

Festival Registration Instructions

Registration Form

1. If you do not have Microsoft Word on your computer, these forms may not format correctly on your computer. It may be necessary to install the correct software (Microsoft Office) on your computer or team up with someone who has the Word program on their computer. However, with the Word software, you will find these forms very easy to use.
2. In the blank labeled “Counselor Number”, list the first three letters of your club name. For example, “Prestos” would be listed as “PRE”. If “the” is the first word of your club name, begin your abbreviation with the second word. For example, “The Entertainers would be listed as “ENT”.
3. Print two copies of the completed registration form for each student, and then staple the two copies together.
4. Arrange registration forms alphabetically by LAST name, regardless of level.

Fee Sheet

1. **Option 1: Fill out the fee sheet prior to registration day:** Fee sheets filled out prior to registration **MUST** be completed in EXCEL and emailed to contact **four days prior to registration**. Bring two print copies of the fee sheet with you to registration.
2. **Option 2: Fill out the fee sheet at registration:** If you are uncomfortable or unable to fill out the fee sheet, you may do so with Carole Martin at registration. If you do not have EXCEL, please wait to fill out your fee sheet at registration. A fee sheet will be printed for you at registration.

Tips to filling out the fee sheet:

1. Make sure the **student's level** on the fee sheet matches the level on the registration form.
2. Under the column "**Club Name**", print your **entire** club name.
3. Under the column "**Transfer**", list the club name the student has transferred from, NOT the name of the teacher he or she transferred from.
4. Under the column "**Springfield**", check only if student is performing in Springfield. Note: Students playing in Springfield will pay \$22.50.
5. Under the column "**Fees**," list \$22.00. (The only exception would be a student not working for a gold cup, in which case the fee would be \$15.50.)
6. Teachers using the "Villa Grove" fee sheet will list \$20.00 rather than \$22.00.

Registration Day

Out of respect for your time, each teacher will be offered a specific registration appointment. .

Bring two registration forms for each entry.

Arrange registrations alphabetically by last name, regardless of class.

Each teacher will meet with the committee to have registration forms audited, fee sheets checked or entered, and students' levels checked against previous entries.

Each teacher will submit one check to the treasurer for the total amount of the fees. Each teacher will then file their forms alphabetically in the correct level.