



## REGISTRATION INFORMATION

*Thank you for your assistance in making this Festivals of Music event a success.  
You are providing an essential service to both the participating schools and our company.  
The following information has been compiled to help streamline your day.*

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### **The Registration Desk has two purposes:**

- â Record the distribution of Park Tickets and Souvenir Pins
- â Collect any payments due and issue receipts for school files.

### **Distribution of Tickets and Pins**

Each school attending has a corresponding ticket count sheet. Upon their arrival, directors are instructed to report to the Registration Table to collect their tickets. Each director must do the following:

- â Count the number of tickets and pins to verify the quantities match what is listed on the ticket count sheet.
- â Sign and date the ticket count sheet.

### **Things to know:**

- â Ten days prior to the event, directors guarantee how many tickets they need. For this reason, they cannot lower their numbers at the registration table.
- â Directors can add participants and chaperones the day of the festival. In this case, make any changes on the ticket count sheet in the area provided. *Please be certain to mark how many tickets are Student and how many are Chaperone.*
- â Souvenir Pins are issued to Performing Students and Directors only. Therefore, the pin quantity will be lower than the ticket quantity. Pins cannot be sold to non-participants.

### **Collections**

Any school with an outstanding balance will have an Account Invoice attached to their Ticket Count Sheet. Directors are informed of their balance due prior to their trip and are expected to bring payment with them. However, if the Director does not bring payment with them, please inform them that payment must be mailed to our office within the next 7 days to avoid finance charges.

Attached is our Registration Transaction Log. Every payment you receive should be listed on that log. Payments on school accounts should be listed on the 1<sup>st</sup> sheet, while any individual ticket sales should be noted on the 2<sup>nd</sup> sheet.

*Please be certain to complete this log carefully, as it improves our ability to maintain accurate financial records.*

### **Things to know:**

- â Some schools utilize Travel Agents. In this case the Travel Agent must handle all financial matters. If an Agent is listed on the Account Invoice, the teacher must never see it.
- â Please make the payment on the Account Invoice in addition to the Transaction Log. Staple the payment directly to the Invoice and Ticket Count Sheet.
- â Upon the completion of your tasks at the Registration Table, return all Ticket Count Sheets, Payments and the Transaction Log to the site coordinator.

