

Pennsylvania Music Educators Association

# Fest Event Resource Guide & Manual



Latest Revision, August 2018  
Sponsored by the Student Performance Events Council

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## ***Purpose***

Because music aptitude is strongly influenced by childhood experiences, the Curriculum/Instruction Committee (now the Professional Development Council) of the Pennsylvania Music Educators Association, created Fest events to provide a strong, musical experience for children in the elementary and middle school levels beyond those available in typical school settings. Fest participation also provides an opportunity for students to meet and perform with peers of similar ability from other schools. The goal is to establish an abiding love for the art of music through a positive, musically rewarding format.

## ***History***

The Fest events began as an Elementary All-Star Sing concept in Union City, Pennsylvania, initiated by Rosemary Obert, Jerry Black, Annette Rilling and Rick Scaletta. Since that first event, the Elementary All-Star Sings have evolved to include chorus, band and string/orchestra fests across the Commonwealth of Pennsylvania. It is the hope that these events will serve as a national model as well. The fest manual is reviewed as needed by the Student Events (SE) Council and was revised by a special review committee in 2005 and 2009. It was revised in 2011 as a result of the new PMEA governance structure that was put into place that year. Continual updates will be made by the SE Council.

Original Committee: Robert K. Reid, Chair, Adeline Bethany, George Fennell, Jean Hormell, Cak Marshall, Rick Martin

## ***Definition***

A Fest shall be defined as a **one-day** event, which places equal emphasis on music education experiences as well as performance.

**\*An event that includes grades K-9 can be considered as a Fest or Festival event. The state PMEA fees associated with such an event will be: \$3 per student and a \$25 per day insurance fee.\* ... July 2017**

### ***Naming your event***

Fests shall be titled as follows: Grade/School Level (i.e. Elementary, Middle/Junior High School, Sixth Grade) + the type of Fest (type – i.e. Chorus/Band/String/Orchestra/Bell/Jazz) = Elementary Chorus Fest, Junior High Band Fest, 6<sup>th</sup> Grade String Fest

# Organization Items

## 1. Eligibility

Fest events must be open for participation to every school within the PMEA district with a PMEA member educator. The district Student Events Committee, in cooperation with the host, will establish fair and equitable quotas for the participating school districts. There will be no auditions for placement or seating of students. Each PMEA district should create a system that addresses its particular situation.

## 2. Student Eligibility

Quota formulas for student participation could include:

- Representation by participating schools
- Representation by participating directors
- Representation by number of classes per grade level/s
- Representation by buildings within a district
- Representation by voice part or instrumentation
- Representation by any combination of the above factors

A participating director who is a PMEA member must sponsor each student participating in a fest and performing in the concert. **PMEA members may only sponsor students from the school in which they teach and must be a member of the PMEA district sponsoring the event.**

## 3. Sponsoring (Participating) Director

Each sponsoring director is required to be present throughout the entire PMEA elementary or middle school fest. In the case of an emergency or other exceptional circumstances, the sponsoring director will contact the District Fest Coordinator for permission to send a substitute. This substitute must be a PMEA member, approved by the PMEA district president and the sponsoring school administration.

A copy of the participating director's PMEA membership card (or in the event of a lost card, proof of membership i.e. confirmation from the PMEA Office, membership receipt with name and expiration date) and their PDE identification number must be sent to the host director with the registration forms. Registration materials will not be processed until this information is received.

**Directors who do not have students participate in a PMEA Fest due to missing deadlines are not eligible for a refund of their PMEA dues.** Every effort should be made to inform all district PMEA members of upcoming deadlines and fests.

## 4. District Involvement

The district-level coordinator must be an integral part of the planning and implementation of any Fest event. There is a wealth of information and assistance available through the district's Fest. \*The following PMEA forms **must** be used for **ALL** PMEA Fests & Festivals:

- Medical Form
- Medical Administration Form (if applicable)
- Principal Signature Page
- Special Dietary Needs Form (if applicable)
- Instrument Responsibility Form (if applicable)

5. **Participation Fees**

It is the responsibility of each participating director and educational entity to ensure that all participation fees are paid prior to the event. PMEAs will not subsidize participation fees. **No refund of participation fees will be given if a student is unable to attend an event.**

6. **Conductor Honoraria**

**An honorarium for guest conductors is not to exceed \$550.** Every effort should be made by the host director to keep travel and miscellaneous expenses within the fest budget without increasing the student participation fee. Hosts are encouraged to explore other options to cover these expenses.

7. **Financial Assistance**

Through the Professional Development (PD) Council New Projects fund, PMEA offers financial assistance to local districts to establish the first of any Fest event. Furthermore, any financial assistance from PMEA funds is available only through the district PD Committee and will not be awarded to any event in which the Committee is not a central part of the planning.

8. **Profits**

Although it is not the purpose of the Fest events, most realize a small profit. It is the opinion of the SPE Council that an event should break even within two to three years of its inception. Any moneys remaining after all obligations have been met may be forwarded to the PMEA District Treasurer, depending on the district policies. In this way funds will be available for future fest events and can aid in keeping student fees to a minimum. As an example, PMEA-member teachers could utilize profits in the development of a music library for use in future fest events and to function as a lending library for use.

9. **Copyright Regulations**

All hosts and guest conductors must follow US Copyright Law. ***No copying of music or videotaping of performances unless appropriate permissions are obtained.***

10. **Act 48**

Up to two hours of Act 48 credit are available for conductor observation upon completion of the Guest Conductor/Reading Session Act 48 Form. In addition, Act 48 credit will be given for any Professional Development workshops an hour or longer in length that are held during the event. **Hosts should work with their District PD Committee to ensure proper credit for Act 48 hours.** (See page 14 for further information.)

11. **Inclement Weather Policy**

An inclement weather date must be considered for all fests. Fest conductor availability for an inclement weather date should be verified before a conductor's contract is tendered. Participating directors must be made aware of the inclement weather date when registering for a fest. If a fest date is changed due to inclement weather, the fest conductor, participating directors, students and any service providers such as recording or photography companies are to be notified regarding the change of date as soon as possible. No refunds will be given to students who cannot participate in a fest if an inclement weather date is used. A sample inclement weather policy can be found on page 12.

# *Planning Timeline*

## **Fest Timeline and Host Checklist**

### *Seven to Twelve Months Before the Fest*

Host 1	Host 2	Duty
		Choose a host school. Host school should submit a letter of support to their district president from their administration.
		Select a date (consult the PMEA calendar, located at <a href="http://www.pmea.net">www.pmea.net</a> by selecting the “PMEA Long Range Calendar” link from the Calendar menu option to avoid conflicts). Remember to select an inclement weather date!
		<b>Establish an estimated budget.</b> Submit the budget to the District Fest Coordinator for review and approval.
		Choose a guest conductor and send him/her a contract. <b>An honorarium for a guest conductor is not to exceed \$550.</b> *A W9, sent to the PMEA Office, is required regardless of the payment amount.
		Determine the number of participating students, school quotas and criteria for selection.
		Collect guest conductor contract and copy of his/her clearances, if applicable. *To comply with PA state clearance laws all hosts must ask their guest conductor(s) for a copy of his/her clearances. The copy must be sent to the PMEA office (scanned and emailed to <a href="mailto:kelly@pmea.net">kelly@pmea.net</a> or paper copies mailed to 56 S. Third St., Hamburg, PA 19526). In the case of out-of-state conductors hosts should ask if he/she has any clearances that his/her own state may require. If so, copies must be sent to the PMEA office. If a conductor (in or out of state) does not have clearances - the host must ensure that the guest conductor is never left alone with the students.
		<b>Meet with the District Fest Coordinator.</b>

### *Six to Nine Months Before the Fest*

Host 1	Host 2	Duty
		Send letters, or make available online, invitations to directors and administrators. (It is particularly important to include administrators in the planning stages if this is the first fest.) The first director letter should contain the following information: <ul style="list-style-type: none"> <li>• Date of fest (include inclement weather date)</li> <li>• Schedule of activities for the entire event</li> <li>• Cost per student</li> <li>• A statement that all directors <b>MUST</b> be PMEA members and provide verification of PMEA membership</li> <li>• Application, medical and director preference forms</li> <li>• Criteria for student selection</li> </ul>
		Finalize repertoire. <ul style="list-style-type: none"> <li>• Work in cooperation with guest conductor and District Fest Coordinator.</li> <li>• Decide if music will be memorized</li> <li>• Determine system for distribution of the music</li> </ul>
		Arrange a professional development (PD) workshop for the directors. Your district PD committee can be a valuable resource in planning the workshop. Follow Act 48 procedures found on (insert page # here) of this manual.
		Make arrangements for food service.
		Hire a proficient accompanist. *A W9, sent to the PMEA Office, is required regardless of the payment amount.
		Prepare practice CDs for every director or make rehearsal files available online (optional). Be sure to obtain any necessary copyright permissions.

		If making a professional recording, make arrangements with the recording company and send <a href="#">Mechanical Rights Form</a> and recording company information to the District President.
		If taking a professional photo, secure a photographer.
		Meet or communicate with Fest Coordinator.

***Three to Six Months Before the Fest***

Host 1	Host 2	Duty
		Select participating students and send the list to their directors. Mail or make available online, the following: <ul style="list-style-type: none"> <li>• Student/parent information packets</li> <li>• Student Medical Information Form and PMEA Medication Administration Record Form</li> <li>• <a href="#">Fest Instrument Responsibility Form</a>, if applicable</li> <li>• <a href="#">Fest Student Dietary Needs Form</a>, if applicable</li> <li>• Dress/conduct code</li> <li>• Director information (map, directions, schedules, etc.)</li> </ul>
		Order awards, plaques, etc. (certificates, ribbons, etc.) (optional). *Plaques are available from the PMEA office. The cost is \$30 per plaque. Engraving is also available between \$6-\$10 (plus tax) per plaque. Please complete the PMEA Plaque Form, which can be found in the Festivals section of the website under the Conferences and Events menu option.
		Generate tickets, programs and any other printed material. The program must include the <a href="#">PMEA Mission Statement</a> and the Copyright Notice (page 9 of this document)
		Prepare student and director packets. The packets may include: <ul style="list-style-type: none"> <li>• Items from PMEA or local merchants (pencils, pens, notepads, etc.) (Contact the PMEA office for a list of available items for purchase)</li> <li>• Extra student and director schedules</li> <li>• Name tags</li> <li>• Copies of the concert program</li> <li>• Student Certificates</li> </ul>
		Contact district PD chair to request funds for an approved Act 48 PD workshop. Contact clinicians if offering a workshop.
		Prepare agenda and guest conductor evaluation forms and make provisions for snacks for the directors' meeting.
		Complete PMEA forms and return to the Executive Office or appropriate district officer: <ul style="list-style-type: none"> <li>• <a href="#">PMEA Host Fest/Festival Information Form</a> (includes insurance and concert information as well as the financial responsibility agreement.)</li> <li>• <a href="#">Act 48 Information</a> (found at <a href="http://www.pmea.net">www.pmea.net</a> under the Resources menu option by selecting the Act 48 Information link)</li> <li>• <b>As of July 2017 the fest participation fee is \$3 per student for ALL fests, regardless of level (elementary and middle/junior high school events).</b></li> <li>• If your PMEA district requires a participation fee per student, send this fee to the PMEA District Secretary/Treasurer</li> </ul>
		Make arrangements with school nurse and/or a licensed nurse to ensure any student medical needs, as listed on the student medication administration forms, are covered.
		Ensure that any volunteers have obtained or are obtaining proper PA clearances.
		Continue communications with Fest Coordinator.

***Zero to Three Months Before the Fest***

Host 1	Host 2	Duty
		Confirm use of activity areas (cafeteria, rehearsal site, student changing areas, director meeting room/clinic site).
		Arrange for proper equipment and helpers required for fest. This may include:

		<ul style="list-style-type: none"> <li>• Risers</li> <li>• Piano</li> <li>• Podium</li> <li>• Medical personnel</li> <li>• Ushers</li> <li>• Sound system</li> <li>• Chairs</li> <li>• Music stands (if necessary)</li> <li>• Custodial help</li> <li>• Parking</li> <li>• Registration help</li> </ul>
		Finalize food service arrangements keeping within the approved budget.
		Order or make decorations.
		Arrange for media coverage: <ul style="list-style-type: none"> <li>• Prepare a news release</li> <li>• Submit articles and pictures to local news/newspaper media</li> <li>• Apprise radio and television stations of the event and request public service announcements (submit to event to “community calendar” type programs)</li> </ul>
		Finalize and order programs.
		Finalize schedule.
		A nominal admission fee/donation may be collected at the event to help defray expenses.
		Invite administrator(s) to welcome guests and open the program.
		Create appropriate signage to direct participants and parents to the fest location within the host facility.
		<b>**Submit any honoraria (i.e. guest conductor, accompanist, nurse, etc.) to the District Treasurer, if applicable, for payment. *A W9, sent to the PMEA Office, is required regardless of the payment amount.</b>
		Continue communications with Fest Coordinator.

*Following the Fest*

Host 1	Host 2	Duty
		Send thank you notes to all who helped.
		Pay all remaining bills or forward to your District Secretary/Treasurer for payment.
		<b>Send final budget <a href="#">Financial Report Spreadsheet</a> to the PMEA Executive Office and to your PMEA District Secretary/Treasurer. Check with your PMEA District Secretary/Treasurer concerning the district policy on any profits that may have accrued. Send any moneys accrued to the district secretary/treasurer.</b>
		Remember – tie up all loose ends as soon as possible.
		Send copies of all fest materials to the Fest Coordinator or the next host.



## Forms

The following forms can all be found in the **Festivals** page on the PMEA website ([www.pmea.net](http://www.pmea.net)) under the **Conferences & Events** menu option by selecting the **PMEA Fest Documents** link. \*Please note that this information is only available to PMEA members. You must log-in to view this page.

### Before the fest:

- [Host Fest/Festival Information Form \(online\)](#)
- [Guest Conductor Contract \(18-19\)](#) (Please note that a completed [IRS W-9 Form](#) is required for each festival conductor, as well as anyone to whom an honoraria is paid – i.e. nurse, security – in order for payment to be processed)
- [PMEA Mechanical Rights Form \(18-19\)](#) (If you are making a recording)
- [Independent Contractor Agreement Form \(18-19\)](#)
- [PMEA Certificates, Medals and Plaques Information \(18-19\)](#)
- [PMEA Plaque Order Form \(18-19\)](#)

### After the Fest:

- [Host Financial Report Spreadsheet](#)
- [Fest Participation Fee Form \(18-19\)](#)
- [Guest Conductor Expense Reimbursement Information](#)
- [Guest Conductor Evaluation Form \(18-19\)](#)

### Additional Information for Hosts

- [PMEA Fest Host Manual](#)
- [Act 48 Roster for District/Region Events](#)
- [Host Training Presentation](#) (Use as a companion to the host manual)
- [PMEA Student Policy Information for Fests \(18-19\)](#)
- [PMEA Logos](#)

### Fest Forms to be completed by participants:

- [Student Medical Form 2018-19](#)
- [PMEA Fest Dietary Needs Form \(18-19\)](#) *\*\*Only needed if a student has special dietary needs/food allergies\*\**
- [PMEA Medical Administration Record \(18-19\)](#) *\*\*Only needed if a student will be taking medication at the fest\*\**
- [PMEA Fest Instrument Responsibility Form \(18-19\)](#)
- [School Acknowledgement Form](#)
- [PMEA Student Policy Information for Fests \(18-19\)](#)

## **Nurse Information**

From the Pennsylvania Department of Health, School Health Division

Nursing coverage must be obtained by the host school. This can be accomplished by:

- Contracting with the host school's CSN (Certified School Nurse) or a CSN from a participating school
- Contracting with the host school's supplemental nurses (LPNs or non-certified RNs) or supplemental nurses from other participating schools
- Contracting with a nurse (RN or LPN) from their substitute list or a retired nurse
- Use a parent who is a licensed nurse volunteer (should be an approved volunteer with the school)
- Contracting with a local nursing agency

The designated nurse, along with administration and other contact staff from the host school, should determine a location centrally located for the nurse to meet the needs of the attending students.

Parents are responsible for providing medications (only the supply needed for the event) in a properly labeled container (using the medication guidelines) and an order from the student's licensed prescriber (**PMEA Medical Administration Form**). Nurses may only administer medications with a **PMEA Medical Administration Form**. Each participating school should determine a responsible adult who will collect the medications and medical orders and deliver them immediately upon arrival to the designated nurse at the host school.

\*\*The PMEA Student Medical Information Form as well as the **PMEA Medication Administration Form**, if applicable, should be returned to the Fest Host **at least 1 – 2 months in advance** of the event. This includes students with inhalers or epinephrine auto-injectors who are determined to be competent to carry and use the medication themselves. The festival nurse should review all student medical forms prior to the event. After hours nurse coverage should be determined based on the needs of the students (i.e. how many students need medications and when). An on-call nurse can be used (instead of full time nurse coverage) after school hours if deemed appropriate based on the students' needs.

### **Notice to Hosts:**

**United States Copyright Law prohibits audio or video recording of the fest concert, with the exception of companies who can provide, in writing, proof they have obtained the necessary mechanical and synchronization rights for the performance. Do not hire a company that willfully violates the copyright law by not obtaining the required rights.**

**Please note that if you intent to videotape or photograph the students participating in the fest, you must have a signed permission slip from their parents/guardians. (Or include a parental acknowledgement that the student will be filmed/photograph on a student participation form.)**

## **COPYRIGHT NOTICE**

**THE UNITED STATES COPYRIGHT LAW PROHIBITS THE RECORDING OF FESTIVAL CONCERTS. IT IS UNLAWFUL TO USE ANY RECORDING DEVICE DURING THIS PROGRAM. PMEA REGULATIONS ALSO FORBID THE USE OF CAMERAS.**

**THANK YOU VERY MUCH FOR YOUR COOPERATION.**

## PMEA Act 48 Procedures for Fest/Festival Hosts

1. Work with your district professional development (PD) representatives to inform them of any professional development sessions you plan to offer during your event.
2. Send contact information regarding clinician and session overview to your district representative on the PMEA Professional Development Council **at least thirty days** in advance of the event so this person can complete the [Presenter Act 48 Form](#).
3. Direct clinician(s) to complete the [Presenter Act 48 Form](#) required in order to see if Act 48 hours can be offered. This form must be completed by the clinician. (The host may complete this form **only** if he/she has all of the information needed to complete the form, including citing the research base for the presentation – no information can be incomplete when the form is submitted.) If requesting hours for guest conductor observation or a reading session, the [Guest Conductor/Reading Session Act 48 Form](#) must be completed.
4. If the session(s) are approved for Act 48 credit, an electronic file of the Act 48 sign-in sheet for all participants to complete will be sent to the host. The host must return the Act 48 sign-in sheet to the PMEA office no later than 14 days after the event.
5. After the event is over, participants will need to complete a [PDE Survey](#) (<https://pmea.wufoo.com/forms/z12b8bng0qza2ve/>) and a [PMEA Survey](#) will request specific information about the event, ask participants to determine which aspects of the session were most beneficial, and assist participants in developing a plan of implementation. **These online forms must be completed within two weeks of the event.**
6. Participants will be awarded Act 48 credit if they have signed the Act 48 roster sheet and completed **both** professional development forms. No Act 48 credit will be given unless both forms have been completed and submitted on-line and the Act 48 roster has been signed by the participant.

\*Please remember – in the event of a session **not** being approved for Act 48 credits: that session may still be offered during the event, Act 48 hours just cannot be offered for that particular session.

\*\*All Act 48 Information can be found at [www.pmea.net](http://www.pmea.net) by scrolling over the Resources menu option and selecting the “Act 48 Information” link (please direct participants to this section of the website to access the two online surveys). Be sure to check this page frequently for the latest information.

## W-9 Forms

All guest conductors and any others involved that are paid an honoraria (i.e. accompanist, after hours nurse) **must complete the IRS Form W-9** and return it to the PMEA Executive Office (56 S. Third St., Hamburg, PA 19526). PMEA will take care of filing the Form 1099 for you, once we receive the W-9. **\*Payment will be held until the completed W-9 is received.**

If you have any questions about form W-9, please contact Abi Young, Executive Director, at 610-562-9757 or 888-919-PMEA (7632).

The Internal Revenue Service W-9 form may be found at:

[www.irs.gov](http://www.irs.gov)

Search for the form by number (W-9) and it will bring up a copy of the form that you can print off and give to your guest conductor.

# APPENDIX

The following forms may be used for your event(s). These sample forms may or may not be used in your district. Please check with your Fest Coordinator to confirm.

## PMEA Sample Preliminary Budget Worksheet



<u>Income</u>		<u>Expenses</u>	
<b>*Student Registration Fees:</b>		<b>Guest Conductor (total)</b>	
Number of Students:	Cost Per Student		\$0.00
0	\$0.00	Accompanist	\$0.00
		Music	\$0.00
		Hotel/Lodging	\$0.00
		Printing Fees	\$0.00
		Transportation	\$0.00
		Medals/Certificates	\$0.00
	<b>Total Projected Income</b>	Plaque	\$0.00
	\$0.00	Student Meals	\$0.00
	<b>Total Projected Expense</b>	Security	\$0.00
	\$0.00	Nurse	\$0.00
	<b>Total Projected Net Profit</b>		
	\$0.00		
		PMEA State Student Participation Fees:	
		Number of Students	Fee Per Student
		0	\$3
			equals
			\$0.00
		PMEA District Student Participation Fees (if applicable):	
		Number of Students	Fee Per Student
		0	\$0
			equals
			\$0.00
		Fest Insurance (if applicable)	
			\$0.00
		Postage:	
			\$0.00
		Other:	
			\$0.00
		Other:	
			\$0.00
		<b>Total Projected Expenses</b>	
			\$0.00

\*\*\*Customize this form to better suit your event\*\*\*

**\*Student Registration fees are to be used only for items and activities that are directly related to the students' participation in the district or region festivals. Proceeds from ticket fees may be used to offset the costs of student activities and related items for the festival or to offset costs including director's receptions, hospitality items and professional development events throughout the festival. (Policy approved by the PMEA State Board, April 21, 2010)**

# SAMPLE FORM ONLY

(See District Fest Coordinator for Specific Forms)

## Fest Event Student Application Form

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Phone # is: Cell Home Work

Secondary Phone #: \_\_\_\_\_ Phone # is: Cell Home Work

Teacher's Name: \_\_\_\_\_ PME/NAfME #: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_

Teacher's Primary Phone #: \_\_\_\_\_ Phone # is: Cell Home Work

### Student Recommendation (to be completed by the teacher)

Voice Part/Instrument: \_\_\_\_\_

Please rate the following with: Superior Very Good Good Fair Poor

Attention Span/Focus: \_\_\_\_\_

Musicianship: \_\_\_\_\_

General Behavior: \_\_\_\_\_

Tone Quality: \_\_\_\_\_

Musical Aptitude: \_\_\_\_\_

Pitch Discrimination: \_\_\_\_\_

Musical Knowledge: \_\_\_\_\_

Music Reading Skills: \_\_\_\_\_

Comments:

**SAMPLE FORM ONLY**

**Fest Event Registration Invoice**

**School:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Student(s) and Part(s):** \_\_\_\_\_

**Total Amount Due @ Per Student:** \_\_\_\_\_

**Make checks payable to PMEA District XX and mail to: (address, city, state, zip)**

## Sample Weather Contingency Plan

- In case of host school delay, the Fest will follow the delay schedule.
- In case of host school cancellation, the festival will be held on the alternative, inclement weather date. Secondary dates should be set at the same time as the Fest date.
- At the first warning of the possibility of a delay or cancellation the host will:
  - Conference with their administration
  - Contact the PMEA District President & PMEA Fest Coordinator
  - Contact all participating directors

### **\*It is the responsibility of participating directors to alert their students.**

- In the event that a fest is cancelled and not rescheduled, the host director has the option to refund all, a portion of, or none of the registration fee with the agreement of the District President.
- In the case that the host school is running on time, but participating schools are cancelled or delayed, it is up to the discretion of the individual school districts to decide when and if the students participate.
- In the event the host school dismisses early or a weather emergency arises, all efforts will be made by the host and participating directors to alert all parents of schedule changes; and the fest will end at an appropriate time. Directors will remain at the fest until all of their students are in the care of their parents or guardians.