

# 2021 Winter Park Ski-Music Festival Registration Form Agreement (page 1 of 4)

There is no need to return this Agreement to the festival. Print it along with your Registration Form and keep it available for future reference. The festival wants every registering music group to have a clear understanding, and agree to fulfill their commitment toward the following items:

**2021 Festival information and this Registration Form Agreement:** Any music director, school administrator and/or travel planner executing the 2021 WPSMF Registration Form, are signing to have already read, understand, and agree to all terms, policies, conditions and information as provided within the [2021 Winter Park Ski-Music Festival Information document](#), with the most financially and planning sensitive topics summarized within this **2021 Winter Park Ski-Music Festival Registration Form Agreement**.

**Registration:** A group's **Full Registration** to attend the 2021 Winter Park Ski-Music Festival is the festival receiving both: a music group's completed and executed **2021 Registration Form**, and the group's **Registration Deposit** check. \* *2020 WPSMF groups electing to receive the 2021 WPSMF credit, will not need to send a deposit along with their Registration Form.*

**Dates and Deadlines:** Registration Form signers agree to understand, follow what items, information and payments are expected to be provided to the festival by the respective deadlines, and the consequences if not fulfilled by the group.

## **May– October 16, 2020**

- The festival does not need a full registration, or a deposit to “hold” or “pencil-in” a group for a specific lodging choice during a specific festival week initially. If overnight lodging is being “held” by the festival for a group, for a specific festival week, the festival will not solidify this lodging reservation until a full registration is received. A group may lose their desired lodging choice “hold” to another group if: a group's full registration is not received within three weeks of the festival holding lodging space for them, or a group director or travel planner has failed to respond to the festival's communication efforts
- If a specific overnight lodging has **not** been requested by a group, they must first contact the festival to determine what lodging choices are available during the festival week they wish to attend, before registering for the 2021 WPSMF
- After October 16<sup>th</sup>, any unregistered lodging “holds” will be cancelled, requiring up to date overnight lodging planning with festival

## **Any group can register for the 2021 WPSMF after October 16th, subject to available lodging choices**

### **After a music group's Full Registration**

- The festival will share how to access **WPSMF Ski Locker**, a festival website for all registered group directors, travel planners or adults assisting with the trip planning, containing all festival details and further trip planning information.
- The festival suggests for each group director to establish a **Trip Commitment Policy** with their traveling students and adults. See following section for details.

## **December 1, 2020**

- By December 1<sup>st</sup>, the festival will provide instructions to each director and/or trip organizers for accessing and using **WPSMF Online**, and how to set up **WPSMF Online** for their individual group members' registrations.

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### December 15, 2020

- Within WPSMF Online, there is a menu item titled **December Questionnaire**. Directors and/or trip organizers must login to WPSMF Online and complete their group's **December Questionnaire** by **December 15, 2020**. This questionnaire will ask for revised attendance counts, planned travel dates, revised performing ensembles, optional lodging meals desired, optional resort meal vouchers desired, bus driver lodging, and very important lodging unit details. *Lodging unit details consists of the number of male students, female students, male adults, female adults, and any other children that make up the total attendance count number, and how each of these persons will be assigned to lodging units. Directors will need to have already determined how adults plan to share lodging units or bedrooms with other adults, or students, before completing the questionnaire.*
- After the festival receives a group's completed questionnaire by December 15<sup>th</sup>, and the festival has input the group's information, the festival will notify the director to view/print their 1<sup>st</sup> ½ Payment Billing Invoice from within WPSMF Online. ***If a group needs a 1<sup>st</sup> payment amount to have a payment check requested, processed and mailed from their school district, for the festival to receive by January 15<sup>th</sup>, the director must contact the festival anytime within November or early December to request a manually created billing invoice to pay from!***

### Early January 2021

- Suggested deadline for every traveling group member to pay in full their entire trip cost. While the festival only requires a ½ payment by January 15<sup>th</sup>, having all group members paid in full by mid-January, allows the director to know exactly how many persons should be attending the festival, and with confidence, make any attendance changes before the January 15<sup>th</sup> **First Payment Attendance Count** deadline, to avoid any potential attendance count decrease penalties in February. Late paying members could be added by the director afterwards.

### January 15, 2021

- **First Payment Due Date.** ½ of the total festival charges, as shown on online billing invoice, must be *received* by festival *on or before* January 15, 2021 to avoid late payment charges and festival cancellation consequences
- Last day to revise the group's **First Payment Attendance Count** (or cancel group's festival attendance entirely)
- Due date to have all trip members' names input within WPSMF Online by director, and print & distribute each student's and adult's login credentials, and instruct parents and adults to begin completing their, or their child's individual online registration

### February 12, 2021

- **Final Payment Due Date.** The remaining balance of the total festival charges must be *received* by Festival *on or before* February 12, 2021 to avoid late payment charges and festival cancellation consequences
- **Last date for any FINAL changes to a group's Attendance Count.** (decreases exceeding 10% of First Payment Attendance Count has penalties)
- Last date to request any CHANGES of any festival or trip data within the Trip Information Report, found within WPSMF Online. Other groups will not be asked to reschedule their festival events later, because another director failed to review, or discovered scheduling conflicts within their information by this date
- **Due date for all trip members (including adults and directors) attending the festival to submit their individual online registration without late penalty charges.** The festival recommends for the director to establish a registration deadline for group members well before this date!!!
- **Due date for directors and trip organizers to submit their online Rooming List, and Performance & Equipment Request information, without a late penalty charge.**

### March 5, 2021

- The last day to substitute a festival attendee with another person, without an additional \$35 charge for obtaining travel protection plan coverage for a newly substituted person.

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### Payments:

**Registration Deposit** is non-refundable. Once received by the festival from a music group, these monies are forwarded to our suppliers as necessary to establish initial reservations and arrangements for a group. The Registration Deposit is 100% applied toward a group's Total Festival Charges.

**Payment Due Dates** Registration Form signers agree to request payment checks early enough from your district's accounts payable department, school office, or booster club for the festival to **receive by the due date**. Signers agree to personally oversee payments have been processed and placed in the mail in a timely manner, and not just passed along to another individual/department with no further concern of the director. Signers agree and understand the consequences of late or no payments being received, with late payment penalties or festival component cancellations.

**Payment Methods** All published festival package prices, performing ensemble charges, additional festival charges, and empty bed space charges (Total Festival Charges) are priced for the festival receiving payment(s) by: certified cashier checks, negotiable checks drawn against a financial institution, or bank to bank wired transfer of funds.

The festival does not typically accept credit cards, PayPal, or any other type of electronic payment method that has an associated processing/transaction charge, and/or delay of the festival receiving the entire transaction amount. Registration Form signers agree if their group had to pay with a credit card, any payment amount would have a processing fee premium added to the electronic transaction amount, so the festival would receive the net payment amount as billed to the group. In other words, a music group will bear all the associated transaction cost if a credit card payment is utilized.

The festival can assist a director or music group's school or district utilizes a **Purchase Order** method of payment. However, the director must initiate the PO process early enough to ensure the check is received by the festival's payment deadline. The director must also provide the festival office with all necessary instruction and steps for the festival to receive payment, since these are different among schools and districts!

**Group Cancellation and Refund Policy:** Registration Form signers agree to understand, and accept the following terms.

**On or BEFORE January 15, 2021.** A group may cancel their festival attendance, with a verifiable cancellation method (delivered email or certified postal mail delivery) being received ON or BEFORE January 15, 2021. A cancellation notice by this date, entitles the group for a refund of all prior 2021 Winter Park Ski-Music Festival payments, in excess of the non-refundable registration deposit. *(2020 WPSMF music groups receiving a 2020 WPSMF payments credit to be applied toward the 2021 WPSMF, agreed to the stipulations outlined when choosing to receive the 2021 credit, which does not allow a full refund of credited 2020 payments)*

**AFTER January 15, 2021.** Cancellation of festival attendance by a group, being received AFTER January 15, 2021 will not be refunded for any prior payments or deposit already made.

The festival does not offer refunds to any group or individuals after January 15th, 2020, if the festival is not attended for any reason, due to the festival's contractual obligation and payments to its suppliers. The festival highly suggests to music group directors, for all its individual members to purchase trip cancellation insurance, in the event a music group cannot attend the festival. The signers of the Registration Form agree to initially share these refund and cancellation policies with its adults, students and/or student parents wishing to attend the festival, so everyone will be informed. Signers of the Registration Form agree to resolve any questions or disputes directly with any group individuals who are unhappy, and/or ununiformed of the terms and conditions being accepted between the music group and the festival.

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**Post Departure Travel Protection vs. Trip Cancellation Insurance:** Signers of the Registration Form agree to understand the festival is only purchasing "Post Departure Travel Protection" on behalf of all registered individual group members, and this in no way protects or reimburses a group, or any individual of the group, having to cancel their travel plans to attend the festival. Furthermore, the festival does not offer a refund if a group or individual cancels their trip for any reason after the first payment deadline, and a group should strongly consider purchasing Trip Cancellation Protection for their only source of partial trip cost reimbursement.

## **Knowledge and Sharing of WPSMF and Trip Planning information**

**Directors, assistant directors, travel planners and trip planning adults** For a successful festival trip, and its planning, there are specific festival topics within **WPSMF Ski Locker** music directors, travel planners, and adults assisting with the trip must review, well in advance of attending the festival. The festival also utilizes a web portal named **WPSMF Online**, containing festival trip information unique to every group. Registration Form signers agree that music directors and assisting adults will utilize, reasonably understand, and/or seek answers from the festival, with any questions they may have with trip planning topics within **WPSMF Ski Locker** (available to view after registering for the 2021 WPSMF) and within the **WPSMF Online** Trip Information Report (available to view prior to February 12, 2021) while trip revisions may still be made. Reading both should answer most of your trip questions, remind you of important trip topics, and give a better planned, less stressful, and more successful travel experience.

**Every adult, student and student parent(s) attending the festival** There are festival topics that **all** festival attendees must review and understand prior to attending the festival. These topics include important discussions such as proper clothing to bring, preventing altitude sickness, selecting their recreation choice, lift cards and vouchers, skiing rules and tips, and more. For directors and trip planner's convenience, the festival requires all individuals (students and adults) to read through these specific topics (relevant to all individuals) before being allowed to individually register online. Nevertheless, Registration Form signers agree to host trip meetings for all festival attending members, and parents of minors attending the festival, to reinforce understanding of these topics.

**Trip Commitment Policy for group members:** Signers of the Registration Form agree to consider implementing a **Trip Commitment Policy** with traveling students and adults, if the music director has not planned student travel in the past, or had difficulties with the timing of student payment collections, meeting the group's trip payment deadlines, or had challenges with students backing out of previous trips causing contractual difficulties. There are Trip Commitment Policy examples and information within **WPSMF Ski Locker**.

# 2021 Winter Park Ski-Music Festival Registration Form

## Registering Music Group Contact Information

**School Name:** \_\_\_\_\_  Band  
(specific performing ensemble names will be obtained later)  Choir  
 Orchestra  
 Other

**Contact Director Name:** \_\_\_\_\_

**School Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Director's Office #:** \_\_\_\_\_ **ext.** \_\_\_\_\_

**Director's Cell #:** \_\_\_\_\_

**Director's Email Address:** \_\_\_\_\_

## Performing Ensembles

(check box for each ensemble type & level to perform at festival)

Ensemble Type	Ensemble Level			
	1	2	3	
<b>Instrumental</b>				
Concert Band	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Level 1</b> for top level, varsity level, <b>OR your school's ONLY "ensemble type" attending</b>
Full Orchestra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
String Orchestra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instr. Jazz Ensemble	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Percussion Ensemble	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Choral</b>				
Mixed Concert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Level 2</b> for second or non-varsity ensemble level
Treble Concert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tenor/Bass Concert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Show Choir	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jazz /Pop Choir	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other</b>				
Color/Winter Guard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Level 3</b> for third ensemble level
Dance Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mariachi Ensemble	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Attendance Count

(provide best initial estimate)

\_\_\_\_\_ **Students**  
 + \_\_\_\_\_ **Directors**  
 + \_\_\_\_\_ **Adults & non-students**  
 = \_\_\_\_\_ **Total Attendees**

## 2021 Festival Week

(select festival week attending)

**March 25-28**  
 **March 31-April 1 (Good Friday & Easter)**  
 **April 8-11**  
 **April 15-18**

## Festival Package Choice

(select # of nights, which nights, and lodging choice for group)

**2 Night Package**       **3 Night Package**       **4 Night Package**

Wed-Thurs               Wed-Thurs-Fri               Wed-Thurs-Fri-Sat

Thurs-Fri               Thurs- Fri- Sat               Thurs-Fri- Sat-Sun

Fri-Sat               Fri- Sat- Sun               Fri- Sat- Sun-Mon

**Snow Mountain Ranch Lodge Rooms**      **\$500** registration deposit

**Snow Mountain Ranch Cabins**      **\$750** registration deposit

**Beaver Village Condos**      **\$1,000** registration deposit

**Winter Park Ski Resort -The Vintage Hotel Condos**      **\$1,500** registration deposit

**Winter Park Ski Resort – Fraser /Founders Condos**      **\$1,500** registration deposit

**Winter Park Ski Resort - Zephyr Mountain Lodge Condos**      **\$1,500** registration deposit

## Travel Method to/from W.P.

**Bus, Van, or Other Vehicles**  
 **Aircraft (and bus between airport)**

## Bus Transportation during Festival

**Group**  **will** or  **will not** have their own bus transportation during entire festival stay to provide travel to performance site and/or awards ceremony

## Required Registration Signatures

The below signed are authorized to register the above listed music group in the 2021 Winter Park Ski-Music Festival and have read, understand and agree to all the terms, policies and information as provided within the **2021 Winter Park Ski-Music Festival Information** document, and **2021 Registration Form Agreement**.

\_\_\_\_\_  
 Director Signature

\_\_\_\_\_  
 School Administrator Signature

## School Size Classification

(select **TOTAL** school enrollment for ensemble classifications)

### High School

- 1A (1-104)  
 2A (105-224)  
 3A (225-504)  
 4A (505-1,149)  
 5A (1,150-2,189)  
 6A (2,190+)

### Junior High (7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> grades)

- 1B (1-249)  
 2B (250-649)  
 3B (650+)

### Middle School (6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grades)

- 1C (1-249)  
 2C (250-649)  
 3C (650+)

### Other Classifications

- Elementary (6<sup>th</sup> grade & below)  
 Non-school ensemble(s)  
 Composite school ensemble(s)  
 Entire School (ex. 6<sup>th</sup>-12<sup>th</sup> grades)

## To Fully Register:

**MAIL** this fully completed and signed Registration Form **AND** a non-refundable Registration Deposit check

to:

**Winter Park Ski-Music Festival**  
**P.O. Box 369**  
**Grandview, Texas 76050**