

2017 Bergen County Teen Arts Festival

Sponsored and Organized by the
Bergen County Division of Cultural and Historic Affairs

Liaison Information Packet
Preliminary Registration / Invoice Form

Friday – May 19, 2017
8:30 a.m. to 3:30 p.m.

Bergen Community College, Paramus, N.J.

October 6, 2016

TO: 2017 Teen Arts Festival Liaisons

FROM: Cynthia Forster, Director
Bergen County Division of Cultural & Historic Affairs

Evan Cooper, Administrator
Bergen County Teen Arts Festival

Another year has passed and the Bergen County Teen Arts Festival will once again be presenting our annual celebration of the arts in our schools. We have begun preparation for the **42nd Annual Bergen County Teen Arts Festival** to be held on **Friday, May 19, 2017** from 8:30 AM until 3:30 PM. at Bergen Community College, 400 Paramus Road, Paramus, N.J.

This document contains your General Information and the Preliminary Registration Form (which also serves as an invoice for your school business office). The Final Application Forms for each of the six arts areas will be sent by email to all School Liaisons and will be posted at: <http://www.co.bergen.nj.us/index.aspx?nid=890> (or by googling "Bergen County Teen Arts Festival). Final Applications will be mailed by request to any school that is unable to access them.

Remember, the registration fee of \$350 is **per attending school**. If either a middle or high school is attending, the fee is \$350. If students from both middle and high schools are attending, the fee is \$700. Of course the \$700 fee means you have double the performance slots and more students will be able to attend the 30+ workshops that are presented each year.

The Preliminary Registration Form should be emailed or mailed back to us as soon as you receive approval from your administration to attend the festival. You do not need to wait for your Purchase Order to be issued to send the Preliminary Registration Form. Please do not forget to order your busses in a timely manner to insure your transportation arrangements for May 19!!!

Please play close attention to the deadlines listed in this packet. These dates have been established to allow for efficient organization and scheduling of our program. The festival will be a more effective celebration of the arts in Bergen County if all schools adhere to the guidelines listed herein.

Our offices are located in the Bergen County Administration Building adjacent to the Bergen County Courthouse.

Bergen County Teen Arts Festival
Division of Cultural & Historic Affairs
One Bergen County Plaza – 4th Floor
Hackensack, New Jersey 07601-7076
Office telephone: (201) 336-7272.
Email: ecooper@co.bergen.nj.us
FAX: (201) 336-7262.

Please note the following for 2017:

1. The online presence of the festival will continue to expand. This year our full program will be available as a mobile-friendly website. Students and teachers will be able to access times and locations of critiques and workshops through their web-enabled devices.
2. Both Creative Writing submissions and Video submissions will be moving to an online submission process (rather than DVD or hard copy). Details will be sent to sponsoring teachers well before the due dates for these items.
3. We will introduce a separate category this year for Piano performance. Entries in this area will be included in your Registration Fee in addition to the two Vocal Music entry areas and the two Instrumental Music entry areas. Please see the Music Final Application Forms for more details.
4. Entry tickets will be issued this year for popular workshops. Students who are on line to attend workshops that are typically over-subscribed will be issued tickets by the workshop volunteer. It is hoped that this will prevent students from waiting on line for a workshop only to be denied entry due to space limitations.
5. The festival will increase the use of student assistants from Bergen Community College to provide additional directional guidance and organization for attendees.
6. We will continue to renew and refresh our workshop line-up while retaining favorite workshops from the past several years. Over 20 new and exciting workshops have been suggested by our Planning committees. Please watch for our new workshop line-up early next spring.
7. We will continue to make our critique process as effective as possible. Recorded critiques, amplified critiques and written critiques will be used appropriately at various sites.
8. The number of workshops that will be offered at outside locations, weather permitting, will be increased to allow for more student participation.
9. Upon the recommendation of the Video Planning Committee, we will continue to offer a "video showcase" location on the day of the festival separate from the video critique site. This will provide an opportunity for all attendees to view submitted student works.
10. The online presence of the festival will continue through social media sites to increase student interest and distribute information.
11. Sponsoring teachers should be careful about the number of students participating in Small Group Performance sites. Sending groups with too many participants to these sites decreases the effectiveness of those critiques and creates an uncomfortable situation for all. Enforcement of limits on the number of students at these sites will increase at the 2017 festival.
12. Each school is required to supply two volunteers to assist at the festival (or pay an "in lieu of" fee). Teachers or parents are acceptable volunteers. As our festival grows, the assistance of volunteers becomes a more important element in the success of our program. Schools are encouraged to send volunteers who are interested in being an active part of the Teen Arts Festival. Volunteers who will not monitor attendance at workshops or assist with student control or assist workshop or critique artists are of limited help. Please inform your volunteers that we need them to be active participants in the festival rather than observers. Several steps will be taken this year to increase communication and supervision of volunteers to make this process more effective.

Please note - all forms, Preliminary, Final or Information – have once again been created with PDF “Text Fields”. You may complete the forms by typing directly into them or printing them out and completing them by hand.

The entire Teen Arts Festival Application Form Packet is available as a download from the county web site at: <http://www.co.bergen.nj.us/index.aspx?nid=890> (or by searching “Bergen County Teen Arts Festival”). If you have any questions, please call. We look forward to working with you again, and thank you for your continued support.

Cynthia Forster, Director
Bergen County Division of Cultural & Historic Affairs

Evan Cooper, Administrator
Bergen County Teen Arts Festival

DEADLINE DATES

Arrange busses for Friday, May 19, 2017.....	As soon as possible
Preliminary Registration Form due.....	November 16, 2016
Voucher for school registration fee (\$350 per building) for us to sign & return.....	November 16, 2016
Any past-due volunteer or extra performance fees.....	November 16, 2016
Final Application Forms due.....	January 20, 2017
Insurance certificate due (from your insurance company).....	February 17, 2017
Registration fees due (\$350 or \$700).....	February 17, 2017
Changes or additions to final applications submitted by January 20.....	March 17, 2017
Volunteer Information due (2 from each school)*.....	April 7, 2017
Creative Writing entries due in our office*.....	April 14, 2017
Video entries due in our office*.....	April 21, 2017

*If the April dates conflict with your school's Spring Break, it is your responsibility to submit the required materials prior to the deadline date, not afterwards.

Please note that the earlier you send in your final application forms, the better chance you have of getting a preferred time slot for performances. Also, the Creative Writing and Film & Video Final Application forms should be sent in with the rest of the final application forms in order to schedule critique times before the program is sent to the printer. The actual writing or film entries are not needed until the deadline dates indicated above.

If you have any questions, please call (201) 336-7272.

General Instructions

Enclosed are General Information and your *Preliminary Registration Form & Invoice*.

Preliminary Registration Form. Please return to the Teen Arts office by November 16, 2016. This form will advise us that your school intends to participate in the festival and will allow us to determine how many workshops and critiquers will be needed.

Voucher for payment. If you are paying the registration fee by purchase order please send a voucher as soon as possible in the amount of \$350 for us to sign and return to your board office for payment by February 17, 2017.

Insurance Certificates covering your school/students on the festival date in the amount of one million dollars should be in our office by February 17, 2017. **The Certificate must show the insured as Bergen Community College, 400 Paramus Road, Paramus, N.J. AND also the Bergen County Department of Parks, Division of Cultural & Historic Affairs, One Bergen County Plaza, 4th Floor, Hackensack, NJ 07601 as additionally insured.**

Final Application Forms that tell us what genres your students will be entering, the amount of art you expect to display, and arrival and departure times on festival day, are important information for scheduling. Final Application Forms will be sent by email to all School Liaisons and will be available on our webpage: <http://www.co.bergen.nj.us/index.aspx?nid=890>. This information assists in the creation of effective schedules. Every effort is made to schedule performances during the times YOU indicate on these forms. **DUE BY JANUARY 20, 2017.**

Volunteer names and addresses are very important for a smooth-running festival, and must reach our office no later than **April 7, 2017**. It is imperative that we receive this information early, as the volunteer schedules have to be determined and a letter sent to each volunteer at their homes several weeks prior to the festival date explaining their duties on festival day. Each attending school is required to supply two (2) volunteers to assist us on the festival day. Please be sure that we get the names and addresses on time.

Chaperones. Each attending school will be asked to have at least one chaperone for every 25 students in attendance at the festival. This can be teachers, para-professionals, or parents. This number does not include the 2 volunteers that are required to help manage the festival. Names and contact telephone numbers of chaperones will be collected on the day of the festival.

Creative Writing entries: Although the actual entries are not due in the Teen Arts office until **April 14, 2017**, we do need the Final Application Form mailed back to us so that we may schedule your school for a critique time. This single page should list the total number of submitted work. Please forward the Final Application Form to us by the **January 20, 2017** deadline date.

Video entries: Again, the actual video entries are not due in the Teen Arts office until **April 21, 2017**, but we do need the Final Application Form mail back by **January 20, 2017** indicating your school will be submitting entries. This allows us to schedule critique times for you prior to the program going to the printer in March. Please do not list your school if the video entry will not be ready in the seven months from school opening until the deadline date.

THE REGISTRATION FEE ENTITLES EACH PARTICIPATING SCHOOL:

10 Creative Writing Entries	Each with a four-page limitation. Please adhere to the guidelines in the final application.
1 Dance Entry – Large Group	Any type group (over 5 students)
1 Dance Entry – Small Group	Any type Solo/Duo/Small (up to and including 5 students)
2 Film & Video Entries	Any type and length
1 Instrumental Music Entry- Large Group	Jazz Band, Rock Band, Concert Band, Orchestra, String Ensemble over 10 students
1 Instrumental Music Entry - Small Group	Solo/Duo/Small Group up to 10 students – multiple performances permitted but each entry must not exceed 10 minute limit
1 Piano Entry	Solo Piano Performance
1 Vocal Music Entry - Large Group	Vocal Ensemble over 10 students
1 Vocal Music Entry - Small Group	Solo/Duo/Small Ensemble up to 10 students - multiple performances permitted but each entry must not exceed 10 minute limit
1 Theater Entry – Large Group	Large Ensembles including musicals, over 5 students
1 Theater Entry – Small Group	1 Solo/Duo/Small Ensemble up to and including 5 students
10 Visual Art Entries	Must fit on a 4x8 foot panel. Total number includes sculpture (3-D). Sculpture will be placed on tables near the 2-D art display.

All entries beyond those which are listed above are \$20 per STUDENT or ITEM. For example, an additional choral group of 12 students performing in large vocal music would be an additional \$240. Over 10 submissions in creative writing, the cost would be \$20 per each additional entry. If you have extra art, either 2D or 3D, the fee is \$20 per piece. The above also depends upon space and time being available in order to accept the additional performance or critique entries. Purchase orders or checks for these additional entries must be received by Teen Arts by March 17, 2017 **prior to the program being sent to the printer.**

2017 Bergen County Teen Arts Festival

**PRELIMINARY REGISTRATION FORM &
INVOICE for Registration Fee of \$350.00 per school building.**

**Note: Checks and/or vouchers should be made out to:
"BERGEN COUNTY TEEN ARTS FESTIVAL"
PLEASE RETURN THIS FORM BY NOVEMBER 16, 2016.**

This form may be completed by typing directly into it or printing it out and completing by hand.

School Name: _____

Address: _____

City, Zip: _____

School Phone & Ext. () _____ Ext. _____

Liaison Name: _____

Cell Phone: () _____

Email address: _____

Principal's Name: _____

Superintendent's Full Name: _____

Please return this original form to the Teen Arts office below. Be sure to include a voucher for us to sign for payment in the amount of either \$350 for just a middle or high school, or \$700 if both schools are attending the festival. Please be sure to send a copy of the Insurance Certificate covering your school's attendees on the festival day – **Friday May 19, 2017.**

If your business office needs an invoice, consider this form as such and after completing the above information, make a copy for them, and send the original back to Teen Arts. Mail to:

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Hackensack, New Jersey 07601-7076
Or email to: ecooper@co.bergen.nj.us