



# DIRECTOR'S CHECKLIST

No	ITEM	<input checked="" type="checkbox"/>
1	Print an ASC Acceptance Form/Code of Conduct for each student	<input type="checkbox"/>
2	Print the CMEA Chaperone Designation Form and complete signatures	<input type="checkbox"/>
3	Pay fee of \$50/student on the CMEA Website: <a href="https://cmeaonline.org/all-state-groups/">https://cmeaonline.org/all-state-groups/</a>	<input type="checkbox"/>
4	Complete the School Acceptance Google Form: <a href="https://forms.gle/WtYXfosTJVIBSwRGA">https://forms.gle/WtYXfosTJVIBSwRGA</a>	<input type="checkbox"/>
5	Reserve rooms at the Embassy Suites (forms on ASC website)	<input type="checkbox"/>
6	Order music from JW Pepper (link on ASC website)	<input type="checkbox"/>
7	Distribute divisi assignments, director's notes, and practice tracks to each student (can be found on the ASC website under choir-specific page)	<input type="checkbox"/>
8	Ensure you have provided the correct voice part & music to each student	<input type="checkbox"/>
9	Begin the overnight field trip process with your district	<input type="checkbox"/>
10	Arrange transportation (if necessary) to and from Denver	<input type="checkbox"/>
11	Read the ASC General Information document to ensure you and your students are prepared for the festival	<input type="checkbox"/>

ALL FESTIVAL DOCUMENTS & PAYMENTS  
ARE DUE BY  
**FRIDAY, DECEMBER 8TH, 2023**