

CAPE TOWN EISTEDDFOD INFORMATION LETTER

Dear Teacher

Because of the amount of entries, which increase from year to year, the Committee has an unbelievable amount of work to process in order to prepare the programme and the cards.

The workload is not made easier by the enormous amount of mistakes made by many of the entering teachers. The purpose, therefore, of this letter is to list what goes wrong in order that teacher, operating out of sheer ignorance, might correct these things, in order that the Committee might have a less stressful time preparing the entries.

Apart from the details listed below, the Committee wishes to advise all teachers that:

NO LATE ENTRIES WILL BE ACCEPTED

GENERAL:

1. Please make sure that all entries and cards are written out NEATLY in capital letters, which are legible. Many hours and mistakes are made trying to decipher teachers handwriting.

ENTRY FORMS:

1. Code of conduct and covering page for entry forms **MUST** accompany entry.
2. In the TOP RIGHT hand corner under class number (eg. B1) and then under class description, please write what it is 5 years demi-character set (Thumbelina)
3. Please complete the “**Details of Payment**” at the end of each entry form.

PLEASE CONSULT YOUR CURRENT SYLLABUS FOR CORRECT PRICES.

Proof of payment to accompany entry if payment by EFT. Cash will be receipted.

4. The names of all entering candidates **MUST** be listed on the entry forms and cards. Do not send in blank entry forms. For groups, only the studio name need be written on the card.
5. Whilst the rulebook stipulates D.O.B. as of the 1st January, please note that the entry form says AGE as of the 1st January. It is time consuming working out the D.O.B. to check whether a candidate has been correctly entered or not. **NB. Candidates may not dance up in a solo (except for a 6 year old who is doing the 7 year Straight / Classical).**
6. **RESTRICTIONS** must be kept to a minimum. These are to be **WRITTEN** on **BOTH** the **ENTRY FORMS AND CARDS** and **HIGHLIGHTED**.
7. **NO STAPLES PLEASE!** Taking out all those staples from hundreds of entries is painful. Please use paper clips instead!
8. **Please do not punch holes in the entry forms.** Invariably they are not punched in the same place, which makes it difficult when using the file.

CARDS

1. Teachers **MUST** write their **name in the TOP RIGHT hand corner of the card**. Much time is spent trying to find out whom the card belongs to. Teachers using a stamp must please stamp their cards in the requested corner.
2. For **SECTION** you write what you are entering **e.g. 5-6 Group**
3. **CLASS NUMBERS MUST be filled in.**
4. **Do not write in the space reading SESSION**, as there is then nowhere to put the Session details.
5. Cards **MUST** carry **names of candidates** entered for **Solo / duet / trio / quartet**. "To be advised" is **NOT ACCEPTABLE** – if it is absolutely necessary to write this at the time of entry, as again it is difficult sorting out a programme not knowing if someone in a 15-16 trio will cause a clash in the 15-16 set dance section following the trio section.
6. **When entering a GROUP**, all that is required on the card is the **STUDIO NAME with the name of group, if there is one, written underneath. THE NAMES OF ALL THE CANDIDATES in the GROUP MUST be written on the ENTRY FORM.**

Hopefully this information will assist both new and old teachers when entering the Eisteddfod, which will in turn assist the Committee. Thank you for your participation and if we can be of any further assistance, please do not hesitate to call us. Wishing you all a happy and successful Eisteddfod.