



#2 – 62 Westfield Drive • Regina, SK S4S 2S4
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FESTIVAL GUIDE

(Checklist of Items NEEDED by Provincial Office)

Item	Date to be returned	<input checked="" type="checkbox"/>
Volunteer Award Nomination Forms.....	September 30	<input type="checkbox"/>
Conference Registration Form & Registration Fee.....	October 10	<input type="checkbox"/>
Orders for Promotional Items.....	give us as much time as possible	<input type="checkbox"/>
*Revisions to Adjudicator Report Form.....	immediately as known	<input type="checkbox"/>
2 Festival Programs to Provincial Office.....	as soon as it is printed	<input type="checkbox"/>
Festival Program draft to each of your adjudicators.....	well before your Festival	<input type="checkbox"/>
District Winner Recommendation Charts.....	immediately after your Festival	<input type="checkbox"/>
National Competition Recommendation Charts.....	immediately after your Festival	<input type="checkbox"/>
**District Winner Entry Forms.....	May 15	<input type="checkbox"/>
**National Competition Entry Forms (filled out completely with repertoire etc.).....	May 15	<input type="checkbox"/>
Adjudicator Evaluation.....	immediately after your Festival	<input type="checkbox"/>
People/Stats Form.....	immediately after your Festival	<input type="checkbox"/>
****Festival Unit Reports.....	immediately after your Festival	<input type="checkbox"/>
***Money Form.....	immediately after your AGM	<input type="checkbox"/>
***Financial Statement.....	immediately after your AGM	<input type="checkbox"/>
****Annual Meeting Minutes.....	after your AGM	<input type="checkbox"/>
Next Years' Date Selection Form(s).....	June 15 (ASAP after your June Meeting)	<input type="checkbox"/>
New Officers, Directory Information Forms.....	June 15 (ASAP after your June Meeting)	<input type="checkbox"/>
Supply Order Forms.....	June 15 (ASAP after your June Meeting)	<input type="checkbox"/>
Adjudicator Time-Frame Requirement Form.....	June 15 (ASAP after your June Meeting)	<input type="checkbox"/>
Affiliation Fees.....	upon receipt of your statement	<input type="checkbox"/>

Note: * During Festival season, if changes occur in the number of days your adjudicator is needed, please let Provincial Office know immediately.

****** Please ensure that all students recommended to Provincial Finals and Provincial Level of National Competition have their forms sent to Provincial Office by May 15 to avoid disqualification.

******* Remember that your most recent Financial Statement must be attached to the Money Form.

******** These items are required for inclusion in your Festival's archive folder.