

## What do I send to my District Chair?

### 1. Applications

- Pack one complete application form with **original** signatures (**in blue or red ink**) for each nominated student.
- Pack the Invoice/Teacher Contract, signed by you and your principal (**in blue or red ink**).

### 2. Fees

- Pack one school check, PTA check, or money order made payable to **FEMEA** for the appropriate amount of the audition fee(s) (\$15 per nominated student) per All-State Ensemble. Be sure to attach a Post-it with School Name and Teacher Name on any Money Orders for tracking purposes
- **Note: FMEA is a separate organization. Checks made payable to FMEA cannot be accepted.**

### 3. Copies

- Pack one copy of the original school check, PTA check or money order made payable to FEMEA for the appropriate audition fee amount (\$15 per nominated student).
- Pack one copy of each submitted application form for each nominated student.

## What do I keep for my records?

1. Keep one copy of each of the original student audition recordings on your computer or personal recording device.
2. Keep one copy of each of the original student application forms.
3. Keep one copy of the original payment sent made out to FEMEA.
4. Keep one copy of the invoice/teacher contract.