



Chapter Leadership Manual

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Chapter Formation & Organization

What is a Choristers Guild Chapter?

A chartered organization of national Choristers Guild members who live within a specific geographical area, joined together for mutual support and growth. These Choristers Guild members share the vision, purpose and commitment of Choristers Guild.

The local chapter will determine the needs of the geographic area and will adopt bylaws to meet local needs. (These should be complimentary to the national bylaws.)

Each year, we do a census of the Choristers Guild members. This process calculates the annual funding amount that each chapter is eligible to receive. Your chapter receives \$10 for every member in your region. (Student, Life, and Business members are subtracted from the total dollar amount as they are not charged chapter dues.) Chapter dues are paid in August, after two reports are submitted: one to the IRS (if your chapter has a tax-exempt standing with them) and one to the Choristers Guild national headquarters reporting on chapter activities over the past year.

What does a Choristers Guild chapter do?

- Provides opportunities and leadership for members' professional development in the areas of:
 - Musicianship
 - Teaching Methods
 - Materials
 - Spiritual enrichment
 - Leadership skills
 - Development and maintenance of a church/school music program
 - Repertoire
 - Recruitment Methods
- Provides and promotes opportunities for children and youth to experience making music and worshipping in an ecumenical setting through:
 - Festivals
 - Seminars
 - Worship Services
 - Music Camps
- Each chapter should host at least one event per year (workshop, festival, reading session, chapter meeting, or music camp).
 - Ensure that a minimum of 50% of all music used in festivals and 40% of chapter reading session repertoire will be Choristers Guild publications.
 - If a chapter event (either festival or reading session) is co-sponsored by another publisher, 35% of the music will be Choristers Guild and we suggest that 35% be representative of the co-sponsoring publisher's catalog.
 - If the co-sponsor is not a publisher, the required percentage of Choristers Guild publications will be the same as the requirement for a Choristers Guild sponsored event: 50% for festivals and 40% for reading sessions

- Verify that each person attending a workshop is an active member or affiliated with a church or school with a current membership in Choristers Guild. Prospective or non-members may attend a workshop at non-member rates to be determined by the chapter. (If the chapter elects to permit non-members to attend a workshop, we recommend a \$10-\$20 non-member fee be added to the member registration fee.)
- Verify that at least one director/adult registrant per church or school who is bringing participants to a festival is an active member of Choristers Guild.
- Submit an annual report to the Choristers Guild office (due by June 1 each year). Report forms are available online in the Chapter Leaders section of the Choristers Guild website.
- Provides an avenue of communication, support and sharing for church and school musicians in the area. Some suggestions include Constant Contact, Google or Yahoo Groups, email list serves, etc.

The national office will provide:

- Financial assistance for your new chapter to be used to assist with initial start-up expenses. A one-time grant in the amount of \$200 for new or renewing chapters is available by request to the national office.
- Collection of all membership dues, including both national and chapter membership dues. (Chapters receive an annual allocation of \$10 per member assigned to the specific chapter.)
- Mailing labels of local members for newsletter mailings. These can be sent electronically (excel format) or through the mail to an address provided.
- Complementary listings of your festivals and events in *The Chorister* and on the Choristers Guild web site. Posting of articles and pictures about chapter events on the website and possibly for inclusion in *The Chorister*.
- Complimentary music packets of Choristers Guild publications for your reading sessions.
- Contact information of clinicians for your events (online in the Chapters Only section of the website).
- Membership flyers, catalogs, sample copies of *The Chorister*, demonstration CDs and other promotional materials for your events.
- Regular updates of new and reinstated members of Choristers Guild listed by area.

How do I form a chapter?

- Contact Choristers Guild for a list of members and contacts in your area.
- Recruit 4-5 members of Choristers Guild in your area who want to help you start a chapter.
- Ask 4-5 other people to help you organize an initial event and serve as an initial leadership team for your new chapter.
 - This initial chapter event can serve as recruitment and publicity for your upcoming chartering service. This initial event could be a reading session of the newest choral music from Choristers Guild (contact us to receive these packets) or could be a meeting to talk about what your chapter might like to do together over the coming semester/year.
 - Contact all church musicians in your state or area to publicize the event.

- At the event, get an initial idea about people's interest and desired level of commitment and also obtain a list of charter members for your chapter.

How do I obtain a charter for my new chapter?

- Once your initial leadership team is in place and you have the list of at least 4 charter members, send a request in writing to Kristin Kok at the CG National Headquarters. The written request should include the exact name of the new chapter and the names and addresses of the charter members.
- After the National office receives the list of leaders and charter members, we will prepare a charter to send to your chapter.
- Arrange for all charter members to sign the charter (either at a new chapter service or the first chapter event) and the original charter should be mailed back to the CG National Office for archival purposes. You may make a copy of the charter for your records or you may request that the National Office send you one.
- See an example of a *new chapter service* below (this is optional):

Chapter President:

To the _____ Chapter of Choristers Guild:

I charge you, as members of the _____ Chapter of Choristers Guild, to maintain, uphold, and promote the purposes of the Guild through this chapter's activities. Please join me in reading responsively these purposes.

Members:

As members of Choristers Guild, we seek to enable children's and youth choirs to become effective vehicles in the nurture of spiritual growth; provide training and educational opportunities for leaders of children's and youth choirs; and foster a spirit of cooperation among choirs.

Chapter President:

Let us pray,

O God, you have made us so that in music we hear your voice and through it our hearts are more fully lifted to you. Give us the grace and understanding to impart your love and grace through our ministry of music to all those with whom we work and come in contact. Help us to remember that we do not have to do great things but that we must do all that we do with great love. Amen.

Adoption of Bylaws

- Each local or regional chapter should develop and adopt its own set of bylaws. The purposes of bylaws are to officially declare the name, purpose, membership qualifications, and organizational structure of a chapter.
- The national office can provide you with sample bylaws of other CG chapters, if requested.

- These bylaws should be agreed upon and ratified by the chapter leadership and approved by vote of all charter members. These bylaws should be in place no later than 6 months after the date of chartering.

How do I establish my chapter as a legal and financial entity?

- Financial: You need to open a bank account for your chapter. You may choose the bank and consult with your officers as to the kind of account that would be best. Provide the national office with your chapter's banking information (account numbers, signatories on the account, etc. This will ensure smooth transitions when changes of leadership occur within your chapter.
 - Keep careful records of income and expenses of the chapter.
 - You will be required to provide an annual financial report to the CG national office with your annual report.
- Mailing: If your chapter is planning to do mailings through the USPS to a large number of people, you can obtain a bulk mail permit to get a discounted mailing rate. There is an annual fee for this permit, but if you do a lot of mailing, it can be worth it. More information is available at www.usps.com.
- Taxes: It is not required that chapters hold a tax-exempt number, but in order to not pay taxes you must obtain a tax identification number from the Internal Revenue Service by using Form SS-4 (application for Employment Identification Number). This form may be downloaded from www.irs.gov. When completing this form for banking purposes, you will select "Other nonprofit organization" as the type of entity on line 8a. Fill in "501(c)(3) as type of organization. You will leave the GEN line blank – this is not a required field. A link to the IRS website is provided in the chapters only section of the Choristers Guild website. Additional instructions for completion are also available there.
 - Having 501(c)(3) status provides benefits such as:
 - Public recognition of tax-exempt status
 - Advance assurance to donors of deductibility of contributions
 - Exemption from certain state taxes
 - Exemption from certain Federal excise taxes
 - Nonprofit mailing privileges, etc.
 - It would be a great idea to consult with a CPA or tax attorney experienced in the non-profit realm for assistance with the proper preparation of forms for IRS filings.
 - Each chapter is responsible to secure its own tax ID number. The National Choristers Guild office is not the "parent" organization for any chapter and has not been issued a GEN number. US tax laws do not permit the use of the tax ID issued to the Choristers Guild office to be used by a chapter.
 - To obtain tax exemption status, the chapter must make Application for Recognition of Exemption under Section 501(c)(3), using form 1023. The package for this form may be downloaded at www.irs.gov. An organization is not required to file Form 1023 if it has gross receipts in each taxable year that do not normally exceed \$5,000, which exempts most chapters. Contact the Office of your State Attorney General for specific information.
- Liability: The National Choristers Guild office is not responsible or liable for insurance, postal permits, financial or tax responsibilities of chapters.

Who will help me form a chapter?

Kristin Kok, Membership Relations
12404 Park Central Dr., Ste 100 Dallas, TX 75251
Phone: 800-246-7478, ext. 225
kkok@mailcg.org

Sample Chapter Goals

Goal: Increased Membership

Success Criteria:

- a. Total number of members increases by 10%.
- b. A higher percentage of chapter members participate in events.
- c. There is improved representation of denominations among the members.

Goal: Successful Festivals

Success Criteria:

- a. Increased participation in each festival, compared to last year.
- b. At least three new groups participate in each festival.
- c. Members are satisfied with the festival (Survey feedback)

Goal: Improved Financial Results

Success Criteria:

- a. All programs and events are paid for.
- b. There is a positive balance in the bank to support expenses to begin the next year's activities.
- c. Outside support, i.e. other than member fees, increase by ___%.

Goal:Support System for Members

Success Criteria:

- a. Members have received the resources they need to be effective, e.g. music materials, spiritual growth tools and fellowship.
- b. Members feel cared for and supported by each other. (Member survey feedback.)

Goal:Improved Name Recognition

Success Criteria:

- a. Nonmembers in our community are aware that a Choristers Guild chapter exists.
- b. New members joining this year joined because of our chapter's reputation.
- c. We gained new members from the list of names that was sent to us as Guild members by the Choristers Guild office.

The process, including questions, answers and guidelines, to be used in arriving at these goals might be as follows:

1. Do you have all the members that you want?
2. Do your members participate fully?
3. Do your current members bring in new members?

If not, WHY?

There are three basic needs common to all organizations, regardless of size, focus, or area of interest.

Publicity

COMPILING A MAILING LIST

A preliminary step in publicizing events is to establish a chapter mailing list.

If you do not currently have a list of Choristers Guild members in your chapter's geographical area, notify Kristin Kok (kkok@mailcg.org) at the office. She will send you labels or a list of members.

If you are looking for new Choristers Guild members, expand the list that you have now. One way to expand a mailing list is to refer to the listing of churches in your local phone book. Perhaps someone would be willing to contact each church to find the name of the church's director of music and/or their children's choir directors. Other excellent sources of mailing lists are denominational yearbooks, which provide clergy and church names and addresses.

A general mailing to all of the churches in your area might be in order. Such a mailing could introduce the purposes of Choristers Guild and the benefits of membership. More specifically, it could tell about the work of your chapter, and perhaps outline chapter events scheduled for the year. Check with your local Council of Churches or ministerial association office to ask about the use of their mailing lists.

Be sure to make it clear that persons MUST be members of Choristers Guild in order to join a local CG Chapter. Membership forms are available to chapters upon request.

WEBSITE

Many chapters advertise and inform through their own website. Website designers can be found who will design a site for a reasonable fee and help you find a host for your site. There are also free web hosting sites on the internet. As is true in all cases, the more one pays, the more one gets for the money! The free host sites will be limited in their offerings, but it may be a beginning for your chapter. Any chapter's website can be linked to the Choristers Guild Website at www.choristersguild.org. Again, notify Kristin Kok.

BULK MAIL STATUS

As a nonprofit organization, you should be eligible for a bulk rate mailing permit. There is a bulk rate fee to be paid annually, then all of your mailing can be sent at the lower postage rate.

While there are some distinct advantages to sending out mailings by bulk rate, there are also additional requirements that must be met in preparing your mailings. A minimum of 200 pieces of mail is required to qualify for bulk rate status. If you are slightly short of the needed 200 pieces, you may want to "pad" your list with additional names...that will probably prove cost effective. Check with your local postmaster regarding sorting regulations and other requirements of the bulk mail permit.

Because bulk rate mail is not forwarded, try to keep your address list up to date. You may also want to add to your mailings an indication which says, "Address Service Requested."

You will be assessed a charge for each piece that involves an address change, but at least you will receive the new addresses for the future.

NEWS RELEASES

Another important form of publicity is the news release. News releases should be written in a clear and concise manner. The news media will be much more likely to print or broadcast your release if it is in a “usable as is” format.

Examples:

Over 300 children from area churches will be singing in a children’s choir festival sponsored by the _____ Chapter of Choristers Guild. The festival services will be at 5:00 p.m. on Sunday, April 29 at _____ Church, Lake and Elm Streets. The public is invited.

Or:

A Choristers Guild children’s choir workshop will be held on Saturday, March 1 at 1:00 p.m. at _____ Church, 400 Maple. The guest clinician will be _____, noted authority on children’s choirs. Workshop fee is \$10. Call 000-000-0000 for more information.

News releases might be sent to newspaper offices, radio stations, neighborhood papers, denominational offices, newsletters of other music organizations, email newsletters of denominations. You may choose, in some cases, to send both a news release and a longer article, so that the recipient can use one or both, as space permits. The longer article may include more details about the event, some identifying information about Choristers Guild, perhaps a photo and biographical data on the clinician, etc.

POSTERS AND FLIERS

Posters and fliers in 8 ½ x 11 format can be posted in strategic locations and sent as fliers to your mailing list for recipients to post in their churches.

In addition to sending them out, consider various places where the poster might be displayed such as colleges, music stores, etc.

Make them as attractive and eye-catching as possible. The use of brightly colored paper or card stock is a good idea. However, if your publicity includes photos, remember that photographs print most successfully on a lighter shade of paper.

CHURCH BULLETINS/NEWSLETTERS

Prepare announcements that can go in church bulletins and newsletters. Here is an example:

Our children’s choir will be singing with over 200 other children in a Choristers Guild Choir Festival on Sunday, March 23. The festival service will be at 7 p.m. at _____ Church. Plan to attend!

Communication

Chapters benefit greatly from communicating with each other. The sharing of ideas, resources, concerns, joys, problems, and successes is a tremendous source of strength for the Choristers Guild organization.

An available vehicle for such communication is our bi-monthly journal, *The Chorister*. Lois Trego, editor, invites the submission of articles pertaining to the work of your chapter. “How-to” articles, stories of programs that really worked, “funny” failures, photographs of chapter events, etc., are welcomed for editorial consideration.

We encourage the use of *The Chorister* as a means of letting members know of the activities and events the chapters have sponsored. The “Calendar of Events” is a powerful promotional forum for your chapter to list its upcoming workshops and festivals.

Chapter events are welcome on the CG Website. Please send notices including the site, street addresses, and contact information for both *The Chorister* and listing on the website to Kristin Kok at the CG office.

We have added individual web pages for all chapters who do not have a website of their own. This page can provide calendar of activities with links to repertoire, registration forms and other information about your events. We also encourage the chapters to send pictures of events to be shared both on their own web page and in *The Chorister*.

Some chapters have websites of their own. When a website for a chapter is available, Choristers Guild includes a link to that site for ease of locating detailed information of programs and news. If your chapter does not have a website, consider other ways of becoming a visible presence on the web.

- Find a volunteer in a church or school who would be willing to develop and maintain a website for your chapter.
- Find a source for free hosting your website. (Some well known services provide webspace to their users, i.e. AOL.)
- Use a Bulletin Board Service such as QuickTopic – www.quicktopic.com. Free web bulletin board. QuickTopic Pro provides ability to customize, show pictures and more. QuickThread is another upgrade from basic service available from this service.
- Consider the use of “blogging”. Blog Tools are available from free to a monthly or yearly charge, based on storage space or tools offered

Festival and Workshop Planning

PROGRAMMING IDEAS FOR WORKSHOPS/FESTIVALS

Handbells

- Organization of bells
- What age do you begin
- Creative use of bells with hymns
- Handbell accompaniments
- Choir Chimes
- Festivals for Adult Bell Choirs

Repertoire

- Favorite anthem share and sing
- New Music Reading Session
 1. Each person bring newest anthem(s) that they have purchased.
 2. Cooperative event with local music store
 3. Complimentary packet(s) from Choristers Guild

Hymns

- Bringing hymns to life with children
- How to have fun with hymns
- Challenge to learn new hymns
- Hymn study and components of the worship service.

Musicals

- How to produce a musical with minimum dollars and maximum result
- Performing musicals/reading session of musicals
- Intergenerational musicals
- CG All-member musical

Camps and Festivals

- All day festival format with interest groups, games, lunch
- Overnight Youth/Children's Festivals
- Different formats for choir camps

Stepping Stones Curriculum

- Year 1
- Year 2
- Year 3
- Older Elementary

Videos and DVD's

- Mabel Stewart Boyter's "Guiding the Uncertain Singer" (CG publication, CGVT4)
- Jane Marshall's "Conducting Techniques" (CG publications, CGVT1, CGVT2, Set of 2 – CGVT5)

- “A Helen Kemp Portrait: Insight and Inspiration from a Master Teacher of Children’s Choirs”, (CG publication, CGVT7 or CGDVD1)

ABOUT FESTIVAL PLANNING

Planning a well organized smooth-running festival involves a good deal of time and energy. It’s very important to start planning early; many experienced festival planners advise beginning at least one year in advance.

There are some preliminary questions to be considered in planning a festival:

- Who will be on the festival committee?
- Who will assume responsibility for the various aspects of the festival?
- Where and when will the festival take place?
- Who will the conductor(s) be?
- What music will be sung? (In choosing music, remember that Choristers Guild says that 50% of all music used in festivals, and 40% of reading session repertoire will be Choristers Guild publications.)
- Who will accompany?

You may wish to invite the directors to assist in selecting the festival music, perhaps in the context of a repertoire reading session. It is important to notify the children’s and youth choir directors as early as possible of the music selected so that this literature may be incorporated into their planning in their individual churches.

Good communication is of utmost importance in planning a festival. This includes communication with the guest conductor(s), the participating directors, the site host, and within the festival committee to ensure that no detail is overlooked. Publicity is of vital importance, both in notifying choirs of the opportunity of participating in the festival, and also in encouraging people to attend the festival service.

CLINICIAN SELECTION

The Choristers Guild office maintains a list of recommended clinicians. This information is updated regularly and is available to chapters by calling the national CG office.

Each clinician has a form on file that includes such categories as contact information, workshop topics that they enjoy presenting, preferences regarding workshops and festivals, information on availability, and a short biographical sketch. By reviewing these forms, you will find someone who suits your need.

Communication and Publicity

___Send secondary mailing to directors of participating choirs including:

1. Schedule for the day
2. Time of festival service (encourage parents and others to attend)
3. Hymns for the service (sometimes the singers are not informed of the hymns!)
4. Any special instructions

___Publicize the festival service:

1. Local newspapers

2. Chapter mailing list
3. Church newsletters/bulletins
4. Listing in *The Chorister* and on the CG website (send information to kkok@mailcg.org 4 mos. in advance)
5. Newsletters of other music organizations in your locale
6. Denominational newsletters

After the Festival

- ___ Someone to make sure building is left in condition in which it was found
- ___ Write thank you notes to conductors, accompanists, instrumentalists, site host, other key people who made the event possible
- ___ Evaluate for next year

CHECKLIST FOR FESTIVAL PLANNING

Dates/Facilities/Availability

Task	Assigned To	Completed
Select date, checking for conflicts	_____	_____
Select prospective sites		
1. _____		
2. _____		
3. _____		
Contact site regarding availability of facilities and request date be reserved <i>(Be sure to reserve specific rooms)</i> Facility Fee? _____	_____	_____

Conductor and Accompanist

Prospective festival conductors	_____	_____
1. _____		
2. _____		
3. _____		
Prospective Accompanists	_____	_____
1. _____		
2. _____		
3. _____		
Notify conductor accompanist regarding:	_____	_____
1. Date of festival		
2. Time of festival		
3. Format of festival		
4. Fee		
5. Theme		

Letters of Agreement/Contract to Conductors and accompanist	_____	_____
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Clinician Travel & Housing

Housing	_____	

Home Housing ___ Prefer Hotel _____		
Flight Arrangements:		
Clinician makes? _____	_____	_____
Host makes? _____	_____	_____
Airport Pickup? _____	_____	_____
Confirm travel/housing arrangements with clinician	_____	_____

Music Planning

Festival Theme _____

Who selects repertoire _____

Date by which selections must be made _____
*(Remember that a CG festival needs to include
 50% CG publications.)*

Compile and publish a repertoire list well in advance _____
 of the festival *(i.e. by early summer for a spring festival)*

Prepare mailing including festival date and location,

 clinician, registration information, and
 repertoire list as well as music store
 where it can be purchased

Other Related Events

Possibly plan min-retreats or other events to _____
 enable choirs to meet and rehearse in
 advance together

Perhaps a fall directors' workshop (with festival _____
 conductor as clinician) to introduce the
 spring festival repertoire

Perhaps a spring reading session of repertoire _____
 for the next year's festivals

Perhaps a workshop for directors scheduled in _____
 conjunction with the festival

Registration and Organization

Determine how registration will be handled _____
 Will there be a registration deadline? _____ When? _____

Who will receive and coordinate registrations? _____

Will a registration fee be charged? _____
 Amount? _____

Assign "homerooms" for the choirs _____

Volunteers to assist on the day of festival _____
 Greeters & "Ask Me" People
 Guides to give directions, usher choirs, etc.
 Registration personnel

Planning the Festival Schedule

Develop the schedule _____

Plan special activities for the choirs to alternate _____
 with rehearsal times (musical games, Orff
 session, a film, sign language session, recreation)

Plan time for meals and snacks _____

Planning the Festival Service

Person to plan the festival worship service _____

Date to have planning complete _____
Any guest instrumentalists, liturgical dancers,
bell choirs, signers, etc. involved? _____

Select hymns and notify directors _____

Service participants (*speakers, readers,
receive offering, etc.*)

Confer with conductor and accompanist about service

Will Orff or handbells be used? _____

Who will supply them _____

Who will play them _____

Who will prepare the festival bulletin _____

*(If any hymn or anthem texts are to be duplicated in
the bulletin, check on their copyright status so that
necessary rights and permissions can be requested
from the publishers.)*

Printing the bulletin _____

Cover art _____

Will there be a processional _____

Who will organize it? _____

Food

Will refreshments or meals be served? _____

Who provides food? _____

Who plan, organizes, and serves? _____

Costs? How will they be covered? _____

Miscellaneous Planning

Special event to be planned with board members
and guest conductor _____

Who will provide local transportation for conductor? _____

To and from airport _____

To and from festival _____

Checks prepared for conductor and accompanist _____

Calculate all expenses and prepare reimbursement check

Signs _____

Communication and Publicity

Communicate with directors of participating choirs _____

Detailed schedule

Repertoire

Registration procedures

Festival worship service information

Meal and snack information

Publicize the festival worship service _____

Local papers, mailing list, email, website,
The Chorister, CG website, other music
organizations' media, denominational media

After the Festival

Check the condition of the facility you have used _____

Thank you notes _____

Settle final expenses with treasurer _____

CHECKLIST FOR WORKSHOP PLANNING

Selecting a Clinician

There are many ways to approach this. You may choose your clinician and then work with that person to select topics within that clinician's area of expertise that are of interest to the group. Or, you may decide to sponsor a workshop on a particular topic and then select a clinician who is known for his/her work in that area. However you decide to proceed, a helpful first step would be to review the profiles of the various clinicians who are recommended by the National Choristers Guild office.

Select Location

Task	Assigned	Completed
Determine facility needs	_____	_____
Size of room(s)		
Piano or organ		
Acoustics (favorable for singing)		
Breakout rooms		
Exhibit space		
Special needs		
Request date and reserve facility	_____	_____
Name and address of site _____		

Site contact person _____		
Facility use fee? _____		

Clergy/Staff Support

Meet with clergy and/or music director of host church	_____	_____
Explain nature and purpose of event		
Enlist their cooperation/support		
Facility use fee? _____		

Communication with Clinician

Extend invitation	_____	_____
Establish fee		
Determine workshop topic(s) _____		

Establish time format for event (date, time, length)		

Accompanist needed? Who? _____		

Communication with Clinician (cont'd)

Travel/Housing Arrangements	_____	_____
Home Housing? ___ Prefer Hotel? ___		

Flight Arrangements:

Clinician makes?___ Host Makes?_____

Other special requests from clinician _____

Confirmation letter/contract sent? _____

Workshop Programming

Will a reading session be included?___ _____

(Be sure and allow sufficient time, and remember that 40% of reading session music must be Choristers Guild publications.)

Who selects repertoire?_____

Who orders music?_____

What music store will be used?_____

Determine cost of packet._____

(Remember that Choristers Guild will supply complimentary music packets for a reading session.)

Will packet cost be included in registration fee?___

Accompanist_____ Honorarium_____

Budget Planning

Prepare budget based on expenses: _____

Honoraria_____

Transportation & Housing_____

Music Packet costs_____

Food costs_____

Facility Use Fee_____

Other_____

Estimate number of registrants _____

(Base workshop fee on this figure)

Establish workshop fee _____

Higher for nonmembers?_____

(All who attend a CG workshop must be CG members.)

Price break for early registrants?_____

Registration (advance)

Deadline for advance registrations _____

Price break for early registrations___

Refund policy for "no shows"
or advance cancellations_____

Prepare registration form including: _____

Fees (regular, pre-registration)

Policy on refunds *(No refunds after _____)*

Name, phone number, email of contact person

How checks are to be made payable

Address where checks and registration forms
 should be sent
 Indicate if the fee includes music
 Space for complete names/addresses
 of registrants and their church/school
 Instructions to duplicate for multiple
 registrants from same church or school

Registration (on site)

Organize in advance data on pre-registrations _____

Will registrations be organized by church/school
 or individual's name _____

To be available at registration table:

Schedule for the day with times, rooms, etc.

List of chapter's events for the year

Membership forms for Choristers Guild

Choristers Guild brochures (available from the office)

Your chapter brochure

Signs _____

Registration table setup and staff _____

Miscellaneous Planning

Is a social event planned with board members
 and visiting clinician in conjunction with
 workshop? _____

Cleanup after workshop _____

Is food service provided? _____

Coffee break/refreshments

Lunch/dinner

Who will prepare food? _____

Where will it be served? _____

Menu _____

Cost per person _____

Deadline for reservations _____

Who takes care of reservations _____

Set up of tables/chairs _____

Decorations/centerpieces _____

Clean Up _____

Equipment Needs

Piano _____ Tuning _____

Orff, percussion, handbells or other instruments _____

Podium, music stands, chairs _____

Number of chairs _____ stands _____

Seating arrangement _____

Chalkboard/marker board _____

Tape player, CD/DVD player	_____	_____
Video equipment for play or recording	_____	_____
Tables	_____	_____

Clinician Arrangements

Who will host and provide transportation	_____	_____
Check prepared for clinician's fee	_____	_____
Honorarium		
Expenses (airfare, ground transportation, parking, meals, etc.)		