



PREPARING FOR A FESTIVAL --- OR CONTEST

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EARLY PLANNING

HELP



EARLY PLANNING

1. Plan the year's calendar before the school year is underway. Get approval from the administration.
2. Double check festival dates for changes
3. Arrange for transportation for the calendar year. Be sure that funding is secured.
4. Be sure that all students and parents have a calendar with all the year's activities
5. Read all directions for the event **VERY carefully**. Send forms in as early as possible. Set a date for this.
6. Make sure that bus drivers receive a copy of parking & unloading instructions.
5. Organize chaperones. Have a head chaperone to help with this.
6. Be sure that all students can make the trip. This is most important if the event is not held on a school day.
7. Select music and purchase all necessary scores.
8. Plan for a public performance of the music before the event (this should be part of the school year calendar if it is part of a concert)
9. Prepare a "flow chart" or check-off sheet that includes everything that needs to be done, when it is to be done, and who is responsible.



1 MONTH BEFORE EVENT

1. Arrange for guest conductor and/or listeners.
 2. Begin taping rehearsals.
 3. Analyze taped rehearsals and modify rehearsal schedules and techniques accordingly.
 4. Be sure that all scores are purchased or will arrive in time. (NO COPYRIGHT VIOLATIONS)
 5. Check with chaperones to be sure everything is in order.
 6. Review the festival instructions again. Allot time to make sure that you understand everything.
 7. If you have not already done so, develop a personnel list with telephone numbers, etc. Include everyone who is going on the trip as well as principals.
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2 WEEKS BEFORE TRIP

1. **Provide a written plan for the day. Send it to parents and go over it in class with all students. Be sure that the plan is also posted on the band's website. Make sure the plan includes:**
 - a. **lunch plans**
 - b. **student behavioral expectations**
 - c. **etiquette (on stage, in hallways, and as audience members)**
 - d. **tuning procedures (avoid individual tuning on stage)**
 - e. **proper attire and procedures for changing, if needed**
 - f. **ensemble set-up procedures**
 - g. **specific student responsibilities**
2. **Go over the written instructions for the event again.**
3. **Develop attendance sheets, equipment lists.**
4. **If you have not already done so, develop lists of responsibilities which include who is responsible for, equipment loading and unloading, stage set-up and attendance. For example, a student officer or chaperone can be responsible for attendance. If there is more than one bus, students should know in advance which bus their group is on. (Students can be organized into small groups and asked to make sure that all students in their group are present each time the bus is loaded, or when leaving after lunch, etc.**

1 WEEK BEFORE EVENT

- 1. Review the instructions from the festival managers again.**
- 2. Practice set-up, entrance, bowing, and exit, etc.**
- 3. Perform the music in a concert or simulated concert setting.**
- 4. Remind students of the purpose of the event, and that they should enjoy themselves even though they take their participation seriously.**
- 5. Duplicate all checklists so that you have a copy of everything and a spare.**





1 DAY BEFORE THE EVENT

- 1. Review behavioral expectations, etiquette, attire, tuning procedures, set-up, entrance and exit.**
- 2. Review the written schedule for the day. Remind students of any thing they need to bring along.**
- 3. Answer any questions students may have**
- 4. Review stage behavior expectations. Let the students know that you need to check the acoustics on stage the next day, and may need to modify dynamics.**
- 5. If the hall is unfamiliar, some directors practice playing a note or chord with a gradual crescendo over 10 beats followed by a decrescendo over 10 beats: and have a student conductor do that while the director listens from the audience. This should be practiced in advance so that it can go quickly the next day. The director may then advise the students to play one level softer (or louder) than usual, or make other appropriate adjustments.**
- 6. All music should be stored in appropriate containers. No student is allowed to take music, equipment, or large school instruments home the day before the event.**

THE DAY OF THE EVENT



1. *Be early.*
2. *Call anyone who is not there at the expected time.*
3. *Check equipment list.*
4. *Check music.*
3. *Check rolls on the bus*
4. *Ask if there are any last minute questions*
5. *When you arrive, every student should already know what is expected of them and things should go smoothly.*
6. *Be prepared to be flexible and adaptive if the unexpected occurs.*