

Dear Teachers,

Welcome to Bay Ridge Festival Tampa 2024.

The Bay Ridge Festival Committee is here to help organize and facilitate this event, but we need all the teachers to take on the responsibility of following the guidelines, deadlines, and volunteer. Please read carefully.

For all updates and important information visit our [Bay Ridge Festival Website](#)

➤ **IMPORTANT DATES AND DEADLINES**

- October 15th thru December 1st, 2023 - Register Students ([Vivace](#))
- December 18th, 2023 (postmarked) - Festival Fees Due
- December 18th, 2023 (postmarked) - Receiving Graded Rating Sheet Form Due; send with festival fees.
- FFMC Child Protection Form - February 1st, 2024 – Judges, Volunteers, Workers, and Teachers
Upload to Dropbox <https://www.dropbox.com/request/o0QsXnGbuOsFkouXRxFj>
- Print 2 Rating Sheets from Vivace and organize original music for judges before your festival day.

➤ **BAY RIDGE FESTIVAL 2024 DATES – IN-PERSON**

Festival Place: Hillsborough Community College, Ybor City Campus – 2112 N. 15th St. Tampa, FL 33605

Piano, Voice and non-String Instruments All Events

Saturday, February 10 th – Piano Concerto Day	9am-5pm
Sunday, February 11 th – Conflict Day	1pm-5pm
Saturday, February 17 th – Main Day (All non-concerto events)	9am-5pm

Strings All Events

Sunday, February 18 th – Strings Day	1pm-5pm
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- Theory will be available all festival days. **Students must enter the theory room by 4pm.**
- Sight-play will be available all days. Print 1 rating sheet for sight play.

➤ **REGISTRATION FEES**

Fees are \$25 for the first event, and \$12 for each additional event. This includes the \$5 Federation Cup Fee, which can be opted-out at the time of registration. Teachers are responsible for paying all registered student fees. No changes can be made after registration and NO REFUNDS.

If the student is only doing theory, it will be considered as the first event.

Official NFMC Invoice will be sent out by December 11th, 2023 to each teacher after their application has been approved. **DO NOT SEND YOUR CHECK UNTIL YOU HAVE RECEIVED YOUR INVOICE.**

Festival fees are due by December 18th, 2023 (postmarked).

Make checks payable to Bay Ridge District and send to Ivanka Stefanov, 9005 Bana Villa Ct., Tampa 33635. Include a copy of your invoice.

➤ **REGISTRATION AND SCHEDULE REQUESTS**

Registration: All registration will be done on-line with [NFMC Festival Management – Vivace](#). If you have never used Vivace, you need to contact Bay Ridge Festival committee to set up your account.

- Make sure to enter and check off all requested info.
- Time should be entered in minutes (round up to the nearest minute)
- Rating Sheets are Vivace generated. NO handwritten rating sheets are accepted. ***Print 2 copies.*** Rating sheets will become available after all entries have been approved.

Festival Application (Vivace) – Registration window: October 15th thru December 1st, 2023. Vivace will stop accepting applications at 11:59pm on December 1. **NO EXCEPTIONS.**

Festival Committee will approve entries December 2-10, 2023.

Schedule: Vivace applications include a comment section for scheduling, so if your student has a conflict (school/religious/etc.), please note it while registering. If your student is participating in multiple events, note the conflicts on each event. Teachers may request specific days and times, and the Festival Committee will attempt to honor all requests, but there is NO guarantee. **ABSOLUTELY NO MAKEUP REQUESTS OR SCHEDULING CHANGES** will be accepted once the schedule is sent out. Scheduling is done in blocks by the teacher.

Festival Schedule will be distributed first week of January 2024 – NO CHANGES

Helpful videos on how to register or use Vivace: [NFMC Festival Help System – Vivace Support Center](#)
Double check the [NFMC website](#) for any adjustments or updates to the bulletin.

➤ **FEDERATION CUPS**

Participation in Festival Federation Cups is included in Vivace registration (\$5 fee) and must be declared at the same time of registration – deadline is December 1st. Federation Cup can be opted-out at the time of registration.

➤ **TRANSFER STUDENTS**

If you have transfer students, you must contact the festival committee via email. Include the student's full name (first, middle, last), full birthdate and their previous teacher.

➤ **RATING SHEETS PICK-UP**

Vivace system requires manual computer entry by two different administrators. This means it will take twice as long to get everything recorded and there is a possibility that the rating sheets and theory tests may NOT be available for pick up on the day of the festival.

For your application to be complete and students scheduled, you must fill out the ***Receiving Graded Rating Sheet Form*** and return to the festival committee. Deadline – December 18th, 2023 (postmarked)

➤ VOLUNTEERING

Each teacher is required to volunteer for 2 hours in-person or choose to pay a fee to cover the cost of hiring outside help. Jobs include Info desk, floor monitors, theory grading, set-up and clean-up, food and hospitality, etc. Please remember that all Festivals are run on volunteer work, and we would rather have manpower than collect fees. Opt-out fee is \$75. This is not negotiable, and failing to volunteer will put the future festival participation in jeopardy.

A Google Form with volunteer times available will be sent out after the student schedule is published, so you can plan accordingly when signing up.

➤ REQUIRED FORMS

Submit to <https://www.dropbox.com/request/o0QsXnGbuQsFkouXRxFj> or mail to Ivanka Stefanov.

- Receiving Graded Rating Sheet Form – December 18th, 2023 (postmarked) – *ALL TEACHERS*
- FFMC Child Protection Form - February 1st, 2024 – *Judges, Volunteers, Workers and Teachers*

All forms are required for your application to be complete.

As a reminder:

- Required and choice pieces should match the level of difficulty.
- Refer to the Bulletin for specific event requirements, i.e. memorization, accompaniment, etc.
- **Students will be disqualified if there is no music for the Judges.**
- Copyright Rules and Regulations will be strictly enforced. Copyright permission and/or purchase receipt must accompany any printed computer-generated music. All music must be in paper form and standard solo format: No orchestral scores or e-devices are allowed. Students must have their own original solo music. Not adhering to these Rules will result in disqualification.
- Specially Capable Musicians, please refer to page 4 of Bulletin. There is a form (3-13) that needs to be submitted to the area and state chairman at least 1 month prior to the Festival Date.
- Theory Students **MUST** be able to read instructions and complete the test independently.
- Only Theory test takers will be allowed in the testing room.
- **There are NO practice/warm-up rooms available for any of the days.**
- No REFUNDS.

PLAN AHEAD to FFMC 2024 State Junior Convention - The correlation and memorization requirements listed in the [Junior Procedures Manual](#). Though the requirements do not apply to Festival, they do apply to the Junior Convention, and require teachers to plan accordingly.

Dates are set for May 3-4, 2024, at USF in Tampa.

Any Jr. Convention questions should be emailed to: jr.convention@ffmc-music.org or visit [Jr. Convention Website](#)