



OBU Keyboard Festival

2024 Host Church Handbook



okbu.edu/keyboardfestival

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General Procedures and Updates

Registration

Students will register for the Regional and State Keyboard Festivals using the form located on our website: okbu.edu/keyboardfestival. Registration fees may be paid by credit card through the online form or by check postmarked by the deadline. Late registrations will not be accepted.

Fee

The fee for participation at the Regional Keyboard Festivals and the State Keyboard Festival is \$20 per festival (total of \$40 if advancing to State). The entry fee for the Piano Duet Category is \$20 total (\$10 per performer per festival). Entry fees are non-refundable.

State Eligibility

ALL students competing in the Regional Keyboard Festivals are eligible for the State Keyboard Festival, provided they earn an overall superior rating and meet other requirements listed under each category at the regional level.

Duet Division

Entrants in the duet division are eligible to advance to the state festival, provided that both players are students. Teachers may perform with their students in the duet division in the Regional Keyboard Festivals for comments only.

Repertoire Selection

If entrants need help finding the appropriate level of repertoire, please refer them to the "Repertoire Guide" in the Keyboard Festival Handbook for suggestions. If questions remain, please have them call the OBU Music Office at 405-585-4300 or email us at keyfest@okbu.edu for assistance.

State Festival

Entrants who earn an overall superior rating should be encouraged to enter the State Keyboard Festival by submitting an entry form immediately after the regional festivals at your church. The State Keyboard Festival is similar to the Regional Keyboard Festivals, in that each entrant plays all of their repertoire in a single room. The judges will select first-, second-, and third-place winners in each category, plus special recognition for hymn, hymn expansion, and/or hymn arrangement as appropriate to each category. First-place winners and those receiving special recognition for their hymns will be invited to perform in the performance and awards ceremony at the conclusion of the State Festival.

Time Limit

Although it is the judges' intention to hear all of a student's offered repertoire, for the sake of time, some pieces may not be heard in their entirety. Please note the 7 or 15-minute time limit for the various categories.

Resources

Please visit the OBU Keyboard Festival website, okbu.edu/keyboardfestival, for the following resources:

- Registration for the Regional Keyboard Festival, State Keyboard Festival, and Composition Entries
- Sample Critique Sheet (pre-filled sheets will be mailed to your site before the festival)
- Downloadable Festival Handbook
- Festival Staff Forms

Important Dates

December 15, 2023

Regional Keyboard Festival Registration Deadline

January 20, 2024

Regional Keyboard Festival Registration Correction Deadline (Change of date, time, and location not permitted)

February 3, 2024

Regional Keyboard Festivals

February 10, 2023

State Keyboard Festival Registration Deadline

February 24, 2023

State Keyboard Festival, Oklahoma Baptist University, Shawnee

Contact Information

Address:

Oklahoma Baptist University
Division of Music
Attn: OBU Keyboard Festival
OBU Box 61276
500 W. University St.
Shawnee, OK 74804

Phone: 405-585-4300 | **Email:** keyfest@okbu.edu | **Web:** okbu.edu/keyboardfestival

Festival Administration:

Dr. Mark Franklin, director
Dr. Patty Nelson, coordinator
Claire Marquardt, coordinator

Short Description of Each Position

Festival Host

The host should be well-acquainted with the church site and possess excellent organizational and communication skills. The host is the main coordinator of each regional site, responsible for recruiting personnel for each position listed below, ensuring all paperwork is submitted on time for personnel, reserving and preparing competition spaces, presenting an orientation to all festival staff on the day of the festival, being available/on-site throughout the day of the festival, and being the main communication link between the regional site and the Keyboard Festival director. This is a paid position.

Festival Secretary

The secretary is a friendly, welcoming, and organized member of the festival staff who provides a strong first impression of the festival to arriving guests. The secretary is available throughout the day to welcome/check in competitors, record adjudicator ratings on registration sheet, place seals on certificates according to award level, organize competitor's music, completed critique sheet, and certificate with seal for pick-up by the competitor, gather any extra materials and the completed registration sheet with ratings and give to the Festival Host at the end of the day. This is a paid position.

Adjudicator

Adjudicators must be highly qualified keyboardists who will maintain the rigorous but constructive nature of the festival through excellent written comments and fair evaluations of each contestant. The adjudicator will listen to each competitor, provide written comments, and assign an overall rating of *Superior*, *Excellent*, or *Good* at the bottom of the critique sheet. For Solo Piano categories IV and V plus Solo Organ category II, the judge will choose a hymn for the student to sight read. This is a paid position.

Festival Hymn Director

Hymn directors must be excellent and experienced singers and conductors of worship music. The hymn director will sing and conduct hymns chosen by the competitors. Before each hymn, the hymn director will talk with the competitor to confirm tempi, any introduction, and stanzas to be sung. This is a paid position.

Festival Monitor

Monitors are volunteers who have an important role in the overall operation of the festival; they should be enthusiastic, welcoming, calm and organized. Monitors will be assigned to each judging room and will assist in keeping the festival running on schedule. As each competitor arrives at the judging room the monitor will check music for measure numbers and arrange music in order of performance, take the music to the judge, and bring the music out after performance. The monitor will run completed critique sheets to the secretary periodically. The monitor will also ensure that noise is kept to a minimum outside the judging room. This is a volunteer (non-paid) position.

Festival Host Responsibilities

6-8 Weeks before festival:

- Submit your W-9 and OBU background check form (instructions for completion will be emailed) at least one month prior to festival.
- Reserve adjudication and warm-up rooms for your festival site.
- Ensure that pianos are tuned and in working condition. Please provide an acoustic piano for the adjudicator room and warm-up rooms.
- Secure 1 Festival Secretary, 1-2 Hymn Directors, 1-6 adjudicators, and 2-8 monitors* (number depends on site size)
- Submit staff confirmation and site information form to Director no later than one month before your regional festival date (confirming names/emails of your chosen staff and how many rooms your site can provide).
- Remind all personnel periodically of the date, time, and location of the festival. Send directions, and parking instructions and notify them if lunch will or will not be provided. Require them to be at the festival site at least 30 minutes before the first competitor for an orientation.

*If the monitors are not available to stay through the duration of the festival, you may need to schedule multiple monitors to work in shifts and provide orientation instructions as they arrive.

1 Day before the Festival:

- Set up check-in table near entrance.
- Set up adjudication rooms with a tuned and playable piano, a table in view of the piano keyboard, and a chair for the adjudicator.
- Place signs marking adjudication and warm-up rooms, check-in, rest rooms, and other rooms as needed.
- You may choose to provide a hospitality room with coffee/water/snacks for the festival staff.
- Email one last reminder to all staff of the location and time of arrival for tomorrow.

On the day of the Festival:

- Meet with all festival personnel 30 minutes before the first competitor to give their orientation for the day. You will read the script provided in the festival packet mailed to you before the festival. Distribute check-in materials to the secretary and packets to the adjudicators and hymn directors (mailed to you from OBU).
- Students, teachers, and parents will start arriving well before their scheduled adjudication time. Direct them to the check-in table and then on to a warm-up room until the adjudicators are in place and ready. Please begin promptly at the scheduled time.
- Be available to answer any questions that arise. If there are questions you cannot answer, please direct these questions to the Keyboard Festival Director, Dr. Mark Franklin.
- Scan/photograph and email completed check-in/ratings sheet to keyfest@okbu.edu immediately after the festival has finished.
- Assist the adjudicators, monitors, and Festival Secretary in gathering up all the leftover materials. Mail these materials to the OBU at the address provided above.

Festival Secretary Responsibilities

- Submit your W-9 and OBU background check form (instructions for completion will be emailed) at least one month prior to festival.
- Attend orientation session 30 minutes prior to first contestant where you will pick up your check-in materials.
- Be on duty at the check-in desk at least 20 minutes before the scheduled time of the first adjudication.
- Mark present competitors as they check-in. Check that they have music and that measures are numbered.
- Direct participants to the warm-up and adjudication rooms.
- As the monitors bring the critique sheets and the judge's copy of music back to you, keep track of each students' sheets and music.
- Locate the corresponding certificate for the student whose adjudication is complete.
- Check judges' rating at the bottom of critique sheet and place appropriate seal on the certificate. If a name or category is incorrect on the certificate, return the certificate with the correction written clearly on the certificate. OBU will correct and mail the certificate to the student.
- Indicate on the check-in sheet the rating each student received. Use the initials "S" for Superior, "E" for Excellent, and "G" for Good. Call the student's name and give them the judge's copy of the music, the critique sheets, and their certificate complete with seal.
- Assist host in emailing completed check-in sheet with ratings indicated to keyfest@okbu.edu immediately after the regional festival.
- Students can register for the State Keyboard Festival online only (okbu.edu/keyboardfestival). They will be contacted by the OBU Music Office following the regional festival with more information on how to register and pay for the State Keyboard Festival.
- Gather up ALL leftover materials including certificates, schedules, critique sheets, lost music, etc. The Festival Host will mail these materials to OBU.

Adjudicator Responsibilities

- Submit your W-9 and OBU background check form (instructions for completion will be emailed) at least one month prior to festival.
- Attend orientation session 30 minutes prior to first contestant where you will pick up your adjudication packet.
- Within your packet, you will find the following items:
 - Labeled critique sheets.
 - Blank or extra critique sheets. Use as needed.
 - Pencils/Pens.
 - The Keyboard Festival Handbook. You may use this handbook to assist in determining the keys appropriate for each category or other questions as they arise.
- Filling out the Critique sheets:
 - You will complete a single critique sheet for each entrant. Please give one overall rating per entrant. If you need more space to write comments, please use the back of the sheet.
 - Each sheet will have the student's name, category, and repertoire selections pre-printed at the top of the sheet.
 - Be as specific as possible with the comments you make on the critique sheets. Try to avoid using one-word descriptions or vague comments. Always be as encouraging as possible. Affirm as you critique and give constructive comments on problem spots.
 - The overall rating at the bottom of the critique sheet should reflect the individual ratings for poise, technique, etc.
 - Give an overall rating and sign your name on the critique sheet at the bottom of the page. Every 2-3 students, your monitor should collect completed critique sheets and music. Do not hand the critique sheets to the student or teacher.
- During the Festival:
 - Welcome each competitor with a smile and spoken word to put them at ease.
 - Parents and friends are allowed to listen to a competitor unless the competitor or you do not wish to have audience members.
 - You must remain on schedule. Do not wait to start writing comments until after the performance has ended. You may need to gently stop the performer if they are going over the time limit allotted for each category (7 minutes for I, II, and III and 15 minutes for IV and V). If you find yourself significantly behind schedule, please alert the Festival Host so that they can possibly reassign students to another room.
 - In Category V, you will choose a hymn for sight-reading purposes BEFORE the student enters the room. Please have a short list of possible hymns compiled for this sight-reading exercise. There will be no directing or singing on this hymn.
 - In the piano duet division, both performers must be students in order to be eligible for state. If the second performer is a teacher, please provide comments only on the critique sheet.
 - If you have been assigned one of your own private keyboard students, alert the Festival Host so that they can be reassigned to another judge.
 - Specific memorization requirements are included in the Keyboard Festival Handbook. If you have a student who does not fulfill the memorization requirement, they cannot advance to the state festival even if otherwise eligible.
 - Students must use original scores or copied music that is in the public domain. If students have sought and received permission from the publisher, they may use a copy of the published music for the adjudicator only. This copy must have the copyright acknowledgement as it appears on the music and

the added phrase "Used by Permission". The judges will destroy the copies following the festival. Students who bring copied music without appropriate permission will not be allowed to advance to state if otherwise eligible.

- If questions arise about repertoire or other rules of the competition, let the Keyboard Festival Director, Dr. Mark Franklin, know after the competition. Do not discuss these matters with the student, parent, or teacher.
- Please assist the monitor by gathering up all leftover materials, which should be taken to the Festival Secretary at the check-in table.

Festival Hymn Director Responsibilities

- Submit your W-9 and OBU background check form (instructions for completion will be emailed) at least one month prior to festival.
- Attend orientation session 30 minutes prior to first contestant where you will pick up your hymn packet.
- Be prepared to conduct and sing the hymns chosen by the students from the hymnal. See pages 7-8 of the Keyboard Festival Handbook for descriptions of the hymn requirements for each category. The Festival Host will have at least one copy of the Keyboard Festival Handbook.
- Discuss the following with the student before adjudication begins:
 - The introduction should be the bracketed introduction or if the introduction is not marked, it should include the beginning and/or the last phrase of the hymn. Confirm with the student on the length of the introduction before they begin to play.
 - Make sure you are both clear on which stanza you will be singing and directing. It is permissible to give the student an indication of tempo before the introduction is begun.
- No one else in the room will be asked or expected to join you in singing the hymns.
- The rating of each contestant is solely the decision of the judge; the hymn director will not participate in evaluating the contestant.

Festival Monitor Responsibilities

- Submit your OBU Volunteer Agreement Form and OBU background check form (instructions for completion will be emailed) at least one month prior to festival Shawnee, OK 74804
- Attend orientation session 30 minutes prior to first contestant where you will receive your room assignment.
- Remain at door of assigned adjudication room (unless delivering critique sheets to secretary) in order to keep contestants on schedule and keep noise disturbance to a minimum outside the judging room.
- As each contestant arrives at your door, check that they have their measures numbered and have music arranged in order of performance. Set competitors at ease with a smile and a calm demeanor.
- Take music of each new contestant to judge as the previous finishes. Bring music of previous contestant out to competitor when the judge is finished with it.
- After every two to three students have played, take completed critique sheets directly to the festival secretary at the check-in table. Please do not allow a student, parent, or piano teacher to see the critique sheets before you have given them to the secretary.
- Parents, siblings, and friends are allowed to quietly enter the judging room to listen to a competitor unless the competitor and/or judge does not wish to have audience members.
- Be available to help the adjudicators, the Festival Host, and the Festival Secretary to gather up all leftover materials at the conclusion of the festival. Please return all items including pencils, extra critique sheets, music, etc. to the Festival Secretary.