Eastshore Music Region

a division of the Washington Music Educators Association

_____, 2025

Name _____
Address_____
City _____, WA
Phone _____; email _____

Dear _____

Thank you for agreeing to adjudicate the Eastshore Music Region _____festival to be held _____2025 at _____. Your day will start at approximately ____ AM, finishing at approximately _____ PM. You will receive an honorarium of $____ . In addition, you will be reimbursed for mileage, calculated round trip from your home address at the current IRS business mileage rate. Reimbursement of any additional expenses must be approved prior to the event. Your festival chair reserves the right to terminate this contract up to 72 hours in response to participant cancellations as the need arises due to travel restrictions, school closures, etc.

You and Eastshore Music Region (EMR) agree that you are an independent contractor. As such, you are responsible for payment of all taxes associated with the fee paid by EMR, and you are not eligible for unemployment compensation related to providing these services.

Included with this mailing are instructions we will review the morning of the contest, a sample adjudication form, and driving directions to _____. Please read the adjudication instructions very carefully and contact me should you have any questions.

Please correct any personal contact information above that might be incorrect. Sign below, make a copy of this letter for yourself, and return this form and a current W-9 as soon as possible, and no less than one month prior to the festival. If we have all of your paperwork one month in advance, we will have checks ready for you on the day of the event. **Email this contract and your current W-9 to:**

(Address info as needed for mailing)

Thank you once again for agreeing to spend your day with us. We look forward to seeing you on _____ 2025

Sincerely,

_____
Festival chair

---------- ---------- ---------- ----------

I agree to the terms of this contract, and I agree to adjudicate the Eastshore Music Region Solo and Ensemble Festival to be held at _____ on _____ 20__.

Adjudicator Signature: _____ Date _____