

## Festival Checklist

### Before Festival date:

1. Send signed copy of clinician contract to Allyn Rizo along with a check request form for clinician payment . I will not issue payment for clinician until I have a signed contract. Contracts can be found on the website.
2. Send any other check request forms to Allyn Rizo for known expenses. Example: accompanists, judges, extra musicians.
3. Make sure you have an adequate supply of receipts and invoices (can be found on website) to distribute during your festival.
4. Print out a registration form to use during your festival.
5. You should receive an email from Allyn Rizo 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 then 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 Allyn Rizo along with the registration form.
3. Send any receipts for reimbursement along with a check request form to Allyn Rizo. Example: postage, meals, pencils.
4. You will receive an email from Allyn Rizo to let you know when your account has been updated. You can then view your balance on the Google Doc.
5. 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.

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