**CHECKLIST**

Please send the following information to Lisa D’Annunzio by the listed dates:

* **Opening Reception Transportation (May 1):**

We would like the Festival to arrange transportation for us to and from the Opening Reception: YES NO

If yes, please provide your pick-up and drop-off address:

 Please provide the number of passengers to be picked up:

* **Welcome Picnic Meal Choices (May 1):**

|  |  |
| --- | --- |
| **Meal Option** | **Number needed:** |
| Turkey sandwich |  |
| BLT sandwich |  |
| Grilled vegetable sandwich |  |
| Chicken Caesar salad |  |

* **Participant Roster (May 1):** Please fill out the document and e-mail to Lisa: ldannunzio@piedmontchoirs.org.
* **Individual Participant Form (June 10):** Each participant needs to fill out and sign this form. This includes all singers and chaperones. Please e-mail or send these forms to Lisa.
* **Billeting Pairing List (ASAP):** For choirs being billeted, we need this sheet as soon as possible. It was sent to all billeted choirs a few weeks ago.
* **Program Information (May 1)**
* **Competition Repertoire & Opening Ceremonies Repertoire (May 1):**

Copies of ALL competition music (including the Vocal Solo competitions) and a copy of your Opening Ceremonies song must be sent to the Festival office by **June 10, 2015**.

* Hard copies may be mailed to:

Lisa D’Annunzio

3629 Grand Avenue

Oakland, CA 94610

USA

* OR, you may e-mail PDFs of the music to: ldannunzio@piedmontchoirs.org.

Thank you so much!