

NEW ENGLAND MUSIC FESTIVAL ASSOCIATION POTENTIAL HOST/E-MAIL FORM

The following form doubles as a "check-off" list and web-site update e-mail form for those sites wishing to host a New England Music Festival. PLEASE BE CAREFUL TO TYPE THE INFORMATION EXACTLY AS YOU WOULD LIKE IT TO APPEAR IN THE WEB-SITE, AS IT WILL BE CUT AND PASTED DIRECTLY INTO THE SITE. Please print the following form on your computer BEFORE you hit the SEND button. This will be your hard copy to send with information about your host site.

SITE HOST DATA:

REHEARSAL SITE:

Host School Name:

Work E-mail Address:

Host School Web Address:

School Mailing Address:

Town/City: State: Zip:

School Telephone Number (with Area Code):

School Fax Number (with Area Code):

Nurse Name:

Nurse Telephone Number (with Area Code):

Deans Pager/Telephone Number(s)(w/A.C.):

Parking Information:

Directors' Forum: Day: Time:

Directors' Forum: Location:

Executive Board Mtg.: Day: Time:

Executive Board Mtg.: Location:

General Meeting: Day: Time:

General Meeting: Location:

Hosts' Meeting: Location:

Hosts' Meeting: Day: Time:

Hosts' Pick-Up: Location:

Hosts' Pick-Up: Day: Time:

Auditions: Location:

Auditions: Day: Time:

Student Concessions Location:

Director Hospitality Location:

Hospitality Times:

CONCERT SITE: (if different) (1,000 seat capacity, minimum)

Hall Name:

Site E-mail Address:

Concert Site Web Address:

Site Mailing Address:

Town/City: State: Zip:

Site Telephone Number (with Area Code):

Site Fax Number (with Area Code):

Nurse Name:

Nurse Telephone Number (with Area Code):

Deans Pager/Telephone Number(s)(w/A.C.):

Parking Information:

Student Concessions Location:

Director Hospitality Location:

Hospitality Times:

HEADQUARTERS HOTEL:

Hotel Name:

Hotel E-mail Address:

Hotel Web Address:

Hotel Mailing Address:

Town/City: State: Zip:

Hotel Telephone Number (with Area Code):

Hotel Fax Number (with Area Code):

Rate Information:

Registration Deadline:

Check In Time: Check Out Time:

Director Hospitality Location:

Hospitality Times:

HOST NAME (1):

First: M.I.: Last:

Home E-mail Address:

Home Mailing Address:

Town/City: State: Zip:

Home Telephone Number (with Area Code):

Home Fax Number (with Area Code):

HOST NAME (2):

First: M.I.: Last:

Home E-mail Address:

Home Mailing Address:

Town/City: State: Zip:

Home Telephone Number (with Area Code):

Home Fax Number (with Area Code):

HOUSING CHAIRPERSON:

First: M.I.: Last:

Home E-mail Address:

Home Mailing Address:

Town/City: State: Zip:

Home Telephone Number (with Area Code):

Home Fax Number (with Area Code):

TICKET CHAIRPERSON:

First: M.I.: Last:

Home E-mail Address:

Home Mailing Address:

Town/City: State: Zip:

Home Telephone Number (with Area Code):

Home Fax Number (with Area Code):

Ticket Prices: Matinee: Evening:

Advanced Order Deadline:

RECORDING CHAIRPERSON:

First: M.I.: Last:

Home E-mail Address:

Home Mailing Address:

Town/City: State: Zip:

Home Telephone Number (with Area Code):

Home Fax Number (with Area Code):

Recording Prices: Options:

Advanced Order Deadline:

T-SHIRT CHAIRPERSON:

First: M.I.: Last:

Home E-mail Address:

Home Mailing Address:

Town/City: State: Zip:

Home Telephone Number (with Area Code):

Home Fax Number (with Area Code):

T-Shirt Prices: Options:

Advanced Order Deadline:

BANQUET CHAIRPERSON:

First: M.I.: Last:

Home E-mail Address:

Home Mailing Address:

Town/City: State: Zip:

Home Telephone Number (with Area Code):

Home Fax Number (with Area Code):

Banquet Prices & Options:

Advanced Order Deadline:

Banquet: Location:

Banquet: Day: Time:

LUNCH CHAIRPERSON:

First: M.I.: Last:

Home E-mail Address:

Home Mailing Address:

Town/City: State: Zip:

Home Telephone Number (with Area Code):

Home Fax Number (with Area Code):

Lunch Prices & Options:

Advanced Order Deadline:

Lunch: Location:

Lunch: Day: Time:

BASIC SCHEDULE:

THURSDAY:

Band Rehearsal Times:

Band Rehearsal Location:

Band Meal Times:

Band Meal Location:

Chorus Rehearsal Times:
Chorus Rehearsal Location:

Chorus Meal Times:
Chorus Meal Location:

Orchestra Rehearsal Times:
Orchestra Rehearsal Location:

Orchestra Meal Times:
Orchestra Meal Location:

FRIDAY:

Band Rehearsal Times:
Band Rehearsal Location:

Band Meal Times:
Band Meal Location:

Chorus Rehearsal Times:
Chorus Rehearsal Location:

Chorus Meal Times:
Chorus Meal Location:

Orchestra Rehearsal Times:
Orchestra Rehearsal Location:

Orchestra Meal Times:

Orchestra Meal Location:

SATURDAY:

Band Rehearsal Times:
Band Rehearsal Location:

Band Meal Times:

Band Meal Location:

Chorus Rehearsal Times:

Chorus Rehearsal Location:

Chorus Meal Times:

Chorus Meal Location:

Orchestra Rehearsal Times:

Orchestra Rehearsal Location:

Orchestra Meal Times:

Orchestra Meal Location:

Band Dress Rehearsal Times:

Chorus Dress Rehearsal Times:

Orchestra Dress Rehearsal Times:

Matinee Concert Time:

Matinee Concert Order:

Evening Concert Time:

Evening Concert Order:

SUNDAY:

Host Meeting Times & Location:

FESTIVAL CHECK BOXES:

- Map to Rehearsal Site
- Map of Rehearsal Site Campus
- Map to Concert Site
- Map of Concert Site Campus

- Map to Hotel
- All Maps from North, South, East, and West
- Hotel List Prepared
- Area Restaurant List Prepared
- Area Things To See List Prepared
- Student Housing Prepared for over 400
- Program Prepared

SELECT YOUR CHOICES BELOW:

I Teach or am Responsible for:

SPECIAL PROGRAMS:

Comments:

SPECIAL INSTRUCTIONS:

Comments:

NOTES TO THE WEB-MASTER & EXECUTIVE BOARD:

Comments:

I can be most easily reached by:

- WORK Phone HOME Phone WORK E-mail HOME E-mail
 WORK Fax HOME Fax WORK Mail HOME Mail

**PRINT OUT AND SEND THIS COMPLETED FORM TO:
Mr. Thomas E. Reynolds, NEMFA Web-Master
PO Box 102
Templeton, Massachusetts 01468**

*By pressing "Submit" below, this form will be sent by e-mail to Mr. Tom Reynolds.
Please send the hard copy that you printed above to him as a back-up.*

<input type="submit" value="Submit"/>	<input type="button" value="Reset this form"/>
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