



WSMA FESTIVAL MANAGERS

*PLANNING, TIPS AND TRICKS
For A Successful Festival*

TIMELINE

We have our Festival on the **3rd Saturday in February.**

- TRANSPOSE my info to YOUR timeline.

So, for me:

- This year, our Festival is on **Saturday, Feb 17**
- Registration is due **Friday, January 19** at midnight. (**4 weeks before + 1 day**)
 - *Some years I do Saturday – it really doesn't matter.....*
- I go over dates as early as our Fall Conference Meeting (in September)
- I send some quick reminders in December (about 12 weeks out)
- FULL REMINDERS RIGHT AFTER NEW YEAR (7 weeks out)

The background features a dark gray surface with several translucent, wavy bands of color: a yellow-to-orange gradient at the top left, a green band at the top center, a red band at the bottom left, and a blue-to-cyan band at the bottom right. Scattered across the surface are seven green, 3D-style speech bubbles of various sizes and orientations, some pointing upwards and others downwards.

COMMUNICATION

COMMUNICATION

Communication
is key

- FOLDERS and MAILBOXES to keep communication straight on YOUR COMPUTER
- Use GOOGLE or DROPBOX Folders to Share with Schools

Reminders to
your conference

- Due dates
 - THAT GETS YOU YOUR MONEY!!
- What do you do if a school misses a deadline?

NOTE TO CONFERENCE

Hi Everyone!

Happy New Year everyone! Hope everyone is having survived your concerts and are enjoying some nice, deserved time off (I'm currently just relaxing in a coffee shop!).

Two quick reminders:

1) This fall we scheduled a **virtual winter Trailways South meeting on Monday, Jan 9th at 3:30**. I'll send out a google meet link next week. I don't see this taking more than 30-ish minutes but it will be good to touch base going into our winter season.

2) Now the really important stuff: Below is a lot of important, detailed information about Solo & Ensemble. Please read through it carefully!!

The Trailways South Solo and Ensemble Festival will be held on Saturday, February 18th in Deerfield. This email is to remind you that we need you to submit all of your entries and payment **FOUR WEEKS** in advance. So, this means they must be registered through the website by **midnight on Friday, January 20th**. The WSMA registration website should lock you out at that time, so any additions, subtractions, etc. after then need to go through me first – and will cost additional fees at WSMA. Michelle and I plan on scheduling that next Monday so it is imperative that your events are registered on time.

REMINDER: From WSMA: “Registration is due **FOUR** weeks prior to the festival. **Registration is not complete until WSMA receives your registration form and payment has been processed.**” *It might be beneficial to talk to your business office about what timeline they need to cut a check for your registration and to plan on mail time as well.* We do not get our stipend from WSMA until they have checks in hand from **ALL** of you, so I would greatly appreciate your help – especially if your school is one that only cuts checks only once a month.

AGAIN THIS YEAR: Your school is required to provide a Room Monitor and a Door Monitor for one site for the whole day – so two volunteers, one for inside the room (Room Monitor), one for outside (Door Monitor). I suggest that you use a pair for the morning and a pair for the afternoon or one pair for

NOTE TO TEACHERS

Next Saturday, February 15th, Deerfield High School will again host the Trailways South Solo & Ensemble Festival. This Festival will involve more than 650 students from Deerfield, ALCS, Dodgeland, Fall River, Horicon, Hustisford, Johnson Creek, Palmyra-Eagle, Parkview, Rio, and Williams Bay performing more than 610 different entries throughout the day.

We will be using the following rooms during the course of the day:

- A107 (Schultz – Performance Site)
- A111 (Kramper – Performance Site)
- A112 (Heckendorf – Performance Site)
- A108 (Wild – Performance Site)
- A114 (Howe – Performance Site)
- A118 (Kohlwey – Performance Site)
- A122 (Gloede – Performance Site)
- A110 (Library – Performance Site)
- A138 (Jensen – Deerfield warm-up room)
- B115 (FACE - Hospitality)
- B117 (FACE – Hospitality – food prep)
- B104 (Choir – Vocal Warm-up)
- B112 (Band – Performance Site)
- Kitchen/Concession Stand - Concessions
- D105 (Grensing – Performance Site)
- D108 (Barber – Performance Site)
- D110 (Hawkinson – Performance Site)
- D112 (Wierzba – Performance Site)
- Main Office - Headquarters
- Conference Room - Headquarters
- C153 (Large Gym – Homerooms)
- C128 (Small Gym – Performance Site/Instrumental Warm-up)

While there will ALWAYS be at least two adults in your room at all times, I suggest that you store everything you can out of sight and locked. The students will be closely supervised by adults but anything you can do to eliminate curiosity or temptation on the part of our visitors would be greatly appreciated. We will need to rearrange some of the furniture in your room to turn it into a performance space, but we will do everything that we can to put things back in its proper place (I will come around a few days before to take pictures of your room to use as reference – we can also put tape on the floor to mark locations of furniture and other big items that we have to move). If you notice that your room is not back together the way you want it on Monday morning, please let me know (x2114) and I will move everything back to where it should be.

- Talk to your building/district now!
 - Rooms
 - Custodians / Buildings & Grounds – do a walk through of the building addressing both your and THEIR concerns.
 - Secretaries
 - I.T. / Tech guys
 - AD – tournament schedules??

COMMUNICATION – IN-BUILDING

- BUSINESS OFFICE
 - How are checks cut for judges?
 - What information do they need?
- I used to run mine through my Activity Account – checks get done quicker – but now through the Business Office
 - Extra "hoops"
- Do you need IRS forms from judges??
 - When are you going to collect those?
- Do judges need to become "employees??"
 - Passports/birth certificates/background checks/mandatory reporting videos,
 - Does your HR department need to see judges in person before the festival to get this info?

COMMUNICATION – IN-BUILDING

NOTE TO JUDGES

Include:

- Date & Time
- Directions (Clear – including where to park and enter)
- Payment info
- Meals/Food options
- MY contact info

Hi JOE JUDGE -

I am very pleased that you have accepted the position of adjudicator for our Music Festival to be held at Deerfield High School on Saturday, February 18th. It's good to see a lot of familiar names! This year's festival will involve over 420 High School and Middle School students from the following schools: Abundant Life Christian School (Madison), Deerfield, Dodgeland (Juneau), Fall River, Hustisford, Johnson Creek, Palmyra-Eagle, Pardeeville, Parkview (Orfordville), Rio, and Williams Bay. The adjudicators' meeting will be held in room B115 (Lounge) starting at 7:30 a.m. Attached is a copy of your schedule for the day (as it is now – I'm sure you recognize that it will change slightly between now and then), and a map of the school showing where sites and the judge's lounge are.

Please send me a quick reply confirming that you received this email! :-)

Directions: The address for Deerfield High School is 300 Simonson Blvd, Deerfield, WI 53531. Feel free to find

maps/directions online. The easiest route is:

From North/East: Take HWY 73 South (exit on I-94) to Deerfield. Drive through the downtown area. Turn right on Simonson Blvd (there is an electronic sign for the school at the intersection). Continue west on Simonson Blvd two blocks to High School.

From South/West: Take HWY 73 North. About 1 1/2 miles past HWY 12/18 you will come into Deerfield. Simonson Blvd is the second left (there is an electronic sign for the school at the intersection). Continue west on Simonson Blvd two blocks to High School.

Checks/Payment: Our Business Office needs each Judge to fill out a W9 for taxes (if you have not already judged for us in the last few years). We will have those for you to fill out at the morning meeting. We will have your checks ready for you at the end of the festival, but our Business Office needs you to fill out a W9 before you leave at the end of the day.

Meals: We will have light, "continental style" breakfast items available for you in the morning, along with coffee (from our local coffee shop!) and other drinks. Lunch will be lasagna – both with and without meat, with sides. We will have snacks and drinks available throughout the day. If you have special dietary needs, please let me know and we will be happy to make sure we have food for you.

If you have any other personal information that would be useful for us to know to give you the best experience possible, please let me know as soon as you can.

I hope you will have a wonderful day at our Festival, and I am confident that the Festival will be a rewarding day for all involved. If you need to contact me prior to festival day, I can be reached at (608) 555-1234 x123 (school), (608) 555-1234 (cell) or via e-mail (see below). Please let me know if you have any questions or concerns.

Musically,
Ryan Petersen Festival Manager

COMMUNICATION

- JUDGES

- Via e-mail – MAKE SURE THEY RESPOND BACK
 - Follow-up with phone calls
- Form letter?
- Send Maps – to school (with directions if tricky) and Floor Plans
- Send Their Schedules
- Ask for Cell Phone / Give your Cell phone – in case of emergency
- Let them know about planned lunch meal (dietary issues)
- Do they have any physical/health issues that might affect something?

COMMUNICATION - DIRECTORS

- TO OTHER SCHOOLS PARTICIPATING
 - Schedules (duh), but also...
 - Send Floor Plans
 - Send Equipment List
 - Send Piano/room info – what type (Acoustic/Digital) is in each room
 - Send concessions menu and prices
 - Directions to school

COMMUNICATION - DIRECTORS

• Equipment List

LIST OF EQUIPMENT PROVIDED BY DEERFIELD SCHOOLS

As the host school, we will furnish the following equipment for your convenience:

PERCUSSION EQUIPMENT:

- 4 Timpani (with gauges – no guarantee of accuracy...)
- Bass Drum with tilt stand
- Marimba (4.3 octave graduated bars)
- Marimba (4 octave standard bars)
- Xylophone (3.5 octave)
- Concert Bells
- Vibraphone (please let us know if you need electricity/motor)
- Tam-Tam and stand
- Chimes

All mallets/sticks/etc. must be provided by the performer

Call Ryan Petersen if there are any other major percussion equipment needs.

OTHER EQUIPMENT:

- Risers (Swing/Show Choir) – PLEASE LET US KNOW HOW MANY YOU NEED TO USE.
- Chairs and stands in each site

If you have any other equipment needs or concerns, please contact Ryan Petersen at 608.764.5431 x2114 or petersenr@deerfield.k12.wi.us

THERE WILL BE TRANSPOSING PIANOS IN ALL VOCAL ROOMS EXCEPT SITE #7.

SITE #9 WILL ONLY HAVE A DIGITAL KEYBOARD (FULL, WEIGHTED KEY)

LOGISTICS



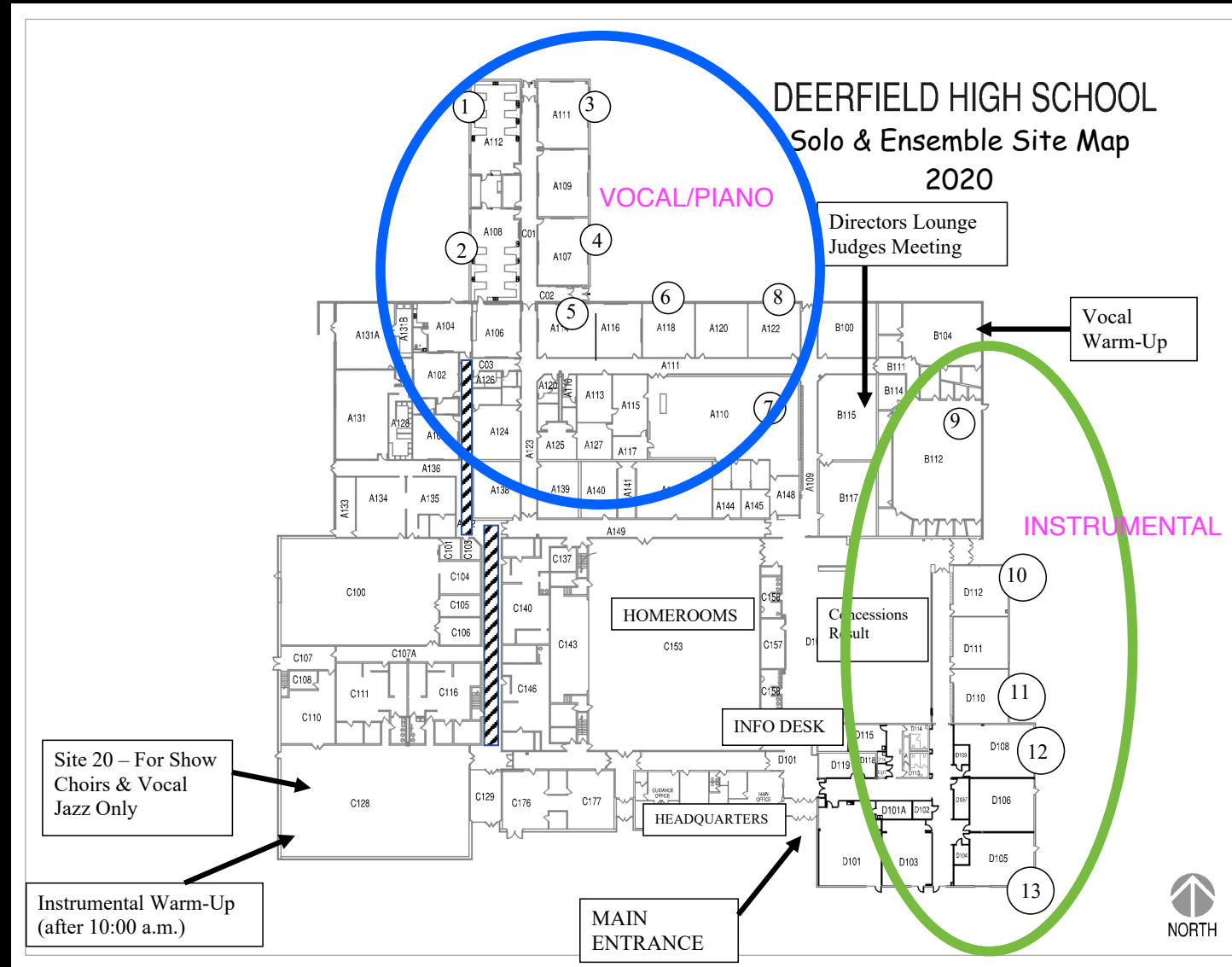
THINGS TO THINK ABOUT NOW...

- Floor-plan / layout
 - Map of school/directions/room sites
 - Grand Piano? 32" timpani? Will it fit?!
 - Warm-up room distance to sites
 - Keep instrumental and vocal apart
 - Sound-proofing between rooms?
- Organize your help
 - Music Boosters?
 - Volunteers
 - Concessions
 - ONLINE SIGN-UP
 - GoogleDocs
 - Other online options – things like Volunteer Spot, Sign-up Genius, etc.

- Example and ideas:

- Keep instrumental and vocal apart for sound reasons
- What are you putting in your big spaces? Figure that out before you start scheduling. EX: Site 6 *has* to have larger vocal ensembles for us – madrigals, etc.
- Do you need to keep a room buffer between each performance site for sound?
- LABEL EVERYTHING!
- This is what we hand out at the Info Table. We will write time searches on this instead of using full programs.

FLOOR-PLAN



Saturday, March 2, 2012 Solo Ensemble (Volunteer List - scroll all the way to bottom for all Options)

If you have any questions regarding volunteer duties or sign-up please contact _____

Concession Stand - please sign up for one or more two hour shifts, we are asking for more than we need so people can leave to watch their child perform.

Pick a Yellow Cell and Enter your Name, Child's Name (If participating in Solo Ensemble) and Email (or Phone)

Set Up 7-9:00					
7:30 - 9:30					
8 - 10:00					
9-11:00					
10-12:00					
11-1:00					
12:00-2:00					
1:00-3:00					
2:00 - tear down					
3:00 - tear down					

Room and Hall Monitors - we monitor five performance rooms. Hall Monitors are stationed outside of the performance area and Room Monitors are stationed inside the room. They keep track of the schedule, keep performances moving, and route results. We will give you detailed instructions when you arrive.

Pick a Yellow Cell and Enter your Name, Child's Name (If participating in Solo Ensemble) and Email (or Phone)

Door Monitor 7:30 - 10:00					
Door Monitor 10:00 lunch					
Door Monitor 12:30 end					
Hall Monitor 7:30 - 10:00					
Hall Monitor 10:00 - lunch					
Hall Monitor 12:30 - end					

Front Desk - Information (assist guests with questions and run computer to give parents schedules)

Pick a Yellow Cell and Enter your Name, Child's Name (If participating in Solo Ensemble) and Email (or Phone)

Front Desk 7:30 - 10:00		
Front Desk 10:00 - 12:30		
Front Desk 12:30 - end		

Result Runners will meet with hall monitors, gather results and generally answer questions. They will be assigned to specific performance areas (and they may substitute for Deerfield staffed Room/Door monitors).

Pick a Yellow Cell and Enter your Name, Child's Name (If participating in Solo Ensemble) and Email (or Phone)

Result Runner 7:30 - 10:00			
Result Runner 10:00 - 12:30			
Result Runner 12:30 - end			

Substitute / On-Call Volunteer (Check in at Front Desk for Assignments)

Pick a Yellow Cell and Enter your Name, Child's Name (If participating in Solo Ensemble) and Email (or Phone)

Sub 7:30 - 10:00		
Sub 10:00 - 12:30		
Sub 12:30 - end		

Judge's Room (Serve Lunch to Judge's, Directors and Accompanist)

Pick a Yellow Cell and Enter your Name, Child's Name (If participating in Solo Ensemble) and Email (or Phone)

Judge Room 7:00 -		
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VOLUNTEERS & DONATIONS

These are examples from when we did things via GoogleDocs. We now use other free online volunteer services:

SIGN-UP GENIUS

Also:

*Volunteer Spot
iVolunteer.com
Many others...*

VOLUNTEERS & DONATIONS

Saturday, March 3, 2012 Solo

Ensemble (Food Donations)

Please Scroll to the right and down for all options

To sign up for multiple items - fill out more than one yellow cell

If you have any questions regarding food donations - please contact _____

[illegible]

STILL THINKING AHEAD

After you have made your schedule...

- Run through the day as “each person”
 - Student/performer
 - Parent
 - Director
 - Judge
 - Accompanist
- What is your plan for set-up night? Morning of?

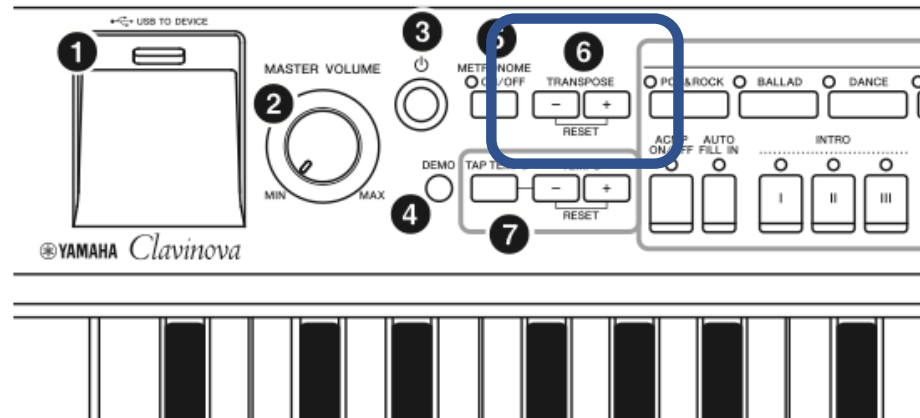
PIANOS

- Plan your rental NOW
 - Who from – your own? Music store? other schools?
 - Delivery – when? Storage?
 - Tuning
 - Storage
- Digitals – pros and cons
- PUT SIGNS ON EACH DIGITAL ABOUT HOW TO TRANSPOSE/Un-transpose
- Tell directors what rooms will have transposing / acoustic
 - That could affect who can be in which room

TRANSPOSING PIANOS

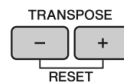
Post instructions
on each digital
piano about
how to
transpose - - -
and
UNTRANSPOSE

YAMAHA CVP-701 Transposition Instructions



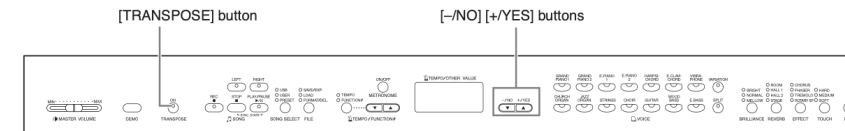
Transposing the Pitch in Semitones

The TRANSPOSE [-]/[+] buttons transpose the overall pitch of the instrument (the keyboard sound, Style playback, Song playback, and so on) in semitone steps. Press the [+] and [-] buttons simultaneously to instantly reset the transpose value to 0.



Please return piano to concert pitch before you leave

YAMAHA CLP-230 TRANSPOSE INSTRUCTIONS



If the **TRANSPOSE** button is lit, the piano is transposed!

To Transpose:

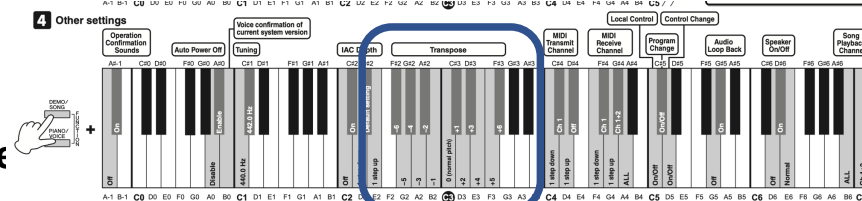
Simultaneously hold **TRANSPOSE** button with left hand while using right hand control **Song Select** buttons.

The screen will show you how many half steps you have transposed.

*If this doesn't work, check to make sure the **TEMPO** button's light is on. If not, press it to toggle from **FUNCTION**.*

Please return to concert pitch before you leave!

ARIUS YDP-165, YDP-145, YDP-S55, YDP-S35 Quick Operation Guide



Please return piano to concert pitch before you leave!

Please return piano to concert pitch before you leave!

SCHEDULING!

- Most of us are Festival Managers AND Directors on festival day.
 - Better scheduling makes your day easier.
- **ASK FOR A DAY OFF for scheduling**
- Accompanist-Based Scheduling vs. what you're "supposed" to do...
 - Blocking
 - Room locations
- INSTRUMENTATION: What –IS– that “miscellaneous ensemble???”
- Ask ahead of time if a school is bringing a “large” ensemble
- NAMES
 - have directors list kids you are doing more/most solos as the first name large groups
 - List directors as “Accompanists” for conducted groups
 - Make sure that Accompanists names are listed the same – especially if 2 districts are sharing the same person.

The background features a teal sky with several strings of colorful triangular bunting flags in shades of red, yellow, and blue. In the foreground, there are translucent, wavy lines in blue and yellow, creating a layered, celebratory effect.

FESTIVAL TIME!

FESTIVAL SET-UP

- Let your teachers know a week or two, then a day or two before.
 - Take pictures of rooms
 - Tape-off rooms
- Try to do it afternoon before
- Homerooms
 - Is it your gym? Have hoops raised up as far as possible!
 - No playing signs
- DOOR LOCKS – can you unlock/key open your classroom doors?
 - Other “Safety” issues in your building??

FESTIVAL SET-UP

- SIGNAGE:
 - The more, the better!
 - We hang our site number signs from the ceiling by the door – easier for people to find.
 - Quiet Signs
 - Arrow Signs
- In Room signs:
 - Turn off Noise Makers
 - NO RECORDING OF COMMENTS SIGN (from WSMA)

FESTIVAL SET-UP – JUDGES

- TABLES
 - Make sure judges have a large enough surface to
 - Write
 - Read a score
 - Have two envelopes (un/completed cards)
 - Coffee/drink/etc
- CHAIRS
 - Find the most comfortable chair you can – you don't want to sit in a folding chair for 8 hours....
- Extra Pencils



Please Silence
Your
Cell Phone
& Other Noise
Making Devices



← Site 1 & 2
← Site 3 & 4
Vocal Warm-Up →
Site 7 →
Instrumental Warm-up
Site 9 →

FESTIVAL DAY - HEADQUARTERS

Headquarters:

- Someplace hard to find?
- CHECK TO MAKE SURE COMPUTER PRINTS

Workers in HQ – make sure you TRUST them on that type of computer – if you're running program on a Mac, volunteer should be "Mac Friendly," etc.

- Tell them not to try to figure things out by themselves – they will mess things up! – HAVE THEM CALL YOU!!!!

MORE SET-UP



COMPUTERS

Need at Info Desk and HQ
Transfer program on Flash Drive
Keep an “original” somewhere else!



INFO DESK

Scrap paper
Floor Plans / MAPS



RESULTS

Post away from HQ
Post by Site
Post by School



MORE SET-UP



We give our students pictures of what each room should look like when it is turned into a performance space.



FESTIVAL DAY

- Volunteers
 - Have a separate table for volunteers to check-in
 - Have job descriptions available for each person/job
 - Name tags – with assigned job?
- Have descriptions for their jobs available.

Door Monitor / Room Monitor Volunteer Instructions

ROOM MONITOR

Help the judge with getting the room quieted. Identify the next performer, assist them with getting the judge a copy of their piece. (Help judge make sure that they are on the correct critique card for the current performance.) Close the door, once the door is closed no one is allowed in until after the performance. Judge will complete score/critique after each event and put sheet into an envelope (you can have multiple cards in same envelope). Every few performances take that envelope and give it to the Hall Monitor so it can be transferred to the runner to take to Headquarters for data entry. Keep empty envelopes at the ready for the judge to use for results. If you run out, wait for one to be returned before transferring your last envelope to the Hall Monitor.

Room Door may be opened during the judge's critique.

Please keep spectators from video-taping/recording the judge's critiques.

Help your judge stay close to being on time (though it's up to them!)

HALL MONITOR

Identify the next performer. Once you know who they are you can make note that they have arrived (usually a check in the box next to their name). Remind them to have their music ready for the judge. Make everyone whisper in the hall. Keep entire hallway quiet. Once the prior performance is done, open the door and let people move in and out. When a performance is complete, you can check-off/cross out that person on the list. Sometimes you will be told of cancellations or delays. Communicate those messages to the Room Monitor so they always know who is performing. People later in the day may move up to fill opened slots. If someone is waiting for an accompanist and the next person is ready, let the next person go. Keep door closed during performances. The Room Monitor will hand you envelopes with results in them. Please do not open these – give them to runners to take to Headquarters. Get empty envelopes back from the runner and transfer them back to the Room Monitor for the judge. Do not leave score cards/envelopes unattended.

FESTIVAL DAY...

- Door Locks (again)
- Keep a WSMA Handbook handy – You answer rules questions
- What's your plan? How can you be reached
 - Do you stay in one place all day or are you with your students?
 - How do people get a hold of you/Festival Manager?
 - Give HQ your cell phone # to text/call.
 - What is the plan if you're conducting an ensemble and an "emergency" happens?

FESTIVAL DAY...

- Judge's Meeting
 - Usually takes place at 7:30
 - If you are busy, have a Master Judge lead the meeting
- I ask "is anyone judging their first festival of the year?"
 - If "yes," then I read the script
 - If "no," then I tell them
 - Don't save cards (unless DNAs - save until the end)
 - Where the nearest bathrooms are
 - Where Lunch is
 - Where to get paycheck/check-out at the end

FESTIVAL DAY SCHEDULING

- After 9:00 a.m., the schedule is a suggestion
 - Small time issues will not be a problem (ex: a 2-min. overlap)
- It is okay to take entries out of order
 - Just make sure that you are aware of angry parents...
- Keep judges on time!
 - Tell room monitors to keep judges aware of times
 - You talk to judges

SCORES

- Where do you post?
 - All in one location?
 - By Room?
 - By School?
- Put Schools in different locations?
- Put near concession stand???

Unofficial Results QR Links

ALCS



DEERFIELD



DODGELAND



FALL RIVER



HORICON



HUSTISFORD



JOHNSON CREEK



PALMYRA-EAGLE



PARDEEVILLE



PARKVIEW



RIO



WILLIAMS BAY



Results are uploaded as soon as possible after they are varified and entered.

SCORES

- Print on paper or just online?
- I used a [Google Site](#)
- AND post results on a [GOOGLE SHEET](#)
- DePere HTML Script – for TVs in school.

OTHER THINGS...

- Score Card Math issues
 - Address with judge right away, not after they have heard 15 more entries.
- No video taping of judges verbal comments. Have room monitors remind.
- Have a great FESTITUDE
- Try to offer 5-Star service

HOSPITALITY ROOM

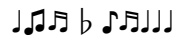
- Treat your judges well!
 - Bring them food and drink
- Hospitality Room
 - Food options
 - Breakfast / Lunch / Snacks
 - Catering Food? - VERY EXPENSIVE
 - F.A.C.E. Program help – can they “cater” for you?

FESTIVAL DAY

- Instrument Repair?
 - Sometimes your Music Store will send a repair tech to your festival
- Extra Instruments?
 - Instead of a repair tech, ask your Music Store for a spare set of instruments (from their rental pool) to use if something breaks.
- Copy Machine?

MENU

2023 Solo & Ensemble



Hot Dog	2.00
BBQ Dog (Hot dog w/bbq meat)	3.00
Hot Sandwich (sloppy joe)	3.00
Baked Potato (no meat)	2.00
Baked Potato (with meat)	4.00
Nachos (chips w/ cheese sauce)	3.00
Nachos Grande (add taco meat & toppings)	5.00
Cheesecake - slice	2.00
Candy	2.00
Fruit	1.00
Baked Goods/Chips	1.00
Water/Coffee/Tea/Soda	1.00
Gatorade	2.00

provided by DHS/DMS Music Boosters

Benefitting Deerfield High School and Middle School Music Programs

CONCESSIONS

- Never too early to have food for sale!
- Have a variety
 - Can you use things for multiple foods choices?
- Fruit
- Free stuff from your fundraiser people?
 - Cookie Dough
 - Pizza?
- Again, send this out to the other schools so their kids know what will be available.

FESTIVAL DAY

- Homerooms
 - Where can you put groups?
 - Different Classroom for each school?
 - Everyone in gym?
 - Label sections of Bleacher for each school
 - Raise your basketball hoops/remove any toys!
- What can you do to make the day a little more entertaining for kids stuck at your school all day?
 - We adjust our Public WiFi settings to allow for things like Netflix – keeps those kids “occupied” instead of wondering.....

Label sections of
your bleachers for
each school



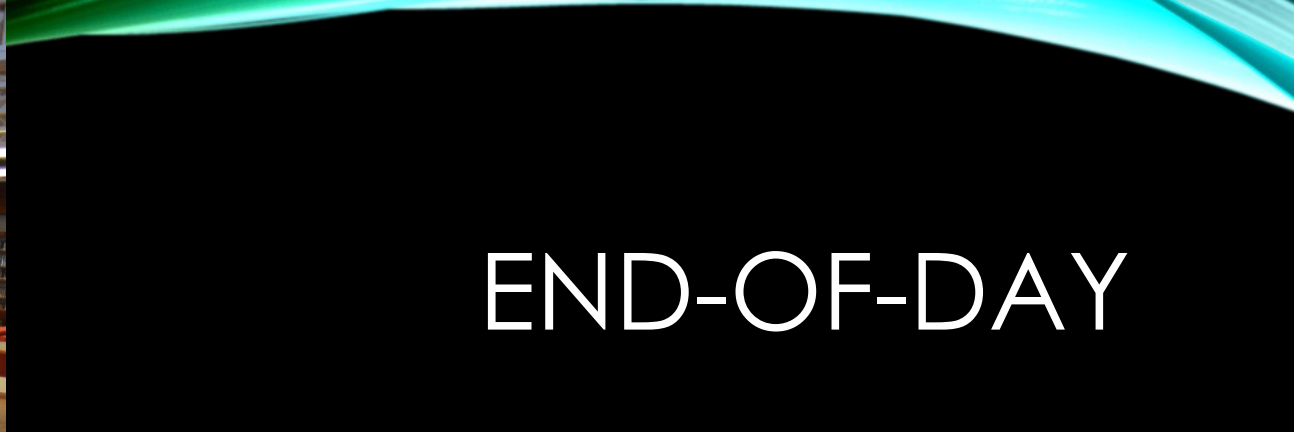
END-OF-DAY

- Make sure paychecks are in HQ
- Have judges just bring their final cards to HQ for check-out procedure
- CLEAN-UP
 - Post pictures of room inside room
 - Have clean-up crew start working as soon as room is done
 - Don't wait for 4:00 if room is done at 3:30



Take photos of rooms to help return them to how you found them.





Take photos of rooms to help return them to how you found them.

NOW....

HOW TO SCHEDULE....



SCHEDULING

- Schedule your VOCAL rooms first, then Instrumental.
- Time requests
 - Tell directors to ONLY use for EMERGENCY
 - Not that they only have 8 entries and they want to be home by noon...
- TWO SOLOS IN SAME ROOM – try to avoid - for kid's sake
 - Classical and Broadway in same room
- Equipment
 - Does your 1 drum set need to be in jazz room, percussion room, and a brass ensemble room?
 - Where do you need choir risers?

SCHEDULING - BLOCKING

Room Schedule

SITE 1	SITE 2	SITE 3	SITE 4	SITE 5	SITE 6	SITE 7
7:30	7:30	7:30	7:30	7:30	7:30	7:30
7:45	7:45	7:45	7:45	7:45	7:45	7:45
8:00	8:00	8:00	8:00	8:00	8:00	8:00
8:15	8:15	8:15	8:15	8:15	8:15	8:15
8:30	8:30	8:30	8:30	8:30	8:30	8:30
8:45	8:45	8:45	8:45	8:45	8:45	8:45
9:00	9:00	9:00	9:00	9:00	9:00	9:00
9:15	9:15	9:15	9:15	9:15	9:15	9:15
9:30	9:30	9:30	9:30	9:30	9:30	9:30
9:45	9:45	9:45	9:45	9:45	9:45	9:45
###	10:00	10:00	10:00	10:00	10:00	10:00
###	10:15	10:15	10:15	10:15	10:15	10:15
###	10:30	10:30	10:30	10:30	10:30	10:30
###	10:45	10:45	10:45	10:45	10:45	10:45
###	11:00	11:00	11:00	11:00	11:00	11:00
###	11:15	11:15	11:15	11:15	11:15	11:15
###	11:30	11:30	11:30	11:30	11:30	11:30
###	11:45	11:45	11:45	11:45	11:45	11:45
###	12:00	12:00	12:00	12:00	12:00	12:00
###	12:15	12:15	12:15	12:15	12:15	12:15
###	12:30	12:30	12:30	12:30	12:30	12:30
###	12:45	12:45	12:45	12:45	12:45	12:45
1:00	1:00	1:00	1:00	1:00	1:00	1:00
1:15	1:15	1:15	1:15	1:15	1:15	1:15
1:30	1:30	1:30	1:30	1:30	1:30	1:30
1:45	1:45	1:45	1:45	1:45	1:45	1:45
2:00	2:00	2:00	2:00	2:00	2:00	2:00
2:15	2:15	2:15	2:15	2:15	2:15	2:15
2:30	2:30	2:30	2:30	2:30	2:30	2:30
2:45	2:45	2:45	2:45	2:45	2:45	2:45
3:00	3:00	3:00	3:00	3:00	3:00	3:00
3:15	3:15	3:15	3:15	3:15	3:15	3:15

Do this on the computer or just a pad of paper. Helps you “see” what’s happening in each room.

This is looking at things based on Rooms.

Different colors represent different Accompanists

SCHEDULING – ACCOMPANIST-BASED

Solo Ensemble
Accompanist Schedule

ACCOMP #1		ACCOMP #2		ACCOMP #3		ACCOMP #4		ACCOMP #5	
7:30		7:30		7:30		7:30		7:30	
7:45		7:45		7:45		7:45		7:45	
8:00	Site 1	8:00	Site 4	8:00		8:00		8:00	
8:15		8:15		8:15		8:15		8:15	
8:30		8:30		8:30		8:30		8:30	
8:45		8:45	Site 1	8:45		8:45		8:45	
9:00	Site 2	9:00		9:00		9:00		9:00	
9:15		9:15		9:15		9:15		9:15	
9:30		9:30		9:30		9:30		9:30	
9:45	Site 3	9:45	Site 6	9:45		9:45		9:45	
10:00		10:00		10:00		10:00		10:00	
10:15		10:15		10:15		10:15		10:15	
10:30		10:30		10:30		10:30		10:30	
10:45		10:45		10:45		10:45		10:45	
11:00		11:00		11:00		11:00		11:00	
11:15		11:15		11:15		11:15		11:15	
11:30		11:30		11:30		11:30		11:30	
11:45		11:45		11:45		11:45		11:45	

Do this on a computer or just on paper.

This helps you keep track of when each accomp. is busy/free.

Helps **a lot** when trying to make schedules when one person plays for more than 15 events.

OR, DO IT
WITH PENCIL
AND PAPER...

45	17	24	Schedule	19	19
BRANDT	LANGST	TBD DEERFIELD	ESTERHIA/WHITMAN	KUHN (HUGST)	S. JOHNSON
7:30	7:30	7:30	7:30	7:30	7:30
7:45	7:45	7:45	7:45	7:45	7:45
8:00	8:00	8:00	8:00	8:00	8:00
8:15	8:15	8:15	8:15	8:15	8:15
8:30	8:30	8:30	8:30	8:30	8:30
8:45	8:45	8:45	8:45	8:45	8:45
9:00	9:00	9:00	9:00	9:00	9:00
9:15	9:15	9:15	9:15	9:15	9:15
9:30	9:30	9:30	9:30	9:30	9:30
9:45	9:45	9:45	9:45	9:45	9:45
###	10:00	10:00	10:00	10:00	10:00
###	10:15	10:15	10:15	10:15	10:15
###	10:30	10:30	10:30	10:30	10:30
###	10:45	10:45	10:45	10:45	10:45
###	11:00	11:00	11:00	11:00	11:00
###	11:15	11:15	11:15	11:15	11:15
###	11:30	11:30	11:30	11:30	11:30
###	11:45	11:45	11:45	11:45	11:45
###	12:00	12:00	12:00	12:00	12:00
###	12:15	12:15	12:15	12:15	12:15
###	12:30	12:30	12:30	12:30	12:30
###	12:45	12:45	12:45	12:45	12:45
1:00	1:00	1:00	1:00	1:00	1:00
1:15	1:15	1:15	1:15	1:15	1:15
1:30	1:30	1:30	1:30	1:30	1:30
1:45	1:45	1:45	1:45	1:45	1:45
2:00	2:00	2:00	2:00	2:00	2:00
2:15	2:15	2:15	2:15	2:15	2:15
2:30	2:30	2:30	2:30	2:30	2:30
2:45	2:45	2:45	2:45	2:45	2:45
3:00	3:00	3:00	3:00	3:00	3:00
3:15	3:15	3:15	3:15	3:15	3:15
3:30	3:30	3:30	3:30	3:30	3:30
3:45	3:45	3:45	3:45	3:45	3:45
4:00	4:00	4:00	4:00	4:00	4:00

SCHEDULING

Stagger Lunches



Where are your large groups going to go?

Maybe during lunch hours – less rooms in session, so less conflicts?

Site	End Time	Lunch	SPECIALS
1	4:00	11:45	Show/V Jazz/Madrigal
2	3:54	12:10	
3	3:54	11:30	
4	4:00	12:05	
5	3:58	11:28	
6	4:00	11:00	Jazz & Perc
7	3:30	11:40	
8	3:54	11:15	
9	3:20	11:45	
10	3:54	11:00	
11	3:56	11:20	
12			

END TIMES AND STAGGERED LUNCHES

ENDING & LUNCH

ENDING & LUNCH

1: 4:00
2: ~~3:30~~ 3:54
3: 3: ~~4:00~~ 54
4: 4:00
5: 3:58
6: ~~4:50~~ 4:00
7:
8: 3: ~~54~~
9: 3:54
10:

11:45
12:10
11:30
12:05
11:28
11:00
11:15
11:45
11:00

8:00 - SHOW
12:00 - V. JAZZ
2:15 - MADRIGAL

JAZZ
PERC

11:16
11:16

SCHEDULING...

- **SITE SCHEDULING SEQUENCE – SUGGESTIONS**

- *This list is a suggestion for the order that you should schedule your sites. This will vary depending on the number of events and sites your festival has.*
 - Site with Show choir/vocal jazz (think about where Instrumental Jazz might go, too – if sharing an auditorium, schedule them now; if now, think about what time of day (maybe opposite show choirs) that you want to schedule them at.)
 - Site(s) with Madrigals/large vocal ensemble
 - All remaining Vocal sites
 - Sites with Jazz Ensembles
 - Site(s) with very large instrumental Ensembles.
 - All other brass/woodwind site(s)
 - Percussion site(s)
 - Site(s) with large string ensembles
 - All other string sites
 - Piano site(s)

SCHEDULING...

- ADJUST TIMES OF SINGLE ENTRIES
- THINK OF THE DAY AS IF YOU WERE A JUDGE
 - Happy Judges make Happy Ratings
 - ADD BREAKS
 - DNAs will be breaks, too
 - Don't put in all class As --- or Class Cs!
 - CAN THEY JUDGE THAT?? – BROADWAY solos
- DRAFT SCHEDULE
 - Send out as PDF – send by time, then site & accompanist by time, then site.
 - Send out draft to directors to catch conflicts of double-booked students
 - Give them a few days to find errors (tell them when deadline is!)
 - Trade with their own entries within a site – tell you the swaps

SCHEDULING

Conflict changes

- Have directors tell you site & index to swap
- TAKE NOTE OF ENTRY TIME!

Festival Manager's Personal Schedule

- Try to keep YOUR own first 30-60 minutes free.
- Something will always come up – it's hard to fix that if you're in the middle of conducting your jazz band.

LATE ENTRIES

- So, someone forgets something – what do you do:
 - Send them to WSMA
 - Or don't...
- Regardless, have them send me the event info
 - *(**adding late entries into the website**)*

ADVANCED DNA EVENTS

- Have directors tell you ahead of time about DNAs
 - Deadline for printing rubrics?
- These can become open slots to move schedule conflicts
- Also helps day go smoother with opening
 - No confusion over “where is that entry??”

SCHEDULING – OTHER THINGS TO THINK ABOUT...

- Extra BREAKS for moving to new site (Show Choir / Jazz in another room)
- How to deal with the same room being used for two different things?
 - The gym/auditorium is hosting show choir things with the judge from room 3 and Jazz Band things with the judge from room 12. What do you do?
- Judging “odd” things
 - Who should do it? Strings if you don’t have stings?
 - Look at class – anyone *should* be able to judge class C
 - Suggest they transfer to another festival.

PRINTING

- Print to your copy machine
- Have students collate by room and index #
 - This helps find any missing entry forms
- Print extra blank forms for judges envelopes
 - both rated and C.O.

Use WSMA suggested colors, or...

- Different color for every room
- Different color for every school/district

HOSTING EVERY YEAR

- No, I'm not crazy!!
- Gets Easier and Easier each year
- Parents know what to do
- -Your- kids benefit the most
 - I can schedule them when they need to go
 - It takes up less of their time
- Process gets streamlines and efficient
 - Boosters run all volunteers, food, etc – I get to focus on my kids
- You Make \$\$\$

OTHER TIPS AND TRICKS

- This is what works at ****MY**** Festival
- What has worked well at yours?
- Ryan Petersen –
petersEnr@deerfield.k12.wi.us