



## **Your reservation is complete... what's next?**

First, if you haven't already done so, get administration approval.

Get commitment from your students and chaperones.

Getting students and parents to commit to a trip is a challenge, so it is important to give them some details now – so they can plan ahead.

Send a notice home to parents telling them that you will be attending a festival and how much it will cost their child to participate – even if the trip is still 10 months away. By giving your students and parents plenty of advance notice, you can cut down on rehearsal time lost to tracking down late payments and the like.

It can be helpful to require a small deposit early. Students and parents are less likely to back out of a trip if they have made a financial commitment to it.

Plan your fundraising – with our payment schedule in mind.

We must receive full payment 30 days before your festival. If we do not receive payment by that deadline, your group will be dropped from the event.

Many schools have very strict fundraising schedules, with a small window of approved fundraising time. The earlier you plan, the better your chance for success.

We recognize that small fluctuations in your student & adult counts will continue after the final payment deadline, and for that reason we accept payments of less than \$500 at the festival registration desk to accommodate these last minute changes.

### ***Set a payment schedule for your students***

We require each group be paid in full 30 days before the event. Purchase Orders are not an acceptable form of payment because we require payment in full before the event, and typically Purchase Orders are not paid until the service has been rendered.

If you make all payments through a school account, it is vital that you get your payment requested early enough that it arrives at our office on time. An account is not considered paid until the check or credit card payment arrives in our office, so faxed copies of Purchase Requisitions or Check Requests are not enough to hold your space.

Making payments through a booster organization does not typically require as much lead time on your end. Just be sure to have your invoice ready for the booster meeting before the payment is due.

Notes on Credit Card payments...If you are planning on using a Debit Card to make payments be sure to check your daily and weekly limits with your bank. Very often there is a \$1000 maximum per day. In addition, be certain your debit card is authorized to charge for "Entertainment Industry" vendors. If you have a block on this type of vendor, the bank will decline your charge.