

Guidelines for 2010 Gold Cup Entry Forms

Gold Cup guidelines have been developed for the singular purpose of facilitating the entry of over 16,000 student gold cup entries. The following guidelines will be in effect for the 2010 entry forms.

Thank you for your efforts in adjusting to new policies.

Julie Goldstein
FFMC Festival Cup Chairman

- 1 Entries must be submitted last name, first name and in alpha order by last name
- 2 Information **must be typed** and in standard upper/lower case format
- 3 Font should be plain (preferably Arial) and a minimum of 11 pts
- 4 Each sheet must contain the teachers name, the club name, phone number, and email address
- 5 Mark an "x" to indicated a new club or existing club
- 6 Name and grade information must be **on every line**, not just the first entry for each student (Very important!)
- 7 Club names must be accurate and consistant from year to year
- 8 The "New Student Transfer Form" must be completed and submitted with each studio. If a studio has no new students complete as *"No new students"*
- 9 "Rating" Column should be "Sup", "Ex", "Sat", etc- **NOT** a point value
- 10 **No** Roman Numerals are to be used. All entries should be indicated as P1, M2, D3, etc.
- 11
"Cup Earned" column should be **blank unless a cup is earned**. When a cup is earned indicate by 1st, 2nd, 3rd, 4th, Gr, Pr. If you do so, the total number of each size cup will be automatically calculated
- 12 **Do not** add any extra columns, circles or other marks to the form
- 13 Each entry form must have a total number of entries submitted and the \$ amount
- 14 Events need to be clearly indicated as "**Piano Solo**", **Violin Sight Play**", etc
(the Gold Cup Chairman has no idea what instrument each teacher teaches)
- 15 **Do not** put any students' names on the entry form who did not participate
- 16
If points are to be combined, clearly indicate as such and what the new point total in each class will be
- 17 Points cannot be combined 1 year and then separated in subsequent years
- 18 The form is created in Excel 2003. If you do not have Excel, you can download free software at www.openoffice.org that will allow you to complete the entry form electronically
- 19 To receive forms packet by mail email the Festival Cup Chairman
- 20 Only originals will be accepted-any copied forms received will be returned.
- 21 **Indicate your shipping preference**. No charge to a central distribution center or pay a nominal fee to have your cups shipped directly to your studio. **(This is a new option for 2010)**
- 22 Do not send anything that must be signed for. The chairman has a full time job and is not home during the day.