



# GUIDANCE NOTES FOR ENTRY FORMS

## PLEASE DETACH THIS INFORMATION AND ENTRY FORMS

Every entrant will receive a copy of the Festival Programme with their first entry.

**This is automatically included with the entry fee and the ONLY means of letting you know about the entry dates and times for your class.**

There are separate entry forms for solo and duet classes and for groups.

The **fee** for your first entry includes a copy of the Festival Programme which gives the names of all participants in the 2007 Festival and details of the date, time and place of every class. It will be sent to you in January 2007 and will confirm your entry. The Programme will also contain some Frequently Asked Questions and location details of venues.

The **programme** also offers free admission for one person to all the classes in the Festival apart from the final concerts. Only **one** copy of the programme will be sent to the address on the application form unless you wish to order additional copies at £3.00 each.

## COMPLETING THE FORM

1 Select the appropriate form.

**Form A** for the **solo or duet entries** where participants are entering **one class only** – eg Piano. This form will be useful for teachers entering a number of pupils.

**Form B** for **solo and duet entries** where participants may wish to enter **several classes** – eg Piano and Clarinet. There is a reduced rate if entering two or more classes.

***If one person has played before and the other is a first entry then use the reduced rate fee.***

**Form C** for group entries – choirs, bands, orchestras etc.

**Recital Classes and Hansells Evening Concert** – use form A but please remember to state your instrument so that we may use the most appropriate adjudicator.

You may order extra forms if required or make photocopies but remember to copy both sides.

- 2 In **BLOCK CAPITALS** enter name/s of participants in the Name column and complete the Class Letter and Class Number columns. Eg B2 (Number 45 approx)

**Group entries:** It is essential that approximate numbers are given to ensure that there is enough space in the Hall to accommodate everyone and to allow sufficient time to get on and off the stage.

- 3 **FEES: Circle the fee due for your first entry** and show this sum in the Fee Due column. There is a reduced rate for Pre-school Children and anyone in Full Time Education.

If you wish to enter **other classes** use Form B. Your first entry will be at the full rate. Additional classes (any category) will be at the reduced rate listed.

- 4 **Extra Programmes.** The person given as contact name will receive a Programme but if you wish to order extra programmes @ £3.00 each, then you should complete this section and record the sum due.
- 5 **Add up the Fee Due** column and record this in the **TOTAL DUE box**. **If you are sending several entry forms show the total for each page but send one cheque for the grand total.** The cheque should be payable to Norfolk County Music Festival and sent to the Festival Administrator.
- 6 **Complete the Contact details**, venue preferences etc on the reverse of the form. Teachers who enter a number of pupils should show their own address – unless a school address is more appropriate. Programme/s will be sent to this address for teachers to distribute to their pupils.
- 7 **Accompanists.** Entrants are required to make their own private arrangements. If you wish to use either of the official accompanists listed, you must make your own rehearsal arrangements and meet the costs. Norfolk County Music Festival will pay the cost of the official accompanist when you are performing at the Festival. The accompanists will not perform without a rehearsal unless this has been agreed between you beforehand. **See list of accompanists after the entry forms.** Please indicate if you are using the official accompanist on form.
- 8 **Multiple entries:** If you are submitting several forms there is no need to give full contact details on each and every form but please sign each form.
- 8 **Entry Costs on day of Festival:** Day sheets giving details of the Programme on specific days will be available at the Festival sessions priced £1.00 including entrance fee.
- 9 **Child Protection Policy** – a copy of this will be sent to all entrants/teachers with the Programme which will be distributed in January 2007.

**Contact details for NCMF:**

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