



CMEA Bay Section

Contract: Solo/Ensemble Festivals

OPTIONS	1 Festival Date: _____ Start: _____ End: _____ Number of Events: _____
	2 Festival Date: _____ Start: _____ End: _____ Number of Events: _____
	3 Festival Date: _____ Start: _____ End: _____ Number of Events: _____

Region: _____ Percussion: Yes No Number of Site Host's groups to be pre-registered: _____

FACILITY INFO: *All fields must be completed* *Please type or print*

Facility: _____ Facility Coordinator: _____
 Address: _____ City: _____ Zip: _____
 Facility Phone: _____ Facility Fax: _____
 Estimated Facility Fee: *if required* _____ Is Site Insurance Needed? Yes No
Please attach exact language, if required on the Certificate of Insurance

FACILITY COORDINATOR: *signature/position* _____

FACILITY ADMINISTRATOR: *signature/position* _____

FESTIVAL HOST INFO: *All fields must be completed* *Please type or print*

Site Host Name: _____
 Home Address: _____ City: _____ Zip: _____
 Home Phone: _____ Cell Phone: _____
 Home Email: _____ School Email: _____
 Phone to be used on the day of the festival: _____

FESTIVAL HOST SCHOOL AND ADDRESS: *If different from festival site* *Please type or print*

Host School: _____
 Address: _____ City: _____ Zip: _____
 Host School Phone: _____ Host School Fax: _____

* **FESTIVAL HOST:** *signature* _____ Date: _____

** **AREA/SPECIAL REPRESENTATIVE:** *signature* _____ Date: _____

CMEA BAY SECTION PRESIDENT: *signature* _____ Date: _____

Combined maximum receipted expenses for mailing/postage, custodial fees, piano tuning, copies, etc.: \$250 total. Maximum receipted meal expenses per Adjudicator, Festival Host, and Area Representative: \$15/lunch and \$20/dinner. Payment will be issued by the Bay Section Treasurer upon completion of duties as outlined in Section II of the CMEA Bay Section Handbook.

*It shall be the responsibility of the Festival Host to be familiar with festival procedures as described in the Handbook and proceed with preparations at a time well in advance of the festival date(s). **It shall be the responsibility of the Bay Section Area Representative to aid and guide the Festival Host in the preparations and function of the festival.

Mail this form to: Gregory Conway, Festival Coordinator – Solo and Ensemble
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