

SKMEA Large Group

Festival Manager Checklist

Manager's Checklist for Organizing A Festival

Spring prior to Festival -

- ☐ Communicate with Festival Committee Chairperson regarding Festival site.
- ☐ Make formal reservations, if necessary, at district or community (i.e. Edmonds CC, Shoreline Center, Edmonds Center for the Arts, Trinity Lutheran) facility.
- ☐ Obtain forms (*adjudicator contract, manager contract, invoice, sample letters and schedule, electronic stage maps, etc.*) from the SKMEA Website

Consider the following Site requirements:

- Parking/ Bus Unloading
- Instrument/Equipment Storage
- Central area for check-in, information, tabulating and posting results, and other secretarial responsibilities.
- Warm-up room(s) and/or homerooms
- Performance Site(s)
- Clinic Site(s)
- Sight-Reading Site(s)
- Directors' Lounge and/or
- Adjudicators' Lounge

By November 1

- ☐ Confirm facility reservations including any building administrator(s)
- ☐ Complete Preliminary Budget Form
- ☐ Develop a ledger to record for all expenditures and income. (Keep all receipts).
- ☐ Confer with Festival Committee Chairperson and past Festival manager to determine approximate number of judges and number of performance areas that will be needed.
- ☐ Confer with Festival Committee Chairperson regarding forms needed and available software for scheduling and certificates
- ☐ Review SKMEA approved adjudicator list.
- ☐ Select adjudicators and hire by telephone/email
- ☐ Send confirmation letter and contract to adjudicators.
- ☐ Plan for adjudicator lodging needs (if any).
- ☐ Schedule recording of performance (if a professional vendor is used)

Eight Weeks Before Festival:

- ☐ Send letter of invitation to directors along with Festival Entry Form.
- ☐ Complete the Festival Budget Sheet and send a copy to the Regional Festival Coordinator (President-Elect)
- ☐ For Large Group, indicate number of adjudicators anticipated for the ordering of additional legal scores.
- ☐ Determine needed number of pianos and make arrangements for moving the day prior to the Festival.
- ☐ **IF USING THE ECA:** Ask participating directors if they require a piano for their performance, and if so, encourage them to be satisfied with a fine (free!) upright.

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- o ☐ Schedule piano tuners to arrive after pianos have been moved
- o ☐ Secure Luncheon Coordinator.
- o ☐ Organize Directors' and Adjudicators' Lounge if applicable.
- o ☐ Secure Festival Secretary
- o ☐ Select and order sight-reading music if applicable.

Five Weeks Before Festival:

- o ☐ From Entry Forms, organize a warm-up and performance schedule. (No entry shall be scheduled before check or purchase order has been received.)
- o ☐ Provide a comfortable gap between performances for directors with more than one performance group.
- o ☐ Forward all purchase orders and checks to SKMEA Treasurer. (This should be done two or three times prior to Festival). The Treasurer will do any additional invoicing.
- o ☐ Hire additional judges if warranted by the number of entrants.
- o ☐ Solicit help and make assignments for the following Operations Positions: Office personnel, Announcer, Performance Escorts, Adjudicators Aides and Runners, Door Monitors, Stagehands, Bus Guides, Clean-up Crew, Supervisor of Homerooms (adult), Door Monitors, Hall Guides, Troubleshooter (see Position Descriptions)
- o ☐ Arrange for obtaining and transporting to performance sites all additional instruments and equipment, such as choir risers, choir shell, platform riser, band shell, chairs and stands, judges tables, chairs and reading lights, PA systems, conductor's podium, special lighting, timpani, bass drum and stand and piano.

Three Weeks Before Festival:

- o ☐ Send a letter of confirmation to directors. Include:
 - Schedule of warm-up and performance
 - List of equipment available
 - (For Large Group) Announcing/Program Form each large group entry(s)
 - Reminder directors to complete the electronic stage map template (available on the SKMEA website) -- get these out to your directors and do your best to get stage maps back from all participating ensembles
 - IF USING THE ECA: Request the number of buses that will need parking for the day and report the info to TJ
 - Rules (HS Solo/Ens) and guidelines of performance
 - Food services available (including the Patron Services available at the ECA)
 - Student behavior expectations appropriate to the philosophy of the festival
 - Request for each school to provide enough adult chaperones (1 chaperone for every 10 students)
 - Unloading and parking information
 - Site map with performance halls, warm-up rooms, clinic areas, information desk
 - Homerooms/instruments storage
 - IF USING THE ECA: underscore the need for all participants to be respectful of the ECA, and this includes eating lunch only in the designated area (gym)
- o ☐ Print Adjudicator Scoring Forms
- o ☐ Obtain or print Award Certificates (optional)
- o ☐ Send Adjudicators final information, expense sheets, and the SKMEA "Information for Adjudicators"

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Two Weeks Before Festival:

- o ☐ Organize packets for adjudicators. Include:
 - § ☐ Adjudication forms, labeled with significant information
 - § ☐ Extra adjudication forms
 - Festival programs/master schedule
 - Adjudicator's Expense Record form
 - Box of sharpened pencils
 - Name tag
- o ☐ USING THE ECA: Managers should know the sizes of the various participating ensembles and work out specific storage locations for each in advance of the festival day (perhaps using the stage map as the basis for the data) They can also ask the previous year's manager if they still have the storage plan from their Festival, and if it was successful, just use that plan
- o ☐ USING THE ECA: Confirm the Equipment Drop Off – be sure there is a scheduled drop off of the equipment to the ECA the afternoon prior to the festival
- o ☐ USING THE ECA: If possible, get an approximate count of purchased lunches for the day and to report to Jim, the Patron Services Manager
- o ☐ USING THE ECA: let TJ know as soon possible the largest ensemble will be for each festival, so he can ensure there will be enough chairs at each venue.
- o ☐ For large group, prepare registration materials including labeled manila envelope for music scores, cd's adjudication forms and directors' information regarding the group
- o ☐ Finalize Operations Positions and Assignment Sheet (Adult and Student volunteers)
- o ☐ Provide for possible substitutes for the Operational Personnel
- o ☐ Print name tags for the Operational Personnel
- o ☐ Print nametags for Manager, Operating Personnel and Adjudicators (optional)
- o ☐ Confirm piano moving and tuning
- o ☐ Confirm with SKMEA Treasurer appointment time to be on site to write all necessary checks for adjudicators, manager(s), secretary and collect any remaining PO's and checks
- o ☐ Inform teachers, custodians and administrator that rooms will be used on festival day and that they should secure valuables.
- o ☐ USING THE ECA: When your festival schedule is firm, communicate/email it to TN (including set up/site crew arrival time). If for any reason the plan changes prior to the festival, you must let the ECA know to avoid unnecessary charges.

One Week Before Festival:

- o ☐ Make signs for all locations, including "Directors Lounge", "Performance Area", arrows depicting areas and room numbers, "Quiet Please" "Do Not Enter During Performance", "No Drink or Food in Performance Area", "Welcome", "Lost and Found" etc. Also make a large wall poster "List of Entries" to be used for posting ratings, etc. if applicable.
- o ☐ Print programs for audience.
- o ☐ USING THE ECA: The Patron Services Manager would appreciate knowing in advance the storage plans for the lobby, so s/he can arrange the area accordingly
- o ☐ Have a labeled, blank CD-R for every ensemble
- o ☐ Director Packets: Schedule & Program
- o ☐ Large Ensemble Packets
 - Upon arrival, Directors will provide:*
 1. Stage maps (unless already provided)
 2. Two conductor's scores for the adjudicators
 3. The completed announcer info (unless already provided)

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These packets will be returned to the Director upon their departure, and will include:

1. Returned music scores
2. Adjudicator score sheets
3. Performance CD's (Labeled)
4. Any loose/returned pieces of sheet music from lost and found

Afternoon Before Festival:

- o ☐ Set up Adjudicators' and Directors' Lounge
- o ☐ Organize the equipment at each performance area.
- o ☐ Hang all signs
- o ☐ Organize the secretarial area and information table
- o ☐ Tape performance schedule for each area near the doorway of that area.
- o ☐ Make certain the custodians have a program to unlock all needed areas for festival. Secure a master key if possible.
- o ☐ Set up tables for adjudicator with adequate lighting in an area which is keep clear of students and spectators.
- o ☐ Tape or rope off adjudicator area if necessary.

Festival Day:

- Have helpers check in. Reassign if substitutes are needed.
- Meet with adjudicators and instruct on the philosophy of the festival, rules that apply and necessity of a positive approach. Ask adjudicators to keep a list of their ratings in the event an adjudication sheet might be misplaced.
- Collect the adjudicator expense form and arrange payment of honorarium.
- At the end of the day send assigned students to return rooms to better-than-before condition.

After the Festival:

- Thank teachers for the use of their homerooms.
- Follow-up on any problems.
- Complete a Festival Financial Summary and submit to the SKMEA Treasurer.
- Communicates Festival Committee Chairperson: summary of festival scores, highlights, disappointments, number of entries and suggestions for enhancing future festivals. Include a copy of any programs.
- Forward all bills and return appropriate forms to the SKMEA Treasurer.

Budget information for the Festival Manager:

1. SKMEA funds are available for the following:
 - \$ ☐ Adjudicators honorariums and expenses
 - \$ ☐ Director's Lounge refreshments
 - \$ ☐ Piano moving and tuning
 - \$ ☐ Adjudicators, manager and secretary lunches
 - \$ ☐ Paper and printing
 - \$ ☐ Custodial services
 - \$ ☐ Postage and telephone expenses
 - \$ ☐ Facility rental
2. Directors may be included in the luncheon, but state law requires that they pay for their meal.

Festival Job Descriptions

Adult-assigned and Student-assigned jobs

Festival Secretary: Adult Job

1. Assist Manager with any typing, mailings etc. prior to the Festival.
2. On Festival day, assist the Festival Manager in the secretarial area, answer phone and solve problems for guests.
3. Have available extra copies of the campus map, job descriptions and performance schedules.
4. Send Office Runners to collect signed Adjudication Forms and certificates from Adjudication Aides.
5. Calculate average (final) rating for each Sr. Division group.
6. Mark final ratings on official List of final Ratings and post for public.
7. After certificates have been signed by adjudicators, put them in manila envelopes and alphabetize them by school or directors' names. Directors may pick up their envelopes at the end of the day, including the music scores read by the adjudicators, tapes, rating sheets and certificates. (Note: Only Festival Secretary or Manager will hand back the director's envelopes. They cannot be received by anyone other than the director.) If not picked up, they will be mailed to the respective schools.
8. Answer questions and oversees other office personnel and Lost and Found.
9. Give official secretary's List of Final Ratings to the Festival Manager at the end of the day.

Adjudicators Luncheon Coordinator: Adult Job

1. Find out from the Festival Manager how many guests are expected at the luncheon.
2. Plan a menu, taking into consideration the budget, number of persons being served and the facilities available for preparation and serving. (Shoreline Center will provide lunch service; Edmonds School District can provide lunch service at the Edmonds Center for the Arts.)
3. Find out the proper method for purchasing the food items (cash, check, purchase order, or reimbursement.)
4. Confirm a room for the luncheon, which will comfortably accommodate the luncheon while maintaining some intimacy to the gathering.
5. Clean up after the luncheon and return room to original layout.

Information/

Check-in Desk: Adult Job

1. Large group: accept scores from directors as they check-in. Music scores for each judge should be placed in the prepared, labeled manila envelope.
2. Provide directions, programs, maps, and any other needed materials.
3. Direct groups to their performance escort.

Office Runners: Student Job

1. As performances are finished and the Adjudicators' Aide assembles results of judging, the Office Runner will circulate around to all performance sites picking up all materials for the school/entrant. (Envelopes, tapes, music scores, completed signed Adjudication Forms.)
2. The Office Runner brings these envelopes to the office and assists the Festival Secretary in organizing the adjudication scores and filing the Directors' packets.

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Adjudicator's Aide: Student Job

1. Work closely with the adjudicators at one assigned performance site and with the Office Runner.
2. Ensure that each adjudicator has his/her Packet containing Adjudication Forms. Sharpened pencils, Master Schedule, nametag and other necessary materials.
3. If taping, the Adjudicators Aide will supply the adjudicator with a blank CD for each performance and insure that the tape recorder is working properly.
4. The Adjudicator's Aide will hand to the judges the music scores for the next group after collecting the music scores and Adjudication Forms for the group just finished.
5. Keep adjudicators stocked with sharpened pencils, and if needed, refreshments.

Announcer: Student Job

1. One is needed for each large group performance hall.
2. Introduce each group and director using PA system.
3. From time to time, introduce judges and make any needed announcements.

Stage Manager: Adult Job (Middle School) Student Job (High School)

1. Oversees each set-up for instrumental performances
2. Gives the OK for each group to enter the performance area after set-ups are completed

Stage Crew: Student Job

1. Several are need for each large group performance hall.
2. Set up risers, shells, instruments and equipment the afternoon before then set the stage for each group.
3. Maintain lighting and sound during the festival.
4. Do a takedown after the festival.

Door Monitors: Adult Job

1. For large group, greet guests at each performance hall.
2. Hand out programs.
3. Monitor students' behavior
4. Keep Food and drink out of rooms and performance halls.
5. Do not allow anyone to enter during a performance.

Performance Escorts: Student Job

1. Greet directors at Information Desk and direct them to their homeroom.
2. Take each group from their homeroom to the warm-up room and then to performance hall.

Bus Guides (for Large Group): Student Job

1. Greet each school as they arrive.
2. Give parking directions to drivers.
3. Show group to their homeroom.
4. Escort the director the check-in (information) desk.

Cleanup crew: Adult AND Student Jobs

- Put all rooms back to a condition better than before you began.

SKMEA

Invoice

Sno-King Music Educators Association

Edmonds Center for the Arts Rental Pre-Production Questionnaire

SHOW TITLE: SKMEA HS Choral Festival
COMPANY NAME: Sno-King Music Educators Association
CONTRACT DATES: February 27, 2008

CONTACT INFORMATION

Producer: Scott Barnes
Phone Number: 425-431-7116
Cell Number: 425-478-0515
Email Address: barnessc@edmonds.wednet.edu
Company Website: skmea.org
Stage Manager: Nancy Jefferson
Phone Number: (425) 356.6620
Cell Number: (206) 344.8756
Email Address: ducknj@mukilteo.wednet.edu
Ticketing Contact: No ticket sales
Person completing Questionnaire: Scott Barnes
Phone Number: 425-431-7116
Cell Number: 425-478-0515
Email Address: barnessc@edmonds.wednet.edu

SCHEDULE INFORMATION:

For EACH of the dates that you are at the Edmonds Center for the Arts, please provide the following information.
WITHOUT THIS INFORMATION WE CANNOT ENSURE ADEQUATE STAFFING OF THE THEATRE.

- *Arrival Time (What time do you want access to the building?)* 8:00 am
- *Set Up Time:* 8:00 am
- *Rehearsal Time (What time are the performers on stage?)* N/A
- *Meal Breaks –* 11:55 – 12:30 pm
- *Performance Start Time* 8:30 am
- *End of Day*
(What time do our doors close behind your last member to leave?) 4:00 pm

Schedule	Rehearsal Day	Performance Day
Date:		3/27/08
Building Open:		8:00 am
Set Up:		8:00 am
Rehearsal Start:		None
Rehearsal End:		None
Meal Break: (after 5 hours)		11:55 – 12:30 – we will need access to the gym for students to eat lunch

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Half Hour (House Open)	XXXXXXXXXXXXXXXXXX	8:00 am
Performance Start:	XXXXXXXXXXXXXXXXXX	8:30 am
Intermission Length:	XXXXXXXXXXXXXXXXXX	None
Performance End:	XXXXXXXXXXXXXXXXXX	3:20
Tear Down/Load Out:		4:00

SKMEA HS Large Group Choir Festival 3/27/2008

#	School	Group Name	Director	Warm-up	Perform Auditorium	Finish
63	Kamiak	Kantorei (adv.)	Nancy Duck Jefferson	8:35 AM	9:00 AM	9:25 AM
48	Kamiak	Bel Canto (int.)	Nancy Duck Jefferson	9:00 AM	9:25 AM	9:50 AM
91	Kamiak	Chanson (beg.)	Nancy Duck Jefferson	9:25 AM	9:50 AM	10:15 AM
22	Meadowdale	Treble (int.)	Jeff Horenstein	9:50 AM	10:15 AM	10:40 AM
20	Meadowdale	Chamber	Jeff Horenstein	10:15 AM	10:40 AM	11:05 AM
63	EWHS	Bel Canto (int.)	Charlotte Reese	10:40 AM	11:05 AM	11:30 AM
30	Lynnwood HS	Chamber Choir	Rick Weatherby	11:05 AM	11:30 AM	11:55 AM
LUNCH BREAK					11:55 AM	12:00 PM
	Shorewood HS	Choir 1	John Hendrix	12:05 PM	12:30 PM	12:55 PM
	Shorewood HS	Choir 2	John Hendrix	12:30 PM	12:55 PM	1:20 PM
30	Mariner	Bel Canto	Patty Schmidt	12:55 PM	1:20 PM	1:45 PM
24	Mariner	Chamber	Patty Schmidt	1:20 PM	1:45 PM	2:10 PM
	Shore crest HS	Beginning Choir	Leann Rozema	1:45 PM	2:10 PM	2:35 PM
	Shorecrest HS	Advanced Choir	Leann Rozema	2:10 PM	2:35 PM	3:00 PM
	South Whidbey HS	Concert Choir	Paula Ludtke	2:35 PM	3:00 PM	3:25 PM

Please add more pages or feel free to provide your own more detailed schedule. If your event is more than one day, please provide specific information for EACH DAY you will be in the theatre.

Also please remember as you create your schedule, Technical Staff must have a meal break of at least 30 minutes after each 5-hour block of time, according to Washington State employment law.

BUILDING ACCESS AND SECURITY:

The stage door will be unlocked at your listed arrival time and will be locked as you leave. **Please instruct all cast, crew and volunteers to enter exclusively through the stage door.**

How many participants (estimated maximum) will be in the Edmonds Center for the Arts during your:

Rehearsals: N/A Performances: 91 – largest choir

How many guests (parents, friends, etc.) will be watching rehearsals?: 200

Will you have any pre-performance events? (Lobby reception, pre-show talk, etc.): No

Will you need Truck Loading and parking space reserved? If yes, when: We will be dropping off an electric keyboard at 8:00 am on the morning of the event.

Do you require wheelchair or handicap access for cast and/or crew: Not that I'm aware of

Please note: Depending on the number of people attending your rehearsal or performance, we may assign house staff to maintain security backstage and front-of-house

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DRESSING ROOMS POLICY

Dressing room assignments should be made by your stage manager and organized by your group. Food and drink may be consumed in the backstage / dressing room area but must be cleared away each night. Alcoholic beverages and smoking are strictly prohibited. Any food or beverages found anywhere backstage overnight will be thrown out. If you intend to serve food or drink to your group please discuss this with us in advance. Please leave the theatre in a clean and tidy condition each night and when you leave. Failure to accomplish this will result in a cleaning charge applied to your bill. The renter is responsible for any damage or loss, which is caused by the rental group.

What theatre spaces will you require for your event?

Please define which groups of performers will occupy each room.

Green Room: (10-20)	Ensemble Dressing Rm (15-20)	
Principal D.R. One (2-3)	Principal DIR. Two (2-3)	
Upstairs North Classroom (20-30) Storage room	Upstairs Center Classroom (30-40) Clinic room	Upstairs South Classroom (20-30) Warm-up room

TECHNICAL INFORMATION:

ECA Orchestra Equipment: Please indicate the quantity of items you will require for your event:

Musicians chairs _____ Music Stands: 1 Stand Lights: _____

Choral Risers: 74' X 8' Platform Risers: _____ (height?)

Acoustical Shell? Yes Conductors Podium? Y or N

Stools: _____ Piano YES *Fee applies

LIGHTING:

Edmonds Center for the Arts provides a repertory light plot that will suit most of the productions presented at the theatre and will be hung and ready prior to your arrival. Lights may be moved, but the repertory plot must be restored when you leave. If you have any specific lighting needs or ideas, please discuss them with the Technical Director well in advance so we can be prepared to fulfill your vision. Please consider that lighting changes within your performance will take time to program in advance.

What sort of lighting will you need? General lighting (choirs on risers) , 3 adjudicators will need light and a table, or writing surface in the audience.

Will you need follow spotlights and operators? NO

Do you plan on bringing in any additional lighting equipment? NO

Will your production requires artificial smoke or haze effect? NO

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Please Note: Edmonds Center for the Arts has very strict guidelines that generally do not permit the use of explosives, fireworks, candles, open flame or cigarettes anywhere on the property. If a particular effect is integral to your production, please discuss it with us well in advance. Where live flame, firearms or pyrotechnics are used, the appropriate government permits will be required. Please call for more information.

TECHNICAL INFORMATION

SOUND:

If your production requires more than one microphone, you must contact the Technical Director to discuss the details as live music requires time to sound check and cannot be appropriately accommodated without notice.

Please note: If your production requires the use of more than one microphone, the audio mix location in the center of the auditorium will be required. For small events, you may elect to have the sound run from backstage or the projection booth. Removal and replacement of the front of house sound mix position is at renter's expense.

Number of wired microphones on stage:	1
Purpose:	Announcer
Instruments or other equipment Inputs:	None
Number of monitor speakers on stage:	None

Will you need to play: Compact Discs: No Mini-Disc NO Other: NO

We will need performances recorded onto a CD, and will need house mic and recording technician for this.

AUDIO-VISUAL EQUIPMENT

Does your production require the use of any of the following equipment:

_____	LCD Front Projection System (12'X16' Image)*
_____	DVD Playback _____ VHS Playback
_____	Laptop Interface (PowerPoint)
_____	Live Camera (I-Mag)*
_____	Uplink*: Describe: _____
_____	35 mm* Slide Presentation
_____	Overhead Projector

*There are rental costs associated if ECA provides this equipment. Contact ECA for pricing. Clients may provide their own audio-visual equipment.

TECHNICAL INFORMATION: VIDEO RECORDING AND PHOTOGRAPHY:

Edmonds Center for the Arts does not allow the use of cameras, video cameras, audio or other recording devices in the theatre without written permission from the Executive Director.

If you have obtained permission to produce an archival recording with your Royalty / Rights package, you may be granted rights to make a single recording after providing ECA with a copy of your Royalty / Rights agreement.

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If your show is not subject to a Royalty / Rights agreement and contains any copyrighted material, you will need to obtain a license to produce an archival recording.

If your show is not subject to copyright law, we ask that you file a letter with ECA stating your acceptance of responsibility for possible copyright infringement for any recording, prior to making arrangements for archival recording.

If you wish to take still photographs, it is suggested that you have a specific "photo shoot" during which shots are set up and flash photographs may be taken. You may designate a rehearsal for this purpose but the house lights and stage lights must be up when flash photographs are taken. Flash photography during a performance is strictly prohibited. If you wish to allow the audience to take photographs and video recordings at will, you must submit a written request to the ECA Executive Director well in advance of your event.

Please be sure to make ECA aware of any photographers / videographers. They should arrive with sufficient time to set up their equipment to avoid delaying your performance. Photographers needing to shoot from onstage or in the wings should wear appropriate black clothing. Photographers shooting from the house MUST check in with the House Manager.

Will you allow photography or other recording by patrons? No **If you do not want patrons to record your performance, ECA recommends that you print it so in your program. If you plan on recording your performance for distribution you MUST negotiate a contract rider with Edmonds Center for the Arts.**

Does your performance require Royalty / Rights clearance before archival recording?" No

Will you have your event: photographed: NO video recorded NO

Will your photography or video recording be used for publicity purposes: NO

Will your photography or video recording be available for sale to participants or public? NO

If you have answered yes to any of the above questions, you must have signed releases and written permission from ECA and make arrangements with ECA Audience Services Manager at least two weeks in advance of your event.

Please describe your crew plans: Client Provided* ECA House Crew\

Lighting Board Operator _____ x_____

Hang/Focus Crew _____

Follow Spot Operators _____

Sound:

Sound Board Operator _____ x

Setup Crew _____

Monitor Engineer _____

Stage:

Fly man / Rigger _____

Stage Manager _____ x_____

Assistant Stage Manager _____

Grips/Stagehands _____

** Client provided crew is allowed only with the permission of the ECA Technical Director.*

STAGING:

Do you require a copy of the Theatre Plans? NO

Stage Area required: Full Stage: x Half Stage: _____ Apron Only: _____

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Please describe your stage set and stage decorating plans: Choral Shell with 7 choir risers on stage
Do you plan on flying any scenery / banners? No

Please Note: ECA must approve all overhead rigging and personnel performing this work. All Renters provided curtains, drops or soft goods must be treated with appropriate flame retardant. Please be prepared to provide samples for flame testing and provide complete information regarding the products used.

Does your set involve stairs or levels more than four feet high? Yes_____ No_____
Will you be using tools to construct or assemble a set in the theatre? Yes____ No_____
Do you require any of the following theatre equipment?
4' X 8' Platforms (Limited Stock) Height(s) Chairs

Front of House Information

TICKETING

Would you Like ECA to sell your tickets? Free event, no tickets
If yes: **Edmonds Center for the Arts will receive \$2.00 per ticket sold, either from the patron via a service charge or from the Renter directly.**

PROGRAM

Complete program information, including timings, must be given to the Director of Marketing no later than two weeks before the performance.

Will you have an intermission? NO

When would you like late seating to occur? seat patrons between musical numbers on applause

ECA will not provide printed programs. All printed materials are the responsibility of the renter. ECA will not make copies or otherwise provide office support. All programs and any stuffers must be delivered to the House Manager at least 2 hours prior to the performance.

When will your programs be delivered to ECA? 8:00 am

MERCHANDISE

Will you have merchandise? NO

RECEPTIONS

Receptions must not exceed contractually agreed upon "Vacate" time or overtime penalties will be charged.

Will you be hosting a reception? NO

All permits and insurance certificates must be submitted with your signed contract.

What facility support will you need (tables, linens, chairs, etc.):

OTHER

What is your policy on late seating? seat patrons between musical numbers on applause

Are children under 6 or babes-in-arms to be admitted to your performance? YES

Will there be pre-performance or post-performance speeches? NO

If yes, any technical support (sound, lighting, etc.) must be pre-arranged with Jeff Vaughn, ECA Technical Director.

Will there be an Artist Meet and Greet? NO

**SNO-KING MUSIC EDUCATORS' ASSOCIATION
High School Adjudicator Contract**

DATE: _____

HONORARIUM \$ 275.00 (full day)

MILEAGE
(RT @ 56.5 CENTS PER MILE) \$ _____

OTHER (Ferry fees, etc.) \$ _____

TOTAL AMOUNT DUE: \$ _____

ADJUDICATOR NAME : _____

ADJUDICATOR SIGNATURE: _____

SOCIAL SECURITY#: _____

ADDRESS: _____

PHONE: _____

-----SKMEA Treasurer Completes Form Beyond This Point-----

DATE OF EVENT: _____

CHECK No: _____

TREASURER: _____

CURRENT DATE: _____

**SNO-KING MUSIC EDUCATORS' ASSOCIATION
Festival Manager Contract**

DATE: _____

HONORARIUM

\$250

TOTAL AMOUNT DUE:

\$ _____

MANAGER NAME : _____

MANAGER SIGNATURE: _____

SOCIAL SECURITY#: _____

ADDRESS: _____

PHONE: _____

-----SKMEA Treasurer Completes Form Beyond This Point-----

DATE OF EVENT: _____

CHECK No: _____

TREASURER: _____

CURRENT DATE: _____