



PFMC Procedural Handbook For NFMC Festivals

For all of our dedicated folks
who are “making it happen”...
in an effort to make things
as efficient and smooth
as possible for everyone.

“NFMC Festivals” PFMC Area Chairs/Cup Chairs/Teachers

First and foremost, thank you for serving PFMC in these positions. Your volunteer work makes Festivals possible for PFMC Juniors.

The cycle of procedure and preparation for your Festival areas begins in late summer...

August-

- Martha Heise, State Festivals Chair, will be reaching out to ask you to indicate how many certificates you will need her to order from headquarters: 1st Year, Consecutive, 3rd Year, 6th Year, and 9th Year. State Certificates are the responsibility of each Festival area to print out. Contact State Festivals Chair if a template is needed.

Vivace Teacher Beginning-of-Year Checklist

- Archiving Students - Archive all students who are no longer studying

with you. (This should only be done once a year at the end of the Festival year.) Please make sure it is done after July 1 and prior to the beginning of the school year so that transferring students can be added to the new teacher's studio list.)

- 2. Reviewing Student Name - Review each student record and make sure that the "Name for Official Documents" is completed if the student does not wish to use the First, Middle and Last Name in the Student Information tab. Example: Will Baggaley instead of William Therian Baggaley.
- 3. Archiving Theory Relationships - If you made a separate "Theory" relationship for a student, archive that relationship. Theory is open to all instruments and the only time you will create a "Theory" relationship is if that student is ONLY doing the theory event and will never do anything else. (very rare)
- 4. Checking Bulletin Updates - Check the Bulletin Updates and note those

changes in your Bulletin. There is a link on the NFMC home page, the Vivace home page, and at the Support Center. Make sure to check it now AND before selecting repertoire for your students to make sure you have the latest information.

- 5. Begin Registering students as early as Registration opens!

Vivace Festivals/Area Admin Beginning-of-Year Checklist

- Archiving Students - Archive teachers who are no longer participating in Festival. First, archive their students, then the teacher. This way, the student can be added by a different teacher.
- 2. Deactivating a Teacher - For teachers who have not yet paid dues, but will probably be participating, you may click on the green circle, changing it to red. This will deactivate the teacher, removing the access to register for Festivals. When dues are paid, you can check the red circle and change

it back to green, and they will again have all access.

- 3. Setting Festival Dates - When setting up your Festivals for the year, make sure to open registration several months ahead of the Festival. When teachers understand the benefit of registration in Vivace, they ask for registration to be open early. Then, if the teacher has made a mistake in repertoire, it is flagged immediately and there is time for the teacher to make a new selection, resulting in the mistake being painless or even unknown to the student.
- 4. Ordering Federation Cups - Before ordering Federation Cups using your JR 4-10 Federation Cup Report (Junior or Adult), make sure to review the Student History Report for your Festival. Look at all events where alternating or combining may be possible and make sure the teacher remembered to check the boxes at the time of registration. If not, it should be fixed prior to

ordering your Federation Cups. Area admins now have the ability to check the alternate and combine buttons after a rating has been certified for the CURRENT year. Changes to prior years must be done by a national admin.

- Please reference and refresh your memory by visiting and scrolling the helps for Teachers and Area Admins. Refer your teachers to the support page, as well.
<https://help.nfmc-music.org/>
- February – confirm again times with your Festival site venue. Make plans to provide a fun and memorable experience for your students. Poster Board signs to be held up for a photo booth after their performance “I’m Kind of a Big Deal” “Thanks, Mom, for making me practice” “I love my piano teacher!”, wrapped cookies or candies for participants, pic collage from last year’s festival, “Congratulations on your

performance” banner, brochures about NFMC Festivals, Regional competition applications for teachers to take with them, sandwiches and water bottles for volunteers, NFMC Junior Awards Poster on display... are a few ideas to fuel your imagination.

- **All fees** – Registration, Application and Gold Cup need to be collected **PRIOR to Festival Day**. That has been PFMC procedure for many years. Send to Festival Area Chair or Festival Area Treasurer, if you have one, ASAP
- March – Show time! **Everyone participates** to make a great day for our PFMC students!
- Encourage area teachers to invite each Piano Solo Superior recipient level Medium and up, Concerto, and Ensembles to fill out an application for your Regional Festivals Competition. Encourage your

students to advance to the Regional Competition to qualify for the State Competition and monetary awards. Information and forms will be on the pfmc-music.org site under What We Offer.

>>>>> As soon as Festivals are completed
each year... <<<<<

The week after your Festivals is crucial to administrative details getting accomplished.

Guidelines from PFMC Treasurer for participating PFMC Studios:

- Following the final adjudication for your Festivals Area, submit the following reports:

JR 3-3 All Shows total participants – total event fees

Individual studio lists NOT needed, only total participants for your area

JR 4-2 Federation Cup Report – need total number participating in gold cup

Individual studio lists NOT needed, only total participating in gold cup for your area

JR 4-11 2026 Federation Cup Report Opt-Out

The Opt-Out report is needed to know how many entrants did not participate in the Federation Cup program. Be sure teachers understand the importance of checking the opt-out box when registering a student if they are not participating in Federation Cup.

- Email JR reports to:
pfmtreasurer@hotmail.com
- Mail check(s) **Payable to PFMC:**
Linda Maurhoff, PFMC Treasurer –
203 Downieville Rd – Valencia, PA 16059
- **TAKE NOTE!** Reports & Payment for Event Fees and Festival Cup Fees must be received by the PFMC Treasurer **BEFORE** any cups are ordered. You may submit one check for both fees – please write **total** for each on **memo line**.

If you have fees remaining for students who did not participate, each Festivals Area can

decide if credit is to be offered to that participant the following year. The Festivals Area keeps a record. Please check with **your area festival chair** to inquire about credit policy.

- **ASAP** Send your JR 4-4 reports to your Festival Cup Chair -
(East: kivers210@gmail.com) (West: jeisen@zoominternet.net)
- In the case of a Grand Cup / President's Cup earned, an application must be filled out by the teacher, sent to the East or West Festivals Cup Chair (whichever applies to your area), and **signed** by that **Festivals Cup Chair**. The application is then sent on to the NFMC Festivals Cup Chair to be approved. This all has to happen in a timely fashion **ASAP BEFORE** the cups can be ordered and sent out. The link to the JR 4-1 form is: <https://www.nfmc-music.org/wp-content/uploads/2017/03/JR-4-1-1.pdf>.

- Send your area JR 3-3, & 3-4 forms to Martha Heise, State Festivals Chair by **May 20**, earlier is better! These reports are generated by Vivace.
- Confirm, with your Festival site, *while you are there*, the dates for **next year's availability**. Send the dates for the next year on to State Festivals Chair, Martha Heise. The next- year- dates need to be submitted by the **end of May**, at the latest.
- **TEACHERS:** Once your trophies are presented, PLEASE get **individual** photos of 4th cup, Grand cup, and President's cup recipients holding their cup at the recital/presentation venue. **Photos** and **bios** will be needed for **Summer PFMC News Sheet** and NFMC Junior Keynotes magazine (4th cups not included in JRK). This info will need to be sent to Kristin Ivers & Linda Flick by the

end of May. Please consider that we don't want to be chasing everyone down during vacations, in order to gather recognitions for our Summer News Sheet edition!

To review and download the **NFMC** Junior Division Festival Procedures Manual (JR 3-18)

go to: <https://www.nfmc-music.org/wp-content/uploads/2017/03/JR-3-18.pdf>

Kristin Ivers, PFMC President
Martha Heise, PFMC State Festivals Chair
Linda Maurhoff, PFMC Treasurer