

CHECKLIST FOR FEMEA NORTHERN REGIONAL TEACHERS

- _____ Check with Parent regarding completion of online registration or complete the registration yourself. If the parent does not complete the online waiver, [print one](#) and have it signed for presentation at the festival.
- _____ It is your responsibility to satisfy your county's requirements for overnight/off-campus trips. You may need to fill out special forms or secure special permission. Contact your music supervisor or your principal for information.
- _____ Notify Ashley Peek (see contact info below) about any students needing special accommodations.
- _____ Ensure that parents know they must make their own hotel reservations, if needing to stay overnight.
- _____ Remind your student(s) and parents to be aware of the schedule, to plan healthy eating, and not be late.
- _____ Arrange a meeting place in Pensacola for you, your student(s), and their chaperone(s) as they may only register with the teacher.
- _____ Bring the following information with you to Pensacola and keep it with you at all times:
 1. The name of the hotel(s) housing your student(s), if applicable.
 2. The parent names, home addresses, cell phone, and home phone numbers of your student(s).
- _____ Provide the parents of your student(s) with your cell phone number.
- _____ Be prepared to stay in rehearsals to help monitor your students along with their chaperones.

ALL STUDENTS, CHAPERONES, AND MUSIC TEACHERS MUST BE IN PENSACOLA AT THE UNIVERSITY OF WEST FLORIDA ON SATURDAY, OCTOBER 22, 2022 FROM 8:30 AM UNTIL THE END OF PERFORMANCE AT APPROX. 7:45 PM.

Music teachers MUST check their students in at the rehearsal site on **Saturday before 9 am**. If you know that you cannot be present at registration, please do not send your students. It is confusing and disturbing for children and parents when the teacher is not present to answer questions and assist the students in starting rehearsals. If you have a last-minute emergency, it is your responsibility to contact another teacher who will be attending FEMEA Northern Regional and make arrangements for that teacher to be responsible for your children. Teachers who fail to do this will not be allowed to participate in future FEMEA Regional and/or FMEA All-State ensembles and the principal will receive a letter describing the situation.

As soon as you know that any of your students will be unable to participate in FEMEA Northern Regional Festival, it is your responsibility to contact the coordinator, Ashley Peek, immediately at Ashley@femea.flmusiced.org (256-343-6516).