



Rockland County Music Educators Association

an affiliate of the New York State School Music Association

Donna Cardillo, President
Jim Fogarty, Vice President
Lawrell Arnold, Secretary
Barbara Zacheis, Treasurer

Phone: 914-261-5570
Web site: www.rcmea.org

Dear Colleague:

Enclosed please find the following Registration materials for the Intermediate All-County Festival:

Congratulatory letter with details to parents
Contract for students
Individual ticket order form
CD pre-order form
Order Form Summary

1. On the individual ticket order form, please fill in the organization you would like the checks made out to* (**NOT RCMEA**) and the date you want the forms returned to you. Please fill in a date that will allow you to meet the **2/3/12** deadline for mailing out all collected materials.
2. Photocopy the congratulatory letter and details, contract for students, CD pre-order form, and individual ticket and meal order form (**please make note if your District pays Registration fee**) and distribute these to your selected students. If a student cannot participate, you must notify the ensemble chairperson immediately.
3. Once you have collected all your students' contracts, order forms, and checks, please fill out the **Order Form Summary**. Make copies.
 - A. Email totals on the **Order Form Summary** (can be done from the RCMEA website) to Barbara Zacheis at Treasurer@rcmea.org by the deadline listed on the OFS. Mail one copy of the **Order Form Summary** and **all contracts** to Barbara Zacheis **within one week after the deadline** (your students will NOT be allowed to participate without a contract in our possession). Do not submit the individual order forms. Keep those so you can distribute tickets when you pick them up on Friday of the Festival.
 - A. Send additional copy of the **Order Form Summary** with all student checks to whoever is cutting one check made out to RCMEA. (***Ex. – this could be you personally, your individual school, your music dept., or your District, etc.**)
 - B. If your District pays the registration fees, send additional copy of the **Order Form Summary** to your District Supervisor or Central Office.

Please make sure your students are prepared and know their music prior to the Festival weekend. Check with your District regarding transportation to and from the Festival and notify your students. Finally, please confirm chaperoning. If not yourself, please make sure whoever is assigned has a list of your students and their appropriate information, and that your students know who to check in with.

Thank you and we look forward to seeing you there.

Sincerely,
The Executive Council