

Elementary All State Paperwork Process

Process for US Mail Submission

1. Print the [data collection worksheet](#) and give a copy to each student. Collect these from the students' families.
2. Use the data collection worksheet to add information to the "Enter All State Auditions" on your FMEA Member Page.
3. Print the Audition Application and Participant Contract for each student and obtain required signatures.
4. Print the Invoice for payment procurement. School/PTO checks must be payable to FEMEA in the amount equal to the number of auditions. You may submit one check for both Orff and Chorus, but include both invoices and add to memo on the check.
Example: 4 Orff 8 Chorus
5. You can submit payment online instead of by check. If the payment is online, a credit card payment confirmation/receipt must be included with the mailing.
6. Obtain a 9x12 envelope and address it:
FEMEA All State
7509 Glenmoor Ln
Winter Park, FL 32792
7. Retain the Audition Applications in a file until the end of the All State event. Do not include Applications in your mailing.
8. Retain a photocopy of the participant contracts and the invoice(s) for your records and in case of lost mail.
9. Place one participant contract per student, the invoice(s) and the payment in the envelope.
10. A minimum of two stamps are required for the 9x12 envelope. Add postage if the weight exceeds 1 ounce or take it to the Post Office for mailing.
11. Please do not send as "signature required". You can get tracking without requiring a signature upon delivery.
12. The postmark deadline for mailing is September 22, 2022.

*See the Next Page for
Online Submission
Instructions.*

Elementary All State Paperwork Process

Process for Online Submission

1. Print the [data collection worksheet](#) and give a copy to each student. Collect these from the students' families.
2. Use the data collection worksheet to add information to the "Enter All State Auditions" on your FMEA Member Page.
3. Print the Audition Application and Participant Contract for each student and obtain required signatures.
4. Print the invoice(s) to process payment with your bookkeeper. Make sure to save the credit card payment confirmation/receipt to include with your paperwork submission.
5. Create PDF files of your invoice(s) and all participant contracts. School copy machines might have a "Scan to Email" function. You can also create a scan with your cell phone through the notes app. JPG/PNG must be converted to PDF. Name the file with your school name if combining into one file, or with each student name if you are naming each separately.
6. All State Chorus students contracts and invoice PDFs need to be emailed to choruspaperwork@fmea.flmusic.ed.org
7. All State Orff Ensemble students contracts and invoice PDFs need to be emailed to orffpaperwork@fmea.flmusic.ed.org
8. Make sure to include the payment confirmation/receipt from the credit card payment in the email with the contracts and invoice.
9. Please give 48 hours for confirmation of the paperwork arriving. You can add a "read-receipt" to your email if you would like.