

Music Festivals Directors Checklist
by Anne Gray

✓	To Do	When
	Select the students you wish to take to festival as an ensemble, review the Festivals Handbook (cpsarts.org/musicfestivals) and select repertoire...	January
	Create a list of things you need, such as busing, festival fees, uniforms/clothing for the students.	January
	If this is your first festival, schedule a meeting with your administration. Have a list ready to go with all of the benefits your students will derive from attending a musical festival. Meet with your principal to discuss the rehearsal needs, dates, fees, transportation costs, etc.	January
	If needed, reach out to the DAE and ask to be connected to a Festival veteran that can help you choose repertoire and plan logistics. MusicFestivals@cps.edu	January
	Talk to your clerk about how to book buses at your school.	January

	Register for festival. Make sure and register on time. (Registration is all online at cpsarts.org/musicfestivals)	One month before festival
	If needed, secure an accompanist.	ASAP
	Notify parents about anything that they need to provide for their child's uniform, or any money you will be collecting to help with bus costs or lunch.	Two months before festival.
	Contact parents to secure them for chaperoning. (CPS policy is one adult for every 10 students.)	One month before festival.
	Consider lunch plans for your ensemble, especially for the elementary festivals.	One month before festival.
	Fill out your field trip permission slip and fax it to the Network.	AT LEAST two weeks before Festival
	Prepare original copies of music for the adjudicators: number measures, label with school and director's name.	At least one week before Festival.