



2010 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
- Final Count Guarantee
- Cancellation Policy
- On-Line Account Access

Preparing for Your Performance

- Facility Information
- Uniform and Changing Policy
- Instrument Case Policy
- Equipment Provided
- The Festival Day – how it works
- Park Ticket Information
- Weather Policy
- On-Line Schedule Access

At 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/Announcer Sheet
 - 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 early.

> **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, 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.

<i>Festival Weekend</i>	<i>Payment #1 Due</i>	<i>Final Payment Due</i>
March 5-6	December 4, 2009	February 3, 2010
March 12-13	December 11, 2009	February 10, 2010
March 19-20	December 18, 2009	February 17, 2010
March 26-27	December 25, 2009	February 24, 2010
April 9-10	January 8, 2010	March 10, 2010
April 16-17	January 15, 2010	March 17, 2010
April 23-24	January 22, 2010	March 24, 2010
April 30 – May 1	January 29, 2010	March 31, 2010
May 7-8	February 5, 2010	April 7, 2010
May 14-15	February 12, 2010	April 14, 2010
May 21-22	February 19, 2010	April 21, 2010
May 28-29	February 26, 2010	April 28, 2010
June 4-5	March 5, 2010	May 5, 2010

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, Discover or American Express

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 with your request. Changes can be made until 20 days before your event.

Final Counts

All festival participants must guarantee their minimum count by 10 days before the event. If you have provided a valid email address you will receive an email approximately 15 days before your event reminding you to login and make your changes. *If you are using a travel planner they will be contacted to verify your ticket counts.

At the 10 day deadline we need a breakdown of how many students and adults are participating in your trip. We also need to know how many students will be utilizing a Season Pass, rather than purchasing a ticket through **Music in The Parks**.

It is your responsibility to guarantee your final counts – even if you do not receive the email reminder.

After the 10 day deadline your ticket totals cannot be lowered for any reason. If you need additional tickets, they will be sold on a first-come-first served basis at the festival registration table. Payment in full (either cash or check written to Music In the Parks) must accompany any extra ticket requests.

Cancellation Policy

If you are utilizing an outside travel planner, 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 (info@edprog.com) 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 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

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

The Billing contact for each account is assigned a User ID/Account number and Password. This information is included in your Acceptance Packet. Please put it next to your computer so it is handy when needed.

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 all performances. Please be certain your students are dressed for performance before arriving at the performance site.

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 for their performances.

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 instrument 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 any items in the warm-up room as another group will be entering immediately after you depart for the performance hall.

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 due to time constraints

Instrumental

Chairs, stands, four (4) timpani, bass drum, xylophone, chimes and bells. 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/Host Director (contact information is listed in your Adjudication Schedule) to inquire about any additional equipment.

Music In The Parks does not provide Drum Sets, Platform Risers 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 at least 30 minutes before your scheduled warm-up. If you are performing on a Friday morning, please consider rush hour traffic when setting your departure time from school.

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). Payment must be either cash or Check
- ! Pick up your Amusement Park tickets & **Music In The Parks** student/director souvenir

Any group that arrives late for their scheduled warm-up time will be:

- ! Placed in the next available time slot
- ! Moved to the end of the day

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.

= *Stage Set-Up*

Each ensemble is expected to set the stage for their performance. We encourage you to complete a seating chart (downloadable from musicintheparks.com) and bring copies with you to the festival.

= *After your Adjudication*

Return to the Registration Area to pick up your conductor's scores and recorded comments. 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 will not receive 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 unless you have made alternate arrangements with our office at least 10 days before the festival..

! **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 as scheduled unless the Park closes the Awards Ceremony area.

On-Line Schedule Access

All performance schedules will be posted on our web-site approximately 4 weeks before your event.

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, we recommend you consult a mapping website to develop your own customized door-to-door directions.

Liability Disclaimer

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