

Procedure for Regional Festival Directors

- I. The Board of Directors will be responsible for the selection of site, time, date (Monday of Week 38 to Saturday of Week 44) and regional directors. (WVSSAC Band Committee will make recommendations for the above items).
- II. Director's responsibilities:
 - a. Selection of adjudicators.
 1. Must be from the approved list.
 2. Make the necessary logistical arrangements.
 3. Adjudicators may be used only once every two years.
 4. Adjudicators may be hired in consecutive years provided they be assigned adjudication of different bands or band categories, i.e. junior high or senior high.
 5. Adjudicators may adjudicate a maximum of 18 bands in one day.
 - b. Preparation and distribution of materials to participating schools.
 1. Remind bandmasters that the Graded Music List may be found on the Internet. The address is located in the festival plan.
 2. Send letter, audition form, and festival plan by January 15.
 3. Be sure to inform bandmasters that the fee must be postmarked by March 1. If the items are not postmarked on or before March 1, then participation by the band will be at the sole discretion of the Festival Director. In the event the Festival Director elects to waive the March 1 deadline, a \$50.00 fine will be assessed.
 4. Notify schools by March 15 of necessary details, i.e. time, place, etc.
 - c. Preparation of schedule.
 1. Use a system that is fair to all schools, e.g. based on distance traveled to site, put all schools in a hat and draw, etc.
 2. Inform all schools of schedule.
 - d. Site preparation.
 1. Prepare warm-up room.
 2. Prepare adjudicator stations.
 3. Prepare stage area.
 - e. Other items and reminders:
 1. Prepare program.
 2. Remind schools of \$120.00 fee.
 3. Arrange for taping of each band's performance. This is optional and each band would be charged accordingly.

4. Regional Directors should encourage bands to come early and stay afterward to provide an audience for the performing bands.
 5. If more than one level of music is performed by a band, both levels will be placed on the regional certificate.
 6. Comment Only - Provide appropriate written and verbal feedback for the betterment of the performance and the program in general. Place no letter or number ratings on the Adjudication Form.
- f. After the festival.
1. Compile final ratings.
 2. Present certificates.
 3. Pay adjudicators.
 4. Prepare financial report.
 5. Prepare composite listing of schools and include non-participating schools.
 6. Pay regional director (same as adjudicators if not compensated by other source).
 7. Submit financial report, ratings of each band and festival fee in the amount of \$125.00 to WVSSAC as governed by the festival plan.