



PEI Kiwanis Music Festival 2025

Notes for completing the group entry form

This document takes you through each section of the entry form.

These notes are for the Kings, East Prince and West Prince form only. Queens have their own separate form and any questions about that should be directed to Kay Linkletter (klinkletter@gmail.com)

ONLY ONE PERSON SHOULD MAKE THE ENTRY FOR EACH ENSEMBLE.

Each ensemble should complete a separate form.

You will need to know:

- Personal details of entrant(s), including year of birth
- Teacher name and contact details (teachers will be copied into all correspondence)
- Accompanist name and contact details (if using)
- Are you entering competitively or non-competitively?
- Do you hope to be eligible for Provincial or National Festival recommendation?
- The full class number and name for each entry
- Full title and composer of each piece.
- The fee for each class

Please check with your teacher / entrant if you are not sure about any of these.

Payment must be made direct to your specific festival. Details of how to do this can be found on the peikmfa.ca website.

Do you wish to be considered for the National Festival?

The Provincial Festival adjudicators will be given a list of performers wishing to be considered for one of the National Festival Streams.

If you do not enter a class from the “National Festival Classes” section of our syllabus (one with -NF at the end of the class number) then your name will not appear on this list, and you will not be considered, even if you are technically eligible.

There are 2 recorded streams for ensembles at the National Festival (more details can be found in their syllabus (<https://fcmf.org>):

Recorded Ensemble Streams:

- Competition is virtual, and recordings must be submitted by 30 June, 2025.
- There are Choral and Instrumental streams.
- Ensembles receive written comments plus:
 - Chamber Ensemble – workshop taking place 10 or 11 July 2025.
 - Choir, Band, and Orchestra - Conductor Roundtable taking place 10 or 11 July 2025.

Which festival?

Performers may enter any of the local festivals, regardless of where they live or are taught. However, they must be either resident in, or taught by a teacher in, Prince Edward Island, and able to attend the live festival(s) in person.

Performers may enter more than one festival, but NOT in the same discipline.

General Information:

- For ensembles, you are asked to provide one main contact. The email provided here will be the main contact used all correspondence and does not need to be one of the performers (can be a conductor, parent, or a teacher, for example).
- If you have a small ensemble, the performer details will be asked for later.
- If you have a large ensemble, we only need the number of performers later in the form.
- School name is only needed if you are an ensemble from a school.

Teacher and accompanist details:

- Teacher name and contact details (teachers will be copied into all correspondence)
- Accompanist name and contact details (if using)

Entry details:

Large or small ensemble?

If you select “Small” you will be asked to complete the details for each performer.

If you select “Large” you will skip the personal details section and just be asked how many members are in your ensemble.

Performer details:

If you selected “Small Ensemble” on the previous page, you will be asked for the following information for each performer in your group:

- Name
- Age (on 31 December last year, 2024)
- Year of birth
- Instrument

Number of performers in large ensemble:

This will only appear if you selected “Large ensemble” earlier.

Entries:

For each class this specific ensemble is entering, the following information is required:

Level?

Choices are Pre-Junior (aged 8 and under), Junior (11 and under), Intermediate (14 and under), Senior, (18 and under) or Advanced (30 and under)/

Select which level your ensemble (or the majority of your ensemble) is. Or select “Not applicable” – for example, for community / adult choirs. See syllabus for more information about this if you are not sure.

Competitive or Non-competitive?

Non-competitive entries will receive written adjudications only – no Bronze, Silver, or Gold seal will be awarded, and they will not be eligible for any awards.

Class number and name:

The full **class number** of each entry (including any alphabetical suffix, such as A, B, or -NF). The entry form has a (huge!) drop down list to select the correct number and description from.

How long is your performance?

For scheduling purposes it is very important that this information is as accurate as possible. Please round **UP** to the nearest minute.

Class fee.

You will need to enter these for each class entry and total them up at the end if there is more than one. Fees can be found in your Local Festival *Addendum*, or *Fees and How to Pay Them* documents on the website.

Musical Selection:

Full **title** and **composer** of each piece.

Payment

Please add up all of your fees and write the total amount at the end of the form. Fees should be paid at the same time as entry form submission. See *Fees and How to Pay Them* document for your festival.

Please let us know how you will be paying so that we can track it.

Rules and Regulations

Please ensure that you and/or the entrant read these carefully and then check the box to say that you have done so. Answers to a lot of the questions that get sent to us, before entry or during / after the festivals, are answered in this document:

<https://www.peikmfa.ca/wp-content/uploads/2025/01/Festival-Rules-and-Regulations-2025.pdf>

Submission of Entry

Before you submit, there is a space for you to write anything that you feel we need to know that there wasn't space for in the rest of the form. Please don't write questions that require an answer quickly as they may not be seen immediately. If you have questions, please direct them to the Administrator at pei.kiwanismusicfestival@gmail.com.

Once you click *Submit* an automatic email response will be sent to the email address registered at the beginning of the form with details of all your answers. Please keep this email somewhere handy so that you can check your entry at a later date if you need to.

If anything needs changing in your entry after you submit it, please contact pei.kiwanismusicfestival@gmail.com.

Please note:

- Changes to personal / accompanist / teacher contact details can be made at any time by contacting our Administrator at the above email.
- Class / repertoire changes will not be accepted after the entry deadlines.
- Fees are non-refundable.

Please pay your fees at the same time as submitting your entry form.

Thank you for entering and supporting our Island festivals!