria etc.
    o Provide the adjudicator with your addendum and scholarship information.
    o Communicate your deadline for the returned adjudications clearly.
    o Upon receipt of results/adjudications from the adjudicator:
        ✓ Prepare certificates; templates provided by SMFA Provincial office
        ✓ Store marking sheets with corresponding certificates in competitors file (eg. Drop box).
        ✓ Notify Provincial Finals qualifiers and submit District Winner Charts, signed by the adjudicators, to Provincial Office immediately.
        ✓ Distribute adjudications, certificates (via email or link to drop box) and award monies to students/or teachers.
        ✓ Process payment to the adjudicator.

Additional Considerations
- Do not overcrowd your program for a virtual festival.
- If your committee does not have a technically savvy member, high school students who are comfortable with technology may be asked to assist. It may be a way to engage the next generation involved in volunteering!

Announcements of winners in classes and awards may be posted on your website and Facebook page.