



Arts in Education Program Music Festival Form School Year _____

For Solo & Ensemble, Area All State, Conference All-State, All-County, and Majors Festivals

INSTRUCTIONS:

1. Teacher submits all applications and registration forms directly to the music festival chairperson. Teacher informs chairperson that payment will be sent directly from BOCES.
2. Teacher fills out an AIE Music Festival Form (each festival must be on a separate request form), and processes the form through their school district's AIE Coordinator in a timely manner. (Music Festival fees come out of your AIE Ticket budget.) School District AIE Coordinator submits form to AIE/BOCES with the proper signatures. Faxed requests must either also verify by phone or send hard copy as soon as possible

BOCES - AIE processes the request, confirms with festival chairperson and sends confirmation/contracts to the school AIE coordinator, and music festival chairperson. School AIE coordinator sends confirmation to music teacher. AIE/BOCES writes a separate check, payable to vendor, for each festival site. AIE/BOCES mails the check to the festival chairperson with a copy of the order form and/or invoice.

Please indicate the festival to be attended. Request form must be received in the AIE office by 3 weeks prior to payment deadlines:

Solo/Ensemble Festival Majors Festival
 Area All State Festival All-County
 Conference All State

School Building: _____ School District: _____
 School Music Teacher: _____ Grades / # students participating: ____ K-5, ____ 6-8,9-12
 School Address: _____ Phone: _____
 _____ email: _____
 Festival Name: _____ Date: _____ Location: _____
 Chairperson: _____ Phone: _____
 Address: _____ email: _____

For AIE BOCES official use:

_____ at \$ _____ each = \$ _____
 _____ at \$ _____ each = \$ _____
 _____ at \$ _____ each = \$ _____
 _____ at \$ _____ each = \$ _____

Total Amount to 447.019.02 \$ _____

10% E1B AIE fee to 447.000.01 \$ _____

Total cost of service \$ _____

Signature of Music Teacher _____ Date _____
 Signature of AIE Coordinator/Bldg. Princ. _____ Date: _____
 Signature of Superintendent _____ Date _____

Signature indicates expend or increase of district funds through E1B to pay for said request.