

## **IDTANA-MIDATLANTIC REGION**

### **Feis Committee Handbook**

First time planning of a feis should start 18 months before your anticipated feis date.

#### **Date selection**

Familiar yourself with the current MAR Feis calendar, by visiting the MAR website, [www.midatlanticregion.com](http://www.midatlanticregion.com) to determine available dates, keeping in mind the region is split into three tiers, as per Section 3.1 of the MAR Feis Rules and Regulations.

#### **Venue suggestions**

Easily accessible by all modes of transportation, keeping in mind adjudicators and musicians may be arriving via public transportation.

Access to hotels nearby for out of town competitors and adjudicators/musicians.

Ability to accommodate your stages, competitors and attendees.

Ability to hold the event regardless of weather.

Venues will require insurance from your school/organization, as will the MAR.

#### **Adjudicators**

One day feiseanna will pay ADCRG's a minimum of \$300 for an eight hour day. A two day feis remains at \$250 per day. (IDTANA7/2007)

Adjudicators will be reimbursed \$15 for breakfast, \$20 for lunch and \$40 for dinner, unless the meal is provided by the feis committee. (IDTANA, 7/2005)

Expense reimbursement forms are recommended to ensure proper reimbursement, with a sample attached. Note, feiseanna is required to pay for the first piece of luggage. Always check for the current IRS mileage rate, as it changes yearly.

It is recommended that you use the IDTANA Adjudicator contract, as seen below.

#### **Feis Registration**

Submit your registration form for approval by the MAR Feis Committee, 8 months prior to the feis date. I.E. a June 5 feiseanna must submit a registration by 10/31. Refer to Section 1.3 of the feis rules.

The registration form is on the MAR website, [www.midatlanticregion.com](http://www.midatlanticregion.com)

### **Feis format suggestions**

Be sure that your format includes all requirements set forth in MAR Rules and Regulations, Sections 1-4, paying specific attention to Section 4.

Determine number of adjudicators and musicians needed based on the number of stages, and competitions offered.

Entry fees are up to the discretion of the feis committee and should be comparable to the type of venue hosting the event.

Prepare and submit your syllabus to the MAR for approval, by emailing it to Lexa Hickey at LHickey26@gmail.com. A syllabus must include all minimum syllabus requirements as seen on the sample syllabus posted on the MAR website. It is recommended to do this three months in advance.

Secure a feis tabulator, and provide them with your syllabus to set up the feis registration.

Obtain quotes for trophies from local vendors. Choosing a local vendor is recommended so shipping delays can be avoided.

Enlist enough volunteers to ensure a well-rounded event.

### **Stage Requirements**

As per Section 3.30, championship stage sizes should be at least 24 feet wide by 20 feet deep.

Solo and figure dancing stages should be at least 20 feet wide by 16 feet deep. Choreography stages should be at least 24 feet wide by 20 feet deep.

Championship stages dancing three at a time must be at least 32 feet wide by 24 feet deep. This is limited to those dancing under the age of 14.

Non-championship stages dancing three at a time must be at least 24 feet wide by 20 feet deep for each age group as prescribed by An Coimisiun. The adjudicator has the authority to dance two or three at a time, unless otherwise specified in the syllabus.

## **Personal Touches**

Use of social media platforms to advertise your feis and relay important info

Proper signage relating to stages, awards etc.

Providing access to food for attendees

Incorporating a designated space for Irish dance vendors, and other types of vendors

Having adequate supplies on hand, I.E. pens, markers, bells for adjudicators, tablecloths.

# Feis Expense Form

Name: \_\_\_\_\_

Start Time: \_\_\_\_\_ Time Stage Ended: \_\_\_\_\_

Breakfast	\$15	\$ (Leave blank if provided)
Lunch	\$20	\$ (Leave blank if provided)
Dinner	\$40	\$ (Leave blank if provided)
Fee	\$350.00 (\$700 for 2 day) Overtime \$43.50	\$
Driving Mileage ( _____ miles x \$ _____ )		\$
Airfare		\$
Parking/Tolls		\$
Other ground transportation (cabs, etc)		\$
Other expenses: _____		\$
<b>Total expenses to be reimbursed</b>		<b>\$</b>

Your signature: \_\_\_\_\_

Cashier Signature: \_\_\_\_\_

**THANK YOU FOR BEING A PART OF OUR FEIS!!**