

## Payment Schedule Guidelines

This year we are trying to create payment schedules that reflect our needs as Festival hosts and your needs as Festival performers. There are some **required criteria**:

1. Application should be received with registration fee
2. \$10.00 per person or student deposit due 30 days from receipt of application (no time slot is assigned until this deposit is received)
3. Subsequent payments should be made by either the 1<sup>st</sup> or 15<sup>th</sup> of the month
4. Generally there should be a minimum of 3 payments including the \$10 per person or student payment for groups coming in the spring unless you are registering within 30-60 days of the festival
5. The balance must be paid in full 30 days prior to the Festival

You have several options to **customize your payment schedule** to fit your request for money from the students/chaperones.

1. Do you want a “per person” payment plan – this would include estimated students and adults or do you want a “per student” payment plan and pay for all the adults at the end when the balance in full is due
2. Payments can be set as a certain amount per student rather than as a lump sum based on your estimated number. You can determine what the amount should be for the payment months you choose.

Example: \$10.00 per student deposit (Oct.1 first payment)  
\$30.00 per student (Dec.1 second payment)  
\$30.00 per student (Feb. 1 third payment)  
Balance due based on your final count of  
students and adults (Mar. 1 final payment)

This would eliminate the constant changing of student/adult count before each deposit. You would pay an amount based on the number you know are currently attending. The final payment would be based on your final count and sent in 6 weeks before the festival or on your room list as applicable.

3. Select the months you would like to make deposits, bearing in mind that payments are due either on the 1<sup>st</sup> or 15<sup>th</sup> of each month and that a minimum of three payments should be made.

**Let's discuss this and work out the schedule that is right for you. Do remember, that to maintain your place on the Festival schedule, you must make timely payments. It is important that we both agree with the schedule that is created.**

### **Participant Numbers**

A performance group must consist of a minimum of 30 paid students. If a group drops below the minimum, payment for 30 students will be required to keep their performance time.

**1-800-654-3018**