**Prescott Choral Festival Guidelines**

Welcome Directors!

Prescott South Middle School is excited to be hosting the first ever County – Wide Adjudication Festival! We are so glad you are considering joining us in this event and we hope to hear from you soon.

These guidelines were created into introduce you to the process of the Prescott Choral Festival. This year’s date is Thursday, March 21st. The Chairperson for this year’s event is Ashley Francis (afrancis@pcsstn.com) and Chelsey Brown (chelsey.poole@pcsstn.com) is our co-chair. The event will be held at Prescott South Middle School in Cookeville, TN. We have modeled this event and our handbook after the MTVA Choral Adjudication Festival.

Please see below for a step-by-step checklist:

**First Step: Festival Handbook**

Review the Festival Handbook. Here you will find information regarding repertoire, sight-reading, awards, etc.

**Second Step: Registration**

Register your group by emailing the following information to Ashley Francis at afrancis@pcsstn.com and mail your registration fee ($50) to Prescott South Middle School. This fee will help cover the cost of judges and awards. Make checks out to PSMS Chorus. Keep in mind that you are welcome to submit Small Ensemble and/or Soloist in addition to your choral ensemble; however, these will be an additional $10 per soloist or small ensemble.

* Director’s Name; Accompanist Name; (piano tracks are accepted)
* Name of Group
* Grade Levels of Group Members
* Song Selections with list of Composers
* Special scheduling requests (time slots) We will do everything we can to accommodate your request. Be aware that MOST schools request between 10:00-2:00 due to bus schedules, so if you have a location and transportation available that would allow you to be flexible outside these times, please do that.
* Permission to Observe: You will also need to choose whether or not you are willing to let other choirs come inside the performance hall and observe your performance. Please submit this information when you register.

**Third Step: Preparation**

Prepare your groups. Please see the sample Judging form so you know how the judges will be scoring your ensemble. Be sure to notice the section of the Handbook that states what selections cannot be used for this festival. Keep in mind that the repertoire selections you use this year cannot be repeated the following year. See the sight-reading packet (online) for examples of sight-reading. Keep in mind that sight Reading can be judged for comments only. Also, your school does not have to participate in the sight-reading.

**Forth Step: Field Trip Details**

Fill out your Field Trip permission forms as specified by Putnam County; schedule your substitute; arrange your

transportation, etc.

**Fifth step: Event Day**

You’ll want to arrive at least 30 minutes prior to your

scheduled warm up time, and you are encouraged to come earlier than that to allow your students time to hear some of the other groups as they are performing (be careful to observe etiquette of only entering/exiting the performance hall when there is NOT a group on stage).

Make sure you have 3 original copies of all of your music for the judges.Photocopies are NOT allowed and may disqualify your group (unless, of course, you have permission to make the copies and it is clearly marked on the copies). You will turn in your judge’s music, along with your completed registration form (available online) when you arrive. Make sure you have 4 copies of the form.

Directors, please take responsibility to make sure your students behave themselves appropriately (and quietly), picking up after themselves (in the auditorium, in the bathrooms,etc). There should be NO FOOD or drink in the auditorium other than water. Period.

Prescott South Middle School is connected to Prescott South Elementary School. Be sure that when you arrive, you unload from the bus line or Middle School car line. When using restrooms, be sure to use the middle school bathrooms. Restrooms will be labeled.

Pictures – We encourage you to take a picture on stage after your performance.

Schedules – You will receive a complete schedule weeks prior to the event. Once you have your scheduled slot, you can finalize your details for arrival.

FAQs:

Q - How long will my group be there?

A – If your group arrives 30 minutes prior to their performance time, they should be done in roughly an hours time. However, if you have several different groups performing, along with soloists and small ensembles, your time will increase.

1. Warm-up –10 minutes prior to performance

2. Performance –15 minutes

3. Comments from Judges –15 minutes

4. Soloists and Small Ensembles – 10 minutes

5. Group picture– about 2 more minutes

6. Sight reading – 10 minutes

Documents you need to view (available at prescottchorus.com):

- Handbook Guidelines

- Registration Form (to be turned in to judges when you arrive)

- Judges Bios (to be sent soon)

- Sight reading Sample packet

- Directions to Prescott

- Schedule (will be available weeks prior to the event)

If you have questions that have not been covered, please contact Ms. Francis (afrancis@pcsstn.com) so that we can assist you.

Many thanks,

Ashley Francis – Chair

Chelsey Brown – Co-Chair