



DIRECTOR'S CHECKLIST

No	ITEM	
1	Print an ASC Acceptance Form/Code of Conduct for each student	
2	Print the CMEA Chaperone Designation Form and complete signatures	
3	Pay fee of \$50/student on the CMEA Website: https://cmeaonline.org/all-state-groups/	
4	Complete the School Acceptance Google Form: https://forms.gle/q8cBHAKLV5wt89zHA	
5	Reserve rooms at the Embassy Suites (forms on ASC website)	
6	Order music from JW Pepper (link on ASC website)	
7	Distribute divisi assignments, director's notes, and practice tracks to each student (can be found on the ASC website under choir-specific page)	
8	Ensure you have provided the correct voice part & music to each student	
9	Begin the overnight field trip process with your district	
10	Arrange transportation (if necessary) to and from Denver	
11	Read the ASC General Information document to ensure you and your students are prepared for the festival	

ALL FESTIVAL DOCUMENTS & PAYMENTS
ARE DUE BY
FRIDAY, DECEMBER 12, 2025