

To: Music Manager's and Athletic Director's  
From: Pete Cheeley, Executive Director, Region 5A

RE: Information on Music Contests

Dear Manager: Here is some information you will need before hosting the Subsection (Section) Music contest at your school:

1. Entry fees for the contest *must be paid before or the day of the contest*. Fees are as follows: (Schools will not be reimbursed fees if they do not participate.)
2. Large Group Vocal/Instrumental: \$75.00, Second groups \$45.00  
Jazz Ensemble: \$35.00
3. Pop Group: \$20.00
4. Ensemble: \$12.00 Solo: \$7
5. Checks can be made out to Region 5A and forwarded to me at the conclusion of your contest. All receipts must be sent to me at the conclusion of your contest and a Region 5A financial report must be filled out. The form can be found on the Region 5A website. After sending me the report, I will send your school a check for reimbursement for hosting the contest. **DO NOT DEDUCT EXPENSES FROM THE RECEIPTS AND FORWARD THE BALANCE TO ME!**
6. **Solo/Ensemble and Large Group judges get \$125.00 for subsections and \$145.00 for Sections.** They can either be paid by me or by your school. **As the site manager, you will hire the judges.** They also get .55/mile after 30 miles (example: 100 miles round trip, subtract 30 miles, which leaves 70 miles X .55 = \$38.50 mileage) We recommend that if possible judges travel together in one car.
7. Independent contracts. Again this year we are required by the MSHSL to issue independent contracts for workers, judges, site managers. These contracts can be found at the MSHSL website under Region 5A. **If your school decides to pay all workers and judges from your school payroll and then bill Region 5A for the expenses, (in one check to your school) then independent contracts are NOT NEEDED! If you decide you want Region 5A to pay all workers, judges, etc. with individual checks, then these people will need to fill out an independent contract before they get paid. These contracts are then sent to me.**
8. Site rental is \$150.00 for your school. Refreshments for the judges will be reimbursed by Region 5A, but not for all workers. Please be sure to send a receipt along for these expenses.
9. Large group managers receive \$75.00 for subsections. Managers for Solo/Ensemble receive \$125.00 for subsections and \$225.00 for Sections. Workers at the event are paid \$35.00 but can receive \$70.00 depending on the length of the day and the importance of their position for the day.

10. I will send out awards (medals, certificates, trophies) to the respective schools.  
The contest manager will need to let me know the number of awards and where to send them.
  
11. Financial forms can be found on the MSHSL website. **Please review the Music Guidelines in the Region 5A Handbook on pages 13 & 14. All forms needed for the contest can be found on either the MSHSL or Region 5A website. Feel free to contact me with questions or concerns..... thanks!**