Teacher Manual
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INTRODUCTION
We are looking forward to a wonderful Festival in March. We thank you so much for your participation in Festival and for your fine musical instruction that produces the beautiful performances that we enjoy at Festival. The Federation of Music Club festivals are designed to encourage and support a high quality of musical achievement by each participant while fostering an interest in American composers and world music literature. The Teacher Manual is to inform and guide you in the history of the Federation, the commitment of teacher responsibilities, the importance of teacher involvement, and the process and
changes in registration. All rules, regulations, repertoire, and events are contained in the Festivals Bulletin, 2016-2020.

**CALENDAR**

It is important to adhere to the deadline dates. Missing or delaying a deadline affects all the components of Festival and can result in gold cup and certificate delays.

**December 1, is the final deadline for registration**

**April 5th, is the final deadline for all correct information on Festival to be entered into the database.**

Certificates and Gold Cups are not available until sometime after May 1st.

### 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 18</td>
<td>New Teacher Orientation at Oakton Library 10:30am</td>
</tr>
<tr>
<td>October 20</td>
<td>Due – Junior Club Dues, to Federate students, with student list mailed to: Lana Baily 3686 Russell Road Woodbridge, VA 22192-4912</td>
</tr>
<tr>
<td>October TBA</td>
<td>FESTIVAL REGISTRATION OPENS (closes Dec. 1)</td>
</tr>
<tr>
<td>November 9</td>
<td>Computer day and registration for New Teachers 10:30 - 2:30pm at Oakton Library</td>
</tr>
<tr>
<td>November 14</td>
<td>Final State postmark deadline for dues to federate your students, with penalty.</td>
</tr>
<tr>
<td>December 1</td>
<td>CLOSE OF REGISTRATION PERIOD AT 11:59 PM for RETURNING TEACHERS</td>
</tr>
<tr>
<td></td>
<td>Send the following to Marilyynne Jost – must be postmarked or hand-delivered by midnight: <strong>Do not send envelopes that require a signature</strong>, i.e. certified or registered. Purchasing a proof-of-mailing certificate will suffice.</td>
</tr>
<tr>
<td></td>
<td>▪ Financial form,</td>
</tr>
<tr>
<td></td>
<td>▪ Teacher responsibility/commitment form</td>
</tr>
<tr>
<td></td>
<td>▪ Registration fees, check made to NVMTA</td>
</tr>
<tr>
<td></td>
<td>▪ One copy of Gold Cup Form and one copy of Combining Points Form</td>
</tr>
<tr>
<td></td>
<td>▪ Paging form</td>
</tr>
<tr>
<td></td>
<td>Marilyynne Jost</td>
</tr>
<tr>
<td></td>
<td>2808 Oakton Manor Ct.</td>
</tr>
<tr>
<td></td>
<td>Oakton, Va., 22124</td>
</tr>
<tr>
<td></td>
<td>Teacher retains:</td>
</tr>
<tr>
<td></td>
<td>▪ Copy of Financial form</td>
</tr>
<tr>
<td></td>
<td>▪ Copy of Responsibility form</td>
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<tr>
<td></td>
<td>▪ Copy of Gold Cup form and Combining Points Form</td>
</tr>
<tr>
<td></td>
<td>▪ Copy of Paging form</td>
</tr>
<tr>
<td>December 15</td>
<td>Final day for teachers to submit any changes, literature or corrections, to the area chairmen for the registration cards.</td>
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</tbody>
</table>
TEACHER RESPONSIBILITY FORM

The success of a smooth-running Festival is contingent on the cooperative participation of each teacher who enters students. For that reason, each teacher’s commitment to work at the Festival is of utmost importance. Though many teachers are needed as judges, there are many other areas which need teachers’ capable working abilities. The general chairmen and the judging chairman assign teachers to the various areas. The chairmen ask that teachers reserve the whole weekend for Festival.

The Responsibility Form is found at the end of the registration process. It must be filled out and signed before registration is complete. The teacher must keep one copy. Teachers must accept their working responsibilities at Festival. Do not register students if you cannot work.

- Teachers must commit to work sessions at the time of registration. The number of hours teachers are required to work is non-negotiable.

Not Working

If a teacher does not show up to work the assigned session, there is a penalty of $100 plus $100.00 per session replacement fee. Rating sheets for students will not be returned until the penalties are paid. In addition, a teacher who does not work the scheduled session will not be allowed to register and participate the following year.

Exception. If a teacher who does not show up to work at Festival has a documented medical emergency or a death in the family, he/she will receive special consideration.

Teachers are not allowed to furnish their own substitutes. All substitutes for any job must be assigned by Marilyinne Jost or Sucheta Damle.

Scheduling

Teachers will be scheduled according to the needs of the Festival.

Once the Teacher Responsibility Form is complete, print out two copies. Sign one copy and mail it, along with the registration fees, to Marilyinne Jost. Retain a copy of the Responsibility Form for your records.
Parent and Student Responsibility Form

It is the responsibility of the teacher to discuss correct parental behavior and to inform parents of consequences that may incur if there is a behavioral problem. The teacher needs to explain to the parents how the Festival will work, go over the location and parking, and to alleviate any parental concerns.

The Parent/Student Responsibility Form is found on the right side of the Teacher Menu. The teacher needs to print two copies to be read, understood, and filled out by parent/student and teacher. The parent needs to sign the form and keep one copy, the teacher needs to keep the second copy. It is necessary that the parents understands and adheres to the requirements of the responsibility form. There is no re-scheduling of students. Parents must adhere to the session they have chosen.

Parental behavior must be courteous and polite at all times regardless of any circumstances that may arise. Disruptive or irate behavior will result in the student and parent escorted from the premises and the student will be disqualified. There is no walking through the halls. Parents and students must enter through the front entrance, only, and must wait in the front until officially dismissed to the classrooms. There is no recording of any kind. Recording will result in removal from the premises and the student disqualified.

GENERAL INFORMATION

Area Chairs

Teachers are supported by their area chairman and the general chairman whose information is found on the Contact Sheet. The General Chairman assigns teachers an Area Chair.

Club Name and Club Area

Your club name is the name of your individual studio, which you may select. This name will appear on the certificates the students receive. We advise teachers to choose a name with a recognizable link to their own name. Please do not use the name of a school or academy as your studio name.

- Your club name is NOT NVMTA or Falls Church
- Our club area is Falls Church.

Modifying Teacher Information

This button on the teacher menu is for the teacher to update any changes in your contact information. Please update your information as soon as possible. If your e-mail should change, it needs to be replaced in the data base in order for you to receive the Broadcasts.
Gold Cup Form
For those students who will be receiving a gold cup after the current Festival, the teacher will complete
the form following the instructions on the site. The detailed information will be computer generated.
Please check that the student’s history is correct on this form. Check that the size and color of the cups
are correct. Print two copies of the PDF and mail one copy to Marilynne Jost by the deadline date and
retain one copy for your records.

Combining Points Form
For those high school students only that are combining points to receive a higher point cup, the teacher
will complete the form following instructions on the site. The teacher must understand the rules for
combining points as found in the Festival Bulletin. Print two copies of the PDF and mail one copy to
Marilynne Jost by the deadline date, retaining one copy for your records.

Birthdate
Junior participants must be under 19 years of age on the day of the Festival. Students nineteen years
and older belong to the “adult” category. The birthdate box must be marked on the registration card for
all participants in order to keep the junior and adult categories separate.

Scheduling
Room scheduling will be by general levels and age, (i.e., all primary grades, all elementary grades, all
moderately difficult grades, etc.) Individual levels will be mixed within the overall grade, allowing more
flexibility in scheduling and more variety of performances for the student audiences. Judges will call
lower levels first within the grade. Please explain this procedure to your parents.

There is no overflow room. Teachers, please remember to adhere to the student’s scheduled time. All
students need an appointed time. DO NOT SEND A STUDENT AT AN UNSCHEDULED TIME. The
teacher should contact Marilynne Jost or Sucheta Damle no later than 24 hours before Festival.

- Friday night Festival is scheduled from 6:00–9:00 PM. Enter school by the front entrance.
- Saturday Festival is scheduled from 9:00–12:00 AM and 1:00–4:00 PM. Enter the school from
  the front entrance.

Student Withdrawal
If a student needs to withdraw, please send the student’s name and level; the teacher’s name; and the
student’s scheduled day, time, and room to Marilynne Jost or Sucheta Damle.

Specially Capable Junior Musicians (SCJM)
SCJM students need exceptions to the General Rules. For SCJM status, the teacher must complete
Form JR 3-13, and submit it to Marilynne Jost or Sucheta Damle at least one month prior to the Festival
date (see Bulletin). To obtain a Form JR 3-13, contact Marilynne Jost or Sucheta Damle.
Teachers with red-checked (SCJM) students should print rating sheets that already display a sign by the student’s name and rating, rather than marking with a red check. If your rating sheet is not already marked, please contact either Marilynne Jost or Sucheta Damle.

**Teacher Commitment**

The teacher responsibility form is very important. A teacher entering students in Festival must be available to work in various capacities. Please reserve the entire weekend until schedules are available.

Teachers cannot change their commitment. The committed time at registration is not negotiable and not subject to change.

**Transfer Students**

Transfer students from within the Falls Church area can be located by the student’s last name or ID number and added to the new teacher’s list of students to register for Festival. The student will not get a new ID number and his history will be automatically transferred and available online. No hard copy documentation is required.

Transfer students from outside the Falls Church area (Springfield and Manassas are out of area) require hard copy documentation of the student’s history. The documentation should list the student’s name, event, level, rating, points earned, and year of participation for each event in the student’s history. Send documentation to the Technical Chairman, Julie Vient, and she will enter the information for the student to retain the history points. Without this information, the student will not retain the previous points.

**Broadcasts**

All teachers need to check their email regularly for broadcast announcements. The official Festival Broadcasts are generated by the Festival committee and not by the NVMTA Yahoo group. Please do not confuse these two types of broadcasts. Be sure that your e-mail is updated in the computer database by going to the Modify Teacher Information button on the Teacher Menu.

**USING THE FESTIVAL WEB SITE**

**General Information**

- The web site is [www.novaspfestival.org](http://www.novaspfestival.org).
- Problems should be reported to the Tech Chair at julievient@gmail.com.

**Logging On**

Go to [www.novaspfestival.org](http://www.novaspfestival.org).

If you have done online registration with Falls Church in the past, please log in. Continuing teachers do not click the red or green boxes. Otherwise, please click on the appropriate link and complete the
resulting page. Confirm your information and return to the main screen to enter your username and password and log in.

- Click the red box if you are a new teacher who has never participated in the Falls Church Festival.
- Click the green box if you are a returning teacher who has not set up an online account.
- Returning teachers, (those teachers who are continuing from last year or have an account), may log-in with their current username and password.

Your **username** is your first initial and last name, all lower case, no spaces (Example: jdoe). If you have logged on before, enter the password you created previously. **If you do not remember your password,** please click on the link under “Login” to request a new password. You will be sent an email with a temporary password which will allow you to log in; you will be prompted to change your password to a custom password of your choice when you log in with the temporary password. Passwords must be 5 characters or more and are case sensitive. **Do not register again as a new teacher.** The temporary password may only be used one time.

Do not give your password to any other teacher or school. Only the registered teacher can go into the account.

Problems should be reported to the Tech Chairman at julievient@gmail.com.

**Estimate Form**

The estimate number is the **total of events in which your students will participate, and not just the number of students.** Complete the form and click “Submit.” This form is electronically sent to the chairman.

**Teacher Menu**

Scroll down to the green box which contains the Teacher Menu options.

**Register Students**

Click on the “Register students” button in the Teacher Menu to begin the registration process.

Register students **in order of the buttons** – select students, add students, fill out registration card. Do not fill out Gold Cup Form until all students have a registration card.

Professional musicians, including teachers, may not register as participating adults.

**Select Students**

Your Student List shows all the students you have registered for past Festivals in the Falls Church area. Select your returning students entering the current festival by clicking the checkboxes by their names. You can select multiple checkboxes. When you have selected all students you wish to register, click on the “Add These Students to My Registration List” button.
Adding New or Transfer Students
Click on the “Add a New Student Not Listed Above to My Registration List”. Enter the student’s last name and click on the Search button. **If the student is found**, you may select them to add to your registration list and their existing history will remain intact. You do not need to do anything further to transfer the student’s history. **If the student is not found** in the system (i.e., they have not participated in the Falls Church area Festival before), click on the red “I Couldn’t Find My Student” button. Proceed to fill out the requested information to add the student to your list of students to register. If the student has participated in Festival in a different area, please see the instructions below for transferring the student’s previous history.

Transferring Student History
For students who have participated in Festival in areas outside Falls Church (Springfield and Manassas Festivals are out of Falls Church area and the students are outside-area transfers), the student will require a hard-copy indicating event, level, score, year, and points for each year that he/she participated, to be sent to the Tech Chairman. The student’s history will be entered by the Tech Chairman. If “pending approval” appears on the teacher’s student history list, the Tech Chair has not received the hard-copy information. “Pending approval” will be removed after the hard copy information has been entered. You can complete the registration cards and process before the “pending approval” has been removed.

Please send hard copy records, rating sheet, or certificates, including student name, event, level, rating, year, and points earned for each year that he/she participated to -

Tech Chairman
Julie Vient
5451 Crystalford Lane
Centreville, VA 20120
vientstudio@gmail.com

Please email the Tech Chairman if you need to make corrections to a student’s history.

Confirm Students
A list of students to be registered appears on the My Registration List page. When your list of students to register for this year’s Festival is **complete and final**, click on the “My Registration List is Final; Start Registering My Students” button.

Birthdates
- Birthdates must be entered with the MM/DD/YYYY format
- Pre-primary students must be 8 years or younger on the day of the Festival. They must not be 9 years old.
- Birthdates separate Juniors from Adults—Juniors must be **under** 19 years of age on the day of the Festival.
**Student Registration Card**
Click the button “Fill out new registration card”. The green box contains a list of your students. Select one student at a time for each event and click “Add”. You can use the “remove” button to remove a student from an event. You can modify the card by clicking the “Add Events” button at the bottom of the card. After all the fields have been correctly completed, click “Add Event and go to next card”, or when completed, click “return” button. Remember to use the drop-down lists when applicable. You do not need to register all your students in one sitting; you may continue to add more as long as you have not finalized.

**Duets and Trios**
Enter all students in the box above the registration card and the computer will automatically check the “partner box”.

Duets/Trios – teachers must email a list of partners to the general chairmen. It should clearly state partner names: “John A plays “Song” with Susie B”
Registration Card Checklist

- Student ID number, upper left-hand corner
- Birthdates
- Teacher ID number, upper right-hand corner
- Student entry number, upper right-hand corner (001)—computer-generated after registration
- Enter student’s current school grade
- Play time preference has been filled out
- Correct all misspellings
- Correct capitalization—names of teachers and students should have first letters capitalized; names of pieces and composers should have first letters capitalized
- Measure number box must be checked for all events, even Theory
- 12 measures or more for Pre-primary and Primary I
- 16-measures or more for Primary II and above
- Pre-primary entrants must be 8 years or younger as of the day of the Festival. No 9 years old participants for the Pre-primary level
- Check for full names of compositions and nationality of composer, choice piece
- Use the drop-down list and find the Nationality—for Pre-Primary and Primary class, either find the Nationality or select Non-applicable. Check “Non-applicable for Theory and Hymn events. Use the drop-down list for the required piece, if available.
- Compare current class with previous class—current class must be higher than previous class if student received Superior last year of participation. Adults may play in the same category for 3 years, regardless of rating.
- Check that times of pieces are accurate, not estimate, and have been filled in the appropriate blank. Specify minutes and seconds of each piece.
- Check that Accompanist box is filled out—teacher accompanies or student accompanies—and that you have provided the accompanist’s name, drop-down box.
- Remember to print out and fill in the gold Cup Form and the Combining Points Form, if applicable. Mail one copy by postal mail to:
  Marilynne Jost
  2808 Oakton Manor Crt.
  Oakton, VA 22124
- There are no” siblings” boxes on the new cards.
- Check that Play Time preferences have been filled out.
Schedules and Rating Sheets

After the registration deadline, schedules will be generated. After scheduling is complete, you will be given a new option on the green Teacher Menu.

A PDF file containing your student’s schedule, your working schedule, and the rating sheets for all your students will be available. Students cannot be re-scheduled. The PDF will automatically print two copies of the rating sheets.

You will print your schedules and all rating sheets from your own computer. Each student will need two rating sheets per event (with the exception of duets and trios; duet and trio students only need 1 rating sheet for each student). Please do not print on shiny, glossy, or brightly-colored paper.

REPERTOIRE AND REGULATIONS

- See Bulletin (Piano Solo Event) and check Keynote Magazine for any corrections or changes to the Bulletin Book.
- Each instrument or event has its requirements listed in the Bulletin.
- Each student prepares two compositions to perform, some events require memory and other events use music, at Festival.
- One piece must be from the Bulletin list.
- One piece is a choice composition.
- Choice compositions may not be listed in the Bulletin or in LFO Event.
- In the LFO event, both pieces may be by Lynn Freeman Olson, but the choice piece must not be listed in the Bulletin. Refer to Lynn Freeman Olson event in Bulletin.
- Entering Piano Solo Event, enter PSL – points will be credited for a gold cup in piano solo.
- Entering Lynn Freeman Olson, enter LFO – points will be credited for a gold cup in LFO. It will require 3 (or more) consecutive years in the LFO event, earning 15 points, to earn a LFO gold cup.
- Applying LFO point to piano solo event – enter LFO/PSL – points will be credited for a gold cup in Piano Solo event.

All Primary Classes

- Choice composition must be by a different composer than the required piece.
- Choice composition may be from any historical period or nationality.
- Pre-primary and Primary I choice compositions must be 12 or more measures.
- Primary II and higher, choice compositions must be 16 measures or more in length.
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- Pre-primary and Primary grades may use an American composer for a choice piece as long as it is not listed in any category of the Bulletin
- Choice compositions for all Primary classes must be by different composers.

**Elementary I and Above**
Choice composition must be an original work from a non-American composer.

**All Classes**
No arrangements, abridgements, or transcriptions may be used. The chosen piece must be a published, original composition for the instrument. Only complete compositions and standard editions are acceptable. Also, no folk songs or pop songs are allowed for choice composition.

Scores must be published. No photocopies allowed. (see Bulletin). CD sheet music is acceptable with a letter.

**Superior Rating**
Students receiving a superior rating must perform at a higher level the next year.

**Exception.** Adults may perform in the same class for 3 years.

**Excellent Rating**
Students receiving an excellent or lower rating may perform in the same level for a second year before required to advance another level. The student must perform a different composition in the second year.

**GOLD CUPS**
A gold cup is awarded at 15 point increments. Silver cups are awarded in the Adult Program (see Bulletin).

**Combining Points Requirements**
Only high school students may combine points:
- 9th grade or higher
- In Piano Solo/ Piano Concerto - Solo level Difficult I or higher
  - Junior III Concerto level or Senior Concerto
- Vocal students combine in Musical Theater and Art Song, Solo piece level Senior I or higher
  - Choice piece must be sung in a foreign language

All requirements must be met. (See Bulletin)

**Disqualifications**
- Compositions must be memorized except for adults, hymn playing, duets or trios.
- Compositions must be complete, original works.
- No arrangements, abridgements, or transcriptions.
Scores must be published. No photocopies allowed. (see Bulletin). CD sheet music is acceptable with a letter. No photocopied scores for accompanists.

Choice piece must not appear in Bulletin.

Measure number must be correct: 12 measures or more for Pre-primary and Primary 1; 16 measures or more for Primary 2 or above.

Current level must be higher than previous level, if grade is Superior.

Refer to Bulletin for further details, especially of specific events, and for SCJM considerations.

Performing a different piece or movement other than that which is listed.

Disruptive behavior by parents or student will result in a disqualification

BEFORE FESTIVAL
Teachers need to fill in the Student Information Form found on the web site for each of their students. Please print out a copy and have each of your students bring their form to the Festival.

WHAT TO BRING TO FESTIVAL
- Two rating sheets per event
- Map and directions to school
- Student information sheet
- Music scores, with measures numbered

Suggestions for dress code:
- Please advise students to dress in an appropriate manner for performing
- Please avoid tennis shoes, fashion boots, or high heels as these effect pedaling

AT FESTIVAL
- Student should present an original score to the judges
- No photocopies are allowed
- Measures should be numbered
- CD sheet music is acceptable with a letter

AFTER FESTIVAL
Each Area Chairman will collect the rating sheets of teachers in their area and will distribute them to teachers. Teachers will be notified of the pick-up time by your Area Chairman. Score results will be online Sunday evening. Judges decisions are final.

Please review your rating sheets and online results carefully. Teachers and Area Chairs must submit any corrections to the Technical Chairman at julievient@gmail.com. Corrections must be made by the deadline date (see calendar) in order to receive correct gold cups and certificates.
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Area Chairs will receive certificates and gold cups for their area teachers. Please distribute to teachers in a timely manner.

We thank you so much for your participation, support, and the super job that you have done in the past and will do in the future. As always, please feel free to contact Marilynne or Julie if you have any questions or problems.
FEDERATION HISTORY
Since its founding in 1898, the National Federation of Music Clubs has grown into one of the world’s largest music organizations with club and individual members of all ages. NFMC is chartered by the Congress of the United States and is the only music organization member of the United Nations.

The Federation champions American music and works to create a dynamic musical and cultural environment in communities through education and sponsorship of musical events.

In 1950, Northern Virginia Music Teachers Association was chartered through the Federation by a group of forward thinking music teachers and music lovers and functioned as a Federation-only club until 1980. Although the Federation sponsors a wide range of competitive events (e.g., Young Artist Awards; composition contest; music for the blind; and competitions for piano, strings, voice, and dance, to name a few, as well as scholarship opportunities), the non-competitive Spring Festival has been one of its largest events, with more than 117,000 participants yearly across the nation.

In 1980, NVMTA was approached by the Music Teachers National Association about joining our group. After much discussion and consideration, it was decided that a semi-merger would take place, meaning that Federation would continue to function as it had, MTNA would continue to function as it had, and NVMTA members could partake of the events offered by either or both.

They retained the NVMTA name and shared the same meeting location and meeting day where information about the coming events for each organization would be discussed. NVMTA also continued to function as a local club with its own events. The diagram below is intended to clarify which events belong to which organization. There was no intent in the merger to have either of the National organizations overtake the other.

<table>
<thead>
<tr>
<th>NVMTA (1950 to Present)</th>
<th>NFMCIVFMC (1950 to Present)</th>
<th>MTNA (1980 to Present)</th>
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<tbody>
<tr>
<td>Achievement Awards</td>
<td>Sonata Festival</td>
<td>Fall Festival</td>
</tr>
<tr>
<td>Bach/Baroque Festival</td>
<td>Composition Competition</td>
<td>Theory</td>
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<tr>
<td>Concerto Competition</td>
<td>Recitals</td>
<td>Keyboard Skills</td>
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<tr>
<td>Concerto Festival</td>
<td>Ensemble Festival</td>
<td>Sightreading</td>
</tr>
<tr>
<td></td>
<td>Jazz Festival</td>
<td>District Auditions</td>
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</tbody>
</table>

Note. A teacher does not have to belong to NVMTA or MTNA to participate in Spring Festival. They can participate through Individual Membership.