

2025 MMC Piano Festival Instructions

Date: Piano and Musicianship: February 8, 2025. Piano Concertos and makeups: Monday, February 3, 2025.

Entry **Deadline:** December 14, 2024

Location: NOTICE: NEW LOCATION: Atonement Lutheran School, 6500 Riverside Drive, Metairie 70003

Chair: Melanie Perez (MelaniePerezPiano@gmail.com)

Dear Metairie Music Club Teachers,

We are looking forward to seeing our many Juniors participate in this year's Piano and Musicianship Festival! Notice that we are at a different location, in Metairie, this year. Please read and follow these instructions for entering your students and let me know if you have any questions. We are looking forward to a successful 2025 Festival!

Musically,

Melanie Perez

*** Check your email often for Festival information.**

*** Teachers are responsible for correctly selecting classifications and music, and for meeting all deadlines.**

BULLETIN:

Purchase and read and observe all rules, regulations and responsibilities in the new 2024-2028 Federation Festivals Bulletin.

The current 2024-2028 NFMC Bulletin has had many corrections. **It is the teacher's responsibility to check the NFMC website frequently for updates.** In addition to the pieces in this new Bulletin, there are numerous additions, deletions, and some pieces that have been moved to a different Class (level). These changes/updates are listed on the www.NFMC-music.org website on YOUR Vivace home page and also under "Festivals," "Bulletin updates." **IMPORTANT: It is the teacher's responsibility to keep up to date on all Festival information by reading the Festival section in each *Junior Keynotes Magazine* and by checking the NFMC website frequently for updates and Bulletin corrections,** especially before assigning repertoire.

CHOICE OF MATERIAL:

* In your 2024-2028 Bulletin, **read Festivals General Rules (pages ix – xxiii), plus the specific instructions at the beginning of each Bulletin Section, for details and rules regarding choice of material, repertoire, memorization, scores (hard scores and digital), composer, progression/repetition, etc.**

Teachers are responsible for correctly selecting classifications and music, and for meeting all deadlines.

ALL MEASURES IN ALL PIECES MUST BE NUMBERED.

NO PHOTOCOPIED MUSIC is allowed. Students with photocopies will be immediately disqualified.

VIVACE:

The NFMC Online Festival Management System VIVACE monitors student progression from year to year and will not allow you to enter a student in a lower class. Vivace also controls selection of required pieces and prevents you from selecting an incorrect required piece.

Please allow sufficient time for you to register your students into the Vivace system before the deadline.

Please be careful and accurate in entering the data in Vivace.

MUSICIANSHIP (THEORY) TEST:

Register your Musicianship students on Vivace. The Tests will be administered at Piano Festival between 8:30 and 11:00 AM. Please have students audition at their scheduled time first, THEN take the theory test. Margarita Harvey will administer the Musicianship event. Practice tests can be found on the NFMC website, under Publications: [Festivals](#).

SCHEDULING: Please communicate any scheduling issues via email by the December 14 deadline.

MAKE-UPS: Teachers requiring makeups (Feb 3) must send an email to the Festivals Chair, by the December 14 deadline.

CONCERTOS: All Piano Concerto auditions will be held on the makeup day (Feb 3).

PRE-PRIMARY ENTRANTS: Verification of Date of Birth to determine eligibility to enter as Pre-Primary is monitored by Vivace.

NEW TEACHERS: Teachers who have not yet used Vivace must contact the Vivace admin, Mark Vile (markvile@cox.net), no later than November 15, to be sure they are entered in Vivace

TRANSFER STUDENTS: Teachers with transfer students must contact the Vivace admin, Mark Vile (markvile@cox.net), no later than November 15, to be sure they are registered in Vivace. If a transfer student is not already enrolled in Vivace, the following form must be completed and submitted to the Vivace admin: [Transfer Student Information \(JR 3-1\)](#) (also available on the MMC website)

SPECIALLY CAPABLE JUNIOR MUSICIAN: If you have a student to enter in the SCJM category, you must fill out the JR 3- 13 form according to the directions on the form and submit by December 14. [SCJM Application \(JR 3-13\)](#) (also available on the MMC website)

12-YEAR CONSECUTIVE SUPERIOR CERTIFICATE: A student earning a 12-Year (or higher) consecutive Superior can receive a special certificate from the National Festivals Chair. [JR-3-16.pdf](#) (also available on the MMC website)

RATING SHEETS: After registration closes in Vivace, the admin (Mark Vile) will print the Judge's Rating Sheets, and teachers may arrange to pick them up. Completed rating sheets will not be given out on the day of the festival. Completed rating sheets may be picked up at Mark Vile's house (1501 Airline Park Blvd, Metairie LA 70003) after being notified by email that they are ready. Please call before coming.

HONORS DESIGNATION: The judges will give special Honors Designation to the best of the best. Those students will receive a special certificate.

CERTIFICATES/FEDERATION GOLD CUPS: These may be picked up at Mark Vile's house (1501 Airline Park Blvd, Metairie LA 70003) after being notified by email that they are ready. Please call before coming.

Teachers or students will not receive rating sheets on the day of the festival. Rating sheets may be picked up at Mark Vile's house (1501 Airline Park Blvd, Metairie LA 70003) after being notified by email that they are ready. Please call before coming.

CERTIFICATES/FEDERATION GOLD CUPS: These may be picked up at Mark Vile's house (1501 Airline Park Blvd, Metairie LA 70003) after being notified by email that they are ready. Please call before coming.

WORK SCHEDULE: Each Teacher entering students into Piano Festivals is expected to help on Festival day. You can come yourself or provide an adult substitute. (A Teacher who fails to fulfill this obligation will be placed on probation. Two consecutive years of probation will disqualify that Teacher from entering students in MMC Piano Festivals on the third year. Please understand that running the Piano Festival successfully and efficiently requires many people, and we each need to pitch in for a well-run Festival day.)

TEENAGERS: We welcome teenage helpers to serve in various positions on Festival day. Please note this on your Work Schedule. We are happy to sign for service hours.

FESTIVAL FEES: Solo - \$21 for first solo; Duet - \$10 for each student; Musicianship - \$10

TO REGISTER FOR FESTIVAL:

WHAT YOU SHOULD BE DOING PRE-FESTIVAL:

1. If necessary, review current Guides at [NFMC Festival Help System – Vivace Support Center](#)
2. Review previous year's students' records and choose repertoire.
3. Archive students.
4. Edit current student profiles, if necessary.
5. Add new students.
6. Contact Mark Vile by Nov 15 if you are new to Vivace.
7. Contact Mark Vile by Nov 15 if you have transfer students.

WHAT YOU MUST DO BY DECEMBER 14 (NO LATE ENTRIES WILL BE ACCEPTED):

1. REGISTER your students on Vivace.
2. And submit the following to Chair via email:
 - a. Any scheduling issues.
 - b. Makeup requests.
 - c. SCJM form, if necessary.

WHAT YOU MUST DO IMMEDIATELY AFTER DECEMBER 14:

1. Check your email frequently and correct any problem registrations.
2. You will receive an email **INVOICE** from Admin Mark Vile showing your fees. Mail or drop off one check registering all your students, made out to Metairie Music Club, to Mark Vile (1501 Airline Park Blvd, Metairie LA 70003) as soon as possible, but no later than the December 28 Deadline.
3. You will also receive the **WORK SCHEDULE FORM** from Mark. Fill it out and email it to Chair Melanie Perez as soon as possible, but no later than the December 28 Deadline.

SCHEDULE: In January, you will receive an email with your students' audition schedule.

AFTER FESTIVAL:

1. You will receive an email communicating when you can pick up your rating sheets.
2. You will receive an email communicating when you can pick up your certificates/trophies.

Our communications will take place by way of EMAILS. Please understand that you will need to check your email FREQUENTLY to make sure you do not miss anything.

***Check your email often for Festival information.**