

# *YWIH Festival Handbook*

## OUTLINE/TABLE OF CONTENTS

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Chapter 1: Getting Started

\*Where to begin; what to expect for your first festival; choosing a committee; delegating responsibilities, etc.

Chapter 2: Festival Timeline: From Start to Finish

\*Outlines what a planning timeline should look like for a festival; give sample timelines; builds on previous chapter, concerning delegation of responsibilities.

Chapter 3: Reaching Potential Participants

\*How to reach out to schools and other young women in the community, advertising ideas, potential issues and solutions.

Chapter 4: Chapter and Community Support

\*Financing your festival; raising awareness in schools and community; how to get local chapters involved.

Chapter 5: Logistics: Music, Clinician, Venue

\*The role of the clinician; teaching quartets; choosing music; how to find a venue.

Chapter 6: The Big Day is Here!

\*Sample festival day/weekend schedules; potential issues and solutions; how to make a festival run as smoothly as possible.

Chapter 7: Follow-Up and Planning for Next Year

\*What to do during/after festival to raise awareness for the following year; exit surveys/feedback; maintaining relationships with schools and supporters.

Appendices: Resources such as available grants, YWIH music list, list of resources from SAI, forms, permission slips, planning forms, etc.

Throughout the handbook, it would be great to include anecdotes from different participants in a YWIH festival: a music educator; a festival planner; a clinician, a young participant, etc.