

Account and Finance Guidelines

Package Plans

All groups registered to attend a Music in the Parks festival must select from one of the following package plans:

- Festival Adjudication, One Day Admission to Park
- Festival Adjudication, One Day Admission to Park, Meal in Park

Complimentary Packages

Free Director Package: Directors will receive one complimentary Park admission (and meal when applicable) based on the following policy. Free Director Packages are awarded based on participating ensembles: One for Concert Band/Jazz Ensemble, One for Orchestra, and One for Choir.

Free Chaperone Package: One Free Chaperone is awarded for every 25 performing students purchasing park tickets from Music in the Parks. Non-performing students and students utilizing season passes are not counted in this total.

Payment Schedule *New for 2012***

If you are utilizing an outside travel planner, please refer to their information for payment guidelines.

Payments are divided into 2 installments:

- A \$100 *per ensemble refundable deposit* is due 90 days before your event. ***All payments are refundable until 30 days before your event. See the Cancellation and Refund policy for complete information.*
- Your final installment is due 30 days before your festival. You will receive reminder emails when these invoices are due.

Any account that has not made any payments by the final payment deadline will be canceled, and their groups will be removed from the performance schedule. Once a group has been removed due to lack of payment, their account cannot be reinstated.

<i>Festival Weekend</i>	<i>1st Installment Due</i>	<i>Final Installment Due</i>
March 2-3	December 4, 2011	February 2, 2012
March 9-10	December 11, 2011	February 9, 2012
March 16-17	December 18, 2011	February 16, 2012
March 23-24	December 25, 2011	February 23, 2012
March 30-31	January 1, 2012	March 1, 2012
April 13-14	January 15, 2012	March 15, 2012
April 20-21	January 22, 2012	March 22, 2012
April 27-28	January 29, 2012	March 29, 2012
May 4-5	February 5, 2012	April 5, 2012
May 11-12	February 12, 2012	April 12, 2012
May 18-19	February 19, 2012	April 19, 2012
May 25-26	February 26, 2012	April 26, 2012
June 1-2	March 4, 2012	May 3, 2012
June 8-9	March 11, 2012	May 10, 2012

Payment methods

Music in the Parks will accept the following forms of payment:

- Check
- Money Order
- Visa, MasterCard, American Express, Discover

We DO NOT consider Purchase Orders a form of payment.

All payments must be made in US Currency.

Returned Checks

There is a \$20.00 penalty for all returned checks.

If a personal check issued by a parent affiliated with your organization is returned for any reason, your group will be held responsible for the \$20.00 fee.

Cancellation and Refund Policy

If you are utilizing an outside travel planner, please refer to their information for cancellation guidelines.

In the event it is necessary for a school to withdraw from a Music in the Parks festival a full refund will be issued if cancellation notice is received 30 days before the scheduled festival date. Cancellation must be submitted via our web site.

Any group that cancels less than 30 days before the festival, but more than 15 days before will be charged a \$100 cancellation penalty. All other payments will be returned to you.

Any group that cancels less than 15 days before the event will forfeit all payments made to Music in the Parks.

If web cancellation is not received according to these deadlines, all applicable cancellation penalties will apply.

Reminder

If no payments have been received by the 30-Day final payment deadline, your group will be dropped from the festival.

Once a group has been dropped due to lack of payment, they cannot be reinstated even if the payment arrives after the cancellation has taken effect.

Please note:

This policy remains in effect regardless of sudden School Board policy changes or world events. Such circumstances do not negate this policy.

Number Changes / Final Count Guarantee

All festival participants must guarantee their minimum ticket count by 10 days before the event. The Invoice Contact will receive an email approximately 15 days before your event reminding you to login and make your changes. *If you are using a travel planner they will be contacted to verify your ticket counts.

At the 10 day deadline we need a breakdown of how many students and adults are participating in your trip. We also need to know how many students will be utilizing a Season pass, rather than purchasing a ticket through Music in the Parks.

It is your responsibility to guarantee your final counts – even if you do not receive the email reminder.

After the 10 day deadline, your tickets totals cannot be lowered for any reason. You will be able to add on tickets if needed at the festival registration table. Payment in full must accompany any extra ticket requests.

Refunds

Refunds for any overpayments will be issued within 30 days following your festival date.

Refunds CANNOT be issued prior to the festival.