

## ***Instructions for LFMC Junior Convention Application – Teacher’s List***

1. For 2021, the Junior Convention and Competition will be a virtual event. All performances will be submitted for judging as videos posted on YouTube. The application process includes both the regular paper and/or electronic forms as well as an emailed link to the YouTube video. The instructions below pertain only to the Teacher’s List spreadsheet or PDF form.
2. For the “LFMC JUNIOR CONVENTION APPLICATION - TEACHER'S LIST, 2021”, enter information into shaded areas only.
3. Please fill in the heading with your name, complete address, Senior Club and Junior Club names, email and preferred telephone number.
4. List entrants alphabetically by last name. For each student you are entering please list:
  - a. Student’s name, Last name, First name, Middle name (columns 1, 2 and 3).
  - b. Indicate the Event being entered as Piano Solo (PS), Piano Duet (PD), Piano Concerto (PC), Piano Hymn Playing (PH), American Patriotic and Folk Song for Piano (APFS), Vocal Art Song Solo (VAS), Vocal Art Song Duet (VASD), Vocal Musical Theater Solo (VMT) or Vocal Musical Theater Duet (VMTD). Only these nine events are available this year (column 4).
  - c. For the Event being entered indicate the Level, for example, P1, MD3 or Sr3F (column 5).
  - d. For students entering Duet events but NOT entering a corresponding Solo event, enter the student’s Solo Level in column 6. Include a copy of their most recent Solo Rating Sheet in your packet.
  - e. For the Required Festival Piece being performed indicate the Name of the composition and the Composer and/or Arranger (columns 7 and 8).
5. List each Event a student will enter on a separate line.
6. For Piano Duet teams list each participant on a separate line with the same performance piece. Skip a line between teams.
7. When your Teacher Application List is complete please email to Mark Vile, [markvile@cox.net](mailto:markvile@cox.net). Please use the Excel spreadsheet if at all possible, otherwise, use the PDF form. Please do not submit Mac Numbers files.
8. Please collect entry fees from your students and combine them into one check made payable to “LFMC Junior Convention”. Fees are as stated in the Procedures.
9. Print a copy of your Teacher’s Application List and include the individual Junior Application forms and Rating Sheet copies for each student for each event along with your check and mail the entire packet to:  
Irene Vile  
Junior Convention Chairman  
1501 Airline Park Blvd  
Metairie, LA 70003
10. Upon receipt of your Teacher’s Application List you will receive an email acknowledgment.
11. Please submit your applications ***as soon as possible***. Do NOT wait until the April 23rd deadline. We need this information as early as possible in order to facilitate scheduling for the judges.
12. Please consult the “Instructions for Submitting YouTube Videos” found on the State Junior Convention page of the LFMC website (<http://www.lfmc-music.org/statejuniorconvention.html>).
13. Thank you for encouraging your students to be a part of this opportunity for our Juniors. We hope this will be a great encouragement and stimulus to the Federation in Louisiana.