

Virginia Music Educators Association, Inc.

Revised 2015

Adjudicator Agreement

District - Region - State Band - Chorus - Orchestra Dates
Name of Host School (Festival Location)
Home Phone School Phone School Address
Cell Phone
City Zip

IN COMPLIANCE WITH PRIOR ARRANGEMENTS, Adjudicator's Signature
Please Print Name

Agrees to fulfill duties related said position, agrees to adhere to host's schedule, grants host permission to use his/her name in advertising the event, and agrees to furnish photograph/vita.

Event begins Time/Date and extends to Time/Date
In accordance with a schedule furnished by host.

ADJUDICATOR'S HONORARIUM in the amount of is payable as soon after departure as permitted by the host school division. Payment may be expected within business days.

EXPENSE REIMBURSEMENT: TRAVEL, MEALS and LODGING

Travel - VBODA / VCDA shall make arrangements for travel for the adjudicator and will supply the appropriate tickets for said transportation. In the event that the adjudicator is authorized to obtain his/her own travel, he/she will be reimbursed for his/her air fare. With proper receipt, which shall be economy class coach at the best rate available. Airport, bus/limo (no taxi reimbursement exceeding bus/limo rate).

Check here - Host will meet plane Yes No
Car - @ \$ per mile

Meals - The VBODA / VCDA per diem allowance is \$. Lunch is furnished by the host school daily.

Lodging - VBODA / VCDA will provide lodging at a nearby 2 star or better hotel.

PROVISION FOR LIQUIDATED DAMAGES IN THE EVENT THE ADJUDICATOR FAILS TO APPEAR

Inasmuch as the breach of the Agreement by the adjudicator will cause serious substantial injury to the festival host/coordinator, and because it will be difficult if not impossible to prove the amount of such damage, the adjudicator hereby agrees that in the event of a breach of this agreement on his/her part he/she will pay the festival host the sum of \$ dollars (proposed honorarium plus \$250.00) within ten days after such breach, as liquidated damages, such sum being agreed by the parties hereto as the amount which the assessment host will be damaged by the breach of the Agreement on the part of the adjudicator. Adjudicator agrees to pay all costs incurred by VBODA /VCDA on account of said default hereunder, including but not limited to, collection costs, court costs, and attorney's fees. All parties to this contract agree that the jurisdiction for any dispute under the terms of this agreement shall be the Commonwealth of Virginia.

PROVISION FOR CANCELLATION

ADJUDICATOR MAY CANCEL THIS AGREEMENT under circumstances which are beyond his/her control, such as hospitalization/physical disability, serious illness or death in the immediate family, train or plane cancellation/accident. Documented proof is required.

**HOST MAY CANCEL THIS AGREEMENT** under circumstances which are beyond his/her control, such as fire, severe weather, flood, war, riot, labor dispute or epidemic at location of the assessment event . Documentation is required.

**IN THE EVENT OF CANCELLATION OF THIS AGREEMENT**, the party so canceling shall notify the other part at the earliest possible date prior to the assessment event. Proper cancellation by mutual agreement relieves the other party of all obligations.

By accepting this contract, the adjudicator understands and agrees to not be involved in the preparation process of any ensembles that he/she will be adjudicating prior to the contracted assessment dates.

\_\_\_\_\_  
Signature – Adjudicator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Adjudicator's Phones

\_\_\_\_\_  
Business

\_\_\_\_\_  
Home

\_\_\_\_\_  
Cell

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Signature – Host Date

**Adjudicator will sign both copies and return them to assessment host or coordinator immediately. The original copy will be signed by host and returned to adjudicator.**

**Please return this agreement within two weeks after received.**