Instrumental Fanfare
2026
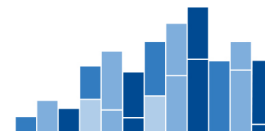
STEP-BY-STEP NOMINATION GUIDE

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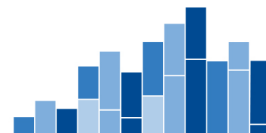GRIFFITH UNIVERSITY
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Contents

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Create an Account

The Instrumental Fanfare 2026 nomination platform is a new platform for the Fanfare program.

Coordinating teachers must create an account to nominate an ensemble. It is recommended that the key contact teacher for your school (i.e. the person responsible for submitting entries and receiving communications) is the person who creates the account.

Unlike in previous years, schools may now have multiple platform accounts. However, it is important that schools coordinate internally to decide which staff member will act as the coordinating teacher and main contact for each ensemble to avoid duplication of confusion.

1. Use the link below to access the **Instrumental Fanfare Platform**. Please bookmark this link for future use.

https://fanfare.awardsplatform.com/

2. On the left hand side enter your email address to commence registering an account (we recommend a departmental email)

3. Click **Continue**

4. You will be prompted for a 6-digit Security Verification code that will be sent to your Inbox *(please check your Junk/Spam also)*. Once received, please enter the code into the provided boxes.

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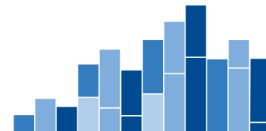
5. Please enter your **contact details** and choose your **password**. Passwords must be at least 12 characters, including a number, an upper-case and a lower-case letter and a special character.

Register

First name

Last name

Email

fanfare.program@qed.qld.gov.au

Password

Must be at least 12 characters, including a number, an upper-case and a lower-case letter and a special character.

••••••••••••••

6. Next, enter your **School name**, **mobile number** and read and agree to the **Terms and Conditions.** Your School name should reflect your base school and be written out in full i.e. Brisbane State High School. Mobile numbers will only be used by the program manager and/or regional coordinator where necessary.
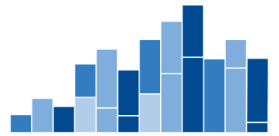
Once done, select 'Complete Registration'.

School name ⓘ

Mobile number

🇦🇺 +61 ▾

☐ The department, as the Fanfare organiser, will collect personal information for the purpose of managing the program. Personal information will be managed in accordance with the Information Privacy Act 2009 and will not be otherwise used or disclosed without the individuals consent unless authorised or required by law.
I have read and agree to the privacy policy, cookie policy and terms of service.

Complete registration

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7. You have now finished creating your account and will land on the *Nominations* page below. From here, you can, update your account details, review *Helpful information* and submit nominations.

   The next time you want to access the **Platform**, use your email address and the password you set to login.
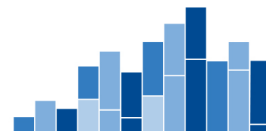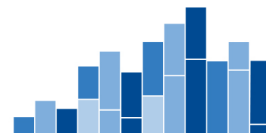
Submitting Nominations

This platform is where teachers can create and edit nominations for Instrumental Fanfare 2026. This platform also contains information about the Regional Festivals and Finals, and downloadable resources such as the participation guidelines, consent forms, etc.

To begin a nomination, click the **Start nomination** button at the bottom of the *Nominations* page.

Please ensure the Participation Guidelines have been read prior to submitting your ensembles. These can be found on the Instrumental Fanfare webpage.

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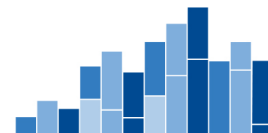
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Nomination Form

Please see below the full list of information you will need in order to complete your nomination.

Template forms and spreadsheets are available on the Instrumental Fanfare website to assist coordinating teachers collate this information for multiple ensembles.

TAB	INFORMATION REQUIRED
General information	• Region * • Division * • Ensemble name *

Nomination details	School and coordinating teacher details
	• School *
	• Is this a combined school ensemble? *
	    ○ If yes, which other schools.
	• Coordinating teacher details *(if the coordinating teacher is the owner of the account, no further info will need to be provided)* *
	
	Ensemble details
	• Ensemble type *
	• Number of students performing *
	• Do you have students performing on the **same instrument** in another **ensemble of the same type**? *
	    ○ If yes, provide the name of the other ensemble/s
	• Does this ensemble meet the full eligibility criteria for regional final selection?
	    ○ If no, why is this ensemble not eligible? *

Performance details	• Estimated performance time (in minutes)? * • Conductor details * • Will the ensemble be using a keyboard/accompanist? * ○ If yes, accompanist name • Any special requirements? * Preferred performance dates • First preference * • Second preference * • Any additional information regarding times, dates, scheduling and preferences
Terms & conditions	• Check boxes to acknowledge and agree to the terms and conditions of entry *

* Required fields

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Start Here

1. To begin a nomination, click the **Start nomination** button at the bottom of the *Nominations* page.

Nominations for Instrumental Fanfare close Friday 27 February 2025.

Helpful info
- Nomination deadline: Friday 27 February, 5pm
  - Please note the entry deadline as this date is final and there will be no extensions provided. The system will automatically prevent entry submission after the deadline.
- To review the Nomination Guideline please HEAD HERE.

Support

If you have any questions, please contact the program manager by email at fanfare.program@qed.qld.gov.au or call 07 3328 6620.

My nominations

Hello, Teacher first Teacher last!

You have no nominations yet. What are you waiting for?

Start nomination

2. You will be taken to the first page of the Nomination form. Provide the required information and once entered click, **Save + next**
   - Once you have clicked this button, your nomination will be saved under your account.
   - Should you need to exit the Nomination form at any stage you will not loose the start of your nomination and will be able to pick up where you left off.
   - If you click the **Cancel** button at this stage, no information will be retained by the platform and you will need to start your nomination again from scratch.

My nominations → Nomination form → Start nomination

All questions must be answered, unless marked optional.

| Start here | Nomination details | Performance details | Declaration |

Region

North Coast

Division

NC Primary Division
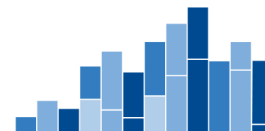
NC Primary Division 1

Ensemble name

Example ensemble

Save + next   Cancel

Nomination details

1. Complete all 'School and coordinating teacher details'
   - If the coordinating teacher is the same individual who created the account on the platform, please answer 'Yes' to 'Are you the coordinating teacher for this ensemble?'

School and coordinating teacher details

Which NC school is this ensemble from?

Elliott Heads State School ▾

Is this a combined school ensemble?
- ○ Yes
- ● No

Are you the coordinating teacher for this ensemble?
- ● Yes
- ○ No

2. Complete all 'Ensemble details' and click the **Save + next** button at the bottom of the screen.

Ensemble details

Ensemble type
- ○ Concert band
- ○ Orchestra
- ● String ensemble
- ○ Woodwind ensemble
- ○ Brass ensemble
- ○ Stage band
- ○ Other

How many students are performing?

35

Do you have students performing on the **same instrument** in another **ensemble of the same type**?
- ○ Yes
- ● No

Does this ensemble meet the full eligibility criteria for Regional Final selection?
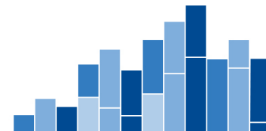- ● Yes
- ○ No

[Save + next] [Save + close] [Preview] [Submit nomination]

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Performance details

1. Complete all 'Performance details' to the best of your ability. These details can be edited up until the date nominations close by logging back in to the platform.
   - Please ensure that additional details are provided if your ensemble has any 'special requirements' i.e. requires 2x vibraphones and 2x xylophones

2. Select your 'Preferred performance dates'. All nominations must provide 2 different performance date preferences to proceed to the next stage of the form.
   - Host schools are requested to provide an alternate venue date also in the instance that your scheduled date should not proceed.
   - Any additional information regarding dates, venues, scheduling and requests can be provided in the final box.
   - Once completed please click the **Save + next** button at the bottom of the screen
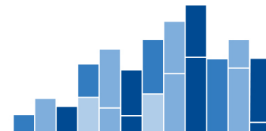
Nomination declaration

1. Before finalising the nomination, coordinating teachers must acknowledge the relevant Terms and Conditions of participating in Instrumental Fanfare 2026.
   - You may return to your nomination at any time up until the nomination closing date to make edits or changes.

Successful nomination

Once you have successfully submitted a nomination the below screen will appear. Use the link at the bottom of the screen to return to the nominations page where you can edit or submit additional ensembles as required up until the nomination close date.
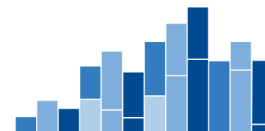

If you have any questions or concerns about the nomination process, please get in contact with the Fanfare team at fanfare.program@qed.qld.gov.au

Nomination status

On the nomination page, you will be able to check the status of each of your nominations, under the *Statuses* column of the table.

- 'Submitted': all information has been entered and the nomination submitted successfully
- 'In progress': this nomination has been started but is yet to be finalised.

Edit or withdraw a nomination

Once you have submitted a nomination, you can return to the form at any time, prior to submissions closing on **Friday 27 February 2026**, to make edits or delete the nomination.

1. To edit a nomination, click on the ensemble name you wish to make any amendments to.

2. You will be directed back to the nomination form. Make any required edits and click **Save + close** to save your changes.

3. To withdraw or delete a nomination, click on the three vertical dots on the left of the nomination table and click 'delete'.

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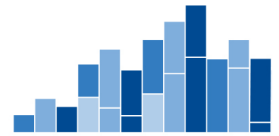
Helpful information

This area contains information about the Regional Festivals and Finals, and downloadable resources such as the participation guidelines, consent forms, etc.
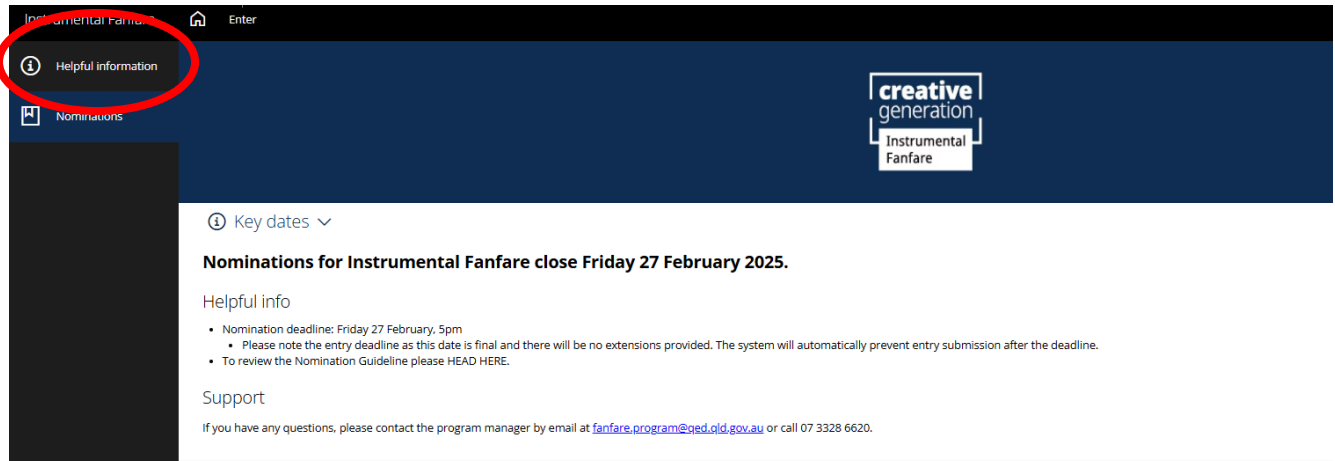
To access the downloadable resources and additional information please head to the 'Helpful information' page on the left hand menu.
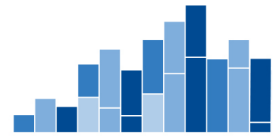

Downloadable resources

Click the **Downloadable resources** button to view and download useful resources including the participation guidelines and all required consent forms.

This page will be updated throughout the program with the most up to date resources and information.

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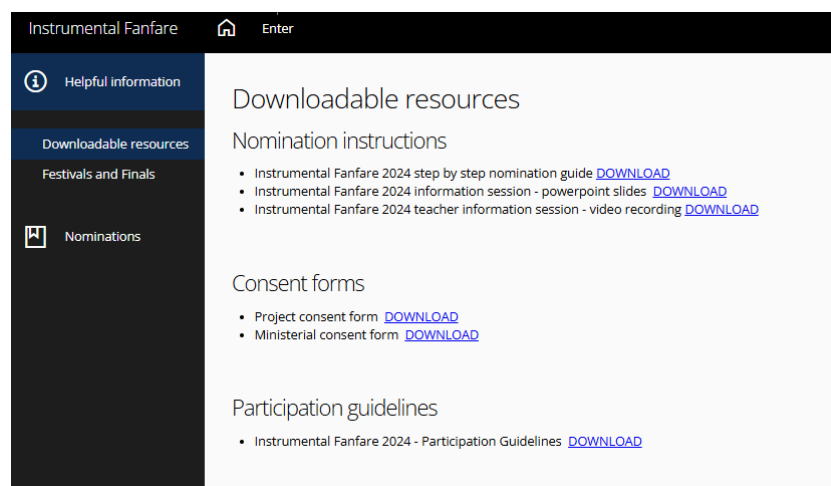
Festivals and Finals

Click the **Festivals and Finals** button to view information about the regional festivals, regional finals and state finals.

Instrumental Fanfare   ⌂   Enter

Helpful information

Downloadable resources
Festivals and Finals

Nominations

Festivals and Finals
Regional festivals

Regional festivals are held throughout May and June in various performance venues around the state.

Once nominations close, all schools receive further details regarding their regional festival via email from their Fanfare regional coordinator.

Every nominated ensemble will be allocated a session time for their performance at their relevant regional festival. This will be communicated through the coordinating teacher from the school by the relevant regional festival coordinator.

It is the responsibility of the school's coordinating teacher to inform the various conductors, teachers and ensembles involved from their school of these details.

Each ensemble performance will be professionally adjudicated.

The adjudicator will:

- provide positive and constructive feedback to the students and the conductor

- award each participating ensemble with a certificate at the end of their performance

- determine how many ensembles will perform and which ensembles will perform in the regional final.

Fees apply to all schools participating in Fanfare. Travel and associated expenses for schools to attend their relevant regional festival and regional finals must be covered by the school.

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