

VMEA Event Report Check List

DID YOU REMEMBER TO.....

- **SIGN** the report as Event Chair
- **SECURE** the signature of your **SCHOOL FINANCE OFFICER** of **ADMINISTRATOR**
- **COMPLETE** all participation information
- **COLLECT** the 25 ¢ student fee at festival events
- For All-District band and All-Regional orchestra hosts, have you **sent a copy of the program** indicating eligibility for All-Virginia auditions?
- **CHECK** your math
- **INCLUDE** the **ZERO** balance ledger sheet from your finance officer
- **DO NOT PAY YOURSELF THE VMEA HONORARIUM.** Those funds go to the VMEA Treasurer with the completed and **on-time** report and is **THEN** issued by the VMEA Treasurer.
- **Send Festival Results** to Webmasters of **VBODA** or **VCDA.. AND a... copy to the VMEA Office** (398 Snowbird Lane – Swanton, MD 21561) or **VMEA11@gmail.com**

REFER ! **PLEASE**

To page 15 of the Event Manual for where reports are to be sent. Also remember that the

non-member fee is \$105.00