

## Festival Timeline and Host Checklist

### *Seven to Twelve Months Before the Festival*

Host 1	Host 2	Duty
		Obtain written permission to host the festival from your school district's administration and school board and submit to the District President.
		Develop and submit a festival budget to the appropriate District officer. Be sure to include the festival registration fee.
		Contact a Guest Conductor for the festival.
		Contact the District President to have your Guest Conductor approved BEFORE you have a signed contract. (Note: All Region Conductors must have been approved by the Student Events Council.) *A completed W9, sent to the PMEA office, is required regardless of the payment amount.
		Return a copy of the signed <a href="#">Guest Conductor Contract/Agreement</a> to the District President.
		Discuss hosting the festival with your Music Boosters/Parents Group.
		Negotiate with a local hotel to accommodate your housing requirements OR contact the PMEA Office if interested in using host family housing. <b>**All members of a household 18 years and older MUST have volunteer clearances in order to host students. Copies of the clearances MUST be sent to the PMEA Office at least 3 weeks prior to the festival.</b>
		Talk with your principal and athletic director to avoid conflicts during the festival.
		Reserve your auditorium and any other rooms that will be used during the festival – cafeteria, band/choir/orchestra rooms, rooms for auditions, etc.
		Contact a Recording Company to record the concert. It is recommended that you use a PMEA Corporate Sponsor member – see the list online or in <i>PMEA News</i>
		Contact a Photographer to take an official festival picture at the concert.
		Establish communications with your Festival Coordinator

### *Six to Nine Months Before the Festival*

Host 1	Host 2	Duty
		Finalize the repertoire for the festival with the Guest Conductor and have it approved by the Repertoire Committee. It is recommended that some music come from the PMEA Lending Library (the PMEA lending library form can be found by logging into the PMEA website at <a href="http://www.pmea.net">www.pmea.net</a> , scrolling over the Resources menu option and selecting the Members Only link). *Region Festival Hosts – be sure to contact the district festival hosts confirm repertoire is not duplicated. Note: Some music suppliers will provide folders and collate the music as well.
		Contact the foodservice personnel to begin planning the meals for the festival. You may also want to set up a Food Committee to assist.
		Complete the online <a href="#">PMEA Fest/Festival Host Information Form</a>
		Confirm your housing arrangements with a local hotel OR Begin soliciting for housing in your community, if confirmed with the PMEA office. <b>**All members of a household 18 years and older MUST have volunteer clearances in order to host students. Copies of the clearances must be sent to the PMEA Office at least 3 weeks prior to the festival.</b>
		Notify any participating schools whose students will not be housed and/or will have to provide their own transportation.
		Develop and submit a festival budget to the appropriate District officer. Be sure to include the festival registration fee.
		Contact the Custodial Staff and Physical Plant to inform them of the festival and the requirements you will need – building access, extra tables, etc.
		Inform directors of any pertinent information regarding the festival. Also provide your contact information for any questions that may arise.
		Continue communications with Festival Coordinator

*Three to Six Months Prior to the Festival*

Host 1	Host 2	Duty
		Finalize and organize the music in folders. Be sure to include information about all forms. Also include a letter to the students with expectations for the festival and directions to the school.
		Request student volunteers to assist with auditions.
		Finalize the plan for meals and snacks with the foodservice personnel and your parent committee.
		Begin preparation for the Concert Program. For Region festivals you can have all information ready except for participant names and list of schools.
		Request a biography/resume and a picture from the guest conductor for the program.
		Decide on student entertainment, decorations, theme, etc. for the festival. Establish student and parent committees to assist.
		Confirm your housing arrangements with a local hotel OR Continue soliciting for housing in your community. For <b>hotel housing</b> - be sure you make the necessary transportation arrangements.
		Determine the festival schedule. Send a copy to the Guest Conductor and the District President.
		Determine <a href="#">Act 48 hours</a> that will be offered (clinics) and apply for approval and possible funding.
		If additional housing is needed for participating directors, contact hotels in the area to get the best rates. Notify the directors of which hotels are providing a discount.
		Make transportation and hotel accommodations for the Guest Conductor.
		Return completed W-9 form if your district is paying guest conductor out of PMEA District Funds. Send it to the PMEA Executive Office. (A W-9 form is required for all honoraria paid from PMEA funds, despite the total amount.)
		Follow up with the photographer and the recording company.
		Request a seating plan from the Guest Conductor.
		<a href="#">Order medals</a> from the Bale Company and <a href="#">plaques</a> from the PMEA Office (if applicable).
		Contact the District Officers to determine concert ticket prices. Contact a printer and submit materials for tickets and posters if not being done at your school.
		Continue to inform participating directors with updates – festival schedule, Act 48 hours, directions, audition procedures, etc.
		Prepare a list of participating students.
		Begin publicizing the event in your community.
		Update your principal on the progress and preparations.
		Make arrangements for the Director’s Dinner or Gathering, if applicable.
		Contact a local music store to have a repairman available at instrumental festivals during certain times.
		Continue communications with Festival Coordinator

*One to Three Months Prior to the Festival*

Host 1	Host 2	Duty
		Confirm the reservation of the auditorium and any other rooms that will be used during the festival.
		Make arrangements for someone to take care of lighting and sounds during the concert.
		Alert the fire department, police, etc. for help with parking. Contact police for traffic control during the concert.
		Organize and inform the student assistants who will be helping with auditions.
		Finalize the Concert Program. Email a copy to the directors to have them proofread their students’ names.
		Confirm what schools have paid their registration fees. Contact those who still owe money.
		Complete Housing arrangements for all students. <b>**If using host family housing -Volunteer clearances for all family members 18+ must be on file with the host and copies must be sent to the PMEA Office if using host family housing.**</b>
		Confirm all Act 48 hours being offered and notify the directors of these opportunities.

		Confirm any needs for the stage (extensions, extra chairs, stands, etc.) and make necessary arrangements.
		Contact the Guest Conductor to determine any special needs.
		Return the completed <a href="#">Mechanical Rights Form</a> (for the recording) to the PMEA Office.
		Contact the local media (newspapers, tv, etc.) to assist in promoting the festival and concert.
		Establish a plan for PMEA Chaperones (must be PMEA members with clearances) in the hotels to distribute room keys and do room checks at the festival OR establish a plan with your Housing Chairperson regarding how the host families will meet their students.
		Continue to inform participating directors with updates.
		Make arrangements with your principal or superintendent to provide a welcome at the concert. Also ask them for a message to be included in the program.
		Update your music boosters with the progress and preparations.
		Make arrangements to have a nurse and/or doctor available or on duty throughout the festival.
		Communicate with the district officers regarding the audition process and what needs they may have.
		Continue communications with Festival Coordinator

*Zero to One Month Prior to the Festival*

Host 1	Host 2	Duty
		Contact the custodians regarding your needs – building access, extra tables, garbage cans, etc.
		Confirm arrangements with foodservice personnel regarding your meals and snacks.
		Prepare the auditorium and stage.
		<b>Confirm that all schools have paid their registration fees. Also follow-up with directors to be sure that all students have submitted all forms.</b> NOTE: It is the host’s responsibility to see that all forms are completed. <b>A student may not participate unless all forms are entirely completed including all signatures. *Contact the Festival Coordinator and District President with the names of any students for whom information is missing.</b>
		<b>**Submit any honoraria (i.e. guest conductor, accompanist, nurse, etc.) to the District Treasurer, if applicable, for payment. *A W9, sent to the PMEA Office, is required regardless of the payment amount.</b>
		Contact the Photographer and Recording Company to confirm the concert time, etc.
		Confirm all Housing arrangements.
		Contact the Guest Conductor to determine any special needs and to review the schedule and seating plan.
		Confirm any needs for the stage (extensions, extra chairs, stands, etc.).
		If applicable, be sure all host families have a copy of the festival schedule and are aware of all logistics.
		Update the principal on final preparation and progress.
		Prepare name badges and packets for students and directors.
		Determine who will be ushering and selling/taking tickets at the concert.

*Immediately Following the Festival*

Host 1	Host 2	Duty
		Send a thank you note to foodservice personnel, custodians, administration, parent committees, student committees, host families, etc.
		Tear down the stage and return any borrowed equipment
		Submit the <a href="#">Host Financial Report Spreadsheet</a> to the PMEA Executive Office.
		Submit the <a href="#">Festival Participation Fee Form</a> , payment and a copy of the program to the PMEA Executive Office.
		Submit the <a href="#">Act 48 Roster</a> to the PMEA Executive Office. A member of your district’s Professional Development Committee may assist with this.
		Submit any follow up publicity or possibly a letter to the editor thanking everyone for their assistance.
		Send copies of festival materials to the Festival Coordinator or the next host.