

Procedure for All-State registrations paid by school check:
(this is for the event NOT for auditions)

Student Registration Fee and Deadline:

- Online registration form must be completed by October 25, 2022.
- The registration fee for a student selected to an All-State ensemble is \$65.00.
 - If paying by credit card, the fee is paid during the registration process (a \$3 processing fee is added to cover our expense).
 - If paying with a school check, follow the directions below.
- There are NO REFUNDS if the student does not participate.
- Meals and housing are not included.

Deadline if Paying by School Check:

- School checks must be postmarked by October 25, 2022 and received by appropriate Division Chair no later than October 28, 2022.
- If these deadlines cannot be met, the student should pay with a credit card. **All deadlines are HARD DEADLINES.**

Directions for Paying by School Check:

- School checks should be made out to Louisiana Music Educators Association.
- If a school has students in more than one division's ensembles (band, choir, jazz, orchestra, and/or guitar), separate checks must be written and mailed to the appropriate Division Chairs.
- Ensemble directors or schools must send the names of all All-State students whose registration fees are included in the check with the check.
- **Registration is not complete until payment is received by the LMEA Division Chair. All deadlines are HARD DEADLINES.**

“Mail to” addresses:

- When filling out the student’s registration form, the appropriate Division Chair’s mailing address will “pop up” when conditional statements are satisfied.
Ex.: If All-State band (symphonic or concert) and paying by check are selected, Ronnie’s mailing address will become visible in the registration form. This will also be in the auto-notification emails sent.

Ronnie Gleason (Band)
211 Country Park Dr.
Youngsville, LA 70592

Katrice LaCour (Orchestra)
748 Coco Bed Rd.
Cloutierville, LA 71416

Greg Robin (Guitar)
407 S. Wakefield Dr.
Lafayette, LA 70503

Greg Oden (Vocal)
112 McAlpine Dr.
West Monroe, LA 71291

Doug Stone (Jazz)
16752 Fort Pulaski Ave.
Baton Rouge, LA 70817

Who gets what:

- **Division Chairs** will receive an auto-notification and frequent spreadsheets that will include student’s choice: paying by check; paying by C/C

- **District Directors** will receive an auto-notification email when a student from their district submits a registration form. *This is just to keep you aware of what's happening in your district.*
No payments for the All-State event should go to District Directors.
If a District Director wants/needs a spreadsheet at any time, call or email Sharon.
- **The student's ensemble director** will receive an auto-notification to help them keep up with their kids and to give them a record of how the students intend to pay. They need to stay "on top" of school check payments. (Assuming the parents will enter the director's correct email.)
- **Parent's** will receive an auto-confirmation/receipt of their child's registration.
- **REMIND** teachers/parents that some emails will filter our auto-notifications to the spam folder. Always check all folders.

Questions:

Any time you need to check something – All-State registration, a teacher's current membership, clarification of website information, etc. – call/email Sharon or the appropriate Division Chair.