

Greetings Directors!

This letter will briefly introduce you to the process of registering and preparing for this year's MTVA Choral Festival.

- High School dates are **February 15-18; Snow Date TBA**
- Elementary/Middle School dates are **February 22-24; Snow Date TBA**
- Chairperson - **Reneé Chapman** (rchapman@overturema.org); Co-Chairperson - **Michael Petrone** (petronem@rcschools.net)
- Event Venue - **First United Methodist Church**, 265 W Thompson Ln, Murfreesboro

STEP 1: Review the MTVA Handbook for the Choral Festival Guidelines, pp. 30-32. Here you will find information about the number of selections to prepare as well as information on sight-reading, including a sample sight-reading packet.

STEP 2: Registration

- **Registration Deadline** for both High School and Elementary/Middle School festival is **Friday, January 14, 2022**
- **Registration is Online.** Your registration is not complete until your payment is received. Payment must be RECEIVED by Friday, January 21.
- **Special requests** for scheduling **MUST** be included with your online registration.
 - ~ We cannot guarantee that your request will be accommodated if it is *not* included on the registration form.
 - ~ 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.

STEP 3: Prepare your groups.

- Look at the Judges Adjudication sheet so you'll know how the judges will be scoring your group.
- Review the Handbook guidelines for what selections may NOT be used, as well as when you can repeat selections you have done in the past.
- Use the sample sight-reading packet to help you prepare for the sight-reading portion of the event (see handbook for those requirements as well).

STEP 4: Field trip details - Based on your system's requirements, fill out your Field Trip permission forms; schedule your substitute; arrange your transportation; etc.

STEP 5: Event Day!

- **Arrive** at least 30 minutes prior to your scheduled time. If possible, please come earlier to allow your students the opportunity to hear the performances of other groups. Please be careful to observe concert etiquette--only enter or exit the sanctuary between groups.

- **Check-in** - At the registration desk, turn in:
 - 1) **Three original** copies of each of your music selections for the judges. Photocopies are NOT allowed and may disqualify your group, unless permission to make copies is clearly marked on your music. Please indicate on the registration form if you are using downloaded music from a website like CPDL, St. James Press, etc.
 - 2) **Four** copies of the completed registration form - one for each judge, and one for the announcer.
- **We are guests** at First United Methodist Church! Students are expected to behave appropriately, picking up after themselves in the sanctuary, bathrooms, etc. and remaining quiet in the sanctuary and narthex, and as they move around the building.
- There should be NO FOOD in the sanctuary. Period. We want to be welcomed back to this lovely facility.

SCHEDULES: You'll receive a complete schedule several days prior to the event. Once you get that, you'll want to finalize your details for arrival.

Q - How long will my group be at FUMC?

A - If your group arrives 30 minutes prior to their performance time, they should be finished in about an hour.

1. Warm-up: 20 minutes prior to performance
2. Performance: 15 minutes allowed
3. Sight-reading: 15 minutes allowed

Q - What do I do if my group will be late to the festival?

A - Call Reneé Chapman at (615) 708.0301 asap and we'll do our best to adjust the schedule for you.

DOCUMENTS you need to view (available at <https://www.mtva.org/>):

1. Handbook Guidelines
2. Registration Form (to be turned in at registration desk upon arrival)
3. Judges' Bios
4. Sight-reading sample packet
5. Directions to FUMC
6. Schedule (available several days prior to the event)

If you have any questions, please contact Reneé Chapman at rchapman@overturema.org so that I can assist you.

Thank you,
 Reneé Chapman
 Director of Choirs, Overture Music Academy
 MTVA Choral Festival Chairperson