

Request to Contract Conductor: MS/Elementary All-State Managers

Due Date: March 1, 2011

Conference Dates: Thursday, January 12 thru Sunday, January 15, 2012

Please fill out this form and email to admin@oregonmusic.org and tina.bull@oregonstate.edu. Our Executive Directors will use this information to contract the Conductor and they will send you a copy of the Conductor's completed contract. If you do not get a completed contract by March 1, please email office. Thanks for your work and your commitment to All-State!

Date: 8/10/2011

From:

Manager of:

Conductor:

Address:

City/State:

Telephone: Bus:

Email1:

Res:

Email2:

Contracted Date(s):

Nights in Hotel:

Days of Per Diem:

Duties: Conductor will conduct the All-State _____, and present a session.

Housing: At the Hilton- Provided by OMEA for the night(s) of January _____
Housing will be arranged by the Conference Chair. Conference Chair will confirm hotel reservations with the Managers. Managers will convey hotel information to the conductors. **Incidental hotel charges are at conductor's expense.**

Address: Hilton Hotel, Eugene Conference Center, 66 West 6th Street

Meals: **Conductor receives \$42.00 per day. The conductor's Per Diem will be at the conference desk.** Conductors receive a complimentary banquet ticket upon request.

Transportation: Must be made at the most reasonable cost available to OMEA.
OMEA will reimburse upon presentation of receipt.

Printing & Misc: Printing cost for materials is at the expense of the clinician.

If the Conductor is not ready to provide this information write "TBA". The deadline for this information is 6/1/2011.

Session Title(s):

Session Description(s):

Attach Short Bio and send an email to: admin@oregonmusic.org

Attach Photo and send an email to: admin@oregonmusic.org

Honorarium	\$ 1,000
Estimated flight costs	\$
Per Diem (\$42 per day)	\$
TOTAL	\$