

LOCHABER MUSIC FESTIVAL



Entry Form Instructions

It would help us greatly to have the entry information in electronic format. This aids with unusual spellings and saves a lot of retyping information. However, all the entries still need to be checked and the formatting consistent so that it will import correctly to produce the Programme. Details of the most useful way to fill in the entry form are given below, but generally everything should be typed in initial capitals or numbers only where appropriate. Thank you in advance for your co-operation.

1. Sponsor Details

- a. All boxes need to be completed in case we need to contact you.
- b. Please ensure that you fill in your email address
- c. Check that "I Agree" is selected in the pull-down box for data protection etc.
- d. Please put the entry fee in Total Payment box.

2. Name

- a. Enter the entrant's **First Name** as it is to appear in the Programme.
 - i. Names should have initial capitals
 - ii. hyphens or spaces should be included where appropriate
- b. Enter the entrant's **Surname** in the next column separately from the First Name.
 - i. Surname should have initial capitals and any hyphens
- c. Multiple entrants (e.g. duets\trios\quartets)
 - i. Each entrant's name and surname should be entered on a separate line
 - ii. Insert the total **Number in Group**, relevant Instrument, Date of Birth, Town or School, Class & Class Title.
 - iii. There is no need to duplicate the Own Choice pieces, which should just be included with the first entrant of the ensemble.
- d. Group Names should be put in the First Name column **ONLY**.
 - i. Leave the Surname box blank and fill in the other details
 - ii. Total **Number in Group** must be filled in
- e. School Names
 - i. The School Village, Town or Name should be put in the First Name box (e.g. Spean Bridge, Banavie, LHS, LMS etc.)

- ii. The Class or Group should be put in the Surname box (e.g. Primary 5, Primary 1-3, Traditional Group etc.)
 - iii. Total **Number in Group** must be filled in
- 3. Number in Group (required for insurance purposes)
 - a. Fill in the total number for:-
 - i. Multiple entrants (e.g. duets\trios\quartets)
 - ii. Group Names
 - iii. School Class Entries
- 4. Instrument
 - a. Required for individual entrants where the instrument isn't named in the Class or the Class has a choice of instruments
- 5. Date of Birth should be entered in the format dd/mm/yyyy
 - a. Required for Classes where age ranges apply
 - b. Not required for Adults or Groups
- 6. Town\School
 - a. For any school tuition, the School Name should be entered.
 - i. Omit the word School but include Primary or High (e.g. Lochaber High, or Roy Bridge Primary)
 - b. For all private tuition, the Village\Town of the entrant should be entered
 - c. Use initial capitals for both options
- 7. Class & Class Title
 - a. Insert the Class number as shown in the Syllabus
 - b. Use the Class Title shown for the appropriate Class Number in the Syllabus
- 8. Number of Own Choice Pieces
 - a. Enter the number of Own Choice Pieces as shown in the Syllabus
 - i. If there are none, enter 0
 - ii. For one, enter 1 and fill in the details of the piece
 - iii. For two, enter 2 and fill in the details of each piece on a separate line. The first half of the second line will be greyed out and details of the entrant don't need to be repeated
 - iv. If for any reason another line is required, put another two below the first one in the grey box
- 9. Pieces\Music
 - a. Enter the title of the Music or Piece using initial capitals
 - b. Enter the Author\Composer using initial capitals
 - c. Enter the Publisher if known
 - d. Enter the Duration of the Piece in minutes
 - i. Please use numbers only (e.g. NO mins or m typed in)
 - ii. Duration should be rounded up to the nearest ¼ minute and typed as 1.25, 1.5 or 1.75 etc. DO NOT type 1.30 for 1min 30sec
- 10. Accompanist
 - a. Select Yes\No to let us know whether they are required or not
 - b. Music should be made available as early as possible if an accompanist is required

Once all the details are filled in, the Excel file should be saved as your (the sponsor) name, then attached to an email and sent to entries@lochabermusicfestival.co.uk

Your entry form should then be printed (if possible) and sent with a cheque to:-

Mrs Rosemary Bridge, Hilbre, Arisaig. PH39 4NU

If you have any queries regarding the entry form, please use the email address above, or call **01687 450 685** or **07818667607**