

Festival Checklist

Before Festival date:

1. Send signed copy of clinician contract to Marilyn Motley along with a check request form for clinician payment. I will not issue payment for the clinician until I have a signed contract. Contracts can be found on the website.

Send any other check request forms to Marilyn Motley for known expenses. Example: accompanist, judges, extra musicians.

2. Make sure you have an adequate supply of receipts and invoices (can be found on the website) to distribute during your festival.
3. Print out a registration form to use during your festival
4. You should receive an email from Marilyn Motley with information about payments already received.

During Festival:

1. Collect money from participating schools, documenting the following on your registration form: a. Number of paid students.
b. Method of payment. Please document check numbers and PO numbers of the registration form.
2. If a school pays with a PO, I MUST have a copy of that PO. Also, you are responsible for giving the director an invoice to take back to their school for payment.
3. Issue a receipt when the director asks for one.

After Festival

1. Total up all cash, checks, and POs, making sure that the amount you collected matches the information on your registration form.
2. Send all cash, checks, and POs to Marilyn Motley along with the registration form.
3. Send any receipts for reimbursement along with a check request form to Marilyn Motley. Example: postage, meals, pencils.

You will receive an email from Marilyn Motley to let you know when your account has been updated. You can then view your balance on the Google Doc.

I do not add PO amounts to your account until I receive payment from the school. POs tend to come in slowly after the festival date.

East Central District #7
C/o Marilyn Motley, Treasurer
Prairie Dell Elementary School 1911 Prairie Dell Road
PO Box 440
Union, MO 63084