



Musical Director's Information Download

Updated: January 2012

General Info

The School Band Festival is open to all school wind, brass and big bands from across the planet.

The SBF is held at the University of NSW, Kensington (Sydney), Australia. Over 230 bands and 6500 students perform at our event each year.

Read about us on this site or contact us for further information regarding the event.

Already On Our Mailing List?

You should have a unique Username and Password to access the site and update your information. If you do not have this information, please contact the Festival General Manager.

New to the Festival and need access to the site?

If you are new to the Festival and would like to gain online access to register your school please contact us using the form below. Festival GM will provide you with your login details.

Entry Info

The Festival is a non-competitive, educational event. Musical Directors are free to choose the event level in which they enter their band/s. The Festival has a range of events to accommodate bands all ability levels.

Musical Directors are encouraged to choose event levels which will challenge their bands. Please look at the Event Criteria and the Music Previously Played to assist you in your decision.

If you are new to the Festival you are advised to check well in advance with your students and parents regarding any sporting commitments they may have throughout July and August. Remember, this is Australia. Sport matters!

We understand that the level of school bands can vary markedly from one year to the next due to changes of personnel, however, in the spirit of the non-competitive nature of the event, and in order to preserve the integrity of the event, we pay close attention to the event levels in which bands are entered.

Bands playing music which is deemed below the acceptable level for a section may not be eligible for a Gold Award.

Bands must comply with the event time limits. If a band plays significantly longer than the allotted time they may not be eligible for a Gold Award.

If a band wishes to play a longer program they should enter in the next higher event category.

Please do not hesitate to contact the General Manager or a member of the School Band Festival Advisory Panel if you have any questions regarding your entry.

Onstage Percussion

The following percussion will be provided on stage at the Festival. All bands are required to use the large percussion provided unless you have express permission from the General Manager.

- 4 Timpani
- Drum kit
- Tubular bells (secondary schools only)
- Glockenspiel
- Vibraphone (secondary schools only)
- Xylophone (secondary schools only)
- Concert Bass Drum
- Marimba
- Gong

Schools are free to bring any other percussion requirements not listed here.

The following electrified Instruments will also be provided:

- One electric keyboard (schools are welcome to bring extra keyboards or provide their own)
- Two amplifiers with at least 4 jack inputs will be on stage

Schools are advised that all guitarists should bring their own leads.

SBF Advisory Panel

The SBF has an Advisory Panel of professional music educators who have been involved in the Festival for many years and are well regarded in the music education community of Sydney.

The purpose of the Advisory Panel is to assist the Festival Directors in their capacity as professional music educators.

They are also available to provide advice to Musical Directors who require assistance with their Festival entry or their band program.

Please consult the Festival website for current names and contact details of Advisory Panel members.

What to do once you have entered

Entry Payment

The SBF online system will generate an invoice for each band and send it to the email address registered for each individual band.

If you do not receive an email you should re-enter the site, check that the email address is correct and click resend invoice.

Please ensure your entry payment is finalised promptly. Registration is not guaranteed until payment is finalised.

Earlybird Entry Fee: if payment is not finalised by the cut-off time indicated on the Festival website bands will be subject to the **General Entry Fee**.

If payment has not been finalised by the cut-off date a band may be withdrawn to allow bands on the standby list to take their place in the event.

Event Scheduling

Shortly after the event entry cut-off date the Festival GM will schedule the playing times for all events.

It is important that all bands are paid up at this point as only bands with their entries finalised can be included in the final draw.

Over 230 bands play at the Festival annually. Many Musical Directors have up to five or six bands performing at the Festival. The scheduling of playing times attempts to take into account the competing needs of schools and individuals.

An initial draft schedule is published on the SBF website, viewable in your school profile. This draft is NOT for publication to students or parents.

Once any issues have been brought to the attention of the GM a final schedule is published. This will provide the arrival time which you should publish for your students and parents.

Parent Notification Info

To assist you in communicating event details to your parents we have provided a Parent Letter Proforma. Please download this letter as edit as required

Please ensure your parents are aware there is an audience entry charge of:

- Adult \$10
- Concession \$5.
- School aged students free

Rationale: The Festival is a not-for-profit event. The entrance fee is to cover our considerable cost in venue hire, adjudicator fees etc. Any profit generated is used to grow and improve the Festival. Tickets are available from the foyer of the venue on the day.

What to do in the lead up to the Festival

Program Information and Compere Notes (or DVD)

All bands should submit their program information (the pieces they are playing, including title/composer/arranger details).

Compere notes will be read out as the band is setting up on stage. Compere notes may consist of any information about the band program, the place of music within the school, any recent performances/tours or anything you think the audience would find interesting about the band. You may wish to get creative and produce a DVD with this information (see below).

All bands should have their program information and compere notes entered at least 3 Days prior to their scheduled performance date.

Create a DVD for your Compere Notes/Band Profile

You, or the creative students from your school, are invited to create a DVD profile of the band which will be screened as the band enters the stage.

Conditions: If you wish to screen a video profile of your band YOU MUST provide us with the finished product burnt to a DVD capable of being played in a normal home DVD player. Be sure to test this before submitting your DVD. We will not be in a position to convert any files on the day.

All videos will need to be STRICTLY less than 90 seconds in duration. Videos will be faded out after 90 seconds.

Our compere will still introduce the Musical Director once the DVD has finished.

All videos will need to be accompanied by a signed Principal's Declaration to ensure that the relevant school authorities have approved the content. This declaration can be downloaded from the School Band Festival Website.

DVDs must be handed in at the information desk in the foyer no later than your scheduled arrival time which is listed on the website.

Tap into the resources of your students

MDs - encourage the creative talents of the students within your schools/bands and save yourselves some time.

Have your students prepare your program notes. This is a useful way to have your students undertake some educationally valuable research about the composers and the pieces they are playing. A simple cut and paste gets this info onto the site.

There are many creative students out there who are now equipped with simple to use recording technology which allows them to easily create a high quality audio visual production. Tap into this valuable resource.

Be sure to include the Principal's Declaration form with any DVD

Submitting Scores

All scores should have:

- The bars clearly numbered
- A Cover Sheet

Scores must be submitted on the day. Bring your marked up scores to the information desk in the foyer no later than your scheduled arrival time which is listed on the website.

There is no guarantee that scores submitted any later than your scheduled arrival time will reach the adjudicator.

Bands failing to submit scores for their performance will receive only a general evaluation from the adjudicator and may be excluded from receiving a Gold Award.

Refund Policy

If your band withdraws on or before June 1st you will be refunded 50% of your paid entry fee.

Notification must be received in writing (letter, email) in order to be eligible for a refund.

No refunds will be given for any bands withdrawing after June 1st.

Rationale: The SBF makes significant commitments regarding venue hire and engaging adjudicators based on the number of initial entries. These decisions carry considerable financial obligations and it is essential that numbers are as accurate as possible.

What will happen on the day?

The published arrival time is the time you should present yourself to the Festival marshals at the Festival venue. You should deliver your music scores at this time also.

The arrival time is approximately 1 hour before you are due to perform. Please note: if bands withdraw on the day you may be required to play within an hour of arriving.

The members of your school band should gather out the front of the Clancy Auditorium and remain together with parents and/or the School Musical Director until collected by a marshal.

Bands will be taken to the warm-up rooms approximately 20 minutes before the band goes on stage. If the MD wants, parents may accompany the band to the warm up room. MDs might also suggest that parents go inside the auditorium and listen to a few bands to add to the Festival atmosphere.

Students will leave their instrument cases at a designated drop off point. Please ensure no valuables are left with the instrument cases.

Bands will normally have about 20 minutes in a warm up room. They will then be ushered from the warm up room to the stage. Bands are permitted to have 1 parent helper to assist them back stage.

After the performance

The band will move directly off-stage to have an official photograph taken. This photograph is available for purchase. Students are free to leave once the Musical Director has dismissed them.

When does the adjudication take place?

Typically we would have an adjudication at the end of each section. If there are a large number of bands in a section we might have an adjudication halfway through the event. The compere will announce the adjudication times during the course of the event.

If you have any further questions regarding the SBF please contact the General Manager.

Results and Adjudication Recordings

Results from the event will be available on the Festival website shortly after the adjudication.

From 2012 the adjudication mp3 audios will be uploaded onto the individual school profile. After Musical Directors have listened to the recording to ensure the content is suitable for general release they are free to make the audio available to the students by generating a student password and advising students/parents.

Students can log in and listen to the adjudication mp3 using the school Username (number) and the password generated by the MD.

Please be aware that students are currently able to listen to all the bands from your school which have performed at the Festival, not just the one they played in.

Please advise students that this recording is for educational purposes only and should not be used for any other purpose.