

# Colorado American String Teachers Association, Inc.

## Policy - Colorado ASTA Large Group Festival

### 2017/2018 Revisions

- 1) Groups cannot be scheduled until full payment is received by the Treasurer. Groups registering prior to March 1 will pay the “early bird” fee of \$275.00. After March 1, Groups must pay the full payment of \$300.00 **per group**. No groups may register three before the scheduled festival date. (?) **Registration deadlines and other important dates will be determined by the committee each year.**
- 2) Clinicians must be approved by the Colorado ASTA Board **Festival Committee** at least 60 days prior to the event. Every attempt will be made to secure the same adjudicators for multiple day/multiple site festival events, **as long as they are scheduled the same week, and based on the planning and preferences of the Committee.**
- 3) Adjudicators will be reimbursed as follows:
  - ~~\$350.00~~ **\$400.00** per day Honorarium —If there are more than 16 performing groups, each judge/clinician will be reimbursed at the pro-rated rate of \$43.75 per hour.
  - \$0.58 per mile will be reimbursed for adjudicators traveling over 100 miles round trip by car. The maximum reimbursement for adjudicators traveling by car shall be \$200.00. Every attempt will be made by the adjudicators to arrange carpooling.
  - Clinicians traveling more than 800 miles round trip may be eligible for reimbursement of airfare. Airfare and ground transportation per clinician cannot exceed \$500.00.
  - Hotel accommodations will be arranged by the ~~Large Group Chair~~ **Festival Committee**. Accommodations will be provided for each judge, if the one-way traveling distance is greater than 50 miles. For a one-day festival, accommodations for one night will be provided; for a two-day festival, accommodations for two nights will be provided. Any exceptions will be left to the discretion of the ~~Large Group Chair~~ **Festival Committee**.
- 4) Snacks, lunch, **and coffee** will be provided for a full day **each day of the festival**, total expenses not to exceed ~~\$200.00~~ **\$250.00** per day. **This includes adjudicators, student volunteers, any site hosts, and committee members that are present.** Snacks will be provided for a half day festival, total expenses not to exceed \$50.00 per day. Additional expenditures must be approved by the Executive Board of Colorado ASTA. **The site host will arrange for one dinner to be provided to the adjudicators as a friendly courtesy, not to exceed \$25.00 per person, not including alcohol. The Festival Committee will make a conscious effort to seek out donated goods from local vendors for food and drink.** Colorado ASTA will provide coffee for each festival day.
- 5) The host school will be given \$200.00 for each full day they host the Large Group Festival and \$100.00 for half day festival. Colorado ASTA **The Festival Committee** will be responsible for financing and printing the programs for the event. Up to \$50.00 will be provided to the host school for office supplies.

- 6) ~~For operating and administrative expenses, which includes the Colorado ASTA website, 10% of the registration fees should be deposited into the ASTA general fund.~~
- 7) ~~The Large Group Chair~~ **The Festival Committee** shall hire the judges upon approval by the Executive Board. No more than 5 judges will be hired per festival day.
- 8) The President of Colorado ASTA will secure a Certificate of Liability Insurance from Merz-Huber **the National ASTA insurance company** prior to the date of the Festival.
- 9) ~~Judges/clinicians must be ASTA members. If they are not ASTA members at the time of contact, they must become members by the time the contract is offered.~~
- 10) Participating Directors must be ASTA members. **The Colorado ASTA Large Group Festival will include both middle school and high school groups.**
- 11) Each participating director must provide ~~three~~ **four** original scores of each work being performed. Photocopies will not be accepted, except in the following cases: 1) the work is permanently out of print, 2) the work is in the public domain, 3) the original scores have been ordered but do not arrive from the publisher in time for the event. Supporting documentation must accompany any photocopied score. Directors will not receive ratings or their award until the original score or proper documentation can be provided to the **Festival Committee**. ~~Large Group Chair.~~
- 12) Ratings must be provided to the ASTA Board at the close of the event.
- 13) Judge/Clinician honorarium checks will be presented by the ~~Colorado Treasurer~~ **Festival Committee** at the close of the event.
- 14) The Large Group **Festival Committee** shall ~~consist of~~ **include** the following positions: **Festival Committee Chair, Site Host(s), Colorado ASTA President, and other interested Colorado ASTA Board Members. Other interested Colorado ASTA Members whose group or groups will be participating in the festival, may join the committee with existing Large Group Committee approval. All Festival Committee members will be agreed upon by the Colorado ASTA President and Festival Committee Chair.**
- 15) **The Large Group Festival Chair shall be appointed by the Colorado ASTA Board President.**
- 16) **The Large Group Festival Committee shall maintain the operating budget, working in tandem with the Colorado ASTA Treasurer. All funds will be taken in, maintained, and returned by the Colorado ASTA Treasurer. The Committee will make every effort to keep the event at or under budget each year. A Large Group Festival report will be provided at each Colorado ASTA Board meeting and every Colorado ASTA General Membership meeting.**

Reviewed by the Colorado ASTA Board on August 16, 2015

**Reviewed by the Colorado ASTA Board on October 29, 2017**