

# Arizona Band and Orchestra Directors Association

Eric Haenfler– Area Festival Coordinator

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Dear site host,

**Attached**, please find the following forms that you will need to copy in preparation for your festival. The number of copies depends on the number of participants on the schedule. You will also need **large manila envelopes** for group packets. Submit any cost of copying and envelopes on the reimbursement form that you will send to Dennis Smith.

1) **Announcer forms (all groups)** - please have the directors fill it out for each of their performing groups as they check in. At the close of the festival, please return these forms to me immediately for verification of music performed and for an archived festival record.

2) A **Rating Conversion Sheet**- showing all possible combinations of scores (I-V) and the final rating

3) **The ABODA Festival Record Sheet** - List the groups' name, director, each judge's score and the final rating. Please send these forms to me at the conclusion of the festival or fax them to John Clement: 480-472-5995.

4) **"Director's Eyes Only" form** - The judges may need a few to make comments directly to individual directors. Give each judge a few and then put them in the appropriate group's final packet as necessary.

5) A **Final Composite Rating form (all groups)** - fill in this form after each group's performance, listing the judges' ratings and the final rating. This form goes in the group's final packet.

6) **Festival Evaluation Forms (should be copied on colored (blue?) paper)** - Please include one in each group's final packet.

The following will be sent or delivered by the festival coordinator:

1) **Adjudicator's booklets** - *Please have all adjudication forms labeled by group, and in performance order, and judge's tapes labeled prior to the event.*

2) **Sight Reading Forms** – These will be used by groups who choose to sight-read. A mid grade level piece is to be provided if any groups choose to sight-read. You will be informed if you need to prepare for this.

3) **Plaques, ratings tags, and labels.**

Please have the directors packets prepared as quickly as possible. It should be able to be done within half an hour of their completion of sight reading/clinic. Packets may only be picked up by the director. Please post the final ratings of each group in a prominent place.

Dennis Smith (ABODA Treasurer) will be contacting you with information about festival payment for the groups performing at your site. If their fees have not been received, the group may perform but, as stated in ABODA policy, they are not to receive or look at their festival packet, including judges' sheets, composite ratings, tapes or plaque. Also, their overall score is not to be posted. When fees have been received, their festival packet will be sent to them. Please hold on the festival packets of any groups who have not paid. I will find a way to get these from you.

The judges will be informed that they need to bring their own tape recorder but it would be wise to have a spare or two on hand, and extra AA batteries in case of an emergency. Also, please make sure that a quality tape recorder and microphone set up are used for the performance tape.

Effective on 2/05/2001, the ABODA board created the position of head judge for concert/jazz festivals. This judge will be responsible for holding the judge's meeting, assessing any rating reductions, which might arise due to infractions of the rules, and generally being responsible for all matters related to the adjudication of the festival.

As a reminder, at the conclusion of the event, all festival expenses/receipts you wish ABODA to reimburse should be set to:

Dennis Smith, ABODA Treasurer  
389 West Lodge Dr.  
Tempe, AZ 85283

Should you have any last minute questions, or need my help in any way, please feel free to call me.

Thanks again for your service to your colleagues and their students.

Respectfully,

Eric Haenfler  
Area Festival Coordinator