

Checklist for Treasurer for HS Solo/Ensemble

- Book hotel rooms for judges
- Communicate to festival manager final hotel information for judges
- Collect clinician contracts from manager
- Update spreadsheet as you receive checks for each school
- Deposit checks from schools
- Make checks for judges
- Make checks for festival manager (\$1 per entry) manager will communicate all info to you
- Make check for site manager honorarium
- Collect lunch and water receipts from Site Manager
- Document all expenses for the event on the financial spreadsheet