

## Youth Festival Committee Worksheet

| Role | Time Commitment | Skill Set | Description | Name(s) | Contact Info |
|------|-----------------|-----------|-------------|---------|--------------|
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## Sample Youth Festival Planning Timeline

|                      |  |
|----------------------|--|
| Twelve Months Before | <ul style="list-style-type: none"> <li>• Contact potential committee heads and convene to plan</li> <li>• Determine purpose of event and target group</li> <li>• Procure local school and community calendars</li> <li>• Choose date and potential venues</li> <li>• Determine budget and funding</li> </ul>   |
| Nine Months Before   | <ul style="list-style-type: none"> <li>• Contact and procure a clinician and teaching quartet</li> <li>• Send a “save the date” to potential participants and organizations</li> <li>• Venue secured</li> <li>• Committee heads check in</li> </ul>  |
| Six Months Before    | <ul style="list-style-type: none"> <li>• Determine festival music; procure sheet music and tracks</li> <li>• Send more detailed information to potential participating organizations</li> <li>• Publicity quartets and ambassadors visit schools and other organizations</li> <li>• Research and apply for grants/financial assistance</li> <li>• Registration forms/information sent to potential participants</li> </ul> |
| Three Months Before  | <ul style="list-style-type: none"> <li>• Registration form deadline</li> <li>• Registration packets sent to participating organizations</li> <li>• General publicity flyers distributed</li> <li>• Volunteers recruited and confirmed</li> </ul>   |
| Two Months Before    | <ul style="list-style-type: none"> <li>• All details and logistics finalized</li> <li>• Music, tracks, and other information sent to all participants</li> <li>• Volunteer list completed, and duties communicated</li> <li>• Communication (touch base) with clinician and teaching quartet</li> <li>• Finalize and communicate festival day schedule</li> </ul>  |
| One Month Before     | <ul style="list-style-type: none"> <li>• Participant List finalized</li> <li>• Name Tags, Signs, Schedules completed</li> <li>• Volunteer check-in</li> <li>• Finalize travel logistics for incoming clinician/quartets</li> <li>• Finalize and communicate show line-up</li> </ul>  |





## Sample #1 - Youth Festival Registration Form

### STUDENT APPLICATION FORM

Please complete the top portion of this form, and return it to your music educator with your Parental Permission/Emergency Form by the school deadline. The non-refundable application fee is **(fee)** (personal check, school check, or money order payable to **"(Organization)"**) if postmarked by **(date)** or (fee) after (date).

School: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
street address City/State Zip Code

Home phone ( ) \_\_\_\_\_ Year in high school (circle one)    9    10    11    12

T-Shirt size (circle one):    S    M    L    XL    XXL    XXXL

#### Applicant's Statement of Obligation

I understand that if I am accepted as a singer in this Festival, I will be prepared musically, mentally, and physically at the rehearsal and performance and I will represent my school with appropriate demeanor.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENTAL PERMISSION & EMERGENCY MEDICAL FORM

Participant's Name: \_\_\_\_\_ has my permission to participate in the 20\_\_ Youth Festival on (date), and I hereby authorize the Festival coordinators to arrange for any necessary medical treatment in the event of a medical emergency.

#### In case of emergency, please contact:

\_\_\_\_\_) \_\_\_\_\_  
Name of Emergency Contact Home Number Relationship

\_\_\_\_\_) \_\_\_\_\_  
Parent or Guardian (please PRINT clearly) Home Number Date

#### The participant will be traveling to and from the event at (Location) with (check one):

Parent or Guardian

Other Adult Supervision (Specify: \_\_\_\_\_)

Student is authorized to drive by herself (Parental signature required \_\_\_\_\_)

I hereby authorize the Festival coordinators to photograph my child(ren) for publicity in group activities related to the program. Please read and sign the back of this form giving permission to use your child's name and/or photographs taken during the Festival.

#### Medical Information – Please inform us of any special medical conditions: (Attach additional pages as needed)

\_\_\_\_\_  
 Medication Allergies \_\_\_\_\_

Food Allergies or Special Dietary Needs \_\_\_\_\_

Parent Signature \_\_\_\_\_



# Youth Festival Planning Resources

## Sample #2 - Youth Festival Registration Form

### **Youth Festival SCHOOL APPLICATION FORM**

School:

Date:

Instructor:

Work/School Phone:

Cell phone:

Email:

School Address:

(Where program materials will be mailed/delivered)

City/State

Zip

Name Badges and T-Shirts will be provided for Students and Choral Directors.

Available sizes are: S M L XL XXL XXXL

Please indicate voice part of Tenor, Lead, Baritone, or Bass for each student.

[You may refer to "Voicing" on "Introduction to Barbershop Harmony" enclosure to determine voice part.]

| Participant   | Name   | <b><u>PLEASE PRINT</u></b> | Vocal Part | T-Shirt Size |  |
|---|--|----------------------------|------------|--------------|--|
| Choral Director   | Listed above - Attending Music Education Class: Yes ( ) No ( ) |                            | ---        |              |  |
| Chaperone As Needed *   |  |                            | ---        | ---          |  |
| Chaperone As Needed *   |  |                            | ---        | ---          |  |
| * Instructor and/or School Chaperone per 12 girls required at all times for supervision |  |                            |            |              |  |
| 1. Student  |  |                            |            |              |  |
| 2. Student  |  |                            |            |              |  |
| 3. Student  |  |                            |            |              |  |
| 4. Student  |  |                            |            |              |  |
| 5. Student  |  |                            |            |              |  |
| 6. Student  |  |                            |            |              |  |
| 7. Student  |  |                            |            |              |  |
| 8. Student  |  |                            |            |              |  |
| 9. Student  |  |                            |            |              |  |
| 10. Student   |  |                            |            |              |  |
| 11. Student   |  |                            |            |              |  |
| 12. Student   |  |                            |            |              |  |



Sample #3 - Youth Festival Registration Form

**“Empowering Young Singers to Use Their Voice” Registration Form**

**Student Information**

Full Name: \_\_\_\_\_

DOB \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Voice Part (circle or bold all that apply):

Tenor/S I      Lead/S II      Baritone/Alto I      Bass/Alto II      Uncertain

**School and/or Chorus Information (at the time of the festival)**

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Current grade: \_\_\_\_\_ Chorus Name: \_\_\_\_\_ # Yrs \_\_\_\_\_

**Chaperone Information (for students 17 and younger at time of festival)**

Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

**T-shirt Size (circle or bold one):** S      M      L      XL      XXL      3XL

**Please e-mail form to** (Festival Organizer) or by mail to

(Contact Information)

## Frequently Asked Questions

**How will I get music for the festival?** After you send in your registration form and fee, you will receive the music you will be performing at the festival (and all other information) via email, by (date). It is very important to learn your music **BEFORE** the festival so that you will be prepared for festival rehearsals and activities. You will receive pdf sheet music and audio tracks.

**What does my registration fee cover?** Your registration fee covers a variety of expenses associated with the festival, including music, learning tracks, t-shirts, and two meals.

**How do I make a payment?** You can take care of your registration fee by mailing a check (made payable to (organization/name)) to the mailing address at the bottom of this page *or* by visiting (festival website) to make an online payment.

**Can Choral teachers and/or Chorus sponsors observe the festival?** Adults who are bringing students to the festival, whether they are teachers, chorus members, or chaperones, are welcome to observe all or part of the festival activities.

**Who can come to the Saturday night performance?** Please invite family and friends to hear you perform at the evening performance. (Chapter) and (Quartet) will also perform at the festival. The festival performance is free of charge for anyone who wants to come and support you!

**Any other questions?** Please contact your Festival Coordinator listed below if you have any other questions about the program.

(Contact Information)

## Sample Half-Day Schedule

### **Timeline for Workshop/ Festival Half Day**

11 am – Set up venue – assemble risers – ready all rooms and registration area 11:30

pm – Meet and Greet

Noon – Introductions of faculty

Physical and vocal warm ups

12:30 pm – Introduce barbershop style by singing tags

12:45 pm – Introduce Song #1 – demo quartet sing first, then all sing 1:15 pm –

Section rehearsals

2:00 pm – BREAK

2:15 pm – All back together to add interpretation and simple choreography 3:00 pm –

Introduce Song #2 – demo quartet first, then all sing

3:15 pm - Section rehearsals for students

“Educators’ Roundtable” and materials review – Commons area 4 pm –

All back together to add interpretation and simple choreography 4:45 pm

– BREAK

5 pm – Rehearse both songs 5:30 pm –

DINNER

6:30 pm Dress for performance

7 pm – SHOW

8 pm – Clean up

NOTE: It is expected that all songs will have been learned prior to the festival. If possible, send clinicians to participating schools to work with students prior to festival day.

## *Sample Day Schedule 1*

### **“Singing with the Best of Barbershop” Youth Festival**

|            |  |
|------------|--|
| 8:30 a.m.  | Registration                                 |
| 9:00 a.m.  | Welcome/Introductions/ Ice Breaker           |
| 9:15 a.m.  | Vocal & Physical Warm Ups                    |
| 9:45 a.m.  | Learning about the Fun of A Cappella Singing |
| 11:00 a.m. | Break  |
| 11:20 a.m. | Section Rehearsal                            |
| 12:30 p.m. | Lunch  |
| 1:15 p.m.  | Musical Games/Tag Singing                    |
| 1:30 p.m.  | Movement to Energize Your Singing            |
| 2:45 p.m.  | Break  |
| 3:00 p.m.  | Sing!!! Putting It All Together              |
| 4:30 p.m.  | Wrap Up/Q&A                                  |
| 5:00 p.m.  | Dinner                                       |
| 6:00 p.m.  | Make up/T-Shirt/Evaluations                  |
| 6:30 p.m.  | On Stage Rehearsal/Combined Chorus Photos    |
| 7:30 p.m.  | Performance Invite Family and Friends        |
| 8:30 p.m.  | After Performance Reception and Gifts        |

## Sample Day Schedule 2

### Heart of Harmony Youth Festival

#### Tentative Schedule

|                     |   |
|---------------------|---|
| 8:30 – 9:00 am      | Registration  |
| 9:00 – 9:30 am      | Physical and Vocal Warm-Ups                                       |
| 9:45 – 11:15 am     | Rehearsal   |
| 11:15 – 11:30 am    | Break   |
| 11:30 am – 12:30 pm | General Assembly  |
| 12:30 pm – 2:00 pm  | Lunch (on your own)   |
| 2:00 pm – 3:30 pm   | Rehearsal and Choreography  |
| 3:30 pm – 3:45 pm   | Break   |
| 3:45 pm – 5:00 pm   | Final rehearsal and run-through                                   |
| 5:00 pm – 6:30 pm   | Dinner (on your own) and dress for performance                    |
| 6:45 pm             | Meet “backstage” for performance                                  |
| 7:00 pm             | Festival Performance – invite your family and friends!            |
| After performance   | Hang out with your new friends, sing tags, and have a great time! |