



## *2009 Planning and Festival Guidelines*

*The following pages contain valuable information to prepare for your upcoming Music In The Parks trip.*

### Getting Started

- You're Registered – Your next step
- Payment Schedule
- Cancellation Policy
- On-Line Account Access

### Preparing for Your Performance

- Facility Information
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On our web-site ([www.musicintheparks.com](http://www.musicintheparks.com)) you can view and print the following information:

- › Frequently Asked Questions
- › Director's Planning Schedule
- › Account and finance guidelines
  - Package plan descriptions
  - Payment schedule
  - Cancellation Policy
  - Number Changes
  - Final Count Guarantee
  - Refunds
- › Performance schedule guidelines
  - How times are chosen
  - One Day Festival schedule
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- › Festival performance guidelines
  - Performance classifications
  - Performance timing
  - Performance requirements
  - Equipment provided
  - Adjudicator packets
  - Score Sheets
  - Performance Selection Sheets
  - Rules for Photocopying
- › Theme park information
  - Park ticket information
  - Park contact information

Please be certain to review the above information and utilize the resources posted on our web-site. This information has been carefully compiled to ensure you are comfortable with the entire festival process and that your Music In The Parks trip is enjoyable for you and your students.

## **GETTING STARTED**

*You've registered to attend a Music In The Parks event... Now what?*

► **First, if you haven't already done so, get administration approval.**

► **Get commitment from your students and chaperones**

Getting students and parents to commit to a trip is a challenge. The idea of a trip is one thing; getting financial commitment is entirely different. It is important to give them details now – in order to plan ahead.

Send a notice home to parents telling them that you will be attending a festival and how much it will cost their child to participate – even if the trip is still 6 months away. By giving your students and parents plenty of advance notice, you can cut down on rehearsal time lost to tracking down late payments and the like.

It can be helpful to require a small deposit early. Students and parents are less likely to back out of a trip if they have made a financial commitment to it.

► **Plan your fundraising – with our payment schedule in mind.**

**We must receive full payment 30 days before your festival.** If we do not receive payment by that deadline, your group will be dropped from the event.

Many schools have very strict fundraising schedules, with a small window of approved fundraising time. The earlier you plan, the better your chance for success.

We recognize that small fluctuations in your student & adult counts will continue after the final payment deadline, and for that reason we accept payments of less than \$500 at the festival registration desk to accommodate these last minute changes.

► **Set a payment schedule for your students**

We require each group be paid in full 30 days before the event and we do not accept Purchase Orders as a form of payment.

If you make all payments through a school account, it is vital that you get your payment requested early enough that it arrives at our office on time. An account is not considered paid until the check or credit card authorization arrives in our office, so faxed copies of Purchase Requisitions or Check Requests are not enough to hold your space.

Making payments through a booster organization does not typically require as much lead time. Just be sure to have your invoice ready for the booster meeting before the payment is due.

*Note on Credit Card payments...*

If you are planning to use a Debit Card to make payments be sure to check your daily and weekly limits with your bank. Very often there is a \$1000 maximum per day. In addition, be certain your debit card is authorized to charge for "Travel Agency" vendors. If you have a block on this type of vendor, the bank will decline your charge.

## **Payment Schedule**

If you are utilizing an outside travel planner, such as EPN Travel Services, please refer to their information for payment guidelines.

Payments are divided into 2 installments, with one half of your total payment due 90 days before the festival. The balance of your account is due 30 days before the festival. Invoices will be mailed to you approximately 1 month before the payment is due.

<b><i>Festival Weekend</i></b>	<b><i>Payment #1 Due</i></b>	<b><i>Final Payment Due</i></b>
March 6-7	December 6, 2008	February 4, 2009
March 13-14	December 13, 2008	February 11, 2009
March 20-21	December 20, 2008	February 18, 2009
March 27-28	December 27, 2008	February 25, 2009
April 3-4	January 3, 2009	March 4, 2009
April 17-18	January 17, 2009	March 18, 2009
April 24-25	January 24, 2009	March 25, 2009
May 1-2	January 31, 2009	April 1, 2009
May 8-9	February 7, 2009	April 8, 2009
May 15-16	February 14, 2009	April 15, 2009
May 22-23	February 21, 2009	April 22, 2009
May 29-30	February 28, 2009	April 29, 2009
June 5-6	March 7, 2009	May 6, 2009

Any account that has not made any payment by the final payment deadline will be canceled, and their groups will be removed from the performance schedule. Once a group has been removed due to lack of payment, their account cannot be reinstated.

### **Payment methods**

Music In The Parks will accept the following forms of payment:

- Check
- Money Order
- Visa, MasterCard or American Express\* (new for 2009)

We DO NOT consider Purchase Orders a form of payment.

All payments must be in US Currency.

### **Returned Checks**

There is a \$20.00 penalty for all returned checks.

If a personal check issued by a parent affiliated with your organization is returned for any reason, your group will be held responsible for the \$20.00 fee.

### **Package Plan Changes**

If you wish to change your package plan you must submit the request in writing. Please email [info@edprog.com](mailto:info@edprog.com) with your request. Changes can be made until 20 days before your event.

## **Cancellation Policy**

*If you are utilizing an outside travel planner, such as EPN Travel Services, please refer to their information for cancellation guidelines.*

In the event it is necessary for a school to withdraw from a Music In The Parks festival a full refund will be issued if **written** cancellation notice is received **30 days** before the scheduled festival date. Cancellation must be submitted in writing, and can be sent via fax, e-mail or US Mail\*.

\*If using US Mail, the written cancellation must arrive in our offices by the 30 day deadline, rather than be postmarked by that deadline.

Any group that cancels less than 30 days before the festival, but more than 15 days before will be charged a \$100 cancellation penalty. All other payments will be returned to you.

Any group that cancels less than 15 days before the event will forfeit all payments made to Music In The Parks.

If written cancellation is not received according to these deadlines, all applicable cancellation penalties will apply.

### ***Reminder***

If no payments have been received by the 30-Day final payment deadline, your group will be dropped from the festival.

Once a group has been dropped due to lack of payment, they cannot be reinstated even if the payment arrives after the cancellation has taken effect.

### ***Please note:***

This policy remains in effect regardless of sudden School Board policy changes or world events. Such circumstances do not negate this policy.

## **Change of Festival Date and/or Location**

All festival location and date changes must be requested in writing. Call our offices to check availability. Once space has been confirmed, simply email [info@edprog.com](mailto:info@edprog.com) and the change will be made. If there is space available at the location/date you have requested the change will be made and you will receive confirmation via the mail.

## **On-Line Account Access**

Again for 2009, Music In The Parks will offer on-line Account Access. From this new web link you will be able to adjust your student and adult counts, print invoices and check the ensembles you have registered.

# PREPARING FOR YOUR PERFORMANCE

## *Adjudication Information*

### › Facilities

The finest available performance facilities have been acquired based on acoustics, logistics and proximity to the park. Choirs, Concert Bands, Jazz Ensembles and Orchestras will perform in local schools, churches, colleges and hotels within an acceptable distance from the park. ***Performances do not take place in the park.***

### › Uniforms and Changing Facilities

Uniforms are optional for concert performances, but those organizations participating in the Parade are encouraged to perform in uniform. Please be certain your students are dressed for performance before entering the performance facility.

***Changing facilities are not available at performance sites.*** We recommend that you designate buses for male and female changing of uniforms or have students wear casual clothes under their uniform.

### › Instrument Cases

All instrument cases should remain on the bus at all times. Please **DO NOT** take instrument cases into the warm-up or performance areas. Every case should be labeled with the student's and the school's name.

### › Warm-Up Areas

Warm-up areas are provided in order to tune, line up and prepare for your performance. It is not a rehearsal room. **In some instances, the warm-up area may not have chairs and stands.** You may not leave backpacks or purses in the warm-up room.

### › Equipment Provided

*Music equipment provided by the festival in the performance area includes:*

#### Choral

Step Choral Risers, Piano, One Solo Microphone

Show Choirs are not permitted to bring sets or large props.

#### Instrumental

Chairs, stands, four (4) timpani, bass drum and xylophone. In addition, a piano will be provided for Jazz Ensemble and Orchestra. You are required to provide your own mallets, etc. for provided percussion.

Additional percussion equipment is available at some performance locations. Contact your Regional Coordinator (contact information is listed in your Adjudication Schedule) to inquire about any additional equipment.

*Music In The Parks does not provide Drum Sets or CD/Cassette Play Back equipment.*

## ***Music In The Parks does not offer Clinic or Sight-reading options***

### › Responsibility for Damage, Theft or Vandalism

Ensemble directors, chaperones and school officials will be held fully responsible for damage, vandalism, theft, extra charges, etc. incurred by students from their school.

# *The Festival Day*

## › *On Adjudication Day*

Plan to arrive at the adjudication site 30 minutes before your scheduled warm-up.

When you arrive at the adjudication site, go directly to the Registration Area (Students should remain on the bus).

At the Registration Area you will...

- Turn in your adjudicator's packets (2) and Announcer's Sheet
- Remit payment for any last minute balance due on your Music In The Parks account (balance due cannot exceed \$500 at festival)
- Pick up your Amusement Park tickets & Music In The Parks student/director souvenir

After you have completed this task, your students may enter the building. Please keep in mind that other ensembles are on stage performing while you enter. Encourage your students to show these ensembles the same courtesy and respect they would expect, and be as quiet and orderly as possible.

A representative will lead your students into the warm-up area. If you have arrived early, you are welcome to enter the performance area and view other ensembles' performances. You may only enter the performance area in between performances. Please do not attempt to enter during a performance.

Please note, not all performance sites will have extra space available to hold students. If you are not planning to watch other ensembles, plan to wait on your buses or outside until your scheduled warm-up. Please keep in mind that classes may be in session during your adjudication and avoid classroom areas (both inside the building and outside) if this is the case.

## › *After your Adjudication*

Return to the Registration Area to pick up your conductor's scores and cassette tapes. You will be asked to sign for these packets to guarantee that you have received this information.

Score Sheets and Recaps will be distributed at the Awards Ceremony.

If you are not planning on attending the Awards Ceremony you must make prior arrangements with your festival host to receive your trophies. Groups that have not made prior arrangements, or do not have a representative present at the Awards Ceremony are still expected to obtain their awards. Music In The Parks is not responsible for shipping any awards not picked up at the Awards Ceremony.

## ***Park Tickets***

- All Park Tickets will be available at your Adjudication Site (not the park). You must pick them up upon arrival. Most park tickets are dated to be used on the festival day only. The number of tickets reserved for your group is based on your final count guarantee. You **must** count your park tickets at the festival registration table.
- If you need last-minute additional park tickets, they can be purchased at the Festival Registration area for the same discounted rate you are currently receiving. Keep in mind that there will only be a limited number of tickets available. Additional park tickets cannot be billed to your account, and payment must be by cash or check. If your account is overpaid on the day of your festival, additional tickets cost can be deducted from your overpayment. Contact the home office while at the Registration Table and we will ensure it is handled properly.
- If you purchase tickets at the Park gate, you will be charged the full admission price and will not be reimbursed the difference.
- For schools that have multiple performing groups in different areas, your tickets will automatically be located wherever you perform first.
- Music In The Parks recommends you select one or two chaperones per bus to distribute tickets. Give each chaperone the appropriate number of tickets, and if necessary, a list of who should receive them. It is strongly suggested that tickets are not distributed until the students are exiting the bus to enter the park. This will alleviate any possible problems with lost tickets. Music In The Parks cannot replace lost or stolen tickets.

### **Splitting Park Tickets**

Schools have the option of separate accounts. If you have applied separately, your tickets will automatically be divided by the teacher listed on each application.

***Tickets will not be divided by performance area if you are not registered separately.***

### **Students Not Needing Park Tickets**

Students who have season passes, or are not going to the park qualify for a discounted "Festival Only Rate". Please remind your students that they must bring their season pass with them. **Students participating in "Festival Only" are not counted toward free chaperones.** *Students with season passes are not eligible to receive the meal in the park for groups purchasing a package that includes the meal.*

### **Bus Driver Park Admission**

Free Theme Park admission is granted at the discretion of the park. Please check with your Program Director to verify if a ticket must be purchased.

### **Weather**

Amusement Parks rarely return tickets due to rain or other weather conditions. Music In The Parks cannot return tickets because of inclement weather. Awards Ceremonies will take place unless the Park closes the Awards Ceremony area.

## **On-Line Schedule Access**

All performance schedules will be posted on our web-site.

When your performance schedule is complete a postcard will be mailed to each director listed on your application.

You will be directed to a dedicated section of the Music In The Parks web-site that will contain all of our performance schedules and all the necessary supporting materials. The page is open to the public, so if you have any parents or administrators that would like a copy, you can direct them to the web-site.

These schedules will be updated with any new registrations and a final copy will be posted 10 days before the event.

Basic directions and maps will be included in the schedule document. However, you will also be able to link directly to Google Maps from our site to develop your own, customized door-to-door directions.

## **Liability Disclaimer**

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