Checklist for those Receiving Registrations

1. Check to make sure each clinic makes and make sure you do not go over the maximum capacity.

Use these numbers as reference:

150 min. singers with no site fee

200 min. singers with a site fee

1. Contact participants one week after registration with their clinic location.
2. Give receipts to local clinic chair for them to distribute at clinic OR send them electronically.
3. Contact hosts to tell them if clinic did or did not make. Email them with a spreadsheet of participants, addresses, phone numbers, singing individually, plaques, etc.
4. Send checks to Glenda/Treasurer one week after postmark deadline.
5. DO NOT accept late or incomplete registrations and return to the sender.
6. Make sure they have selected a second choice.