



# CALIFORNIA MUSIC EDUCATORS ASSOCIATION NORTHERN SECTION

## 2023-2024 Festival Host Form

Dear CMEA-NS Instrumental/Vocal/Solo Festival Host,

Thank you for volunteering to coordinate a music festival for the schools in your area. Enclosed you will find the appropriate forms needed in order to run a CMEA-NS Festival for the 2023-24 school year. The forms will be completed in two time periods: before the festival and after the festival.

### **Before the Festival**

The following forms should be scanned & emailed (physical copies can be mailed) to the CMEA-NS Treasurer, Don Joel, Tanner Johns, President, and Jane Brown, President-Elect, for budget approval as soon as possible. Save copies of everything you submit!

1. Festival Coordinator Contract
2. Budget form (only fill out the estimated budget info before the festival)

You will be contacted if your budget is out of compliance with the standards set by the CMEA-NS Executive Board. Once your budget is approved you may move forward with the running of your festival. Save all receipts and submit to the treasurer with the CMEA-Northern Section Reimbursement Form (available at our website). The only checks you will get in advance are for paying guest directors/adjudicators, so they may be paid at the conclusion of their duties.

**You must request an application for insurance** from CMEA in order to run your festival. Please contact Trish Adams at [cmea@calmusiced.com](mailto:cmea@calmusiced.com) to get this. It is suggested you do this at least two months prior to your event, as it can take up to a month (or more) to acquire the actual certificate of insurance from Trish. The process is: You request the insurance application from Trish, fill it out and return to her. She submits it to the insurance company. They issue the actual certificate of insurance to Trish, and she forwards it to you. **You must have this with you during the event, and email it with other materials after the festival to Don, Tanner and Jane.**

### **After the Festival**

**Within 30 days** of your festival completion please complete the following forms and send them to Don, Tanner, and Jane, along with all proceeds, festival entry checks, unused guest checks, and copies of ALL receipts for your Festival's expenditures.

1. Festival Budget Form (with all final budget amounts included)
2. Reimbursement form for any expenses you paid (if applicable). We need details on every expense, and copies of receipts.
3. Insurance form for the event that you got from CMEA.
4. Signed contracts from adjudicators/guest conductors/accompanists.

Once you have completed and returned all forms (within the 30 days prescribed), and your festival shows a profit of at least \$200.00 (not counting your stipend), the treasurer will send you a check for \$200.00 as an administrative stipend for coordinating the festival.

On the advice of CMEA, we are setting adjudicator stipends at \$200 per day, plus mileage. Guest directors will receive a stipend of \$250 per day, plus mileage. Use Google to determine miles traveled. Current rate for 2023 is \$.655 per mile. That rate may or may not change in 2024.

Thanks again for volunteering for this position. If you have any questions please contact us.

Sincerely,

Don Joel

P.O. Box 148, Arbuckle, CA 95912  
[treasurer@cmea-northern.com](mailto:treasurer@cmea-northern.com)

Tanner Johns

2376 North Ave. Chico CA 95926  
[tjohns@chicousd.org](mailto:tjohns@chicousd.org)

Jane Brown

P.O. Box 833, Chester, CA 96020  
[jkbassoon@msn.com](mailto:jkbassoon@msn.com)

## What's NEW with CMEA-Northern Section Festivals?

1. CMEA requires that all music directors who submit names of their own students for participation in any CMEA-NS sponsored festival, be current members of CMEA and/or NAFME. This is because CMEA pays for our insurance policy (we are required to have insurance for any event we sponsor), and they pay a lot of money for that insurance. On your application form for schools to participate in your event, you must have each CMEA member enclose proof of membership. We had many teachers tell us they were current members, only to find out they had forgotten to renew, or their boosters or district was supposed to take care of it. Make this very clear on your application forms, please.
2. If you would like to utilize online registration contact Ruben Morales, our Communications Representative (webmaster) by emailing him at [communications@cmea-northern.com](mailto:communications@cmea-northern.com).
3. You are responsible for reserving the facility you are using for your event. If you are using Chico State University you need to contact Facilities Reservations to actually reserve the building(s) and rooms you want. Their website is <http://www.csuchico.edu/fres/>. There's a link on the top right side of the page for the actual form you will submit. Once you've done this, make sure you save a copy of the submitted form. You may not get an estimated cost to use Chico State's Facilities in time to submit your estimated budget. If you ran the same festival last year, use the numbers from the actual costs for last year.
  - a. Then, you must contact Carmen Gomez right away. She is the one to actually schedule rooms and times for your event. She will make sure your rooms are available, and if they're not, she'll work it out with you. Her email is [cfgomez@csuchico.edu](mailto:cfgomez@csuchico.edu)
  - b. To check on availability of band percussion instruments for your use, contact Carmen, and she will let you know who to contact. If you don't contact Carmen, you won't get anything in the building (rooms, equipment, etc) reserved.
  - c. You should also contact Dr. Michelle McConkey, [mmcconkey@csuchico.edu](mailto:mmcconkey@csuchico.edu) in charge of the Music Ed. Program. She will assign one of the college professors to be on hand during the event, and she can also get some Music Ed. Majors to volunteer time at the event.
4. About two months before your event, but the earlier the better, contact Trish Adams, executive administrator at CMEA, [cmea@calmusiced.com](mailto:cmea@calmusiced.com) for your insurance certificate. She'll send you the insurance questionnaire for you to fill out and return. She forwards it on to our insurance carrier. When they have the certificate of insurance completed, they'll send it to her, then she forwards it to you. Save a copy to have with you at the event, in case something happens, and submit a copy to us with your final paperwork.
5. There are links at the CMEA NS website to download reimbursement forms for yourself as well as contracts for your adjudicators and/or guest conductors. We need to have these for the IRS, to avoid getting sued, as we are now officially a 501(c)(3) nonprofit corporation. You will also submit these contracts to us with your other paperwork.
6. We strongly suggest you include language in your festival entry forms that mentions penalties for dropping out of a festival. If someone is simply a no-show, they should not expect a refund. If they can't participate because of weather conditions, they probably should be refunded. You may want to give a deadline to withdraw from the festival if they wish to receive a refund.
7. We are not in the business of owning anything. Before buying something such as percussion instruments, digital recorders, etc, please contact Jane Brown, CMEA-NS President-Elect.
8. Because we are a non-profit, **filing accurate paperwork is crucial**. Your help is appreciated!



# CALIFORNIA MUSIC EDUCATORS ASSOCIATION NORTHERN SECTION

## 2023-2024 Festival Coordinator Contract

As Festival Coordinator for \_\_\_\_\_ Festival,

which will be held on \_\_\_\_\_ (date(s)) at \_\_\_\_\_ (location),

I do hereby agree to the following:

1. That I will meet all required deadlines: Submitting proposed budget as soon as possible, completing and submitting appropriate contracts and estimated budget forms.
2. That I will submit completed forms, deposit funds and receipts to the CMEA-NS Treasurer **within 30 days after** the Music Festival.

I understand that in consideration of appropriate completion of the above **and that my festival final budget contains sufficient funds for a coordinator's stipend, I will receive an Administrative Stipend of \$200.00** from CMEA-NS as a token of appreciation for all of my efforts.

I also understand that failure to meet appropriate deadlines or submit proper paperwork could result in forfeiture of the Administrative Stipend, and create the possibility that my music festival could lose accreditation, become probationary or be eliminated.

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*Signature of Festival Host(s)*

*(Date)*

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*Signature of Festival Host(s)*

*(Date)*

Please sign and make copies of this form. Copies should be sent to the Treasurer, President, and President-Elect (**we prefer it to be scanned and emailed**) with the estimated budget as soon as possible; the second is to be retained by you for your files. **Keep copies of all paperwork sent to the Treasurer.**

Please return the Contract and Estimated Budget to:

Don Joel  
P.O. Box 148  
Arbuckle, CA 95912  
[treasurer@cmea-northern.com](mailto:treasurer@cmea-northern.com)  
(510)468-8561

Tanner Johns  
Bidwell Jr. High School  
2376 North Ave  
Chico, CA 95926  
[tjohns@chicousd.org](mailto:tjohns@chicousd.org)

Jane Brown  
P.O. Box 833  
Chester, CA 96020  
[jkbassoon@msn.com](mailto:jkbassoon@msn.com)

Estimated Budget Due: As soon as possible  
Final Budget Due 30 days after the event.

# CMEA-NS MUSIC FESTIVAL

## 2023-2024 Estimated/Final Budget

Festival Name: \_\_\_\_\_

Region: \_\_\_\_\_

Festival Host(s): \_\_\_\_\_

Festival Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

**Income Estimated/FINAL**

	<b>Estimated</b>	<b>FINAL</b>
Entry Fees (includes audition fees).....	\$ _____	\$ _____
Other .....	\$ _____	\$ _____
Other .....	\$ _____	\$ _____
Other .....	\$ _____	\$ _____
<b>TOTAL INCOME</b> .....	<b>\$ _____</b>	<b>\$ _____</b>

**Expenses Estimated/FINAL**

**Honorarium Rates (Conductors/Adjudicators/Accompanists)**

*(Guest conductors - \$250 per day / Adjudicators - \$200 / Accompanists - \$100 per day)*

	<b>Estimated</b>	<b>FINAL</b>
Honorarium: Number @ amount .....	\$ _____	\$ _____
Mileage Amount @ \$.0655 (2023 rate).....	\$ _____	\$ _____
Hotels .....	\$ _____	\$ _____
Meals (includes all food purchases).....	\$ _____	\$ _____
Site Fees .....	\$ _____	\$ _____
<b>Office:</b>		
Secretarial hours (\$50 max – not for hosts).....	\$ _____	\$ _____
Postage .....	\$ _____	\$ _____
Supplies .....	\$ _____	\$ _____
Copying costs.....	\$ _____	\$ _____
Music.....	\$ _____	\$ _____
Trophies/Certificates .....	\$ _____	\$ _____
Equipment Rental .....	\$ _____	\$ _____
Coordinator Stipend .....	\$ 200.00	\$200.00
Other .....	\$ _____	\$ _____
Other .....	\$ _____	\$ _____
Other .....	\$ _____	\$ _____
Other .....	\$ _____	\$ _____
<b>TOTAL EXPENSES</b> .....	<b>\$ _____</b>	<b>\$ _____</b>
<b>FINAL BALANCE (Income minus expenses)</b> .....	<b>\$ _____</b>	<b>\$ _____</b>

(Final estimate budget must be positive)

**FINAL BUDGET SIGNATURES**

I verify that all bills have been paid, and all receipts have either been given to the CMEA-NS treasurer or deposited into CMEA-NS's checking account, with the receipt of deposit sent to the treasurer. I understand that I will not receive my stipend check of \$200 until this is completed, and I meet other requirements.

\_\_\_\_\_  
*Signature of Festival Host(s)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*Signature of Festival Host(s)*

\_\_\_\_\_  
*(Date)*

## **PAYING BILLS**

### **Paying adjudicators & guest conductors:**

If you send a request to the treasurer **at least two weeks** before your festival, checks can be mailed to you for your adjudicator(s), guest conductors and/or accompanists, so they may receive their payment at the conclusion of the event. In your request, please indicate mileage traveled round-trip and any other travel related expenses (bridge tolls, etc) Indicate where you would like the checks mailed to, and you will get them before the event.

### **Getting reimbursed for your costs:**

Normally, festival hosts are reimbursed for any costs incurred at the conclusion of the event, but if you need to be reimbursed sooner, send receipts (required) with a brief description of what was purchased, and a check will be mailed to you quickly, in most cases. If you can't afford to pay a bill, send an invoice to the treasurer, and a check can be mailed either to you or the vendor.

As long as what you are requesting reimbursement for is included in your submitted budget estimate, and it has been approved by the Treasurer and President-Elect, there shouldn't be a problem getting quick payment. If it is an unbudgeted expense, the CMEA-NS board may need to approve it before payment may be made.

### **Receiving your stipend:**

Once all your bills have been paid, and all deposits have been made to the bank (you can make deposits, or mail checks to the treasurer), and all other requirements on the FINAL BUDGET SUBMISSION CHECKLIST have been met, your stipend will be mailed to you.

### **Please be aware:**

Because we are now a 501(c)(3) non-profit organization, we have very strict guidelines placed on us by the IRS (all financial transactions must be detailed and transparent, and within our approved budget), and CMEA (all events must carry liability insurance, and all participating teachers must be members of CMEA and/or NAFME).

Your CMEA-NS Executive Board is working very hard to ensure we follow these guidelines.

### **PLEASE NOTE:**

BECAUSE OF LIABILITY AND SECURITY ISSUES, WE ARE UNABLE TO ISSUE  
BLANK CHECKS.

## FINAL BUDGET SUBMISSION CHECKLIST

Once your festival has finished, you must return this checklist, with all items listed below attached. Once your final checklist has been submitted and approved, your stipend check of \$200 will be mailed to you.

**Estimated/Final Budget** completed and balanced (page 3-5).

(All payments have been received, all checks are deposited or enclosed with this checklist) Any items not included in the original budget must have CMEA-NS board approval, or your stipend may be forfeited.

Attach a separate piece of paper, listing how much was received from each school.

**Send copies of all receipts, and keep a copy for your own records, just in case.**

**A list of how much money was received from each school.**

The total should coincide with the top line (entry fees) on the final budget

**All music teachers** submitting names of their own students for participation in your CMEA-NS event are a current member of CMEA.

This is for insurance

purposes, and is a requirement of CMEA, since they are paying for our insurance.

**A copy of the insurance form** that you acquired from *Trish Adams* at CMEA. We cannot run these festivals without liability insurance.

**Copies of the contracts** signed by adjudicators/guest conductors/accompanists. This is for IRS purposes.

**Receipts for any items you purchased and wish to be reimbursed for.**

**My festival earned enough to break even**, including my stipend.  
(if so, you will get your stipend!)