

For District Auditions Chairs
Instructions for completing the WMTA Income/Expense (I/E) Form

Sending in the Fees:

1. On the income (left) side of the I/E form, list the teachers and check amounts in alphabetical order and add them up. This may be done on a separate sheet of paper and then attached. Please double-check your addition.
2. Organize/group the auditions fees by categories: i.e.: total \$ for D2, then total \$ for D3 etc. (only use the main four categories: D2, D3, Duet and State)
3. Add up these group totals and they should equal the total of all the checks.
4. The fees and list must be sent to the WMTA treasurer via regular postal “snail mail” at least two weeks prior to your audition date. Note: Send checks or money order only. It is not necessary to send it by registered, certified or priority mail.
5. There can be no late entries or refunds for changing categories or cancelations.

Judges Compensation:

1. *Before* you make copies, fill in the blank in the upper right corner of the I/E form (location and date of audition).
2. Then, make a copy of the form for each judge to fill out at the end of the auditions day.
3. Ask judges to LEGIBLY fill in the following information: name, address, phone, email, hours judged not including lunch break, round trip miles driven, cost for their hotel and allowable meals with receipts attached. (Idea: it helps to highlight the areas they are to complete).
4. Gather the completed forms and send them to the WMTA treasurer as soon as possible.

Facility Use Compensation:

It is the district chairperson’s responsibility to let the WMTA treasurer know the cost for the facility use and where it is to be sent at least two weeks prior to the audition date.

\$200 Contribution for No-Fee Facility Use:

If the facility you are using for the auditions does not charge a user fee, the WMTA Foundation will contribute \$200 to their Music Department or other designated fund.

Checks are not issued automatically. You must request the contribution on an I/E form including the name/address of the school, contact person, etc. and send the form to the WMTA treasurer.

District Chairperson Reimbursement:

Use a separate I/E Form for your personal (district chair/auditions costs) reimbursement. Attach all receipts to the back of the form and send to the WMTA treasurer within two weeks after the audition. Checks will not be issued unless an I/E form is received.

Fee Schedule:

Refer to the Audition Fee Schedule at www.wmta.net for specific reimbursement amounts.