



FESTIVAL AGREEMENT, PACKAGES, & HOUSING INFORMATION	DUE DATE	CHECK BOX WHEN SENT
Festival Agreement	September 30, 2019	<input type="checkbox"/>
Familiarization Trip Confirmation and Hotel Reservation	September 30, 2019	<input type="checkbox"/>
Hotel Rooming List - Students/Chaperones/Adults (Excel Template)	November 15, 2019	<input type="checkbox"/>
Ensemble Travel Information Form	November 30, 2019	<input type="checkbox"/>
Deadline for Rooming List Changes	January 15, 2020	<input type="checkbox"/>
PAYMENTS	DUE DATE	CHECK BOX WHEN SENT
Payment 1 – 25% Deposit	October 15, 2019	<input type="checkbox"/>
Payment 2 – 50% of Total Amount	December 15, 2019	<input type="checkbox"/>
Payment 3 – Final 25% or Balance of Total Amount	January 15, 2020	<input type="checkbox"/>
EVENT INFORMATION	DUE DATE	CHECK BOX WHEN SENT
Instrumentation/Voicing Breakdown Form	November 30, 2019	<input type="checkbox"/>
Additional Equipment Request Form	November 30, 2019	<input type="checkbox"/>
Roster of Students	November 30, 2019	<input type="checkbox"/>
Stage Plot	January 15, 2020	<input type="checkbox"/>
Dietary Restrictions (<i>optional</i>)	January 15, 2020	<input type="checkbox"/>
Ensemble Meeting Request Form (<i>optional</i>)	January 15, 2020	<input type="checkbox"/>
Housing List Change Form (<i>as needed</i>)	January 15, 2020	<input type="checkbox"/>
PROGRAM BOOK AND SCRIPT INFORMATION	DUE DATE	CHECK BOX WHEN SENT
Script Information <i>(Program Notes, Program Order, Director Names, School Administrator Names)</i>	November 30, 2019	<input type="checkbox"/>
Program Book Information <i>(Director Bios, School/Community/Program Bio, Musical Selections and Program Order, Personnel List, Ensemble Photo, Director Photos, Superintendent letter and photo, Principal Letter and Photo)</i>	November 30, 2019	<input type="checkbox"/>
Advertising Contract and Artwork	November 30, 2019	<input type="checkbox"/>
TICKETS	DUE DATE	CHECK BOX WHEN SENT
Festival Ticket Order Form (<i>for Friends & Family not in Ensemble Package</i>)	January 15, 2020	<input type="checkbox"/>
Banquet Ticket Order Form (<i>for Friends & Family not in Ensemble Package</i>)	January 15, 2020	<input type="checkbox"/>
REPERTOIRE SELECTION INFORMATION	DUE DATE	CHECK BOX WHEN SENT
Initial Program Selection List (see Program Selection Form for details)	September 16, 2019	<input type="checkbox"/>
Reduced/Revised Program Selection List	November 15, 2019	<input type="checkbox"/>
Reduced/Revised Program Selection List	December 15, 2020	<input type="checkbox"/>

(OVER)

Copyright Report and Final Program Form

January 15, 2020

*Please submit complete information including titles, composers/arrangers,
publishers, performance time, and guest conductors (if applicable)*

*Note: Final Program maximum playing times: 40 minutes of music for Featured Bands & Orchestras,
25 minutes for Middle School Ensembles, 25 minutes for Percussion and
Invited Ensembles, 20 minutes for Chamber Ensembles and Choir*

Five Original Copies of Scores for each selection: Concert Bands (Featured and Middle School), All Orchestras,
All Choirs

Four Original Copies of Scores for each Invited Concert Band

Three Original Copies of Scores for each selection: Percussion Ensembles and Chamber Ensembles

REMINDER THAT ALL SCORES MUST BE ORIGINALS AND WILL BE TURNED IN ON SITE AT CHECK-IN

Recording of Entire Concert Program (Submit via Dropbox)

January 30, 2020

ADDITIONAL ITEMS (OPTIONAL)

DUE DATE

CHECK BOX WHEN SENT

Butler Dean's Scholarship

February 1, 2020

Revelli Scholarship

February 25, 2020